



REQUEST FOR PROPOSALS:

Case Complexity Data Tool

***EMBRACE FAMILIES COMMUNITY BASED CARE, INC. IS SPONSORED BY THE
FLORIDA DEPARTMENT OF CHILDREN & FAMILIES***

Table of Contents

Title	Page(s)
Section A: Introduction	
Introduction & Background	3
Statement of Need	3
RFP Purpose	4
Term of Agreement	5
Section B: RFP Process	
Schedule of Events and Deadlines	6
Explanation of Important Events and Deadlines	7
Written Inquiries	7
Proposal Deadline	7
Post Notice to Invitations to Present	8
Post Notice to Invitations to Negotiate	8
Post Intent to Award Notice	8
Protest Deadline	8
Right to Reject or Waive Minor Irregularities Statement	8
Addition, Deletion or Modification of Proposal	8
Section C: Respondent Minimum Requirements	
General Questions	8
Section D: Financial Specifications	
Proposed Budget and Allocation	9
Section E: RFP Instructions	
Proposal Cover Sheet	10
Proposal Certification	10
Required Appendices and Additional Information	10
Section F: Proposal Evaluation Criteria	
Response to RFP Mandatory Criteria	11
Mandatory Evaluation Criteria	11
Section E: Appendices	
Appendix A: Conflict of Interest Declaration	14
Appendix B: Certification Regarding Debarment	15
Appendix C: Three (3) One Page Letters of Reference	16
Appendix D: Respondent Budget Worksheet	17
Appendix E: Proposal Cover Sheet	18
Appendix F: Proposal Certification	19

Section A: Introduction

1. Introduction & Background

Embrace Families Community Based Care, Inc. (formerly Community Based Care of Central Florida) was created as a direct response to the Florida Legislature's and Department of Children and Families' (DCF) initiative to improve child welfare services by developing solutions to care for children and families in their home communities. Embrace Families CBC is the non-profit child welfare lead agency charged with developing community-based services and supports for children and families in Judicial Circuits 9 and 18, serving Orange, Osceola and Seminole Counties.

We have been committed to serving the children and families of Central Florida who have been victims of, or at risk of, abuse, neglect or abandonment since 2004. Our ongoing goal includes providing the necessary services to the more than 5,800 children we serve annually by strengthening the relationships between our families, caregivers, Case Management and network of local service providers who deliver a multitude of direct services to children. We envision a community that embraces vulnerable children and families with support – so that every child has a safe, stable and loving home and a path to a bright future.

2. Statement of Need

In October of 2019, Embrace Families CBC was awarded a Federal Cooperative Agreement, Grant #90CO1138 with the Administration of Children, Youth and Families, and the Children's Bureau for the strengthening of the child welfare system to improve children and family outcomes. The purpose of the cooperative agreement is to support the development, implementation and evaluation of strategies that focus on improving permanency and well-being outcomes by investing in the workforce, improving basic social work, and developing organizational practices and tools.

Strong meaningful engagement is necessary to establish and maintain relationships with parents. This requires frequent and quality face to face contact with parents focused on building trust, gathering information, and assessing and analyzing needs and progress. Engagement is essential to achieving lasting behavioral changes and allowing children to return home in a safe environment. Data was extracted from the statewide system, Florida Safe Families Network (FSFN), to determine the number of and percentage of parents, with a goal of a reunification that had a face to face contact with a Case Manager in the month of July 2019. From these extracts only 40.3% of mothers and 24.8% of fathers had a face to face contact with the assigned Case Manager. In addition, the FY1819 (July 1, 2018 – June 30, 2019) parental engagement scores based on the Child and Family Service Review (CSFR) cases for continuous quality improvement (CQI) scored under the state's required target of 51%. These scores demonstrate that the frequency and quality of contact between Case Managers and parents is not sufficient to effectively engage and partner with families. Currently, Embrace Families CBC's system of care does not have a data tool that can effectively assist in determining critical factors that drive case complexity and a way to assign Case Managers an optimal caseload mix based on those defined complexity levels. Without having the ability to evaluate case complexity prior to assignments, Case Managers are inundated with large caseload sizes with high degrees of complexity that does not allow them to fully engage parents to their maximum potential.

