



REQUEST FOR PROPOSAL

HEALTHY START CARE COORDINATION -- LEON COUNTY

WRITTEN RESPONSES DUE BY

March 31, 2021

by 5:00 p.m. EST

Proposals to be opened
at 5:00 p.m., March 31, 2021

Name of Vendor _____

Address _____

City _____ State _____ Zip Code _____

Signature of Authorized Officer

(Printed or typed name)

F.E.I.D. _____ Date _____

Telephone Number (_____) _____

Email Address: _____

**Capital Area Healthy Start Coalition
1311 N. Paul Russell Road, Suite A101
Tallahassee, Florida 32301
850-488-0288**

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SECTION 1: INTRODUCTION

Capital Area Healthy Start Coalition, Inc. (“CAHSC”) intends to obtain competitive proposals from vendors (“Contractor”) to provide Healthy Start Care Coordination services for pregnant women, interconceptional women (those who delivered a healthy baby who is under their care and those who delivered but either had a pregnancy or infant loss or delivered a baby who is not under their care), and infants from birth to age three in Leon County. These services support the Coalition’s mission of reducing fetal and infant mortality and improving birth and health outcomes for women of childbearing age and children under the age of three. The contract period will begin July 1, 2021 and end June 30, 2022. Contracts may be renewed each fiscal year (July 1 through June 30) based on availability of funding and on meeting contractual requirements.

The term “Proposal” means a response submitted by a Proposer to this RFP. The term “Proposer” means those entities that respond and submit a Proposal in response to the RFP. The term “Vendor” means the entity or sole proprietor that is chosen to provide the services herein. These terms may be used interchangeably throughout these documents. The term “Contract” means the written agreement to provide the services herein.

Background

Healthy Start is a comprehensive program promoting optimal prenatal health, birth outcomes, and developmental outcomes for all pregnant women, infants, and children up to age three using the Healthy Start home visiting model. Services are performed in accordance with the Healthy Start Standards and Guidelines, Chapters 2, 5-23 and 30, and is subject to the Coalition, the Florida Department of Health and the Agency for Health Care Administration. This is facilitated through Healthy Start services that provide the education, encouragement, linkages, and support necessary to maximize families’ health, well-being, and self-sufficiency. Care coordinators achieve this goal by helping individuals in the target population and their families receive appropriate education and interventions they need to improve conditions that place them at risk. Interventions, education, and other services are provided directly to clients by care coordinators; other community referrals are made as needed. Care coordinators strive to assure each participant is involved in their prenatal and child healthcare as well as other beneficial Healthy Start and community services based on risk appropriate care.

The Capital Area Healthy Start Coalition (CAHSC) was incorporated as a not-for-profit organization in the state of Florida on February 6, 1992. The CAHSC is a part of the Florida Association of Healthy Start Coalitions (FAHSC), a 32-member network ensuring that Healthy Start services are available across the state of Florida. Coalitions work with community members to identify and resolve health problems that affect pregnant women, infants, and children.

The CAHSC is governed by a Board of Directors that provides administrative and fiduciary oversight for the organization. Additional support is provided by the organization’s standing committees that focus on governance, system of care, data analysis, quality assurance, community action, marketing, provider performance, and financial issues. The selected provider must operate according to CAHSC’s service delivery model, comply with the annual action plan for achieving strategic priorities, adhere to the Florida Healthy Start Standards and

Guidelines as directed by the CAHSC, and meet all contractual performance and outcome measures established by CAHSC.

For additional information, potential respondents are encouraged to visit the CAHSC website at <http://www.capitalareahealthystart.org/> and the Florida Department of Health's Healthy Start website at http://www.floridahealth.gov/programs-and-services/childrens-health/healthy-start/index.html#heading_2.

Objective

The objective of this RFP is to solicit proposals from Vendors to perform the services in accordance with Section 383, *Florida Statutes*, and FAC 64F-3. CAHSC seeks to enter into a fair, competitive, and reasonable contract with one responsive and responsible Vendor whose written proposal is determined to be the most advantageous to CAHSC, taking into consideration the price and other criteria set forth in the RFP and any other information that demonstrates the Vendor's experience and competence to provide the services herein. Vendors will be required to provide the proposed services described in the Scope of Services, Section 2, of this Request for Proposal (RFP).

Special Accommodation

Any person requiring a special accommodation because of disability should call or email the RFP Coordinator at least five (5) work days prior to the response opening date.

