STATE OF FLORIDA
DEPARTMENT OF CHILDREN AND FAMILIES

INVITATION TO NEGOTIATE

Community-Based Care Lead Agencies

DCF ITN 2526 082
COMMUNITY-BASED CARE LEAD AGENCY CIRCUIT 6, PINELLAS AND PASCO COUNTY

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SECTION 1. INTRODUCTION

1.1 Introduction to the Procurement

In accordance with Chapter §287, Florida Statutes (F.S.), the State of Florida, Department of Children and Families (Department), Office of Child and Family Well-Being, issues this Solicitation to select a Respondent(s) to provide for Foster Care and Related Services for Circuit 6, Pinellas and Pasco County.

“Related Services” includes, but is not limited to, child abuse prevention and protection, adoptions, family preservation, independent living, emergency shelter, residential group care, therapeutic foster care, intensive residential treatment, foster care supervision, case management, coordination of mental health services, post-placement supervision, permanent foster care, and family reunification.

The Department believes that the best outcomes are achieved when there is local engagement in facilitating access to services and solving for gaps in care for some of the State’s most vulnerable populations. The Department contracts with Community-Based Care Lead Agencies to help meet this objective for families involved in the State’s child welfare system. It is of chief importance to select Vendors that are aligned with the Department’s mission and core values in delivering child welfare services. The selected Vendor must demonstrate their experience and capability of delivering high-quality services and operating an accountability-driven organization. The Department expects that all Respondents will demonstrate alignment with these core goals throughout their Response:

- Promote the overall well-being and safety of children in care; this is accomplished by ensuring that children are not further abused or neglected while in care, facilitating consistent and positive connections with adult role models (e.g., caregivers, case managers, mentors, Guardian Ad-Litems, etc.); continually assessing and meeting changing needs, and ensuring those who age out of foster care are equipped with all of the tools and information needed to succeed.
- Promote placement stability for children in care, by implementing strategic initiatives that reduce placement disruptions;
- Facilitate more timely permanency outcomes for children in care, including implementing specific strategies that support reunification, whenever possible; and.
- Implement evidence-based prevention services that support maintaining children in their family home, whenever it is safe to do so.

This ITN will result in one or more contracts that will provide child protection and child welfare services to children, as outlined in section 409.986, F.S. Any Vendor interested in participating must comply with the terms of this ITN and the resulting contract.

The terms “Contract” and “agreement” may be interchangeably used throughout this document, all related attachments, exhibits, and referenced documents. These terms collectively refer to the services, terms, and conditions to provide the goods, services, and/or solution that meet the requirements of the Contract**,** between the Department and the selected Respondent(s).

1.2 Term of the Agreement

The anticipated start date of the resulting contracts is January 1, 2027. The anticipated duration of the contract is five years. Renewal, if any, shall comply with s. 287.057(14), F.S, and is based upon Lead Agency performance and Department needs.

1.3 Contact Person and Procurement Officer

The sole contact point for communication (which will only be accepted in writing) regarding this ITN is Sally Johns, Procurement Officer.

The only permitted means of contact is by email: Sally.Johns@myflfamilies.com and CC hqw.procurement.team.activities@myflfamilies.com

1.4 Official Notices

All notices, decisions, intended decisions, and other matters relating to this solicitation will be posted on the MyFloridaMarketPlace (MFMP) Vendor Information Portal (VIP) located at: https://Vendor.myfloridamarketplace.com.

It is the responsibility of prospective Vendors to check the VIP for addenda, notices of decisions, and other information or clarifications to this solicitation. The Department bears no responsibility for any resulting impacts associated with a prospective Vendor's failure to obtain the information made available through the VIP. Posting on the VIP is the only official notice for determinations of timeliness of protests (see **Section 1.5**, Protests).

1.5 Protests

Any protest concerning this ITN shall be made in accordance with sections 120.57(3) and 287.042(2), F.S., and Rule Chapter 28-110, Florida Administrative Code (F.A.C.).

Failure to file a protest within the time prescribed in section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, F.S.

Notices of Protest must be filed with the Clerk of Agency Proceedings (Agency.Clerk@myflfamilies.com).

SECTION 2. ITN PROCESS

2.1 General Overview of the Process

The ITN process is divided into two phases, the Evaluation Phase and the Negotiation Phase. The Evaluation Phase involves the Department's initial evaluation of Responses. During the Evaluation Phase, Responses from responsible and responsive Vendors are eligible for evaluation. The Department will then select one or more Vendors within the competitive range to participate in negotiations.

During the Negotiation Phase, the Department may request revised Responses, and best and final offers based on the negotiations. Following negotiations, the Department will post a notice of its intended decision. If a contract is awarded, the notice will identify the Vendor(s) selected.

By submitting a Response, the Vendor agrees to each of the certifications listed in this ITN, unless otherwise indicated.

The Department may request Vendor presentations.

2.2 Limitations on Contacting Department Personnel and Others

From the date this ITN is released through the end of the 72-hour period following the Department's posting of the Notice of Intended Award, excluding Saturdays, Sundays, and state holidays, a Vendor, or any person acting on the Vendor's behalf, may not contact any employee or officer of the executive or legislative branch regarding any aspect of this ITN, except in writing to the Procurement Officer or as otherwise expressly authorized in this ITN. Violation of this provision may be grounds for rejection of the Vendor's Response.

2.3 Limitations During Negotiations

During the Negotiation Phase of this ITN, communication between the members of the prospective Vendor's negotiations team and the Department's negotiation team is permissible, but only during recorded negotiation sessions.

2.4 Timeline

Activity	Date	Time Eastern	Address	Section Reference
ITN advertised and released	07/21/2026	N/A	MFMP VIP at: https://Vendor.myfloridamarketplace.com	1.4
Written questions must be received by	08/03/2026	2:00 PM	See Section 1.3	2.7
Department's Response to questions	08/14/2026	N/A	MFMP VIP at: https://Vendor.myfloridamarketplace.com	2.7
Response must be received by the Department	08/27/2026	3:00 PM	See Section 1.3	2.7.1
*Public Response opening	08/28/2026	10:00 AM	**Please join my meeting from your computer, tablet or smartphone.** https://meet.goto.com/654295517 **You can also dial in using your phone.** Access Code: 654-295-517 United States: +1 (872) 240-3212	2.5
Anticipated posting of intended contract award	11/02/2026	N/A	MFMP VIP at: https://Vendor.myfloridamarketplace.com	5.4.4
Anticipated effective date of contract	01/01/2027	N/A	N/A	1.2

2.5 Public Opening

Responses shall be opened on the date, time and at the location indicated in **Section 2.4** Respondents may, but are not required to, attend. Pursuant to §119.071(1)(b), F.S., no other materials will be released. Any person requiring a special accommodation because of a disability must contact the Procurement Officer at least 48-hours prior to this Solicitation opening.

2.6 Woman--, Veteran--, and Minority-owned Small Businesses Participation

Woman--, Veteran--, and Minority-owned Small Businesses are encouraged to participate in any scheduled conferences, conference calls, or pre-solicitation meetings. All Vendors shall be accorded

fair and equal treatment. For questions about registering to identify your Small Business as a Woman--, Veteran--, or Minority-owned Small Businesses visit: https://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd

2.7 Written Questions and Department Answers

Vendor questions for which binding Department answers are desired must be addressed as permitted in **Section 1.3**, using the template provided in **APPENDIX III**, and received by the Procurement Officer on or before the dates and time specified in **Section 2.4**.

