

**STATE OF FLORIDA
DEPARTMENT OF CHILDREN AND FAMILIES**



REQUEST FOR APPLICATION

DCF RFA 2526 048

Integrated Mobile Community and Jail Medication Assisted Treatment (MAT)

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SECTION A. INTRODUCTION

1. INTRODUCTION

1.1 The Florida Department of Children and Families (Department) is the agency in the State of Florida (State) responsible for the oversight of a statewide system of care for the prevention, treatment, and recovery of children and adults with Opioid Use Disorder (OUD).

2. PURPOSE

2.1 The purpose of this Request for Applications (RFA) is to identify and select qualified Providers in order to expand the availability of Medication Assisted Treatment (MAT) for individuals with OUD in local communities and jails. The Department is seeking Applications from eligible entities, who can deliver evidence-based MAT Programs throughout Florida using best and/or promising practices to treat individuals with OUD with the aim to strengthen recovery, reduce relapse and recidivism, and to ensure continuity of care.

2.2 Target Population

2.2.1 The target population is limited to adults 18 years of age or older who meet criteria for a diagnosis of “moderate” or “severe” OUD as categorized in the Diagnostic and Statistical Manual of Mental Disorders, 5th Edition (DSM-5).

2.3 Grant Objectives

2.3.1 To implement, support, and expand MAT efforts for individuals with OUD who are in local communities and/or in the criminal justice system.

2.3.2 To link individuals with OUD, including those with co-occurring disorders to community-based treatment and support services.

2.3.3 To provide comprehensive interventions, to strengthen recovery, improve outcomes for individuals, reduce recidivism, and relapse rates.

3. ELIGIBILITY

3.1 Applicants of this RFA must be a non-profit organization and provide documentation in the application of being:

3.1.1 A behavioral health treatment provider under an existing subcontract with a Managing Entity (ME), as defined in §394.9082, Florida Statutes (F.S.), or a not-for profit behavioral health treatment provider currently in the process of obtaining a ME subcontract.

3.1.2 Appropriately licensed for the provision of MAT pursuant to Chapter 65D-30, Florida Administrative Code (F.A.C.), or hospitals or practitioners licensed in Florida who meet all state and federal requirements for prescribing MAT and working within their scope of practice.

4. CONTACT PERSON

4.1 All communication regarding this RFA must be submitted in writing and directed exclusively to the following point of contact:

Sally Johns, Procurement Officer

Sally.Johns@myflfamilies.com and CC: hqw.procurement.team.activities@myflfamilies.com

5. LIMITATIONS ON CONTACTING THE DEPARTMENT

Applicants shall limit contact regarding this RFA to the contact person listed in this section. With reference to this RFA, no representations, other than those distributed by the contact person, in writing, are binding and Applicants are cautioned that oral responses do not bind the Department.

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6. TIMELINE

Any changes to these activities, dates, times, or locations, will be accomplished by addenda. All times refer to Eastern Standard Time.

EVENT	DATE	TIME	LOCATION
RFA Advertised and Released	07/13/2026	N/A	Vendor Information Portal (VIP) Electronic Posting site: https://vendor.myfloridamarketplace.com
Submission of Applicant Questions	07/28/2026	2:00 p.m.	See Section 4
Anticipated Posting of Department Responses to Inquiries	08/11/2026	N/A	See Section 10
Applications Due	08/25/2026	2:00 p.m.	See Section 4
<u>Anticipated</u> Posting of Grant Award(s)	09/29/2026	N/A	Vendor Information Portal (VIP) Electronic Posting site: https://vendor.myfloridamarketplace.com

7. WRITTEN QUESTIONS

7.1 All questions must be received by the Procurement Officer, no later than the date and time specified in **Section A-6**.

7.2 Applicants are strongly encouraged to review the RFA in its entirety prior to asking questions.

7.3 The Department will not accept questions by telephone, postal mail, hand delivery or fax.

7.4 All questions should be submitted at once, rather than in multiple communications.

7.5 The Department reserves the right to respond to questions received after the written question submission deadline. It is the sole discretion of the Department to consider questions received after the written questions submission deadline.

8. AVAILABLE FUNDS AND MATCHING

A matching contribution is not required for this funding opportunity. Applicants are encouraged to leverage other funding sources where applicable, subject to the limitation identified below, and must clearly demonstrate how other funds are being utilized in support of the service or in support of local strategic partnerships to address similar issues of access to treatment and support.

The funds awarded under this RFA may not be combined with other ME fund sources to perform mobile community and jail-based MAT services without express, advance, written approval from the Department. As such, Applicants should not presume approval to expend ME funds for these services.

This solicitation offers funding for two types of services: Implementation Services and Expansion Services. Applicants should indicate in their response which type of service they are applying for.

9. ALLOWABLE COST

9.1 All costs must benefit the program or program component in order to be reimbursable. All costs must be considered by the Department to be allowable, reasonable, and necessary for the provision of covered services and in accordance with the Florida Department of Financial Services, Reference

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Guide for State Expenditures. In addition, all costs must be allocable to the Contract(s) resulting from this RFA.

10. OFFICIAL NOTICES

10.1 All notices, decisions, intended decisions, addenda (including Notices of Intent to Award), and other matters relating to this RFA will be posted on My Florida Market Place (MFMP) Vendor Information Portal (VIP) located at: <https://vendor.myfloridamarketplace.com/>

10.2 It is the responsibility of Applicants to check VIP for addenda, notices of decisions, and other information or clarifications to this RFA.

11. TERM

11.1 The anticipated start date of the resulting Contract is based upon the Notice of Award and the Applicant's readiness to begin implementing or providing services. The anticipated duration of the Contract is One year for Implementation Services or three years for Expansion Services. Renewal, if any, shall comply with §287.057(14), F.S.

11.2 Application

The Application and any additional submittals, if incorporated into or attached to the Contract.

12. ORDER OF PRECEDENCE

In the event of conflict within any two (2) or more documents within the Contract documents listed in 13., the earlier listed document shall control (e.g., 13.2 will control over 13.3).

13. THE DEPARTMENT RESERVES THE RIGHT TO:

13.1 Modify the Application and budget with the Applicant.

13.2 Items that may be modified include, but are not limited to goals, costs, and performance and reporting requirements.

13.3 Allow or disallow budget items.

13.4 Implement any change or required mandate by state or federal regulation(s).

14. COMPOSITION OF THE CONTRACT

Contracts awarded as a result of this RFA will be composed of:

14.1 Departments Standard Contract

The Department's **Standard Contract Part 1 (Appendix V)** contains general contract terms and conditions required by the Department. In addition, the Department's **Standard Contract Part 2 (Appendix VI)** contains additional contract terms and conditions governing the performance of work, the clients to be served, required deliverables, performance standards, and compensation.