Embrace Families Community Based Care, Inc. (Embrace Families CBC) is requesting proposals from agencies to use identified critical factors of the child welfare case and develop a data tool to aid in the equitable distribution of case assignments throughout the system of care. Knowledge of the complexities of the Florida Department of Children & Families dependency system and child welfare case components is preferred.

3. RFP Purpose

The purpose of this RFP is to receive written narrative proposals from qualified and experienced respondents to develop a tool to identify the complexity levels of a child welfare case based on critical case factors and to aid in the equitable distribution of case assignments throughout the system of care. Embrace Families CBC is interested in providers with expertise in the analytics of child welfare services.

Through a careful problem definition and root cause analysis process, a major barrier to effective management of parental engagement is unmanageable caseloads assigned to dependency case managers in the child welfare system. This workload imbalance, creates competing priorities and limits the Case Manager's availability to effectively engage with parents. Embrace Families' current system of care consists of three (3) Case Management, Adoption & Family Support Agencies as listed below that serve approximately 2,800 children in out of home care. The total case count by County is as follows as of January 15, 2020:

County	Total Case Count	Total Child Count
ORANGE	1026	1845
OSCEOLA	239	395
SEMINOLE	307	542

The current optimal caseload range is set at 1 case manager per 20 cases regardless of complexity within those cases. Caseloads are generally assigned based on the number of children as opposed to the composition of factors that make up the complexity and amount of effort required by a Case Manager. There are many additional factors that should be considered when comparing caseloads.

The following factors have been identified as critical in analyzing case complexity:

- Number and location of placements including out of state or out of county placements and the distance between placements for sibling groups;
- Placement type including residential, foster care, therapeutic foster care, relative/non-relative care, group care etc.;
- Child factors including age, DJJ involvement, alcohol or substance abuse, runaway, human trafficking designation, IEP, teen parents, teen pregnancy and teen paternity, etc.;
- Child mental or physical health factors including serious emotional disturbance, serious persistent mental illness, medical or mental health diagnosis, medical or mental health hospital admission, psychotropic medication etc.;
- Parent factors including removal reasons such as Domestic Violence, Parent Drug/Substance Abuse, Incarcerations, chronic homelessness, etc.

- Case factors including prior verified reports, maltreatment type, prior removals, prior termination of parental rights, history of verified child death or serious physical injury report, risk level, number of children, number of parents etc.;

Embrace Families CBC seeks a provider(s) who is innovative and completes detailed research analysis employing Data Science Methodology to identify how the above mentioned critical case factors, in addition to ones not yet determined, can be used to develop a tool to identify case complexity levels and provide a statistical method in the optimal caseload mix and distribution among case managers.

Data tool should be designed in a way that can feed, process and output results in an automated fashion so that it can be scheduled and easily integrated with systems already in use by Embrace Families CBC. Embrace Families CBC is looking for a final product that will be based on free technologies such as Python or R.

Responses will be thoroughly reviewed, evaluated and used to award a vendor agreement to the successful applicant(s).

5. Term of Agreement

The expected time frame for any agreement resulting from this RFP will be one (1) year to begin on or before April 20, 2020. This time frame is contingent upon availability of funds, agency performance, as well as Embrace Families CBC continued funding with the Administration of Children, Youth and Families, and the Children's Bureau. Resulting vendor agreements may be renewed for up to one (1) additional year.

Embrace Families CBC reserves the right to reduce or increase the amount of funding available prior to awards, contingent upon funding availability and expenditure deadlines. Any contract or agreement with Embrace Families CBC will require Respondent's performance to be in compliance with all applicable federal and state laws, regulations, agency rules and procedures, and Embrace Families CBC's policies and procedures.

Section B: The RFP Process

This RFP is being issued by Embrace Families Network Support Department. The Embrace Families Procurement Manager for this RFP is:

Wendy Land
Lead Network Support Manager
Embrace Families, Inc.
4001 Pelee Street
Orlando, FL 32817
Email: Wendy.Land@embracefamilies.org
Phone: (321) 441-2060

Please **do not** contact any other Embrace Families employee regarding this RFP.