2.7.1 Response Deadline

Responses must be received by the Procurement Officer no later than the date and time provided in **Section 2.4**. Responses will be accepted as provided in **Section 2.8**. Vendors are exclusively responsible for timely delivery of Responses to the Procurement Officer. At the sole discretion of the Department, any Responses that are not received by the specified date and time, may not be evaluated. The transmittal to the Department's contact person remains the responsibility of the Vendor and the risk of non-receipt or delayed receipt shall be borne exclusively by the Vendor.

2.7.2 Response Withdrawal and Amendment

Vendors may withdraw or withdraw and replace previously submitted Responses on or before the date and time specified for Responses to be received by the Department.

2.7.3 Binding Response

Vendors are bound by their Responses until execution of the Contract, unless withdrawn.

2.7.4 Cost of Preparation of Response

The Department will not pay any costs incurred in responding to this ITN.

2.8 Form PUR 1001

The standard "General Instructions to Respondents" Form PUR 1001 (10/06) is hereby incorporated into this ITN by reference as if fully recited herein. In the event of any conflict between Form PUR 1001 and this ITN, the terms of this ITN shall take precedence over Form PUR 1001, unless the conflicting term is required by Florida law, in which case the term contained in Form PUR 1001 shall take precedence. Form PUR 1001 is available at: State of Florida PUR 1001 General Instructions to Respondents

2.9 Department's Discretion

2.9.1 The Department may:

2.9.1.1 Determine whether a Vendor is responsible, as defined in section 287.012, F.S.;

2.9.1.2 Waive minor irregularities when doing so would be in the best interest of the State of Florida;

2.9.1.3 Withdraw the ITN or reject all Responses at any time;

2.9.1.4 Select more than one Vendor for the commodities and contractual services encompassed by this ITN;

2.9.1.5 Withdraw or amend its Notice of Award; and

2.9.1.6 Award contract(s) for a reduced scope of the commodities and contractual services encompassed by this ITN.

SECTION 3. SPECIFICATIONS

The Vendor must meet the requirements of **Section 4.2.3** and elsewhere in this procurement whether specifically listed here. A Response that fails to meet the requirements may be deemed nonresponsive and not be evaluated.

3.1 Minimum Programmatic Specifications

The selected Vendor(s) shall perform the tasks outlined in the **Department's Standard Contract Part 1 (PCMT-02)** and **Standard Contract Part 2 (PCMT-03) (APPENDIX VIII and APPENDIX IX)** in accordance with all terms therein.

3.2 Minimum Financial Specifications

The selected Vendor(s) shall be compensated in the manner set forth in **APPENDIX IX – Standard Contract Part 2 (PCMT-03)** in accordance with all terms therein. Respondent shall acknowledge its ability to comply with all programmatic requirements, deliverables, reporting obligations, performance measures, corrective actions requirements, financial consequences, incorporated documents and **APPENDIX IX**.

3.2.1 Funding Sources

This Contract is funded by: State Funds and Federal Grants Funds. The Estimated Schedule of Funds identifies the estimated dollar amount of the total cost of the program to be funded by all governmental sources is located in **APPENDIX IX – Standard Contract Part 2 (PCMT-03) EXHIBIT F1 – SCHEDULE OF FUNDS.** The figures contained therein are a projection of funding, based upon the current fiscal year allocation and Lead Agency's ability to earn federal funds through proper eligibility determination. All funding is subject to fiscal year appropriation(s) by the Legislature. See also **Section 4.3.2.4 Local Match**.

3.2.2 Allowable Costs

The selected Vendor must submit a completed Cost Allocation Plan developed in accordance with the appropriate part of Federal Regulations (2 Code of Federal Regulations [CFR] Part 225 for governmental agencies and 2 CFR 230, for nonprofit agencies, and 45 CFR Part 74 for commercial organizations) prior to the execution of the resulting contract. The Cost Allocation Plan must be approved, in writing, by the Department prior to the execution of the resulting contract. Refer to the **Department's Standard Contract Part 1 and 2 (APPENDIX VIII and APPENDIX IX) - EXHIBIT C and EXHIBIT F.**

3.2.3 No Cost-of-Living Increases

The Department does not fund Cost-of-Living increases.

3.2.4 Funding for Services Only

There will be no funds awarded or associated with the resulting contract for start-up or readiness activities. Such costs will be borne exclusively by the successful Vendor(s).

3.3 Composition of the Contract

The contract awarded as a result of this ITN will be composed of:

3.3.1 Department's Standard Contract Part 1 and Part 2

3.3.2 The **Department's Standard Contract Part 1 (PCMT-02)** contains general contract terms and conditions required by the Department for all Vendors. In addition, the **Department's Standard Contract Part 2 (PCMT-03)** contains additional contract terms and conditions governing the performance of work, the clients to be served, required deliverables, performance standards, and compensation.

3.3.3 Form PUR 1000

Form PUR 1000 is incorporated by reference into the Department's CBC Standard Contract. In the event of any conflict between Form PUR 1000 and this ITN, the terms of this ITN 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

3.3.4 Other Attachments or Exhibits

All other attachments and exhibits to the contract referenced in this ITN shall also be part of the resulting contract.

3.3.5 Vendor Response

The Vendor's Response and any additional submittals, if incorporated into, or attached to the contract.

3.4 Order of Precedence

In the event of conflict within any two or more documents within the contract documents listed in 3.3, the earlier listed document shall control (e.g., 3.4.2. will control over 3.4.3).

3.5 Supporting Documentation

This table lists the supporting documentation, and the associated link to download the supporting documentation.

Subject	Description	Link
What is Community-Based Care	Department's CBC Website	https://www.myflfamilies.com/services/child-family/child-and-family-well-being/community-based-care/
Federal and State Laws, Regulations and Department Operating Procedures	Authority and Requirements Reference Guide	https://www.myflfamilies.com/services/child-family/child-and-family-well-being/community-based-care/general-documents/
General Information for the Department of Children and Families	Florida Department of Children and Families Website	https://www.myflfamilies.com/
General Documents Incorporated by Reference	DCF Child Welfare Information	https://www.myflfamilies.com/services/child-family/child-and-family-well-being/community-based-care/general-documents
CBC Fiscal Attachments	DCF Child Welfare Information	https://www.myflfamilies.com/services/child-family/child-and-family-well-being/cbc-fiscal-attachments/
General Documents Incorporated by Reference	The Community-Based Care Cost Allocation Plan Template	https://www.myflfamilies.com/services/child-family/child-and-family-well-being/cbc-fiscal-attachments/

SECTION 4. INSTRUCTIONS FOR RESPONDING TO THE ITN

4.1 How to Submit a Response

4.1.1 Electronic Submission

All Responses must be submitted by electronic means. Electronic submission of the Response (including all required documents) must be in PDF format as an attachment to an email sent to the Procurement Officer's email address provided in **Section 1.3**. The software used to produce the electronic file must be Adobe portable document format ("pdf"), version 6.0 or higher. The Department must be able to be open and view the Response utilizing Adobe Acrobat.

If the Vendor considers any part of the document to be trade secret, the submission must include a separate electronic file in accordance with **Section 4.4**.