14.2 Form PUR 1000

Form PUR 1000 is incorporated by reference into the Department's Standard Contract. In the event of any conflict between Form PUR 1000 and this, the terms of this RFA shall take precedence over Form PUR 1000, unless the conflicting term is required by Florida law, in which case the term contained in Form PUR 1000 shall take precedence. Form PUR 1000 is available at:

https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/state_purchasing_pur_forms

14.3 Other Attachments or Exhibits

All other attachments and exhibits to the contract referenced in this RFA shall also be part of the resulting contracts, if any; and

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14.4 Application

The Application and any additional submittals, if incorporated into or attached to the Contract.

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SECTION B. REQUEST FOR APPLICATION SPECIFICATIONS

1. HOW TO APPLY

1.1 Format for Submitting an Application

1.1.1 Applications not meeting the specifications herein may be deemed nonresponsive, and therefore not eligible for evaluation or Contract award. Applications must be typed and presented with the same topic headings and in the same order as set forth in **Section B-2** below.

1.1.2 Applications must be formatted single-spaced, for 8-1/2" x 11" paper, presented in a single electronic file, labeled in accordance with **Section B-2**. Applications should be typed and single-spaced. All pages should be sequentially numbered. It is recognized that existing financial reports, documents, or brochures, may not comply with the prescribed format. They will be accepted in current form and not reformatted. Figures, charts, and tables should be numbered and referenced by number in the text.

1.1.3 Pages must be numbered in a logical, consistent fashion. Figures, charts, and tables should be numbered and referenced by number in the text.

1.1.4 Electronic file(s) of the Application must be submitted and clearly marked with the title of the Application, the RFA number, the Applicant's organization name, and identification of enclosed documents.

1.1.5 Documents such as financial audits, reports, and resumes, will not count against the page number limit if one is stated.

1.2 Deadline

Applications must be submitted in accordance with **Section A-6**. Applications not received at the specified place or by the specified date and time may be rejected.

1.3 Electronic File and Process to Submit an Application

1.3.1 Applicants shall submit one complete electronic version of the Application containing the signature of an official authorized to bind the organization to the Application. The complete Application must be readable using Adobe portable document format ("pdf"). Electronic files must be emailed to email addresses stated in Section A-4, using software which is free of malware. Any infection resulting to the Department's systems shall be addressed to the Department's satisfaction at the Applicant's expense. The Department's maximum capacity for email attachments is 100MB. In the event an Application exceeds the Department's maximum capacity, the Applicant must separate into multiple numbered email submissions.

2. Trade Secrets and Respondent Claims

2.1 How to Claim Trade Secret Protection

2.2 Article 1, section 24, Florida Constitution, guarantees every person access to all public records, and §119.011, F.S., provides a broad definition of "public record." As such, the entirety of the Response is public record and is subject to disclosure unless exempt from disclosure by law. The Department defines "confidential information" as information that is trade secret as defined in §688.002, F.S., or otherwise confidential or exempt from disclosure under Florida or federal law.

2.3 If the Vendor considers any portion of the Response to be confidential information, the Vendor shall then submit two copies of the Response. In both copies, any portion of the Response considered confidential information shall be clearly labeled within the text of the Response as "CONFIDENTIAL". For each portion of the Response that is labeled "CONFIDENTIAL", the Vendor shall provide a written statement of the basis for exemption applicable to each provision

identified by the Vendor as “confidential”, including citation to a protection created by statute, and state with particularity the reasons the provision is confidential.

- 2.4** The original copy shall be unredacted and labeled on the cover of the Response as “Confidential Copy”. The redacted copy shall redact all the confidential information and be labeled on the cover of the Response as “Redacted Copy”.

3. Department not Obligated to Defend Vendor Claims

By submitting a Response, the Vendor agrees to protect, defend, and indemnify the Department for all claims arising from or relating to the Vendor’s determination that the redacted portions of its Response are confidential information. If a Vendor fails to submit a Redacted Copy in accordance with this Solicitation, the Department is authorized to produce the entire material submitted to the Department in response to a demand for discovery or disclosure of these records or a public records request.

4. APPLICATION COMPONENTS

4.1 Application Section 1: Title Page, Table of Contents, And Applicant Information

- 4.1.1** The Application shall contain a Title Page, to include at a minimum, the following information:

4.1.1.1 Number and Title of the RFA

4.1.1.2 Applicant’s legal name and Unique Entity ID (UEI);

4.1.1.3 Name, title, telephone number, email, address and mailing address of an authorized representative who may respond to inquiries regarding the Application; and

4.1.1.4 Name of program coordinator, if known.

4.1.1.5 Proof of legal entity and authorization to do business with the State; and

4.1.2 Description of subrecipient(s) organization, including number of years in business, subsidiaries, parent corporations, officers; include organization charts and details concerning the number of facilities by geographic location; and

4.1.3 Names and addresses of all affiliated or related companies, partnerships, or associations (including subrecipients, if any) and a brief description of their relationship to the Applicant.

4.1.4 The Application shall include a Table of Contents.

4.2 Application Section 2: Required Documents

4.2.1 Signature Authority. Include a signed certificate (**Appendix I**), completing either Section A (or providing a corporate resolution or other duly executed certification issued in Applicant’s normal course of business) or Section B, demonstrating the person signing the Application, and its statements and certifications, is authorized to make such representations and to bind the Applicant.

4.2.2 Applicant Certifications. Include the Applicant Certifications Form (**Appendix II**) signed by the person named in the Certificate of Signature Authority as the Authorized Representative of the Applicant and with “true” checked next to each of the Certifications (a) through (f).

4.3 Application Section 3: Organization Background and Qualifications

Describes the organization and its qualifications for funding.

4.3.1 Mission and goal of the Applicant

4.3.2 A brief overview of the history of the organization

4.3.3 Brief overview of the organization’s experience with providing similar service, such as the organization’s past achievements, accomplishments, and evidence of impact.

4.3.4 Brief overview of organization experience of working with the Department or other funding agencies including:

4.3.4.1 The length of the organization receiving federal or state funding.

4.3.4.2 The services that the organization provided.

4.3.4.3 Successes and some challenges.

4.3.4.4 The Applicant is required to describe and provide evidence of capabilities to perform the scope and types of tasks required by the Department. The Department may allow the Applicant to subcontract one or more required services provided that the subrecipients displays experience and the capability to successfully meet the requirements.

4.3.4.5 The Applicant shall provide a brief executive overview demonstrating an understanding RFA requirements and how the organization meets the Eligibility Requirements outlined in **Section A-3**.

4.3.5 Leadership and Key Staff

4.3.5.1 The Applicant must include a description of the organization's leadership credentials including an explanation of the leadership team's qualifications to meet the needs of this RFA. The Applicant shall include résumés for key leadership personnel and staff describing each individuals work experience, education, and training as it relates to the requirements of this RFA.