RFP Coordinator

The RFP Coordinator is the sole point of contact for information regarding this RFP from the date of release of the RFP until the Notice of Intent to Award, as indicated in the Schedule of Events.

All communication concerning this RFP must be directed **by email only** to the RFP Coordinator of the listed below. **Please do not contact the RFP Coordinator by phone.** Unauthorized contact regarding this RFP with any other CAHSC employee or Board member could result in disqualification. There should be no oral communications with CAHSC during the solicitation and any such oral communication will be considered unofficial and nonbinding.

The RFP Coordinator is:

Chris Szorcik
Executive Director
info@capitalareahealthystart.org

Questions

Questions for additional information or clarification may be submitted in writing to the RFP Coordinator and received no later than the deadline in the Schedule of Events, herein. Written answers to all questions will be emailed and posted on the website at: <https://capitalareahealthystart.org/> as indicated in the Schedule of Events. Questions shall be submitted **via email only to the RFP Coordinator**.

All questions shall indicate the following in the subject line of the email:

“QUESTIONS RFP – Care Coordination Services”

Questions must be submitted in the following format:

Question #	RFP Section	RFP Page #	Question

Must, Shall, Will and Is Required

Although this solicitation uses terms such as “must,” “shall,” “will,” and “is required” and may define certain items as requirements, CAHSC reserves the right, in its discretion, to waive any minor irregularity, technicality, or omission if CAHSC determines that it is in the best interest of the State to do so. However, failure to provide requested information may result in the rejection of a proposal. There is no guarantee that CAHSC will waive an omission or deviation, or that any Proposal containing a deviation or omission will be considered for an award.

Schedule of Events

Issuance of RFP	Feb 1, 2021
Last Date to Submit Written Questions	Feb 19, 2021
Anticipated Posting of Answers on Website	Feb 26, 2021
Proposals Due by 5:00 p.m. for Opening	March 31, 2021
Anticipated Completion of Initial Evaluation	April 15, 2021
Anticipated Presentation Period for Completed Evaluation	April 23, 2021
Anticipated Notice of Intent to Award	April 30, 2021
Anticipated Contract Execution	June 1, 2021
Anticipated Training and Start Up Phase	June 2021
Care Coordination Services Commence On	July 1, 2021

Official Notices or Amendments to the Solicitation Documents

All notices, decisions, intended decisions, addenda and other matters relating to this procurement will be electronically posted on the website at <https://capitalareahealthystart.org/>.

CAHSC will post addenda, if any, to the RFP documents, including timeline updates on the website listed above.

IT IS THE SOLE RESPONSIBILITY OF VENDORS TO CHECK THIS WEBSITE AND THEIR EMAIL FOR INFORMATION AND UPDATES.

SECTION 2: SCOPE OF SERVICES

Statement of Purpose

The purpose of this RFP is to elicit responses from vendors who are interested in contracting with CAHSC to provide Florida Healthy Start Services which include: professional client services, through a team of Care Coordinators and provider relationships aimed at improving the health and pregnancy outcomes of women, infants, and children in Leon County.

Scope of Work

Service provisions through this RFP must adhere to the Healthy Start home visiting model, Healthy Start Standards and Guidelines, Chapters 2, 5-23 and 30 and is subject to the Coalition, the Florida Department of Health and the Agency for Health Care Administration. Below is a broad description of services.

1. Client services are individualized by client risk and need, and may include:
 - a. Providing direct, face-to-face services to clients using the Healthy Start home visiting model
 - b. Providing assessments for newly referred clients to determine risks and needs
 - c. Providing ongoing care services
 - d. Providing healthy pregnancy education
 - e. Providing individualized education and support to clients based on risks and needs
 - f. Providing ongoing risk assessment screenings
 - g. Providing wraparound services to include:
 - i. Breastfeeding education and support
 - ii. Parenting education and support
 - iii. Childbirth education
 - iv. Smoking cessation services
 - v. Stress management and emotional support
 - vi. Psychosocial counseling and support-optional
 - vii. Interconceptional care services
 - h. Providing developmental screenings for infants age birth to 3rd birthday
 - i. Providing assistance with enrollment with a prenatal care and/or pediatric care provider
 - j. Providing referrals and coordinating care
2. Community services: Healthy Start programs are required to collaborate with community services to ensure the clients are receiving the services needed. Collaboration includes:
 - a. Prenatal and pediatric providers
 - b. Local birthing hospitals and birthing centers
 - c. Medicaid Managed Care providers for client services
 - d. Other agencies that may also be providing services to Healthy Start clients (e.g., Department of Children and Families, WIC, etc.)
 - e. Participation in local maternal and child health initiatives
3. Program Oversight: One person will be designated as the Program Manager who will:
 - a. Serve as the liaison between the Healthy Start program and the Coalition
 - b. Meet formally and informally with the Coalition
 - c. Ensure all Healthy Start staff are trained in the mandatory curriculum and screens as