In the event the electronic file attachment is too large to be submitted in a single email, the Vendor may utilize multiple emails so long as all required documents are delivered to the Procurement Officer by or before the date and time specified in **Section 2.4**. The Department can allow up to 100 MB for incoming attachments. The Vendor email system must also allow for a 100 MB attachment. Zipping attachments will reduce file sizes.

4.1.2 Response Format

Responses must be typed, single-spaced, on 8-1/2" x 11" paper. Pages must be numbered in a logical, consistent fashion. Figures, charts, and tables should be numbered and referenced by number in the text. The Response must be submitted in accordance with **Section 4.2** and **Section 4.3**.

4.2 Contents of the Programmatic Response

4.2.1 Title Page

The first page of the programmatic Response shall be a Title Page that contains the following information:

4.2.1.1 Title of Response;

4.2.1.2 ITN number;

4.2.1.3 Vendor's name and federal tax identification number;

4.2.1.4 Name, title, telephone number and address of person who can respond to inquiries regarding the Response; and,

4.2.1.5 Name of Program Coordinator (if known).

4.2.2 TAB 1: TABLE OF CONTENTS

4.2.3 TAB 2: SPECIFICATIONS

Specifications for this solicitation:

4.2.3.1 Signature Authority

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

4.2.3.2 Vendor Certifications

Include the Vendor Certifications Form **(APPENDIX II)** signed by the person named in the Certificate of Signature Authority as the Authorized Representative of the Vendor and with "true" checked next to each of the Certifications (a) through (f).

4.2.4 TAB 3: EXECUTIVE OVERVIEW

Provide a brief executive overview demonstrating an understanding of the ITN, ITN purpose, and the needs specified in this ITN, as well as, a brief description of the Vendor's organization, ability to complete Scope of Work services, management of Performance Specifications, and means of completing Deliverables as defined in the **Departments Standard Contract Part 2 (APPENDIX IX) - EXHIBIT D**. Additionally, Vendors should provide information regarding which counties services would be provided, within the service area.

4.2.4.1 Organization:

4.2.4.1.1 Describe Vendor's approach and philosophy, including mission statement, core values, and vision. The Vendor's Response should demonstrate understanding of the Department's goals and principles for this contract.

4.2.4.1.2 Describe Vendor's organization and governance structure, depicting clear lines of authority including corporate affiliations; describe how the structure represents a lean, efficient, and effective administrative model; describe experience and achievements in developing a governance model is designed to avoid conflicts of interest.

4.2.4.1.2.1. The Vendor shall describe how its governance structure will support the responsibilities of a Community based care Lead Agency and comply with applicable requirements of §409.987, FS. The Vendor shall describe oversight responsibilities, fiduciary accountability, transparency practices, conflict of interest management, budget oversight, and stakeholder engagement processes. The Vendor shall also describe board member onboarding, annual training requirements, financial oversight responsibilities, conflict-of-interest monitoring, and methods used to ensure compliance with fiduciary responsibilities.

4.2.4.1.3 Provide the requested information below which will demonstrate the Vendor's and subcontractor(s)' ability to successfully complete the work described in this ITN and its appendices, attachments, exhibits, and referenced supporting documentation. The Vendor's and any proposed subcontractor(s)' information shall be shown separately.

4.2.4.2 Additional Corporate Information

In addition to the other information described above, the Vendor and the subcontractor(s) must provide:

4.2.4.2.1 Full legal name and its associated Federal Employer Identification Number (FEIN), or individual identification number if a FEIN is not required;

4.2.4.2.2 Proof of registration with MFMP;

4.2.4.2.3 Country and state of incorporation;

4.2.4.2.4 Principal place of business;

4.2.4.2.5 Description of the Vendor'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

4.2.4.2.6 Names and addresses of all affiliated or related companies, partnerships or associations (including subcontractor, if any) and a brief description of its relationship to the Vendor.

4.2.4.2.7 The Vendor shall include in their Response information regarding whether the Vendor has any history of a terminated contract with any entity for related services.

4.2.5 TAB 4: CORE TEAM QUALIFICATIONS

1. The Vendor shall describe the qualifications and credentials of their leadership team with an explanation of why the leadership team is qualified to lead their organization in meeting the needs of this ITN. In addition, the Vendor must include résumés for key leadership personnel describing their work experience, education, and training as it relates to the requirements of this ITN and the **Department's Standard Contract Part 1 and 2 (APPENDIX VIII and APPENDIX IX).**

2. The Response shall include the Vendor's operational approach to the recruitment, training, supervision, and retention of qualified personnel as described in the **Department's Standard Contract Part 1 and 2 (APPENDIX VIII and APPENDIX IX**). The Response should address all applicable personnel grievance and conflict resolution practices. The Vendor should explain how it's organization, subcontractors, and staffing levels will best meet the performance standards required to perform properly. It is also important to describe the credentials for human resources, quality assurance, financial, information technology, and other key professional level employees.

4.2.6 TAB 5: SERVICES APPROACH AND SOLUTION

The Vendor shall describe the approach to performing the tasks described in the **Department's Standard Contract Part 2 (APPENDIX IX) - EXHIBIT C,** and how it will meet all the Department's detailed requirements. The Vendor should organize this portion of the Response using the headings below and should explain, for each applicable task area, the activities, services, programs, staffing, subcontracting approach, service access, documentation practices, quality assurance, performance management, and reporting processes that will support performance under the resulting Contract.

The Vendor must describe how any proposed subcontractors will be capable of meeting the Department's requirements and the requirements of section 409.988(1)(j), F.S. The Vendor must outline how services and subcontracts will be managed, how subcontractors will be monitored, and how subcontractors will be held accountable if performance standards are not met.

General assurances of compliance are not sufficient. The Response should provide operational detail that allows the Department to evaluate the Vendor's proposed service delivery model, implementation approach, accountability structure, and ability to meet the **Exhibit C** requirements

4.2.6.1 Service Task Priorities

The Vendor must describe how its service array, network development, staffing model, subcontracting model, and quality management approach will support the service task priorities in **Exhibit C,** including:

- Safety: protecting children from abuse, neglect, and abandonment; safely maintaining children in their homes whenever possible; preventing new episodes of abuse, neglect, or abandonment; and recruiting and retaining high-quality foster and adoptive parents.
- Well-being: preserving and strengthening families whenever safely possible; supporting families' ability to nurture, protect, and meet the needs of their children; placing children with relatives, fictive kin, or non-relative caregivers whenever safe and appropriate; and using the least restrictive placement appropriate to the child's needs.
- Permanency: achieving timely permanency aligned with the child's and family's safety and well-being.
- Alignment: aligning network development and service delivery with the Department's priorities and contract requirements.

4.2.6.2 Service Delivery and Practice Model

The Vendor must describe its approach to delivering foster care and related services through safety-focused, family-centered, trauma-informed, and trauma-responsive practices. The Response should

address use of individualized case plans, compliance with applicable state safety measurement standards, documentation in the statewide child welfare information system (CCWIS), and partnership with the Department to implement and operationalize the Child Welfare Practice Model.