A. Schedule of Events and Deadlines

ACTIVITY	DUE DATE	TIME	ADDRESS
RFP posted to Embrace Families CBC website	2.26.20	3 pm	Posted to Embrace Families website: https://embracefamilies.org/make-a-difference/prospective-providers
Deadline for RFP written inquiries/questions submitted by providers	3.02.20	3pm	Certified mail, delivered in person or email: Wendy Land, Lead Network Support Manager Embrace Families 4001 Pelee St. Suite 100 Orlando, FL 32817 (321) 441-2060 Wendy.Land@embracefamilies.org
Responses to written inquiries/questions posted to website	3.04.20	3pm	Posted to Embrace Families website: https://embracefamilies.org/make-a-difference/prospective-providers
Deadline to submit proposals	3.20.20	3pm	Certified mail, delivered in person or email: Wendy Land, Lead Network Support Manager Embrace Families 4001 Pelee St. Suite 100 Orlando, FL 32817 (321) 441-2060 Wendy.Land@embracefamilies.org
Review of proposals, review for mandatory criteria and distribute proposals to procurement team.	3.20.20	4 pm	Procurement Manager Wendy Land and at least one witness
Agencies Selected for Oral Presentation Posted to Embrace Families Website	3.25.20	3 pm	Posted to Embrace Families website: https://embracefamilies.org/make-a-difference/prospective-providers
Proposal Oral Presentations/Q &A	3.31.20-4.01.20	TBD	Embrace Families 4001 Pelee St. Suite 100 Orlando, FL 32817
Procurement team meets to review and finalize scores	4.03.20	TBD	Embrace Families 4001 Pelee St. Suite 100 Orlando, FL 32817

Post Notice of Intent to Negotiate	4.06.20	3pm	Posted to Embrace Families website: https://embracefamilies.org/make-a-difference/prospective-providers
Negotiations with finalist(s)	4.8.20-4.10.20	TBD	Embrace Families 4001 Pelee St. Suite 100 Orlando, FL 32817
Post Notice of Intent to Award	4.13.20	3pm	Posted to Embrace Families website: https://embracefamilies.org/make-a-difference/prospective-providers
Protest Deadline	4.16.20	3pm	Posted to Embrace Families website: https://embracefamilies.org/make-a-difference/prospective-providers
Anticipated Effective Date	4.20.20-9.30.20	3 pm	Posted to Embrace Families website: https://embracefamilies.org/make-a-difference/prospective-providers

Please note that all other postings are secondary to the electronic posting on www.embracefamilies.org, which is the sole official posting for this advertisement.

B. Explanation of Important Events and Deadlines

Notice of Intent to Submit a Proposal

Written Inquiries

All written inquiries must clearly identify the name, address, organization and other identifiers of the inquirer. Embrace Families will accept written inquiries submitted in person or via certified mail to Wendy Land, Embrace Families Procurement Manager at Embrace Families, Inc., 4001 Pelee Street, Orlando, FL 32817. Inquiries may also be sent via email with return receipt to wendy.land@embracefamilies.org. All inquiries must be received by Embrace Families no later than 3 pm on **March 2, 2020**. Copies of responses to all inquiries, and clarifications and/or addenda if made to the RFP, will be posted to the Embrace Families website by 3 pm on **March 4, 2020**.

Proposal Deadline

Replies must be received by Embrace Families no later than 3 pm on **March 20, 2020**. Replies must be received by email to wendy.land@embracefamilies.org. Respondents may also provide one (1) hard copy in person or via certified mail to Wendy Land, Embrace Families Procurement Manager, Embrace Families, Inc., 4001 Pelee Street, Orlando, FL 32817. Any reply submitted shall remain a valid offer for at least ninety (90) days after the proposal submission date. No changes, modifications, or additions to the proposals submitted after the deadline for proposal opening will be accepted or be binding on Embrace Families. Proposals not received at either the specified place, or by the specified date and time, or both, may be rejected and returned unopened to the Respondent by Embrace Families.