4.4 Application Section 4: Approach and Capability

The Applicant must provide a complete and detailed description of the project/program being proposed. Include details of the following:

4.4.1 Needs Assessment/Target Population: Provide a concise description of the need. Include data such as trends on the rising instances of OUD and overdose deaths, increases in opioid-related emergency department visits or hospitalizations, rates of relapse and overdose among individuals recently released from jail, percentage of justice-involved individuals receiving MAT compared to community need and shortage of MAT providers in rural areas. Include the source and date of the data.

4.4.2 The Application must include a needs assessment supporting the proposed number of individuals to be served and the primary locations in which services will be provided. The needs assessment must include local or state data and trend analyses. Include any pertinent narrative regarding the project's geographic environment, socioeconomic factors, and priority as a community concern which impacts the analysis.

4.4.3 Proposed Activities

For each proposed population, the response must indicate the proposed activities that will be used to address those populations. The Application must include how each proposed activity will be offered, which staff will conduct the activity, and how performance will be evaluated to ensure quality service to the customer.

Applications must include a comprehensive proposal that clearly identifies the evidence-based and promising practices to guide the Program's project description and narrative, behavioral health system of care including linkage to care coordination and case management through Network Service Providers, peer support services through Recovery Community Organizations, and wrap-around services, the proposed population(s) and their respective communities/counties, the ability to maintain collaborative partnerships, the ability to perform programmatic and fiscal monitoring, a project evaluation, and potential impact.

Applications must propose an estimated number of individuals and the cost per individual to be served through the proposed projects and the primary treatment and recovery support services to be delivered.

Services should be structured to support recovery, ensure public safety, decrease relapse, and decrease recidivism. MAT Programs should be evidence-based, data-driven, and trauma-informed.

4.4.3.1 Implementation Services

Applications must include specific tasks and timelines for the completion of all operational start up activities necessary to provide services. Applications must propose a specific estimated date for the completion of all operational start up activities including:

4.4.3.1.1 Acquisition of vehicles, tangible property, or supplies essential to the project.

4.4.3.1.2 Recruitment, onboarding, orientation, and training of personnel detailed in the staffing plan.

4.4.3.1.3 Development of appropriate agreements with local partners and jails necessary for effective service delivery. Engagement of local partners and jails should begin during the development of an application to ensure partnership in the proposed activities.

4.4.3.1.4 Intellectual technology tools are necessary for the development and maintenance of protected electronic health records and aggregate output and outcome data reporting.

4.4.3.1.5 Obtaining appropriate licensure, registration, certification, insurance coverage, and related administrative operational measures necessary for the initiation of services.

4.4.3.1.6 Consultancies for Program design, evaluation, and quality assurance purposes.

4.4.3.1.7 Additional related one-time only activities and services proposed by the Applicant with a specific justification, subject to the Department's final approval.

4.4.3.2 Expansion Services

The Applicant must provide a detailed description of its MAT Program including:

4.4.3.2.1 A description of the Mobile Unit that will be utilized for the Program.

4.4.3.2.2 A description of the locations where the Mobile Unit will be utilized. Applications including a partnership with a local jail (supported by a signed agreement) will receive additional points under the relevant evaluation criteria. Applicants proposing services at a local jail shall submit a signed agreement with a minimum of one jail, detailing partnership in the proposed services.

4.4.3.2.3 Quality assurance and evaluation process to monitor the intended outcomes of the Program.

4.4.3.2.4 Clinical tools to be used in identifying individuals meeting the Target Populations of this RFA.

4.4.3.2.5 Clinical tools to be used in identifying additional behavioral health treatment and recovery support needs of individuals to be served.

4.4.3.2.6 A detailed staffing plan identifying the qualifications and level of effort provided by all positions funded under this RFA.

4.4.3.2.7 Timeline and milestones for implementation.

4.4.3.2.8 Proposed MAT treatment models and the specific U.S. Food and Drug Association (FDA) approved medication(s) for opioid use disorder to be administered.

4.4.3.2.9 The Applicant's specific approaches to the following:

4.4.3.2.9.1 Providing an array of evidence-informed MAT.

4.4.3.2.9.2 Providing Certified Recovery Peer Specialist supports.

4.4.3.2.9.3 Processes to obtain consent of individuals served and to maintain confidential client records in accordance with state and federal laws and regulations.

4.4.3.2.9.4 Ensuring consistent access to treatment, recovery resources, and supportive services.

4.4.3.2.9.5 Enhancing collaboration among key stakeholders such as law enforcement agencies, judicial authorities, behavioral health providers, and community organizations.

4.4.3.2.9.6 Actively working with Network Service Providers to deliver outpatient services across the full continuum of care, ensuring individuals receive the level of support needed.

4.4.3.2.9.7 Adopting evidence-based screening tools to identify individuals with OUD. In addition, the Applicant must utilize screening tools that assess for other co-occurring behavioral health treatment or recovery support needs to ensure appropriate referrals and linkage to community-based providers.

4.4.3.2.9.8 Recruiting and maintaining educated and experienced staff.

4.4.3.2.9.9 Actively linking patients who choose to enroll in ongoing MAT through network service providers under subcontract with the Department's Managing Entities and other stakeholders.

4.4.3.2.9.10 Identifying all contractual or other binding agreements with local law enforcement agencies, county jails, or other community-based organizations, that will be utilized to support the delivery of services and provide a copy of the executed agreements.

4.4.3.2.9.11 Collecting data for monthly reporting to the Department on the key performance measures identified in the **Standard Contract Part 2**.

4.4.4 Promotional Outreach

A description of the proposed approach to maximize awareness of and engagement in the project by intended recipients, other agencies providing services to the Target Population, and potential referral partners. Applicants should describe how outreach activities will be documented and evaluated throughout the project period.

4.4.5 Sustainability Plan

Projects funded under this RFA are not guaranteed funding beyond the initial contract period. Applicants must submit a comprehensive Sustainability Plan demonstrating how Mobile MAT services will be maintained, expanded, or integrated into existing systems after the conclusion of the award. The plan must outline concrete strategies, timelines, and responsible parties to ensure continuity of care and uninterrupted service delivery. The Sustainability Plan must include, at minimum, the following components:

4.4.5.1 Long term funding strategy- A detailed description of project specific funding sources the applicant anticipates securing after the initial contract period. This should include a multi-year projection of anticipated revenue streams and how they will support staffing, mobile operations, medications, and care coordination.

4.4.5.2 Diversification of funding sources- Identification of additional federal or state project funds, discretionary grants, or other resources allocated to Managing Entities, including Opioid Settlement Trust Funds (OSTFs), that may be leveraged to sustain Mobile MAT services beyond this RFA.

4.4.5.3 Third party reimbursement strategy- A plan to maximize revenues through third party benefits programs, including employer sponsored insurance, Medicare, Medicaid, Tri Care, and other entitlement programs. Applicants must describe

how they will implement or strengthen billing systems, eligibility screening, co pay/sliding fee structures, and benefits enrollment assistance.