4.2.6.3 Prevention, Family Support, Safety Management, and Family Preservation Services

The Vendor must describe, in detail, its approach to delivering Prevention Services, Family Support Services, Safety Management Services, and Family Preservation Services in accordance with the Department's Supplemental Contract (APPENDIX IX), Exhibit C. The Response must explain how the Vendor will provide access to the required service array, manage referrals and case assignment, engage parents and natural supports, document case activity, evaluate service quality, and ensure service delivery is sufficient to meet the needs of the service area.

4.2.6.3.1 Prevention Services

The Vendor must describe its approach to identifying, maintaining, and promoting services and interventions that prevent unnecessary removal of children from their homes, strengthen parental protective capacities, address safety threats, and resolve the conditions that led to Department involvement. At a minimum, the Response must address:

- How the Vendor will ensure access to prevention services in accordance with Florida's federally approved Title IV-E Prevention Plan;
- How prevention services will be evidence-based, family-centered, trauma-informed, and trauma-responsive;
- How the Vendor will prioritize services for children at imminent risk of entering foster care, including use of evidence-based practices designated by the federal Title IV-E Prevention Services Clearinghouse, the California Evidence-Based Clearinghouse, or other best practices and promising programs, including services such as those delivered through the Ounce of Prevention Fund of Florida and Healthy Families, as applicable;
- How the Vendor will identify and use evidence-based services from Florida's approved Title IV-E Prevention Plan based on community need;
- How the Vendor will ensure prevention services and family support services include stakeholder partnerships and support for Parent Needs Assistance referrals;
- If the Vendor currently holds or previously held a Lead Agency contract, data and information regarding families successfully served through prevention and family support services;
- How the Vendor will maintain and describe primary, secondary, and tertiary prevention services and current or historical work with partners supporting prevention services, including the Department of Juvenile Justice, Agency for Persons with Disabilities, Agency for Health Care Administration, Managing Entities, and community-based and faith-based partners;
- How the Vendor will meet applicable Responsible Fatherhood Initiative requirements and integrate father engagement into prevention and family support strategies;
- How the Vendor has engaged with, or will coordinate with, Hope Florida - A Pathway to Prosperity to support prevention efforts and connect families to available resources;
- How relatives, fictive kin or kin, non-relative caregivers, and natural support networks will be engaged in every case to strengthen family stability, reduce risk of removal, identify informal caregivers, and develop back-up safety supports;
- How the Vendor will document safety plans, service referrals, contacts with parents and children, collateral contacts, assessments, and case decisions in the appropriate modules of the statewide child welfare information system within two business days;

- How the Vendor will meet documentation and claiming requirements when requested by the Department.

4.2.6.3.2 Family Support Services

The Vendor must describe its approach to Family Support Services for families in which children can safely remain in the home but present a high or very high risk of future maltreatment. The Response must explain how services will strengthen protective capacities, reduce risk factors, and prevent removal. At a minimum, the Response must address:

- How the Vendor will serve eligible families, including cases with high or very high risk scores, victims of human trafficking who have been determined safe or have no safety determination, and families with prior verified findings who pose elevated risk of maltreatment recurrence;
- How the Vendor will receive Family Support Services referrals from Child Protective Investigations in the catchment area;
- How the Vendor will develop and maintain a centralized mechanism for receiving Family Support Services referrals;
- How a Family Support Services Professional will be assigned within two business days of referral receipt;
- How Family Support Services will be initiated within five business days of case assignment by conducting a face-to-face visit;
- How the initial family contact will include review of risk factors, identification of protective capacities, determination of contact frequency based on child and family need, and development of a written Prevention Services Plan;
- How the Prevention Services Plan will be tailored to identified risk factors and protective capacities and include clearly defined behavioral objectives, necessary services and service providers, responsible parties, measurable outcomes, and timeframes for re-evaluation or reassessment;
- How parents and the family's identified support system will be included in development of the Prevention Services Plan;
- How face-to-face contact with the child(ren) and caregiver(s) in the home will occur no less than once every 30 days, with increased frequency based on risk level and family need;
- How contacts will assess safety conditions, evaluate service participation, and adjust the Services Plan as necessary;
- How relatives, fictive kin, non-relative caregivers, and natural support networks will be actively engaged to strengthen family stability, identify informal caregivers, and develop back-up safety supports;
- How the Vendor will notify the referring CPI if a family refuses to engage in Family Support Services so the CPI may assess whether re-engagement efforts are needed; and
- How service referrals, contacts, assessments, and case decisions will be entered into the statewide child welfare information system within two business days.

4.2.6.3.3 Safety Management Services

The Vendor must describe its approach to formal Safety Management Services for children who meet the requirements of Rule 65C-30, F.A.C., including the capacity necessary to meet the needs of the service area and adequate availability during investigations and ongoing case management. At a minimum, the Response must address:

- How the Vendor will facilitate access to an array of formal safety services when, during an investigation, the CPI identifies a need for a Present Danger Safety Plan that cannot be accommodated by informal supports;
- How the Vendor will develop and maintain a centralized mechanism for receiving Safety Management Services referrals;
- How referrals will be assigned to a Safety Management Services Professional within one business day of referral receipt;
- How the Vendor will identify the type of safety management service necessary to manage the danger threat, including Behavior Management, Crisis Management, Social Connection, Resource Support, and Separation Safety categories;
- How the Safety Management Services Professional will initiate face-to-face contact with the family in a timeframe aligned with the family's individual needs, but no later than two business days from referral assignment;
- How the Vendor will notify the referring CPI if a family refuses to engage in Safety Management Services so the CPI may assess whether re-engagement and reinforcement of the safety plan and associated safety actions are needed;
- How the Vendor will ensure safety plans are managed following case transfer;
- How the Vendor will develop and use internal methods to evaluate the quality and effectiveness of formal Safety Management Services delivered, including corresponding data and outcomes if the Vendor currently holds or previously held a Lead Agency contract;
- How the Vendor will implement and operationalize the Child Welfare Practice Model (CFOP 170-1) when working with the Department.

4.2.6.3.4 Family Preservation Services / In-Home Non-Judicial Case Management Services

The Vendor must describe its approach to Family Preservation Services, also referred to as In-Home Non-Judicial Case Management Services, for children who meet the requirements of Rule 65C-30, F.A.C. The Response must explain how services will be intensive, prioritize early in-home engagement, strengthen protective capacities, mitigate danger threats, reduce risk factors, and maintain children in the home with their parent(s) or caregiver(s), when safe to do so. At a minimum, the Response must address:

- How the Vendor will maintain capacity necessary to meet the needs of the service area, including adequate availability during investigations and ongoing case management;
- How the Vendor will develop and maintain a centralized mechanism for receiving notification of cases transferred through the Case Transfer process for ongoing service provision through an In-Home Non-Judicial Action;
- How the Vendor will comply with case assignment requirements in the Guidelines for Case Assignment, Family Preservation and Judicial Services;
- How the Vendor will comply with case transfer requirements in the Guidelines for Case Transfer, Family Preservation and Judicial Services;
- How the Vendor will ensure safety plans are managed following case transfer;
- How the Vendor will apply trauma-informed and trauma-responsive practices by acknowledging trauma in both parents and children and focusing on healing and stability;
- How the Vendor will engage parents as active participants to the fullest extent possible;

- How Family Preservation Services will be initiated within two business days of case assignment by conducting a face-to-face visit;
- How the initial family contact will include review of the reason for in-home non-judicial case management services, identification of protective capacities, determination of contact frequency based on child and family need, and development of a written Case Plan;
- How the Case Plan will be tailored to identified risk factors and protective capacities and include clearly defined behavioral objectives, necessary services and service providers, responsible parties, measurable outcomes, and timeframes for re-evaluation or reassessment;
- How parents and the family's identified support system will be included in Case Plan development;
- How the assigned Child Welfare Professional will maintain face-to-face contact with the child(ren) and caregiver(s) in the home no less than once every 30 days, with frequency determined by risk and safety needs;
- How contacts will include assessment of safety conditions, discussion and evaluation of service participation, case plan progress, and adjustment of the Case Plan as necessary;
- How the Vendor will notify the referring CPI if a family refuses to engage in Family Preservation Services so the CPI may assess whether re-engagement efforts are needed.