Post Notice to Invitations to Present

Embrace Families will post the Notice to Invitations to Present Phase II Presentations no later than 3 pm on **March 25, 2020** for selected final respondents to provide in-person PowerPoint presentations and answer follow-up questions from the Procurement Team at Embrace Families, Inc., 4001 Pelee Street, Orlando, FL 32817.

Post Notice to Invitation to Negotiate

Embrace Families will post the Notice to Invitations to Negotiate no later than 3 pm on **April 6, 2020** to selected final respondents to begin the contract negotiations process.

Post Intent to Award Notice

Embrace Families will post the Notice to Intent to Award Notice no later than 3 pm on **April 13, 2020** to selected final respondents to announce the final contract award recipient(s).

Protest Deadline

Communication of any protest regarding this advertisement must be made to the Embrace Families Procurement Manager and documented within 72 hours of the first official posting of the contract award by **April 16, 2020**. Physical posting will not extend that 72-hour deadline. Likewise, it is the responsibility of those submitting a response to this advertisement to obtain the results from the www.embracefamilies.org official posting site in sufficient time to protect their own interests should they care to do so. Any person with a disability requiring special accommodations shall contact the Embrace Families Procurement Manager at the phone number listed below at least five (5) working days prior to the event listed above.

Right to Reject or to Waive Minor Irregularities Statement

Embrace Families reserves the right to reject any and all replies or to waive minor irregularities when to do so would be in the best interest of Embrace Families. Minor irregularity is defined as a variation from the RFP terms and conditions which does not impact the cost associated with any resultant subcontract, or give the Respondent an advantage or benefit not enjoyed by other Respondents, or does not adversely impact the interest of Embrace Families. At its option, Embrace Families may correct minor irregularities, but is under no obligation to do so.

Addition, Deletion or Modification of Proposal

Embrace Families reserves the right at its sole discretion to increase, decrease or delete any portion of this RFP at any time without cause.

Section C: Respondent Minimum Requirements

Please respond thoroughly and specifically to the requested information listed below in your proposal.

1. Provide a brief description of your agency, mission and goals.
2. Describe the contracts/agreements your agency currently has in the Child Welfare line of business, including any CBC Lead Agencies, Department of Children & Families, other non-profit agencies or government agencies. List the State of business if it is outside the State of Florida.
3. Provide a brief history and profile of the firm and its experience providing services for organizations similar to ours. Provide a list of the firm's clients comparable to our organization; include contact name, telephone number, website location, services provided and length of service.
4. Describe your agency's qualifications and experience levels of staff who will be assigned to data analytics and tool development project. List the project team (including programmers and designers) and short biographies of each team member. If using freelancers or outside resources

please indicate them as such; we reserve the right to approve/disapprove of selected resources. Indicate how many full time staff does your firm employ.

5. Describe in detail a proposal to address the requirements outlined in this RFP, including details such as technologies to be used.
6. Describe the project process and methodology including sample deliverables from past projects of similar size and scope. Document examples of the firm's experience in designing/developing each of the project requirements.
7. Describe in detail how you will use research and analysis to develop a data tool that can define case complexity levels and assist Embrace Families CBC in determining optimal case assignment per worker based on complexities.
8. Describe in detail how you will define complexity levels in analyzing child welfare cases.
9. Describe in detail how model/data features will be tested to determine complexity levels with associated confidence levels.
10. Describe how you will test model/data features to ensure data validation and statistical reliability testing is performed accurately.
11. Describe what data elements will be used as input in the case complexity tool and the detail of output that will be created from those elements.
12. Describe the current use of proposed system by other community based care lead agencies and/or demonstration of Embrace Families CBC industry knowledge.
13. Explain how your agency will provide and display a culture of Responsiveness, Empowerment, Support, Professionalism, Engagement, Courteousness and Trustworthiness (RESPECT) when working directly with Embrace Families CBC and all partners involved in child welfare dependency system.
14. Describe hardware and software requirements for the data tool to be stored on-premises.
15. Please provide an unsigned copy of your standard service contract for our review and any additional stipulations of which we should be aware.
16. Please include any additional information not already requested that you consider essential to your response. If there is no additional information to include, state, "There is no additional information we wish to present." Bidders should note that the issuance of this solicitation does not require Embrace Families CBC to enter into an agreement with any party. Further, Embrace Families CBC reserves the right to withdraw or change this request for proposals at any time when doing so is in the best interest of Embrace Families CBC and our clients.