- 4.4.5.4** Community partnership commitments - Documentation of partnerships with local law enforcement agencies, county jails, hospitals, EMS providers, and community-based organizations that will support ongoing service delivery. Applicants should describe how these partners will contribute resources, referrals, shared staffing, or operational support.
- 4.4.5.5** Integration into existing service systems - A description of how Mobile MAT services will be embedded within the applicant's broader continuum of care, including how infrastructure, staffing, and workflows will be sustained through organizational budgets, braided funding, or operational efficiencies.
- 4.4.5.6** Workforce sustainability plan - Strategies to retain qualified staff, maintain clinical capacity, and ensure continuity of care, including cross training, shared staffing models, and long-term recruitment and retention efforts.
- 4.4.5.7** Operational sustainability - A plan for maintaining mobile units, equipment, technology, and medication supply chains after the contract period, including cost sharing agreements or partnerships that reduce long term operational expenses.
- 4.4.5.8** Outcome driven justification - A description of how the applicant will use program outcomes, performance data, and cost effectiveness analyses to justify continued investment from local, state, or federal sources.
- 4.4.5.9** Applicants must demonstrate that sustainability planning begins at project launch and continues throughout the contract period. Plans that rely solely on future state funding without diversification will not be considered sufficient.
- 4.4.5.10** The approved Sustainability Plan shall be incorporated into any resulting contract and may be subject to monitoring, reporting, update, and documentation requirements during the contract term.

4.4.6 Partnerships

The Application must include relevant organizations that are currently working with the proposed populations and how the Applicant will work with those groups to reach the Target Population(s). Applicants selected for award shall maintain applicable partnership agreements and collaborative relationships identified in the Application throughout the contract period and shall provide updated documentation to the Department upon request.

4.5 Application Section 5: Financial

4.5.1 Budget

4.5.1.1 The Application must include a detailed budget and budget narrative for each year of the grant, including renewal years for the Expansion Services. All proposed expenses must be tied to the proposed activities. The budget must show line-item costs which are broken down by the proposed funding (grant and if applicable, match), plus the total amounts.

4.5.1.2 See **Appendix III**, Budget Instructions for full instructions on completing this section.

4.5.1.3 All proposed costs must be in accordance with the Department of Financial Services Reference Guide for State Expenditures, available at: https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2

4.5.1.4 The budget shall include:

4.5.1.4.1 Budget Detail

4.5.1.4.2 Budget Narrative/Justification

4.5.1.4.3 Line-item Budget

4.5.2 Additional Financial Information

4.5.2.1 Financial Management

The Applicant shall describe its current financial management and accounting systems, and capability to manage a fixed price fixed fee contract of the size proposed. Applicants should display the ability to comply with the fiscal record keeping and reporting requirements of the Guidance, including but not limited to 2 CFR 200, Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and 7 CFR 277.

Applicants shall demonstrate the administrative capacity and financial stability to administer the funds if awarded as evidenced by their most recent financial statement/audit.

4.5.2.2 Ongoing Approach to Reduce Administrative Costs and Expand Services

The Applicant shall provide an ongoing approach to reduce administrative cost, without affecting the quality of the services.

4.5.2.3 Local Match

4.5.2.3.1 No matching funds are required.

5. AWARD

5.1 Application Scoring

5.2 Evaluators shall assign scores to each of the Applications received by the Department based on the considerations detailed for each criterion:

5.3 The assignment of an individual score is based upon the following description of the point scores, unless otherwise noted for a specific criterion:

THE APPLICATION DEMONSTRATES OR DESCRIBES...	CATEGORY	ASSIGN POINTS
...extensive competency, proven capabilities, an outstanding approach to the subject area, innovative, practical and effective solutions, a clear and complete understanding of inter-relationships, clear and comprehensive understanding of the requirements and planning for the unforeseen.	Superior	4
...clear competency, consistent capability, a reasoned approach to the subject area, feasible solutions, a generally clear and complete description of inter-relationships, and a sound understanding of the requirements.	Good	3
...fundamental competency, adequate capability, a basic approach to the subject area, apparently feasible but somewhat unclear solutions, a weak description of inter-relationships in some areas, a fair understanding of the requirements and a lack of staff experience and skills in some areas.	Adequate	2
...little competency, minimal capability, an inadequate approach to the subject area, infeasible or ineffective solutions, somewhat unclear, incomplete, a lack of understanding of the requirements and a lack of demonstrated experience and skills.	Poor	1

...a significant or complete lack of understanding, an incomprehensible approach, a significant or complete lack of skill and experience and extensive incompleteness.	Insufficient	0
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5.4 Criteria

The Department's Evaluators will independently evaluate each Application in accordance with the following criteria:

Criteria	Score (0-4)	Multiplier
Section 3: Organization Background and Qualifications		
Criterion 1 – Organization Background - How well does the Application demonstrate the Applicant's experience with providing similar service, such as the organization's past achievements, accomplishments, and evidence of impact? How well does the Application demonstrate the capabilities to perform the scope and types of tasks required by the Department outlined in the Standard Contract Part 2. - How well does the Application demonstrate the organization's leadership credentials, including an explanation of the leadership team's qualifications to meet the needs of this RFA including resumes for key leadership personnel and staff?		2
Section 4: Approach and Capability		
Criterion 2: Needs Assessment/Target Population - How well does the Application demonstrate a concise description of the need, including data such as trends on the rising instances of OUD and overdose deaths, increases in opioid-related emergency room visits or hospitalizations, rates of relapse and overdose among individuals recently released from jail, percentage of justice-involved individuals receiving MAT compared to community need and shortage of MAT providers in rural areas, including the source and date of the data? - How adequate is the Applicant's needs assessment supporting the proposed number of individuals to be served and the primary locations in which services will be provided including local or state data and trend analyses?		2
Criterion 3: Proposed Activities For each proposed population, how well does the Application indicate the proposed activities that will be used to address the proposed populations, including how each proposed activity will be offered, which staff will conduct the activity, and how performance will be evaluated to ensure quality service to the customer?		4