4.2.6.3.5 Cross-Cutting Response Elements for These Service Areas

For each of the service areas described in **Sections 4.2.6.3.1** through **4.2.6.3.4.,** the Vendor must describe:

- The proposed staffing model, qualifications, supervision structure, and coverage approach;
- The referral, assignment, initiation, escalation, and refusal-to-engage workflow;
- The method for coordinating with CPI, case management, subcontractors, community providers, and natural supports;
- The process for documenting required activities in the statewide child welfare information system within required timeframes;
- The quality assurance and supervisory review process used to evaluate timeliness, quality, service effectiveness, and compliance with the resulting contract; and
- The data, reports, and internal monitoring processes the Vendor will use to identify service gaps, improve performance, and ensure continuity of service delivery.

4.2.6.4 Judicial Services and Out-of-Home Case Management Services

The Vendor must describe its approach to Judicial Services as a distinct task category, including Out-of-Home Case Management Services and related permanency activities. At a minimum, the Response must address:

- How the Vendor will provide ongoing services to families who meet the requirements of Rule 65C-30, F.A.C., with capacity sufficient to meet the needs of the service area;
- How the Vendor will ensure timely access to services and assignment of a Dependency Case Manager as secondary to the case within 24 hours of the shelter hearing;
- How the Vendor will ensure case manager access and service coordination immediately upon removal of any child as a result of an investigation, including procedures for timely and efficient transfer of the case to the Dependency Case Manager;

- How all actions taken to make each specific service identified in the case plan available will be documented in the statewide child welfare information system;
- How the Vendor will comply with case assignment and case transfer staffing requirements in the incorporated Guidelines for Case Assignment, Family Preservation and Judicial Services and Guidelines for Case Transfer, Family Preservation and Judicial Services;
- How the Vendor will conduct or coordinate trauma screening no later than 21 days after the shelter hearing, refer for trauma assessment when indicated, and integrate trauma assessment, services, and interventions into behavioral health treatment planning as appropriate;
- How the Vendor will develop and implement personalized case plans tailored to the needs of the child(ren) and parent(s), establish primary and concurrent permanency goals, and support timely permanency;
- How the Vendor will support Maintain and Strengthen goals for In-Home Judicial cases and cases in post-placement supervision;
- How the Vendor will engage parents, caregivers, children, relatives, fictive kin, and other family supports in case planning, service planning, visitation/family time, and permanency activities, unless prohibited or contraindicated;
- How the Vendor will begin reunification planning from the time reunification is established as a permanency goal, including discussion of the danger threat, conditions for return, parent and professional responsibilities, and collaborative and measurable case progress;
- How the Vendor will begin adoption planning, permanent guardianship planning, and APPLA planning from the time each permanency goal is established;
- How the Vendor will ensure timely referral and access to necessary, individualized services;
- How the Vendor will maintain current partnerships and resources for coordination of services with the Agency for Health Care Administration, Department of Juvenile Justice, Agency for Persons with Disabilities, and other applicable entities;
- How the Vendor will document judicial services, case management activities, permanency planning, service referrals, and required updates in the statewide child welfare information system.

4.2.6.5 Case Planning, Safety Planning, Staffing, and Multidisciplinary Coordination

The Vendor must describe how it will develop, monitor, and update individualized case plans and safety plans and how it will coordinate structured staffing and multidisciplinary decision-making. At a minimum, the Response must address:

- How safety plans and case plans will be tailored to the unique circumstances, risks, strengths, and needs of each child and family;
- How case plans will directly address the conditions that resulted in Department involvement and will support development and demonstration of parental protective capacities;
- How case plan tasks will require measurable behavioral change, not merely completion of services, and will include specific safety threats, underlying conditions, required behavioral changes, observable indicators, services or interventions, timeframes, and benchmarks;
- How safety plans will identify specific safety threats, immediate protective actions, responsible individuals, monitoring strategies, and processes for continuous evaluation and modification;

- How subject matter experts, including clinical, behavioral health, medical, substance use disorder, domestic violence, developmental, and educational specialists, will be used when needed to inform case planning, safety planning, and permanency recommendations;
- How service providers will provide meaningful and timely information about service participation, behavioral progress, safety concerns, and clinical recommendations;
- How parents and caregivers will meaningfully participate in case planning unless prohibited by court order;
- How case plans, assessments, progress updates, provider progress reports, and judicial reviews will be filed within required statutory timeframes and documented in the statewide child welfare information system;
- How permanency or critical decision staffing will use relevant case information to assess behavioral change and whether conditions for safe reunification or alternative permanency have been met;
- How parents, caregivers, children, and appropriate family members will receive reasonable notice and opportunity to participate in staffing unless prohibited by court order, safety concerns, or other documented reasons; and
- How leadership-level participation will occur for permanency staffing, including program director or equivalent participation for permanency decisions, executive-level or equivalent participation when termination of parental rights is being considered or recommended, and escalation when barriers affect safety, service completion, or permanency progress.

4.2.6.6 Placement Services and Placement Array

The Vendor must describe its approach to Placement Services and to maintaining an adequate placement and services array. At a minimum, the Response must address:

- How the Vendor will conduct family finding and engage adult relatives and fictive kin throughout the duration of the open case as potential connections and placement resources;
- How the Vendor will develop and maintain an annual Placement Array and Services Plan with quarterly updates, including methodology for identifying target numbers and types of placements needed based on the needs of children in care;
- How the placement array will address relative and non-relative placements, Level I-V foster homes, at-risk placements, human trafficking placements, BQRTP, QRTP, STGH, SIPP, and adoptive placements, as applicable;
- How the Vendor will maintain a full continuum of out-of-home placements that includes family and non-relative placements, Level I-V licensed foster homes, and child-caring agencies;
- How the Vendor will recruit and support foster families specifically trained and willing to serve youth with special needs, including behavioral health, intellectual, developmental, or other specialized needs;
- How the Vendor will assess current services, identify service gaps, describe actions taken when placement capacity is insufficient, and develop strategies to resolve gaps;
- How the Vendor will ensure placement of children of all ages and needs in an approved setting, and provide data regarding any history of previous unlicensed placements if the Vendor currently holds or previously held a Lead Agency contract;
- How the Vendor will provide supervision and placement of children 24 hours per day, 365 days per year;