Section D: Financial Specifications

Provide your agency's fee structure and/or total project budget (**Appendix D**) and describe how the organization will be charged. The costs involved may be categorized separately as design, implementation costs, maintenance costs, and software licensing costs. Also include the firm's plan for post-deployment maintenance and supports; including hourly rates for services, if applicable.

The estimated maximum project dollar amount available for the RFP award is between \$400,000 and \$500,000; subject to the availability of funds. Indirect Costs (costs incurred for a common or joint objective and cannot be readily identified with a particular final cost objective) are limited to 10%. Commonly identified indirect costs may include, but are not limited to: Executive Leadership; Accounting; Payroll; Human Resources; Contracts; and Information Resources.

Section E: Instructions to Respondents to the RFP

Embrace Families is not liable for any costs incurred by responses to this RFP. Embrace Families requires an electronic version of the proposal and appendices to be emailed to the Procurement Manager. Respondents may also hand deliver or send by certified mail one (1) hard copy of their proposal and appendices bound in a single three-ring binder or spiral bound.

The proposal must be assembled in the order outlined below with each section noted accordingly. Responses should not exceed **20** pages excluding appendices; only the first 20 pages will be evaluated if Respondent exceeds the 20 page limit. The responses should be on letter-size paper, double spaced, utilizing font style Calibri with font size at a minimum of 11 and each page should be numbered in the footer.

Responses to the topics in this section will provide the basis upon which proposals will be evaluated. Each item should be addressed in as much detail as necessary while avoiding the inclusion of extraneous information. The proposal must be submitted in the following format and should address each individual item listed. The information included should be comprehensive and include detailed examples of experience.

A. Appendix E Proposal Cover Sheet

Ensure that the proposal has a title page that contains the following: Title of the proposal; Respondent's name; Specify that the proposal is being submitted to Embrace Families; Name, title, phone number, and address of person(s) who can respond to inquiries regarding the proposal; and, Name of the Respondent's Project Director (if known).

B. Appendix F Proposal Certification

The second page of the Respondent's proposal should be Appendix E "Proposal Certification". List all mandatory criteria on the ratings sheet, requiring "yes" or "no" responses and indicate your

C. Required Appendices and Additional Information

Mandatory criteria that is to be attached to the Respondents proposal:

1. **Conflict of Interest Questionnaire (Appendix A)**
2. **Certification Regarding Debarment (Appendix B)**
3. Three (3) letters of reference from current funding entities (preferred) or professional associates, limited to one page per reference. Respondents are to insert letters as **(Appendix C)**. The Respondents shall not provide a letter of reference from any agency participating in the RFP process (to be identified in "response to inquiries").
4. **Proposed Budget (Appendix D)**
5. **Proposal Cover Sheet & Certification (Appendix E & F)**
7. **Proof of agency insurance.** Documentation must include proof of the agency's current insurance and coverage limits for the following categories of insurance:
 - a. General Liability
 - b. Property Casualty
 - c. Directors and Officers
 - d. Professional Liability
 - e. Sexual Abuse and Molestation (if applicable)

- f. Umbrella
 - g. Worker’s Compensation
8. The Respondent organizations’ **Articles of Incorporation, By-Laws and the Department of State certification letter or other proof of incorporation**
 9. Most recent **Independent Audit and Management Letter**

Section F: Proposal Evaluation Criteria and Rating Information

A. Mandatory Evaluation Criteria Table

This table will be utilized by the Embrace Families CBC Procurement Manager upon opening and verifying mandatory criteria.