- required
 - d. Be responsible for all reporting functions to the Coalition
 - e. Ensure service provisions are being monitored (see #4 below)
4. Monitoring of service provisions
- a. Ensure Healthy Start Performance Measures are being met as required by contracts, the Healthy Start Standards and Guidelines, Florida Department of Health, and Agency for Health Care Administration as directed by the Coalition, using a Quality Assurance and Quality Improvement (QA/QI) model
 - b. Perform in-depth case reviews as per contract, looking at client service provisions and documentation which include, but are not limited to, quality services being provided, adherence to timelines, mandatory curriculum and screens being used appropriately, case notes are complete, and all services are documented correctly in the Healthy Start client database
 - c. Perform other forms of reviews to ensure client services and documentation are being done as required. Some methods may include, but are not limited to, other forms of case reviews, shadowing care coordinators, client surveys, meetings with Healthy Start staff
 - d. Report findings to the Coalition as well as how negative findings are being addressed

Target Population, Client Eligibility, and Capacity of Services

Pregnant women, infants and children from birth until three years of age, and interconceptional women will comprise the target population. Healthy Start is not income based and is a voluntary program. Pregnant women and infants who are determined to be at risk for an adverse pregnancy outcome or poor child developmental outcome based on their Florida Prenatal or Infant Risk Screens or as determined through the Coordinated Intake and Referral (CI&R) Program, and who have agreed to participate in Healthy Start, are referred to Healthy Start for services. Additionally, individuals in the target population may be referred by a healthcare provider, a community agency, or through a self-referral. The Vendor is required to serve all clients who are referred for Healthy Start services. There are no caps on services.

The Leon County Healthy Start program receives an average of 360 new prenatal referrals, 315 infant/child referrals, and 15 interconceptional women each fiscal year. In 2020, Leon care coordinators conducted a total of 1772 face-to-face meeting with clients. On average, clients are seen at least once per month. This does not include other forms of communication such as phone calls, texting, letters, mailing documents, e-mails, and working with other agencies on behalf of a client. Healthy Start staff have an average caseload of 45 – 55 clients at any given time. (Future post-COVID face-to-face meetings may include both in person or virtual meetings based on the Florida Department of Health and the Agency for Health Care Administration guidance.)

For the current services in Leon County, there is 1 Program Supervisor, 1 Assistant Program Supervisor and 5 full time Care Coordinators on staff. Prenatal clients are served up until 8 weeks postpartum and infants can be in Healthy Start from birth until their 3rd birthday. Healthy Start clients receive face-to-face services an average of once per month with telephone contacts interspersed as needed. Clients with the highest risks and needs are seen more frequently.

Healthy Start may also provide services to Healthy Start clients through classes, such as parenting and breastfeeding education classes, in addition to the individual face-to-face services.

Vendor Personnel

The Vendor shall designate a Program Manager who will serve as the primary contact between CAHSC and the Vendor.

Vendor Qualifications

Through this RFP, CAHSC intends to select and negotiate a contract with a professional organization or an individual sole proprietor within the following parameters:

1. **Organization location.** The Contractor CAHSC selects must have offices located within Leon County or Wakulla County, Florida. Organizations outside of Leon or Wakulla Counties will not be considered.
2. **Experience.** CAHSC is interested in contracting with a Vendor that has significant experience in providing client and provider relations and direct client services. CAHSC also has interest in an vendor or sole proprietor with practical knowledge of Healthy Start services and Coalitions, preferably in Florida, and/or maternal and child health organizations with similar goals.
3. **Capacity.** CAHSC is interested in contracting with a Vendor that has or can have significant in-house capacity to implement and manage this program. CAHSC is *not* interested in contracting with a vendor that is routinely required to utilize a number of outside contractors over which CAHSC has no control or short-term temporary employees.
4. **Program management experience.** In addition to the general organization experience mentioned above, CAHSC is interested in a Vendor's application of case management best practices. This includes the Vendor's quality assurance and documentation practices.
5. **Qualified provider staff.** As a partial measure of the Vendor's quality of performance, it would be an advantage to CAHSC if the organization and/or individuals within the organization are currently qualified to provide the services required through this RFP. [See the Florida Department of Health's Healthy Start Standards and Guidelines, Chapter 6 at http://www.floridahealth.gov/programs-and-services/childrens-health/healthy-start/index.html#heading_2 and attached as Attachment G.