Criteria	Score (0-4)	Multiplier
How adequately does Application demonstrate the proposed number to be served and the cost per individual?		
Evaluation will be completed for Criterion 4a OR 4b depending on the type of service proposed.		
Criterion 4a: Implementation Services How well does the Application demonstrate specific tasks and timelines for the completion of all operational start up activities necessary to provide services, including specific estimated date for the completion of all operational start up activities outlined in Section 4.4.3.1.1 – 4.4.3.1.7?		5
Criterion 4b: Expansion Services How adequately does the Application provide a detailed description of its MAT Program including the criteria listed in Section 4.4.3.2.1 – 4.4.3.2.9.11?		5
Criterion 5: Promotional Outreach How adequate is the Applicant's proposed approach to maximize awareness of and engagement in the project by intended recipients, other agencies providing services to the target population, and potential referral partners?		2
Criterion 6: Sustainability Plan How adequately is the Applicant's proposed Sustainability Plan designed to ensure project continuity after the termination of grant award including a detailed plan to secure project-specific fund sources anticipated to be available after the initial end date of any resulting contract?		2
Criterion 7: Partnerships - How well does the Application demonstrate the Applicant's relevant organizations that are currently working with the proposed populations and how the Applicant will work with those groups to reach the target population(s)? - Did the Applicant include copies of agreements?		2
Local Jail Partnership (for additional points only, not required) Did the application include partnership with a minimum of one local jail and include a signed agreement with that jail? If "Yes", enter "4". If "no" enter "0".		1
PROGRAMMATIC SUBTOTAL:		
Maximum Score	80	

5.5 FINANCIAL CRITERIA

The Department's Evaluator(s) will independently evaluate each Financial Application in accordance with the following criteria:

CRITERIA	SCORE (0-4)	WEIGHT
SECTION 5: FINANCIAL		
Criterion 8: Budget - Is a detailed line-item budget provided for each year of the initial contract period? Does the line-item budget provide a breakdown of all costs by the proposed funding source(s), plus the total amounts? - Does the budget include the methodology used to calculate the total line-item cost, including the quantity of items to be funded, price per item and description of use, and submitted on the correct template format? - If the Application is for Expansion Services, is a multi-year budget provided? - If the Application is for Expansion Services does the budget provide for renewal years? - Is the budget complete, detailed, accurate, and mathematically correct?		3
Criterion 9: Financial Management - How well does the Applicant's financial management approach, proposed budget and related financial information meet the needs of this Program? - How well does the Application demonstrate the administrative capacity and financial stability to administer the funds if awarded as evidenced by their most recent financial statement/audit? - Does the Applicant have established internal accounting controls described in the Application that demonstrate the Applicant's ability to track in detail all Applicant and subcontractor expenditures?		3
Criterion 10: Ongoing Approach to Reduce Administrative Costs and Expand Services How adequate is the Applicant's ongoing approach to reduce administrative cost, without affecting the quality of the services, including a description of how the Program will be evaluated to ensure services are reaching the most vulnerable, and how the data will be used to adjust to changing community needs?		3

CRITERIA	SCORE (0-4)	WEIGHT
Criterion 11: Sustainability Does the Sustainability Plan include documented commitments of local law enforcement agencies, county jails, or other community-based organizations, that will be utilized to support the delivery of services. If "Yes", enter "4". If "no" enter "0".		3
FINANCIAL SUBTOTAL		
Maximum Score	48	

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APPENDIX I: CERTIFICATE OF SIGNATURE AUTHORITY

Check below and complete Section A or Section B	
☐	Respondent is not a sole proprietorship (Complete Section A)
☐	Respondent is a sole proprietorship (Complete Section B)
Section A	
I, _____ (name), hold the office or position of _____ (title) with _____ (legal name of Respondent) and have authority to make official representations by said Respondent regarding its official records and hereby state that my examination of the Respondent's records show that _____ (name) currently holds the office or position of _____ (title) with the Respondent and currently has authority to make binding representations to the Department and sign all documents submitted on behalf of the above-named Respondent in response to Solicitation # _____, and, in so doing, to bind the named Respondent to the statements made therein.	
Dated:	
Signature:	
Printed Name:	
Title:	
NOTE: In lieu of the above, the Respondent may submit a corporate resolution or other duly executed certification issued in the Respondent's normal course of business to prove signature authority of the named Authorized Representative.	
Section B	
I, _____ (name) am a sole proprietor, personally doing business in the name of _____ (name of Respondent), and will be personally bound by the Response submitted in response to Solicitation # _____.	
Dated:	
Signature:	
Printed Name:	

APPENDIX II: RESPONDENT'S CERTIFICATIONS

CERTIFICATIONS		
MASTER CERTIFICATION		
As the person named in the Certificate of Signature Authority as the Authorized Representative of the Respondent, _____ (legal name of Respondent), I confirm that I have fully informed myself of all terms and conditions of Solicitation # _____ (the Solicitation), the facts regarding the Response submitted by the Respondent in response to the Solicitation and the truth of each statement contained in Certifications (a) through (f) and certify, by checking the applicable "true" or "false" box below and affixing my signature hereto, that each statement in each checked certification is "true" or "false" as indicated.		
Check the applicable box next to the title to each certification:		
True	False	
		a. Certification of Binding Response and Acceptance of Terms of the Solicitation and Contract Document
		b. Statement of No Prohibited Involvement
		c. Statement Non-Collusion
		d. Certification Regarding Subcontractors
		e. Certification Regarding Prior Contractual Obligations
		f. Certification of Representations per Sections 287.133, and 287.134, F.S.
The content of each certification named above, set forth below, is incorporated into this Master Certification as if fully recited herein and, for each certification marked "true" above, the below signature is deemed to be affixed to each such certification. I agree that any certification not marked above will be deemed "false."		
Signature of Authorized Representative: 		Date:
a. Certification of Binding Response and Acceptance of Terms of the Solicitation and Contract Document		
By checking the "True" box in the Master Certification and signing the same, I hereby certify that the Respondent's Response submitted in response to the Department of Children and Families Request for Responses (the Solicitation) is binding on the Respondent in accordance with the terms of the Solicitation. If awarded any Contract as a result of the Solicitation, the Respondent will comply with the specifications, terms, and conditions stated in the Solicitation and the Contract document.		
b. Statement of No Prohibited Involvement		
By checking the "True" box in the Master Certification and signing the same, I hereby certify that no member of this firm or any person having interest in this firm has: Been awarded a Contract as described in §287.057(19)(c), Florida Statutes, to perform a feasibility study of the potential implementation of a subsequent Contract to support this project, participated in drafting of a solicitation for this specific project, or developed a program for future implementation of this project.		

c. Statement of Non-Collusion
By checking the "True" box in the Master Certification and signing the same, I hereby certify that all persons, companies, or parties interested in the Solicitation as principals are named therein, that the Respondent's Response is made without collusion with any other Respondent.
d. Certification Regarding Subcontractors
By checking the "True" box in the Master Certification and signing the same, I hereby certify the Respondent's agreement that by submitting a Response to this Solicitation, the Respondent waives any exclusivity provision in its subcontractor agreements.
e. Certification Regarding Prior Contractual Obligations
By checking the "True" box in the Master Certification and signing the same, I hereby certify the Respondent <u>has not</u> : (1) Failed to correct any unsatisfactory performance in a previous Contract to the satisfaction of any Agency or eligible user; (2) Had a Contract terminated by any Agency or eligible user for cause; or (3) Failed to sign a Contract awarded by any Agency.
f. Certification of Representations Per Sections §287.135, 287.133 and 287.134, Florida Statutes
By checking the "True" box in the Master Certification and signing the same, I hereby certify the Respondent is not listed on the Suspended Vendors List maintained pursuant to Rule 60A-1.006, F.A.C., Convicted Vendors List created and maintained pursuant to §287.133, F.S., or on the Discriminatory Vendors List created and maintained pursuant to §287.134, F.S. and, if federal funds are used, the Respondent is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency, as listed in the System for Award Management (SAM), in accordance with 2 CFR Part 180 and Part 200.