Mandatory Criteria	Yes	No
The proposal was received by the time and date required in the RFP		
The proposal is submitted in the exact format as specified in Section E, “Instructions to Respondents to the RFP”, specifically, letter C: Required Respondent’s Statements or Certifications, Appendices A, B, C, D, E, F		
The proposal is submitted with required mandatory criteria, in the exact format as specified in Section E, “Instructions to Respondents to the RFP”, specifically, section C: Required Appendices: Insurance; Articles of Incorporation; By-Laws and Department of State certification letter or other proof of incorporation; and Independent Audit and Management Letter		

After determining that a proposal satisfies the mandatory requirements stated in the RFP, the comparative assessment of the relative benefits and deficiencies of the proposal in relationship to evaluation criteria shall be made by the Embrace Families Procurement Team using subjective judgment. The contract award must be approved by Embrace Families’ Chief Executive Officer, or designee, prior to posting a notice of intent to award. Embrace Families reserves the right to consider historic information and fact, whether gained from the Respondents proposal, references or any other source, in the evaluation and/or negotiation process.

The Respondents are cautioned that it is the Respondent’s sole responsibility to submit information related to the evaluation categories and Embrace Families is under no obligation to solicit such information if it is not included with the Respondent’s proposal. Failure of the Respondent to submit such information may cause an adverse impact on the evaluation of the Respondent’s proposal.

B. Evaluation Criteria

Phase I Evaluation: There will be seven (7) evaluators, representing Embrace Families CBC and other community stakeholders. Evaluators will be charged with evaluating the entire proposal. To ensure the greatest degree of consistency possible, a scale of 0-5, whole numbers only, will be used for each area evaluated. The “total” will be the evaluator’s scores, per section, multiplied by the assigned weighted value of each component.

Scoring:

- 0 = the component was not addressed
- 1 = the component contained significant deficiencies
- 2 = the component was below average
- 3 = the component is average
- 4 = the component is above average
- 5 = the component is outstanding

Evaluation Criteria
Written Narrative
Organizational Capacity and Collaborative Relationships <ul style="list-style-type: none">• A synopsis of the Respondent’s organizational qualifications and experiences with Child Welfare and/or similar non-profit agencies.• A description of the experience of the Respondent’s leadership and key staff, assigned to project.• Related Appendices and Attachments – conflict of interest; debarment; service provider standard affidavit; insurance; articles of incorporation; table of organization. <p style="text-align: center;">Maximum Section Score = 5</p>
Response to RFP Questions <ul style="list-style-type: none">• Demonstrates an understanding of the priorities and challenges faced by the Embrace Families CBC’s system of care with case complexity.• Articulates a clear vision in which these priorities and challenges can be met through proposed data tool and research and analysis.• Provides sound statistical reliability measures and components. <p style="text-align: center;">Maximum Section Score = 5</p>

Description of Financial Capability

- Demonstrates that the Respondent is a financially stable, strong and flexible organization.
- Budget demonstrates that the Respondent understands and is responsive to the cost methodology and allowable costs.
 - Indirect costs are reasonable, allowable and do not exceed 10%.
 - Budget line items and accompanying narrative are clearly described, reasonable, allowable and realistic within the context of the Embrace Families proposal
 - Ability to cost share across certain line items and/or to incur costs, if applicable
- Related appendices and attachments = budget worksheet; independent audit and management letter.

Maximum Section Score = 5**Evaluation Criteria Worksheet**

Written Narrative			
Section	Score (0-5)	Weight	Total Score
Organizational Capacity and Collaborative Relationships		3x	
Response to RFP Questions		4x	
Description of Financial Capability		3x	
Total Score			

Total Maximum Score for the entire written proposal is 50 points.

APPENDIX A
CONFLICT OF INTEREST DECLARATION

QUESTION	YES	NO
1. Do you, your immediate family, or your business partner have financial or other interests in Embrace Families Community Based Care, affiliated entities or the recipient(s) of the proposed services?		
2. Have gratuities or anything of monetary value been offered or exchanged between you, your immediate family, or your business partner and any employee of Embrace Families Community Based Care or affiliated entities?		
3. Within the last 24 months, have you been employed by, or do you plan to seek or accept future employment with, Embrace Families Community Based Care, affiliated entities or the recipient(s) of the proposed services?		
4. Are there any other conditions which may cause a conflict of interest?		