- How the Vendor will maintain required child-placing agency licensure and ensure that subcontracted providers performing IV-E reimbursable placement functions are appropriately licensed;
- How the Vendor will ensure Child Health Check-Up requirements, residential placement assessments, placement assessments, and documentation of residential placement justification in the statewide child welfare information system;
- How the Vendor will ensure completion of comprehensive well-child check-ups and initial behavioral health screenings to identify the potential need for follow-up services;
- How the Vendor will perform diligent search, family finding, home studies, and relative/non-relative placement approval in accordance with applicable requirements and document these actions in the statewide child welfare information system;
- How the Vendor will coordinate with the Interstate Compact on the Placement of Children office, including designation of an ICPC Specialist for each area served;
- How the Vendor will conduct quality reviews to ensure child placement agreements accurately reflect the needs of the child placed in the home, caregivers are informed of any safety precautions that must be in place, and compliance with those needs is assessed;
- How the Vendor will ensure ongoing and thorough diligent search efforts for unknown parents and parents whose whereabouts are unknown;
- How the Vendor will address Indian Child Welfare Act requirements, Multi-Ethnic Placement Act requirements, overcapacity assessments and waiver requests, and trauma-informed caregiver support;
- How the Vendor will make BQRTP referrals only to Department-contracted BQRTP providers, avoid direct payment to BQRTP providers, and ensure BQRTP placement information is accurate and timely in CCWIS.

4.2.6.7 Recruitment and Retention of Quality Foster and Adoptive Homes

The Vendor must describe its approach to recruiting and retaining quality foster and adoptive homes. At a minimum, the Response must address:

- How the Vendor will develop and maintain an annual Recruitment and Retention Plan with quarterly updates that demonstrates adequate planning for the least restrictive placement needs of children entering care;
- How the Vendor will use data on children in care, placement types, provider types, and Level I-V foster home needs to establish targets and recruitment strategies;
- How the Vendor will report prior fiscal year foster home recruitment goals, results, inquiries, recruitment efforts, outcomes, reasons families did not move forward, foster home utilization, available beds, overcapacity trends, and barriers to placement;
- How the Vendor will establish current fiscal year recruitment goals, methodology, objectives, measurable outcomes, and strategies by level or type of home needed;
- How the Recruitment and Retention Plan will increase community partnerships and ensure availability and timely coordination of service delivery;
- How the Vendor will recruit adoptive families for children without an identified adoptive placement, children who are difficult to place, and families that reflect the diversity of children waiting for adoptive homes;

- How the Vendor will maintain adoption information in the statewide child welfare information system and ensure Explore Adoption is updated within required timeframes for children who become legally available for adoption;
- How the Vendor will comply with restrictions related to publicly accessible photo listings and child consultation for children age 12 or older;
- How the Vendor will identify prior fiscal year retention efforts, reasons for home closure, successful retention trends, current fiscal year retention objectives, measurable outcomes, and specific foster parent support strategies.

4.2.6.8 Post-Judicial Services

The Vendor must describe its approach to Post-Judicial Services, including Post-Adoption Services and the Guardianship Assistance Program. At a minimum, the Response must address:

- How the Vendor will dedicate resources and work with the Department on implementation and ongoing management of local and state plans for promotion of adoption, support of adoptive families, post-adoption services and supports, and prevention of abuse, abandonment, and neglect;
- How the Vendor will prepare children for adoption placement, including early identification of behavioral, developmental, mental health, or other service needs and connection to adoption-competent services;
- How the Vendor will recruit adoptive families for children with special needs and families that reflect the racial and ethnic diversity of children waiting for adoptive homes;
- How the Vendor will input and maintain adoption information in the statewide child welfare information system for children waiting for adoption and approved adoptive families, including updates to Explore Adoption within required timeframes;
- How the Vendor will provide pre-adoption and post-adoption support services to adoptive families, including services leading to and following finalization;
- How the Vendor will complete adoption-related requirements, including child studies, home studies, and related activities, within applicable timeframes;
- How the Vendor will designate staff responsible for developing and providing post-adoption services and ensure adoptive parents and adopted children know how to access those services;
- How post-adoption support services will include, as applicable, short-term case management, support groups, training and educational opportunities, assistance with financial needs through medical assistance, and assistance securing mental health, behavioral, therapeutic, dental, developmental disability, and medical services for the adopted child;
- How post-adoption services cases will be documented in the statewide child welfare information system;
- How the Vendor will maintain easily accessible information on its website regarding the adoption process and post-adoption services, including newsletters, support group information, resource descriptions, local Foster and Adoption Parent Association information, if applicable, and Sunshine Health post-adoption information;
- How the Vendor will process requests for identity information from closed adoption or foster care records in accordance with the incorporated Guidelines for Release of Children’s Records;
- How the Vendor will complete Adoption Assistance Medicaid updates and necessary interstate forms for adoptive families moving into or out of Florida;

- How the Vendor will register GAP eligibility information, document annual GAP eligibility redetermination, and maintain GAP page updates in the statewide child welfare information system;
- How the Vendor will administer guardian assistance agreements and extension agreements within applicable federal and state guidelines;
- How the Vendor will designate staff responsible for GAP services and ensure communications are in place so guardians and children know how to access services.

4.2.6.9 Stakeholder and Lived Expert Collaboration

The Vendor must describe its approach to establishing, facilitating, maintaining, and using feedback from Lived Experience Councils and other feedback mechanisms. At a minimum, the Response must address:

- How the Vendor will establish separate Lived Experience Councils for youth currently or formerly served and parent(s) currently or previously served in the catchment area within required timeframes, if not already established;
- How the Vendor will retain direct responsibility for Council governance, facilitation, administration, and oversight;
- How Councils will meet at least quarterly, use formal agendas, and maintain recorded meeting minutes;
- How the Vendor will submit the semiannual Lived Experience Councils Report to the Department's Contract Manager and Board of Directors, make the report publicly available, and ensure Board review during a publicly noticed meeting;
- How the report will address Council structure, governance, meeting documentation, identified themes, system improvement areas, agency Response, implementation planning, and CQI integration;
- How the Vendor will maintain a 24 hours per day/seven days per week process for individuals currently receiving services to request service referrals or assistance for identified needs;
- How the Vendor will review information collected through the access process and incorporate identified needs, barriers, and service gaps into CQI and service array planning;
- How the Vendor will administer satisfaction surveys, analyze Response rates and themes, identify areas of concern, and document corrective or improvement actions.

4.2.6.10 Interagency and Community Collaboration

The Vendor must describe its approach to cross-system collaboration and community partnership. At a minimum, the Response must address:

- How the Vendor will collaborate with the Department, Agency for Health Care Administration, Agency for Persons with Disabilities, Department of Education, Department of Health, Department of Juvenile Justice, Managing Entities, and other agencies serving children and families, including faith-based organizations;
- How the Vendor will develop, maintain, and manage a comprehensive network of qualified providers aligned with the Department's statutory mission;
- How the Vendor will participate in creation of an annual Local Community Prevention Plan with the local community alliance or similar stakeholder group, local school board, and other relevant stakeholders;

- How the Vendor will identify an employee to serve as liaison with the Community Alliance and community-based and faith-based organizations and brief those entities on operations when requested;
- How the Vendor will ensure appropriate Lead Agency staff and subcontractors are informed of services or assistance available from community-based and faith-based organizations; and
- How the Vendor will notify the Department as soon as it becomes aware of conditions that could interrupt service delivery.