TIE BREAKING CERTIFICATIONS
<u>Statutory Preferences When Awarding Contracts</u> Various provisions of §287 and §295, F.S., provide qualifying Respondents the advantage of "tie breakers" whenever two or more bids, Responses, or replies received by an agency are equal with respect to price, quality, and service. In order to take advantage of the below "tie breakers," a Respondent who meets the statutory qualifications for one or more of these "tie breakers" must certify that it qualifies for the cited preference. Completion of the certification is optional for qualifying Respondents; <u>however, a Respondent waives all rights to consideration of a "tie breaker" if it fails to submit the certification on or before the deadline to submit its bid, Response or reply.</u>
MASTER CERTIFICATION – TIE-BREAKING CERTIFICATIONS
As the Authorized Representative of the Respondent, _____(legal name of Respondent), I confirm that I have fully informed myself of all terms and conditions of the Solicitation _____(the Solicitation), the facts regarding the Response submitted by the Respondent in response to the Solicitation and the truth of each statement contained in Certifications (g) through (k) and certify, by checking one or more of the boxes below and affixing my signature hereto, that each statement in each checked certification is true.

Check the box next to the title to each certification that is true:	
☐	g. Certification of a Certified Minority Business Enterprise
☐	h. Certification of a Certified Veteran Business Enterprise
☐	i. Certification of a Florida Business
☐	j. Certification of a Foreign Manufacturer with a Factory in Florida
☐	k. Certification of a Drug Free Workplace
The content of each certification named above, set forth below, is incorporated into this Master Certification as if fully recited herein and, for each certification marked “true,” above, the below signature is deemed to be affixed to each such certification. I agree that any certification not marked above will be deemed “false.”	
Signature of Authorized Representative:	Date:
g. Certification of a Certified Minority Business Enterprise	
By checking the “True” box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization is a Certified Minority Business Enterprise in accordance with §287.0943, Florida Statutes.	
h. Certification of a Florida Certified Veteran Business Enterprise	
By checking the “True” box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization is a Certified Veteran Business Enterprise in accordance with §295.187, Florida Statutes.	
i. Certification of a Florida Business	
By checking the “True” box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization’s principal place of business is located within Florida in accordance with §287.084, Florida Statutes.	
j. Certification of a Foreign Manufacturer with a Factory in Florida	
By checking the “True” box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my manufacturing organization has a factory in Florida that employs over 200 employees working in Florida in accordance with §287.092, Florida Statutes.	
k. Certification of a Drug Free Workplace	
By checking the “True” box in the Master Certification and signing the same, I hereby certify the Respondent currently maintains a drug-free workplace environment in accordance with §287.087, Florida Statutes, and will continue to promote this policy through implementation of that section.	

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APPENDIX III: LINE-ITEM BUDGET & BUDGET NARRATIVE

The Application must include both a **Line-Item Budget** and a **Budget Narrative**. Implementation and Expansion grants must include a proposed budget for each project year.

Line-Item Budget

The line-item budget must show a summary of the total proposed project costs (**Table A**) and the proposed cost for each subcontracted service provider (**Table B**). Applicants may copy the tables into an Excel format. Each table should be provided on a separate tab. Applicants may attach additional work papers providing additional details.

Budget Narrative

The budget narrative must provide details regarding each proposed cost, sufficient to determine the allowability, reasonableness and necessity of each proposed cost.

Personnel: Provide the title, salary, and level of effort (percent of FTE) for each position. Implementation grants may reflect a cost of living increase commensurate with County practices over the 3-year grant period.

Fringe Benefits: Provide the fringe benefit rate (fixed percentage of total personnel) which may include any combination of social security, health insurance, retirement, or worker's compensation. If the fringe benefit rate varies by position, list each position and the associated rate.

Equipment: Purchase of equipment is dependent upon program design and requires appropriate justification. Equipment must be of a durable nature with an expected service life of more than one year. Provide a list of each item of equipment to be purchased and the specific dollar amount for each item, including installation, insurance, freight, and accessories.

Staff Travel: Provide the proposed expenses for project staff for the purpose of supporting grant activities, as described in the Application. Specify the unit (mileage, etc.) and the total number of units anticipated for each project year. The maximum rate for mileage is \$.445/mile. Rates may not exceed the maximum rates established by the Department of Children and Families or those established in § 112.061, F.S.

Supplies: Provide a list of items and associated cost of all consumable or expendable items that are used routinely or that have an expected life of one year or less.

Building Occupancy: Provide the proposed costs associated with rent, utilities, etc. required to support grant activities. Specify the monthly cost and number of months. If expenses are to be shared, provide a brief explanation.

Consultant Services: Provide the hourly or daily rates and number of hours or days for each consultant and their role in supporting grant activities.

Consultant Travel: Provide all consultant travel expenses for the purpose of supporting grant activities, in accordance with the description above.

Consultant Supplies: Provide all consultant supplies cost for the purpose of supporting grant activities, in accordance with the description above.

Subcontracted Services: Provide the total cost of all subcontracted services. Provide a list of each subcontracted service provider, the associated cost, and their role in supporting grant activities. The proposed cost for each subcontracted service provider must be supported by a separate line-item budget (**Table B**). Agency employees or persons who would normally provide consultant services without charge may not be included in the budget.

Administrative Costs: Costs may not exceed 10% of the total grant award. This cap applies to the sum of all administrative costs, including those of the applicant and any intended subgrantees or subcontractors. Administrative costs may include grant management activities; fiscal, personnel, and

procurement management; related office services and record keeping; costs of necessary insurance, auditing, etc. Evaluation activities are considered a direct program cost and may not be included in this line item.