SECTION 3: INSTRUCTIONS FOR SUBMISSION

Submission of Proposals and Proposal Format

Proposals must be received at or before the time specified in the Schedule of Events, herein.

Vendors interested in submitting a response to this RFP must submit the following documents:

1. **Technical Proposal.** Vendors will provide information regarding the organization that addresses the ability to provide the services listed above. This information will be provided in the format required in the attached document of the same title. It will include:
 - a. **Cover letter.** Information requested on page 1 of this RFP should be addressed in the cover letter. This includes the name, title, address, and contact information of an official authorized to enter into negotiations and sign a binding contract for the organization. If correspondence regarding the RFP should be directed to a different individual, please also provide contact information for that person.
 - b. **Narrative portion.** The narrative portion of each application must follow the outline as shown on pages 13-14 of this RFP. Times Roman 12 pt. font should be used, and the narrative portion of the application *should not exceed 10 pages, excluding the work products and work plan.* Please number your sections, include section headings, and respond to each section in order.
 - c. **Required attachments.** Attachments A, B and C.
2. **Work Plan Proposal.** Vendors will provide a detailed work plan for the implementation and operation of the contracted services as stipulated on page 15 of this RFP.
3. **Cost Proposal.** Please complete and submit a sample budget (Attachment D) to cover twelve (12) months of Healthy Start services to run from July 1, 2021, through June 30, 2022.

The RFP Response must be submitted to CAHSC and ***received no later than 5:00 p.m., March 31, 2021.***

The completed RFP Application may be:

1. E-mailed as a PDF file to Info@CapitalAreaHealthyStart.org
2. Hand-delivered on March 31, 2021 between 8:00 – 5:00 in a sealed packet to the Capital Area Healthy Start Coalition office at:
Capital Area Healthy Start Coalition, Inc.
Attn: Chris Szorcsik, Executive Director
1311 N. Paul Russell Road, Suite A101
Tallahassee, Florida 32301
3. Mailed to the address shown above.

NOTE: Hand-delivered or mailed applications must also include a flash drive in which a copy of the application has been saved in a PDF file format.

Vendors that submit response via e-mail will receive an e-mail confirmation that the application was received.

It shall be the sole responsibility of the Proposer to see that their Proposal is received at the proper location on or before the stated time of the Proposal opening. All Proposals received after that time shall be rejected.

A Proposer that considers any portion of its Technical Proposal, Work Plan or Cost Proposal to be confidential shall submit both a redacted version and a non-redacted version of the Proposal.

Capital Area Healthy Start Coalition, Inc. reserves the right to reject any or all responses, to waive any non-substantive deficiency or irregularity, and to negotiate a contract(s) in what it believes to be in the best interest of the Coalition and the target population of Leon County. All submissions become the property of the Capital Area Healthy Start Coalition, Inc. and will not be returned to the sender.

Replacement/Withdrawal/Modification of Proposal

A Vendor may replace or withdraw a Proposal at any time prior to the Proposal due date. No changes, modifications, or additions to the Proposals will be allowed after the Proposals have been received.

Cost of Preparation

The CAHSC is not liable for any costs incurred by a Vendor in responding to this RFP.

Firm Proposal

By submitting a Proposal, Vendors acknowledge and agree that their Proposal shall remain firm and shall not be withdrawn for one-hundred twenty (120) calendar days after the proposal due date.

Use of Proposal Contents

All documentation produced as part of this RFP becomes the exclusive property of CAHSC and will not be returned to the Contractor. CAHSC will have the right to use any or all ideas or adaptations for the ideas presented in the Proposal. Selection or rejection of a Proposal will not affect this right.

Public Records/Confidential Information

All electronic and written communications pertaining to this RFP, whether sent from or received by CAHSC, are public records upon the conclusion of the RFP process.

Unless specifically exempted by law, all records made or received by the Vendor in

conjunction with this RFP are public records available for inspection by the public in accordance with the provisions of Article I, Section 24, *The Constitution of the State of Florida*, and Chapter 119, *Florida Statutes*. CAHSC, in its sole discretion, will determine whether a record that is created pursuant to this RFP is a public record regardless of which party is in possession of the record.