If you checked “YES” after any of the above questions, please explain your answer below. Please attach additional sheets as necessary.

I declare that my answers and any related explanation(s) are true, correct and complete to the best of my knowledge.

Signature

Date

Print Name

Title

Agency

APPENDIX B

**CERTIFICATION OF DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
SUBCONTRACTS/VENDORS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, signed February 18, 1986. The guidelines were published in the May 29, 1987 Federal Register (52 Fed. Reg., pages 20360-20369).

INSTRUCTIONS

1. Each provider whose subcontract/vendor equals or exceeds \$25,000 in federal monies must sign this certification prior to execution of each subcontract/vendor. Additionally, providers who audit federal programs must also sign, regardless of the contract amount. Embrace Families Community Based Care and Affiliated Companies cannot contract with these types of providers if they are debarred or suspended by the federal government.
2. This certification is a material representation of fact upon which reliance is placed when this subcontract/vendor is entered into. If it is later determined that the signer knowingly rendered an erroneous certification, the Federal Government may pursue available remedies, including suspension and/or debarment.
3. The provider shall provide immediate written notice to the Embrace Families Contract Manager at any time the provider learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "debarred," "suspended," "person," "principal," and "voluntarily excluded," as used in this certification, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the department's Embrace Families Contract Manager for assistance in obtaining a copy of those regulations.
5. The provider agrees by submitting this certification that, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this subcontract/vendor unless authorized by the Federal Government.
6. The provider further agrees by submitting this certification that it will require each subcontractor of this subcontract/vendor, whose payment will equal or exceed \$25,000 in federal moneys, to submit a signed copy of this certification.
7. Embrace Families Community Based Care and Affiliated Companies may rely upon a certification of a provider that it is not debarred, suspended, ineligible, or voluntarily excluded from contracting/subcontracting unless it knows that the certification is erroneous.
8. This signed certification must be kept in the Embrace Families Procurement or Contract Manager's contract file. Subcontractor's certification must be kept at the provider's business location.

CERTIFICATION

- (1) The prospective provider certifies, by signing this certification, that neither he nor his principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this subcontract/vendor by any federal department or agency.
- (2) Where the prospective provider is unable to certify to any of the statements in this certification, such prospective provider shall attach an explanation to this certification.

Signature

Date

Name and Title of Authorized Signee

APPENDIX C

INSERT THREE (3) LETTERS OF REFERENCE

APPENDIX D
PROPOSED BUDGET

APPENDIX E
PROPOSAL COVER SHEET

Agency or Person Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Mailing Address (if different): _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____ **Fax Number:** _____

Email Address: _____

Website Address: _____

Type of Respondent:

Agency: _____

Individual: _____

Other (Specify): _____

Name of Person Completing: _____

Title of Person Completing: _____

Phone Number: _____

Email Address: _____

APPENDIX F

PROPOSAL CERTIFICATION

I hereby certify that I have reviewed the response to all of the questions and information requests herein and believe that those responses are true and accurate, to the best of my knowledge.

Mandatory Criteria	Yes	No
The proposal was received by the time and date required in the RFP		
The proposal is submitted in the exact format as specified in Section E, "Instructions to Respondents to the RFP", specifically, letter C: Required Respondent's Statements or Certifications, Appendices A, B, C, D, E, F		
The proposal is submitted with required mandatory criteria, in the exact format as specified in Section E, "Instructions to Respondents to the RFP", specifically, section C: Required Appendices: Insurance; Articles of Incorporation; By-Laws and Department of State certification letter or other proof of incorporation; and Independent Audit and Management Letter		

Signature

Print Name

Title

Date

This page must be signed by an individual holding signature authority according to the Articles of Incorporation and/or By-Laws of the respondent organization.