Table A: Line-Item Budget Applicant			
	Grant Funds Requested	Matching Funds and Other In-Kind Contributions	
		Funding	Source of Funds
Salaries:			
Fringe Benefits:			
Equipment			
Staff Travel:			
Supplies:			
Building Occupancy:			
Consultant Services:			
Consultant Supplies:			
Subcontracted Services: (Total ALL subcontract services)			
Administrative Cost:			
Total:			
Total Project Cost:		= Grants Funds Requested + Matching Share	
Match Percentage:		= Match / Total Project Cost	

Table B: Line-Item Budget Subcontracted Services*			
	Grant Funds Requested	Matching Funds and Other In-Kind Contributions	
		Funding	Source of Funds
Salaries:			
Fringe Benefits:			
Equipment			
Staff Travel:			
Supplies:			
Building Occupancy:			
Consultant Services:			
Consultant Supplies:			
Administrative Cost:			

Total:			
Total Project Cost:		= Grants Funds Requested + Matching Share	
Match Percentage:		= Match / Total Project Cost	

***Provide a separate line-item budget for EACH proposed subcontracted service provider.**

APPENDIX VI FINANCIAL GRANT COMPLIANCE INTRODUCTION

Subrecipients of federal grants are required to follow the terms of the grants themselves as well as either Title 2 Part 200 of the United States Code of Federal Regulations Chapter (CFR) or Title 45 Part 75. The following introduces some of those requirements. This is merely an introduction and must not be relied upon; the applicable CFR Part and applicable federal grant contain the full statement of the actual requirements.

Subpart B — General Provisions

1. Integrity Rules (2 CFR 200.112-113; 45 CFR 75.112-113)
1.1 Disclosure of any potential conflicts of interest to the Florida Department of Children and Families (DCF) in accordance with the applicable federal awarding agency policy.
1.2 Disclosure of all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Note: Failure to do so can result in suspension and/or debarment.)

Subpart C — Pre-federal Award Requirements and Contents of Federal Awards

2. Fixed Award Amounts (2 CFR 200.201; 45 CFR 75.201)
2.1 If awarded a fixed-award, payments will be based on meeting specific requirements of the federal award. Accountability will be based on performance and results.

Subpart D — Post-federal Award Requirements

3. Standards for Financial and Program Management (2 CFR 200.300-309; 45 CFR 75.300-309)
3.1 Adherence to performance measurements that relate financial data to performance accomplishments. When applicable, the reports will provide cost information to demonstrate cost effective practices. Some grants may require reports to include indicators and milestones accomplished on performance goals.
3.2 Maintenance of a financial management system, which includes records documenting compliance, that allows for the preparation of reports required by general and program-specific terms/conditions. The financial management system must also allow for the tracing of funds to a level of expenditures to show that they have been used according to the terms/conditions/regulations.
3.3 The financial management system must provide the following: 3.3.1 Identification, in its accounts, of all federal awards received and expended and the federal programs under which they were received. Federal program and federal award identification must include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal awarding agency, and name of the pass-through entity, if any. 3.3.2 Accurate, current, and complete disclosure of the financial results of each federal award or program. 3.3.3 Records that identify adequately the source and Application of funds for federally funded activities. These records must contain information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest and be supported by source documentation. 3.3.4 Effective control over, and accountability for, all funds, property, and other assets. The non-federal entity must adequately safeguard all assets and ensure that they are used solely for authorized purposes. 3.3.5 Comparison of expenditures with budget amounts for each federal award. 3.3.6 Written procedures to implement the payment requirements found in §200.305 or §75.305 as applicable. 3.3.7 Written procedures for determining the allowability of costs in accordance with the Cost Principles of federal grant guidance and the terms and conditions of the federal award.
3.4 Internal Controls 3.4.1 Establish and maintain effective internal controls over federal awards to ensure compliance with regulations and the terms/conditions of awards. Consider the Internal Control Framework

issued by the Committee on Sponsoring Organizations (COSO) and the Standards for Internal Control in the Federal Government (Green Book) issued by the Comptroller General as best practice examples. 3.4.2 Have internal controls and procedures in place to take prompt action when noncompliance issues are identified, including noncompliance related to audit findings. 3.4.3 Take reasonable measures to safeguard protected, personally identifiable information (PII) and other sensitive information.
3.5 Payments 3.5.1 Minimized the time between the transfer of funds from DCF and the disbursement. (already required by State statutes and DCF's Standard Contract) 3.5.2 Use funds from Program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned prior to requesting cash advance payments, if allowed. 3.5.3 Established banking procedures so that subrecipients can account for the receipt, obligation, and expenditure of funds for specific federal awards. 3.5.4 Preparation for any advance payments to be deposited in insured accounts when possible and in interest-bearing account unless certain criteria apply.
3.6 Cost Sharing or Matching Requirements (if required, does not apply to most DCF contracts) 3.6.1 All required criteria are met if your organization has grants that contain cost sharing or matching requirements. 3.6.2 Applying unrecovered indirect costs as cost sharing/matching requires prior approval from the federal awarding agency. 3.6.3 If authorized by the federal awarding agency to allow for the donation of buildings or land for long-term use, has the value been calculated as the lesser of the two: value of remaining life or current market value at the time of donation. 3.6.4 Volunteer services from a third party to meet cost/matching requirements must be integral and necessary part of the project/program and documented.
3.7 Use of Program Income 3.7.1 Program Income must be deducted from the total allowable costs to determine the net allowable costs. Program income must be used for current costs unless the federal awarding agency authorizes otherwise. Unanticipated Program income must be used to reduce the federal award. 3.7.2 For IHEs and nonprofit research institutions, Program income may be added to the federal award with prior federal approval. 3.7.3 Program income may be used to meet cost sharing/matching requirements if applicable, with prior federal approval.
4. Property Standards (2 CFR 200.310-316; 45 CFR 75.316-323)
4.1 Insurance coverage: Maintain equivalent insurance coverage for real property and equipment acquired or improved with federal funds (but not federally owned) as provided to property owned by your organization.
4.2 Real Property: Maintain procedures that meet federal guidance regarding real property to meet the requirements for title, use, and disposition.
4.3 Federally owned and exempt property 4.3.1 An annual inventory listing of federally owned property in its custody must be annually submitted to the federal awarding agency. 4.3.2 After an award has been completed or federal property is no longer needed, the organization must report the property as excess to the federal awarding agency.
4.4 Equipment 4.4.1 Maintain proper equipment procedures in place to meet the requirements for title, use, and disposition under federal grant guidance. 4.4.2 Equipment management procedures must be in place for equipment acquired in whole or in part under the federal award, which include detailed identification makers, percentage of