In order to ensure that records subject to an exemption are not disclosed, the Vendor shall notify CAHSC's Contract Manager immediately upon the receipt of a public records request. The Vendor will not allow any inspection or otherwise disclose any information found in the documents or records unless and until directed to do so by CAHSC's Contract Manager or as otherwise required by law.

All documents prepared pursuant to this RFP belong to CAHSC as a work-for-hire arrangement. Refusal of the Vendor to allow public access to such records, as directed by CAHSC or as otherwise required by law, shall constitute grounds for unilateral cancellation of this Contract by CAHSC.

If any part of the Proposal contains documents, data, or records submitted in response to this RFP that the Vendor considers to be confidential, trade secret, or otherwise not subject to disclosure pursuant to Section 119, *Florida Statutes*, The Constitution of the State of Florida, or other authority, the Vendor must also simultaneously provide CAHSC with a separate redacted copy of its documents, data, or records and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain this RFP title and Vendor's name and shall be clearly titled "Redacted Copy." The Redacted Copy shall be provided to CAHSC at the same time the Vendor submits the documents, data, or records to CAHSC and must only exclude or obliterate those exact portions that are claimed confidential, proprietary, or trade secret. The Redacted Copy shall be provided to CAHSC in electronic format.

The Vendor shall be responsible for defending its determination that the redacted portions of its documents, data, or records are confidential, trade secret, or otherwise not subject to disclosure. Further, the Vendor shall protect, defend, and indemnify CAHSC for any and all claims arising from or relating to the Vendor's determination that the redacted portions of its Proposal are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

If the Vendor fails to submit a Redacted Copy with its Proposal, CAHSC may produce the entire documents, data, or records submitted by the Vendor in answer to a public records request upon the conclusion of the solicitation.

Modifications to RFP Terms and Conditions

The Vendor may not apply any condition or change any term to any aspect of this RFP or the Proposal may be deemed non-responsive and not evaluated. Any attempt to redline, modify, or change this RFP and its contents, may subject the Proposal to be deemed nonresponsive and not evaluated.

Submission and Evaluation of Responses, maximum 100 points

Each proposal deemed responsive, i.e. timely received and including the each mandatory requirement, will be evaluated separately based on their qualifications and experience and the cost relative to other responsive proposals.

Mandatory Requirements for Responsiveness

The following items are minimum requirements to this RFP and must be included, and if deficient, the Proposal may be deemed nonresponsive and not evaluated.

1. Coversheet. A completed and signed Vendor's Information Coversheet (page 1) of this RFP. These documents must be signed by an individual (contact name and title of the individual) responsible for the organization's Proposal with binding signature authority.
2. Technical Proposal
3. Work Plan Proposal
4. Cost Proposal, Attachment D, Sample Budget
5. Completed and signed Attachment A, Certification
6. Completed and signed Attachment B, Non-Collusion Statement
7. Completed and signed Attachment C, Disclosure Information

CONTENT AND EVALUATION METHOD

The format of the proposals must be arranged in the sequence in which the requirements are referenced and formatted with responses inserted directly after the requirement or request. Additional information may be submitted to accompany the Proposal. When submitting additional information, please mark it as supplemental.

Technical Proposal Content for Evaluation

0-50 Points

*****The Technical Proposal must not contain any cost information.*****

Substance of Technical Proposal

Vendor's Technical Proposal will be evaluated and scored as described below.

The narrative portion of the response must include:

1. *Relevant Background and Experience (Up to 20 points or rating X 4).*

- Briefly discuss the organization's or sole proprietor's history, mission and organizational structure. In the case of an individual sole proprietor applicant, tell us a little about yourself and your background, including your professional goals/mission. List any current or recent (within the last 3 years) programs or projects that demonstrate the organization's experience in successfully providing client services and care coordination. Also list the organization's experience in working with Healthy Start Coalitions and/or similar maternal and child health organizations. Organizations may list as many projects as they wish but each project that is included should provide information to CAHSC about the scope and quality of services offered by the organization. Pertinent work products from these contracts may be included (not to exceed 5 pages). For each project list:
 - a) The entity with which the organization contracted
 - b) The length of the contract
 - c) The organization's current staff that were/are directly involved in the contract
 - d) A description of the professional services that are/were provided by the organization including the methodology followed; the tasks, timeline and deliverables executed; and the budget parameters
 - e) Describe whether this project was done totally in-house, primarily in-house, or primarily by outside sources
 - f) Any anecdotal information regarding the quality of the services offered and success of the program.