4.2.6.11 Well-Being and Education

The Vendor must describe its approach to supporting child well-being and educational stability. At a minimum, the Response must address:

- How the Vendor will dedicate resources to the implementation and ongoing management of local action plans for early development and education of children in out-of-home care;
- How the Vendor will address school readiness, quality childcare, Early Head Start or Head Start, early childhood special education, Early Steps, and other early development and learning opportunities;
- How the Vendor will ensure school-of-origin stability when reasonably possible and document best-interest factors in the child welfare information system and provide them to the child's school;
- How the Vendor will include the local school district's point of contact in staffings that may affect school stability;
- How the Vendor will provide educational progress information and reasons for school changes at judicial reviews, as appropriate;
- How the Vendor will designate a point of contact to collaborate with the school district point of contact and assist schools in obtaining educational records;
- How the Vendor will collaborate with school districts and individual schools to minimize delay in enrollment, delay in records transfer, loss of credits, truancy, disciplinary actions, and school dropout;
- How the Vendor will ensure compliance with §39.604, F.S., for children attending daycare and preserve early education and childcare stability when reasonably possible;
- How the Vendor will minimize disruptions to secure attachments and stable relationships with supportive caregivers for children from birth to school age, including disruptions resulting from out-of-home placement or subsequent placement changes;
- How the Vendor will promote school readiness, extracurricular participation, and active student involvement in educational planning; and
- How the Vendor will ensure children in out-of-home care have access to or are provided appropriate luggage to transport belongings during placement and subsequent placement moves.

4.2.6.12 Health Services

The Vendor must describe its approach to health services oversight and coordination. At a minimum, the Response must address:

- How the Vendor will provide ongoing oversight and coordination of medical, dental, psychiatric, behavioral, and emotional health care services for children in licensed and approved unlicensed out-of-home care;
- How the Vendor will designate a team of staff to address health service needs and coordinate health care services;
- How the Vendor will designate or otherwise identify a Behavioral Health Coordinator or equivalent responsible role for oversight and coordination of behavioral health services;
- How the Vendor will determine suitability of dependent children for placement or maintenance in residential treatment for mental health conditions in accordance with the incorporated suitability guidelines and required 60-day and 90-day review processes;
- How staff responsible for health service needs will complete required provider training and ensure proper procedures are assessed and completed;
- How the Vendor will ensure delivery of children's mental health services using funds identified for that purpose and comply with the Purchase of Therapeutic Services for Children (100806 Funds) Guidance Document; and
- How the Vendor will complete required Pre-Consent Reviews for children 17 years of age and younger prescribed two or more psychotropic medications and ensure psychotropic medications are administered in accordance with law.

4.2.6.13 Services for Transitioning Youth and Young Adults

The Vendor must describe its approach to services for transitioning youth and young adults. At a minimum, the Response must address:

- Available resources and dedicated staff for providing informal and formal life skills services and assessments for applicable youth and young adults;
- How the Vendor will identify and engage mentorship and peer supports to promote lifelong permanent connections for youth and young adults;
- How the Vendor will ensure dedicated and knowledgeable staffing to support adequate and consistent transition planning;
- How the Vendor will support youth advocacy within the system of care and conduct continued outreach for young adults who are no longer engaged in Extended Foster Care, Postsecondary Education Services and Support, or Aftercare Services;
- How the Vendor will provide or coordinate life skills assessments, daily living skills, and transition planning beginning at age 16 or the date the youth entered out-of-home care, whichever is latest;
- How the Vendor will provide or coordinate Extended Foster Care, Postsecondary Education Services and Support, Aftercare Services, and other needed services within available funds;
- How youth and young adults will be informed of their rights and responsibilities, receive the Youth Rights and Responsibilities brochure in a developmentally appropriate manner, and have that information reviewed every six months and upon every placement change until leaving shelter or foster care;
- How the Vendor will comply with NYTD data collection requirements and assist with coordination of youth and young adult survey completion, including 17-year-old, 19-year-old, and 21-year-old cohort surveys;

- How the Vendor will maintain current contact information, placement or living arrangement information, educational enrollment information, and delinquency adjudication reporting in CCWIS for applicable youth and young adults;
- How the Vendor will collect data on life skills services, complete monthly informal life skill assessments and documentation logs, upload and document services in CCWIS using appropriate NYTD categories, and include NYTD life skills information in judicial review social study reports;
- How the Vendor will develop and maintain a written transition services plan that addresses scope, approach, methods, staff competency, supportive housing, community stakeholder involvement, and input from individuals with lived experience.

4.2.6.14 Father Engagement Specialist

The Vendor must describe its approach to father engagement. At a minimum, the Response must address:

- How the Vendor will assess its engagement with fathers and provision of or referral to father-oriented services within required timeframes and on an ongoing basis;
- How the Vendor will use a father-engagement specialist to build relationships with fathers, identify fathers' needs, assist fathers in accessing services, and communicate challenges and service needs to the Lead Agency;
- How the Vendor will prioritize, when possible, individuals with similar lived experience for the father-engagement specialist role;
- How the Vendor will create, submit, and implement an action plan to address identified gaps, including integration with services or referrals through the Responsible Fatherhood Initiative when possible; and
- How the Vendor will report annually on activities performed to meet fathers' needs, support positive and stable father-child relationships, and assist fathers in receiving needed services.

4.2.6.15 Early Childhood Courts

The Vendor must describe its approach to using Early Childhood Courts funding, when applicable, to support maintenance, expansion, or establishment of Early Childhood Courts. The Response should address how the Vendor will use allowable supports such as trainings, positions supporting ECC operations, travel costs related to family team meetings and hearings, psychiatric evaluations, interpreters, residential treatment beds for parents and children, Child-Parent Psychotherapy, domestic violence or intimate partner violence services, incidental costs, and other services or commodities with prior Contract Manager approval.

4.2.6.16 Grievance Procedures

The Vendor must describe its approach to client grievance procedures. At a minimum, the Response must address:

- How the Vendor and any subcontractors providing case management services will establish and maintain a centralized process for receiving, reviewing, and resolving client grievances;
- How the process will be transparent, easily accessible, and available for grievances submitted verbally or in writing at any time;
- How unresolved grievances may be elevated to the Department;
- How grievances will be acknowledged in writing within five business days of receipt;

- How grievances will be resolved within 30 days of submission unless an allowable extension or documented delay applies, and how oral and written delay notices will be provided when required;
- How complete and accurate grievance records will be maintained and made available to the Department upon request; and
- How aggregate grievance data will be reviewed and analyzed to evaluate trends and needed policy or process modifications or enhancements.