federal participation in costs, location, use and condition and any disposition data, date of disposal and sale price of the property. 4.4.3 A physical inventory of property must be taken at least once every two years with results reconciled with property records. 4.4.4 A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. 4.4.5 Adequate maintenance procedures must be developed to keep the property in good condition. 4.4.6 If authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.
4.5 Supplies exceeding \$5,000: The federal government must be compensated for its share of residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of a project or program unless supplies are not needed for any other federal award.
4.6 Intangible property: Maintain proper procedures to meet federal grant guidance involving intangible property.
5. Procurement Standards (2 CFR 200.317-326; 45 CFR 75.326-335)
5.1 Maintain written standards of conduct covering conflict of interest and governing employees engaged in the selection, award, and administration of contracts. If the subrecipient organization has a parent, affiliate, or subsidiary organization that is not a state or local government or Indian tribe, your Conflict-of-Interest Policy must also include organizational conflicts of interest.
5.2 Procurement procedures and policies must be in place to meet the following requirements: 5.2.1 Are written. 5.2.2 Ensure that the acquisition of duplicate or unnecessary items is avoided. 5.2.3 Ensure that state and local government intergovernmental agreements are considered where appropriate. 5.2.4 Ensure contracts are awarded only to responsible contractors with the ability to perform contract terms successfully. 5.2.5 Ensure all procurement transactions are conducted in a manner providing full and open competition. 5.2.6 Do not include state or local geographical preferences (except where federal statutes mandate or encourage geographic preference). 5.2.7 Ensure all RFAs incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. 5.2.8 Require cost or price analysis, including independent estimates, for all purchases over \$150,000. 5.2.9 Include affirmative steps to ensure that minority business, women's business enterprises, and labor surplus area firms are used when possible.
5.3 Procurement policies must include guidelines for the following purchase thresholds, which must meet federal grant guidance requirements: 5.3.1 Micro-purchase (<\$10,000, no quotations, equitable distributions). 5.3.2 Small purchase (\$10,000-\$250,000, rate quotations, no cost or price analysis) 5.3.3 Sealed bids (\$250,000, formal advertising, price is a major factor). 5.3.4 Competitive Application (> \$250,000, fixed price or cost reimbursement, request for Application (RFA) with evaluation methods). 5.3.5 Noncompetitive Application (Solicitation of an Application from only one source, unique product/service).
5.4 Time and material type contracts are used only after a determination that no other contract is suitable, and the contract must include a ceiling price that the contractor exceeds at its own risk.
5.5 All prequalified lists of persons, Applicants, or products must include enough qualified sources to ensure maximum free and open competition, and there must be a process to ensure this list is kept up to date.

5.6	Procurement processes include keeping records that detail history of ALL procurements and at the minimum include the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract.
5.7	Procurement policies for construction or facility improvement contracts, or subcontracts exceeding \$250,000, include a bid guarantee equivalent to 5% of the bid price from each bidder (such as bid bond or certified check), a performance bond on the part of the contractor for 100 percent of the contract price, and a payment bond on the part of the contractor for 100 percent of the contract price.
6. Performance and Financial Monitoring and Reporting (2 CFR 300.327-329; 45 CFR 75.341-343)	
6.1	Performance and Financial reports will likely be required so that DCF can meet its obligations as a recipient of federal awards, which should be no more often than quarterly except in unusual circumstances.
6.2	Annually submit a report on the status of real property if the federal government retains an interest. (Note: If federal interest is for 15 years or longer, reporting may be required at various multi-year frequencies as well.)
7. Subrecipient Monitoring and Management (2 CFR 200.330-332; 45 CFR 75.351-353) {Pass-through entity requirements}	
7.1	A formal process must be developed to analyze awards for determining subrecipient versus a contractor relationship.
7.2	Subawards made to subrecipients must include the following pieces of information:
7.2.1	Federal Award Identification (There are 13 required data elements in this item).
7.2.2	All requirements imposed by the subrecipient organization on the subrecipient so that the federal award is used in accordance with federal statutes, regulations and the terms and conditions of the federal award.
7.2.3	Any additional requirements that the subrecipient organization imposes on the subrecipient in order for the subrecipient organization to meet its own responsibility to the federal awarding agency or the Department, including identification of any required financial and performance reports.
7.2.4	An approved federally recognized indirect cost rate negotiated between the subrecipient and the federal government or, if no such rate exists, either a rate negotiated between the subrecipient organization and the subrecipient (in compliance with federal guidance), or a de minimis (10 percent) indirect cost rate.
7.2.5	A requirement that the subrecipient permit your organization and auditors to have access to the subrecipient's records and financial statements as necessary.
7.2.6	Appropriate terms and conditions concerning closeout of the subaward.
7.3	Evaluate the subrecipient for risk of noncompliance with federal regulations and terms of subaward to determine appropriate monitoring for each subrecipient.
7.4	Monitor the activities of the subrecipient as necessary to ensure the subaward is used for authorized purposes and in accordance with statutes, regulations and terms and conditions. Monitoring must include:
7.4.1	Reviewing financial and programmatic reports
7.4.2	Following up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies detected through audits, on-site reviews, and other means.
7.4.3	Issuing a management decision for audit findings pertaining to the federal award
7.5	Verify that every subrecipient is audited as required under federal grant guidance.
7.6	Review results of subrecipient's audits, on-site reviews, or other monitoring to detect conditions that necessitate adjustments to your organization's own records.
7.7	Take enforcement action against noncompliant subrecipients when appropriate.
7.8	In order to issue subawards based on fixed amounts up to the Simplified Acquisition Threshold (currently at \$250,000), prior written approval from the federal awarding agency must be obtained.

8. Record Retention and Access (2 CFR 200.333-337; 45 CFR 75.361-365)	
8.1	Maintain a policy to verify that financial records, supporting documents, statistical records, etc., are retained for at least three years from the date of submission of the final expenditure report, or for ongoing grants, the date of submission of the quarterly or annual financial report. (Note: If any litigation/claim/audit is started before the three-year time frame, records must be retained until completed or resolved.)
9. Closeout (2 CFR 200.343; 45 CFR 75.381)	
9.1	Develop procedures to meet the following requirements for closing out grants at the end of the period of performance:
9.1.1	Must submit no later than 90 calendar days after the end of period of performance all financial, performance, and other reports required by terms and conditions.
9.1.2	Must liquidate all obligations incurred no later than 90 calendar days per terms/conditions.
9.1.3	Must promptly refund any balances of unobligated cash that the federal agency or pass-through entity paid in advance or paid that isn't authorized to be retained for use in other projects.
9.2	Must account for any real and personal property acquired with federal funds or received from the federal government.

Subpart E - Cost Principles

10. Required Certifications (2 CFR 200.415; 45 CFR 75.415)	
10.1	A certification must be included that is signed by an official who can legally bind the subrecipient organization for annual and final fiscal reports or vouchers requesting payment under an agreement. The certification must read: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."
11. Time and Effort Reporting (2 CFR 200.430; 45 CFR 75.430)	
11.1	The organization must meet one of the following:
11.1.1	Maintain a time and effort reporting processes that include records that accurately reflect the work performed and the necessary requirements under federal grant guidance, or
11.1.2	Use budget estimates for interim accounting purposes following federal grant guidance requirements.
11.1.3	Use a substitute process or system for salaries and wages to federal awards if the system is approved by the cognizant agency for indirect cost. Should a substitute sampling system be used, it must meet acceptable statistical sampling standards.
11.2	Salaries and wages of employees used in meeting the cost sharing or matching requirement on federal awards must be supported in the same manner as salaries and wages claimed for reimbursement from federal awards.

APPENDIX V
STANDARD CONTRACT PART 1

See attached documents.

APPENDIX VI
STANDARD CONTRACT PART 2

See attached documents.