- Describe current and past populations served. Describe the experience of your organization in serving the Healthy Start target population in Leon County and/or surrounding counties. Sole proprietors responding should indicate their experience working with the target population. Indicate your experience with, or knowledge of, the statewide Healthy Start program and the local implementation of Healthy Start in Leon County and/or surrounding counties.
- List any experience the organization has with case management and describe the best practices incorporated into the delivery of this service. Describe you or your organization's familiarity with community resources in Leon County that would benefit the target population. This section should include information regarding quality assurance/improvement measures utilized by the organization related to case management and should also list any databases utilized to facilitate the organization's case management practices.

2. Capacity to Deliver Service and Manage Program (Up to 15 points or rating X 3).

Describe the organization's capacity to provide client and provider relations, direct client services and care coordination within its own capacity. This section should include identification of the person who will be designated as lead for the CAHSC project and a list of the organization's staff that will be directly involved in the program along with their position title, full-time equivalent, and service provision/administrative time ratios. Also describe your anticipated hiring process if additional staff will be needed to fulfil the requirements of this program. This section should also describe your organization's accounting system to adequately document, record, track and report expenditure of state funds; history or submitting timely deliverables and accurate fiscal reports; ability to record and track staff time incurred by the project; and experience managing state or federal funds.

3. Qualified Provider Staff (Up to 10 points or rating X 2). List and provide a brief description of the education, certification, specialized skills, and work experience of the organization's staff who would be involved in program implementation. Include an explanation of how the minimum Healthy Start staffing requirements will be met.

4. Organization's Approach and Unique Capabilities (Up to 5 points). Provide a brief project summary on how the organization intends to approach the scope of work as outlined in the RFP. Describe any unique capabilities that would make you or your organization the best choice for providing Healthy Start services to pregnant women, interconceptional women, and infants in Leon County. Describe any innovations adopted by you or your organization to overcome obstacles to client satisfaction with services.

*****The Work Plan Proposal must not contain any cost information.*****

Substance of Work Plan Proposal

Vendor’s Work Plan Proposal will be evaluated and scored as described below.

Work Plan for Service Provision: (25 points):
Provide a detailed work plan that presents activities to be undertaken to implement and operate the Healthy Start Program services with timelines, training methods, quality assurance mechanisms, product deliverables, engagement with collaborative partners and persons responsible for the activities. The work plan should reflect a thorough understanding of the specific requirements of the services to be provided as delineated in the Scope of Work, and a well-thought through and detailed approach for implementation and operation of the services that provide high quality, best practices and achieving the highest possible outcomes. The detailed work plan document can be in addition to the maximum 10 page for the Technical narrative, but should be a maximum of 10 pages.

It is CAHSC’s desire to keep responses to a manageable size but respondents may provide any other information not specifically addressed here if they feel it will give CAHSC an idea of the organization’s capability and the quality of its services.

Technical and Work Plan Proposal Scoring

For each Proposal, the evaluation team will assign the appropriate score for each criterion listed above, based on the scales below.

Ratings (0-5 – Evaluators will use only the enumerated numerals provided in the Numerical Scale)	
Points allotted	Description
5	Superior: Proposal exhaustively addresses the evaluation criterion or demonstrates extraordinary experience related to the criterion
4	Excellent: Proposal extensively addresses the evaluation criterion or demonstrates exceptional experience related to the criterion
3	Acceptable: Proposal adequately addresses the evaluation criterion or demonstrates sufficient experience related to the criterion
2	Fair: Proposal minimally addresses the evaluation criterion or demonstrates nominal experience related to the criterion
1	Poor: Proposal inadequately addresses the evaluation criterion or demonstrates limited experience related to the criterion
0	Missing: Proposal does not address the evaluation criterion or does not demonstrate experience related to the criterion

Cost Proposal Content for Evaluation

0-25 Points

In addition to the cover page and narrative pages, the responses must have a separate budget page. A sample budget is required that indicates the salary, fringe benefits, and associated operating expenses, including any proportion of administrative overhead or supervision costs. Staffing should include administrative staff and professional care coordination staff and may include support staff. The number of care coordinator positions needed would be determined based on the number of open cases and other care coordinator duties. For preparing the cost proposal refer back to both the scope of work and the target population sections. (pages 6 - 8)

The Cost Proposal shall consist of the proposed 12-month budget and budget justification. The proposed budget must include a total 12-month cost. Vendors shall submit a SEPARATE attachment (attachment D) from the Technical and Work Proposals.

The Cost Proposal shall specify a budget for the provision of the services described in this RFP listed in the Technical and Work Proposals.

Points will be determined by taking the lowest total 12-month budget from the Cost Proposal and dividing that cost by the Contractor's proposed 12-month total budget, then multiplying by the maximum number of points for this section (25 points). The proposal with the lowest cost will receive the maximum number of points for cost.

$$\frac{\text{Lowest Contractor's Total 12-month Cost}}{\text{Contractor's Total 12-month Cost}} \times 25 = \text{Points awarded}$$

Example Only:

$$\frac{\$ 75,000}{\$100,000} \times 25 = 18.75 \text{ Points Awarded}$$

SECTION 4: EVALUATION PROCESS

Proposal Responsiveness

CAHSC will review all Proposals submitted to ensure that they have met all of the requirements in this RFP. Proposals that do not meet all requirements of the solicitation or fail to provide all required information or documents may be deemed non-responsive.

Proposal Evaluation Criteria

An evaluation team of no fewer than three (3) evaluators will individually rate the Technical Proposals and Work Plan Proposals based upon the established fair and objective criteria from this RFP. CAHSC reserves the right to seek clarifications and to request any information deemed necessary for proper evaluation from all Vendors deemed eligible for award and to determine the integrity, viability, and qualifications of all Vendors when to do so would be in the best interest of the State of Florida.

The Proposal Evaluation Criteria and points available are as follows:

Criteria		Possible Points
Technical Proposal	Contractor's Experience & Capacity to Deliver Services	50
Work Plan	Contractor's Plan for Service Provisions	25
Cost Proposal	Contractor's Cost	25

Presentation

The proposals with the top 3 scores, that meet the minimum requirements, will be required to give a presentation to the evaluation team according to the schedule on page 5 of this RFP. The presentation will be evaluated and scored based on the criteria described in the Technical Proposal and Work Plan Proposal on pages 13-15. For the budget the evaluation and score will be based on the adequacy of the budget justification, and the extent to which the costs are reasonable and allowable.

Total	0-50 Points
1. Technical Proposal 10 minutes to review	0-25 Points
2. Work Plan 20 minutes to review	0-15 Points
3. Budget 10 minutes to review	0-10 Points
4. Evaluation Team Q & A 20 minutes	

Selection and Award

Award may be made to one or none, of the responsive and responsible Vendors, whose written Proposals are determined to be the most advantageous to CAHSC and the State of Florida, taking into consideration the price and other criteria set forth in the RFP, and any other information known to CAHSC that demonstrates the experience and competence of the Vendor to provide the Scope of Services defined herein.

Posting Notice of Intent to Award

If CAHSC decides to make an award, it will post a Notice of Intent to Award on the website specified in this RFP. If CAHSC decides to reject all Proposals or withdraw the RFP, it will post a notice of its intent on the website specified herein this RFP.

SECTION 5: CONTRACTS

The contracts resulting from this RFP will be two-party contracts between CAHSC and the organization that is selected. One contract will be based on the requirements from the Florida Department of Health and the second contract will be based on the requirements from the Agency for Healthcare Administration. The contracts will establish pricing to be utilized for various aspects of the service. It is anticipated that the initial contracts will be for a minimum of twelve (12) months with the possibility of renewal each fiscal year (July 1 – June 30).

Attached to this RFP as Attachment E and F are sample Contracts. Contracts are written based on requirements by Florida Department of Health and the Agency for Healthcare Administration.

The earning potential for FY 2021-22 is up to \$452,000. This amount may be higher or lower based on the services provided by the selected organization. Taking into consideration the time it may take for the selected organization to hire and train staff, and to be fully operational, the earning potential may be lower if not providing the minimum number of services per month as written in the contracts (see draft of Waiver contract for more information).

Any successful applicant must provide the following before the Coalition will enter into a binding contract:

1. Certificate of professional liability insurance;
2. Proof of submitting to a criminal background screening that includes fingerprint checks through the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI) for each employee/individual who would be providing Healthy Start services, including written and signed statement to share the outcome of the background screening with the Coalition; and
3. Proof of access to the U.S. Department of Homeland Security's E-Verify system <https://e-verify.uscis.gov/emp> as it is a requirement that all employees working with Healthy Start programs are found to be eligible to work in the U.S. via E-Verify.

SECTION 6: PROPOSAL CONDITIONS

CAHSC's Reserved Rights

Rejection of Proposals

CAHSC may reject any Proposal not submitted in the manner specified by this RFP. CAHSC reserves the right to reject all Proposals at any time in its sole discretion, including after an award is made, when to do so would be in the best interest of the State of Florida, and by doing so CAHSC will have no liability to any Contractor.

Withdrawal of the RFP

CAHSC reserves the right to withdraw this RFP at any time in its sole discretion, including after an award is made, when to do so would be in the best interest of CAHSC and the State of Florida, and by doing so CAHSC will have no liability to any Contractor.

Clarification

CAHSC reserves the right to seek clarifications, request any information deemed necessary for proper evaluation from all Vendors, and negotiate different terms and related price adjustments if the Legislature determines that such changes would provide the best value to CAHSC.

Waiver of Minor Irregularities

CAHSC reserves the right to waive minor irregularities and/or material deviations in a Proposal when to do so would be in the best interest for the State of Florida. CAHSC makes the sole determination of whether a mistake or omission is a minor irregularity or a material deviation from the RFP.

Florida Substitute Form W-9

A completed Substitute Form W-9 is required from contractors doing business with the State of Florida. Should CAHSC award any Contract pursuant to this RFP, the Contractor, if not already registered, must register as a contractor with the State of Florida, Department of Financial Services, within five business days of the award. The registration and requirements for registering and submitting electronically a Substitute Form W-9 are available at: <https://flvendor.myfloridacfo.com/>.

Registration with the Florida Department of State, Division of Corporations

The Contractor must submit a certificate of licensure in good standing from the Florida Department of State, Division of Corporations, before contract execution. The Contractor must maintain that status through the term of the contract.

Attachment A
Certification

- To the best knowledge of the person signing the Proposal, the Contractor, its affiliates, its subsidiaries, its directors, its officers, or employees of any other organization associated with this RFP are not currently under investigation by any governmental authority and have not in the last 10 years been convicted or found liable for any act prohibited by law in any jurisdiction involving conspiracy or collusion with respect to bidding on any public contract.

- To the best knowledge of the person signing the Proposal, the Contractor, its affiliates, its subsidiaries, its directors, its officers, or employees of any other organization associated with this RFP have no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.

- To the best knowledge of the person signing the Proposal, the Contractor, its affiliates, its subsidiaries, its directors, its officers, or employees of any other organization associated with this RFP have not within the preceding three years been convicted of or had a civil judgment rendered against them or is presently under indictment for or otherwise criminally or civilly charged for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

- To the best knowledge of the person signing the Proposal, the Contractor, its affiliates, its subsidiaries, its directors, its officers, or employees of any other organization associated with this RFP have not within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

- To the best knowledge of the person signing the Proposal, the Contractor, its affiliates, its subsidiaries, its directors, its officers, or employees of any other organization associated with this RFP are not on the State of Florida’s Convicted Vendor List or the Discriminatory Vendor List.

Name of Contractor _____

Signature _____ Printed or Typed Name _____

Attachment B
Non-Collusion Statement

I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal for the same services, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this Proposal and certify that I am authorized to sign this document for the organization and that the organization is in compliance with all requirements of this Request for Proposal including, but not limited to, certification requirements. In submitting a Proposal to an agency of the State of Florida, the organization offers and agrees that, upon acceptance, the organization is deemed to have sold, assigned, and transferred to the State of Florida all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Florida relating to the particular commodities or services which may be purchased or acquired by the State of Florida or political subdivision thereof.

Organization: _____

Signature: _____

(Authorized Officer)

Signature: _____

(Printed or Typed Name)

Contractor: _____

Attachment C
Disclosure Information

Upon reasonable inquiry, the organization discloses, on the lines below:

That the following identified owner, officer, director, employee, agent, or lobbyist who is/was a current or former Board member or employee of the Capital Area Healthy Start Coalition and was, is, or will be significantly involved in preparing or approving this contract, representing the interests of the organization regarding this contract, or doing the work covered under this contract.

That the following identified current or former Board member or employee of Capital Area Healthy Start Coalition owns, directly or indirectly, an interest of five percent (5%) or more of the total assets or capital stock in the company.

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

If none, check here _____

Name of Contractor: _____

By: _____
(Manual)

By: _____
(Typed)

Title or Position: _____

Telephone: _____ Date: _____