4.2.6.17 Management, Licensing, Out-of-County Services, and Quality Assurance (QA)/ Continuous Quality Improvement (CQI)

The Vendor must describe its management approach for licensing tasks, out-of-county services, quality assurance, and continuous quality improvement. At a minimum, the Response must address:

- How the Vendor will perform licensing tasks, including compliance with foster home licensing requirements, use of the Attestation Model if elected, review and approval of licensing packets, completion of licensing/relicensing checklists, and recommendations to approve, deny, renew, revoke, or modify licenses;
- How the Vendor will consult with the Department's regional licensing office before recommending revocation, suspension, or denial of a license and document justification in the statewide child welfare information system;
- How the Vendor will review and respond to foster care licensing referrals and complaints, coordinate with other Lead Agencies when a child is placed outside the service area, develop corrective action plans with family foster homes when required, provide licensing records to the Department within two business days upon request, and use the Department's licensing system;
- How the Vendor will review incident reports from the incident reporting system that do not meet the legal definition of abuse, neglect, or abandonment but reflect complaints about conditions or circumstances within foster homes, including Response to review conclusions, trend data collection, and corrective action identification;
- How the Vendor will investigate or coordinate investigations resulting from regulatory complaints about licensed homes or facilities serving clients of the Vendor or one of its subcontractors;
- How the Vendor will address Out-of-County Services, including home studies, supervision, and case plan assistance in accordance with applicable law, rule, operating procedure, and incorporated documents;
- How the Vendor will establish local protocols for background screening of informal safety plan providers when safety plans are modified after case transfer, including state and local criminal history checks that do not require fingerprints;
- How the Vendor will operate a comprehensive QA/CQI program for services provided directly by the Vendor and subcontracted providers, including designated CQI capacity and compliance with Department-directed quality monitoring, evaluation, and CQI activities;
- How the Vendor will aggregate and analyze results from quality assurance reviews and incorporate the analysis and findings into the annual performance report and Continuous Quality Improvement Plan;
- How the Vendor will monitor subcontracted services through routine quality assurance reviews, random sampling, performance data analysis, identification of improvement areas, and corrective action implementation;

- How the Vendor will ensure QA/CQI activities address Child and Family Services Review outcomes, state policies, Florida Statutes, safety, permanency, and well-being outcomes, and applicable federal and state measures;
- How the Vendor will submit annual QA/CQI reports and plans, attend required Department QA/CQI meetings and calls, collaborate on special reviews, participate in CIRRT reviews and operational Responses, train new QA reviewers, maintain required staff levels, and submit and update Continuous Improvement Plans in Response to monitoring findings.
- How the Vendor will maintain sufficient QA/CQI staffing and organizational capacity to conduct ongoing monitoring, quality reviews, performance improvement, and Department-directed activities.

4.2.6.18 General Systems, Federal Funding, Transportation, Access, and Client Property/Funds

The Vendor must describe its approach to general system requirements that support service delivery and accountability. At a minimum, the Response must address:

- How the Vendor will ensure services are fully documented in the child's master file in the child welfare information system and that standard case work updates are entered within two working days of changes known to the Vendor or its Case Management Organizations;
- How the Vendor's policies and procedures will support Board of Directors governance and oversight of organizational financial and operational decision-making;
- How the Vendor will comply with Lead Agency/CCWIS Information System Requirements and participate in CCWIS planning, implementation, and data quality review activities requested by the Department;
- How the Vendor will obtain Department approval before entering into contracts with third-party technology vendors and protect Department-related data from unauthorized sharing;
- How the Vendor will identify locally managed technology applications or systems that contain or depend on data from the Department's designated child welfare information system, including purpose, data exchange, automated functions, cyber/data security and retention compliance, and annual operating costs;
- How the Vendor and subcontractors will ensure mobile device security for devices used to connect to Department networks or systems;
- How the Vendor will ensure transportation of children in out-of-home care to meet safety, well-being, court attendance, and permanency needs;
- How the Vendor will maximize federal funding opportunities, maintain eligibility documentation, cooperate with audits, monitor Title IV-E, TANF, adoption, and guardianship assistance payments, and complete annual eligibility monitoring plans, file reviews, and monitoring reports;
- How the Vendor will ensure services are family-driven, trauma-informed, youth-guided, culturally and linguistically responsive, and integrated regardless of county of origin;
- How the Vendor will provide translation or communication access for families who do not speak English or are hearing impaired;
- How the Vendor will administer representative payee responsibilities, client trust funds, client personal property, client funds, fee collection, and related records in accordance with applicable requirements.

4.2.6.19 Transition Plan and Coordination with Other Providers and Entities

The Vendor must describe its approach to contract transition planning and coordinated working relationships with other providers and entities. At a minimum, the Response must address:

- How the Vendor will develop, update, and implement a transition plan in accordance with the incorporated Lead Agency Expiration/Termination Transition Planning Requirements, including transition planning after notice of termination and transition to a newly awarded provider, if applicable;
- How the Vendor will account for completion of outstanding duties, obligations, responsibilities, subcontractor oversight, and transfer of responsibility for Client Trust Fund assets during transition;
- How the Vendor will establish partnerships or written agreements with local agencies and providers necessary for a comprehensive local child welfare system of care;
- How the Vendor will establish and maintain working agreements and joint local operating protocols with Child Protective Investigations teams;
- How the Vendor will support interagency working agreements with Federally Qualified Health Centers or Rural Health Centers, as applicable;
- How the Vendor will work with Managing Entities to support a recovery-oriented system of care, behavioral health integration, timely screening and assessment, parental engagement and treatment retention, service inventory, and gap strategies;
- How the Vendor will participate in local leadership, task force, and community meetings related to behavioral health, human trafficking, homelessness and housing instability, law enforcement, missing children, Children's Legal Services, Family Intensive Treatment, and other coordinated service needs;
- How the Vendor will coordinate with applicable Continuums of Care, including referral processes for clients experiencing or at risk of homelessness;
- How the Vendor will provide child-specific coordination forms to Department-contracted BQRTP providers used by the Vendor and update contact information when responsibilities change; and
- How the Vendor will participate in the Department's Continue the Mission recruitment initiative, including receipt and processing of referrals, local outreach, and required annual and quarterly recruitment reporting.

4.2.6.20 Administrative Tasks

The Vendor must describe how it and its subcontractors will maintain the administrative capacity necessary to perform the resulting contract. At a minimum, the Response must address:

- How the Vendor and subcontractors will maintain adequate numbers of qualified and trained staff and an integrated continuum of service providers sufficient to meet the needs of children, youth, and families;
- How the Vendor will develop, maintain, and annually assess workforce retention efforts;
- How the Vendor will ensure staff, subcontractor staff, and volunteers meet applicable qualification, screening, training, certification, good moral character, and disqualification requirements;
- How the Vendor will respond to arrests, disqualifying background screening results, Department employment conflict restrictions, and required reference checks for current or former Department, Lead Agency, or subcontractor employees;

- How the Vendor will comply with executive compensation requirements in §409.992(3), F.S., including history of past compliance when applicable;
- How the Vendor will notify the Department of CEO, COO, CFO, or Executive Director vacancies and filled positions, including interim responsibility and new leadership qualifications;
- How the Vendor will maintain proper termination protocols for staff with access to secure Department data systems and maintain current listings of child welfare staff subject to child protection certification requirements;
- How the Vendor will deliver child welfare pre-service and in-service training, ensure case managers maintain certification, use the Department's practice model, and comply with Department-requested trainings;
- How the Vendor will develop and implement a staff development and training plan, annual itemized training budget, and quarterly training reports;
- How the Vendor will support licensed out-of-home caregiver and adoptive parent pre-service and in-service training, including reasonable and prudent parent standard training and responsibilities related to transitioning youth;
- How the Vendor will establish, implement, enforce, document, and report policies and procedures for suspected ethics violations.

4.2.6.21 Subcontracts, If Applicable

For any proposed subcontracted services, the Vendor must describe how subcontracting will be structured, procured, monitored, and held accountable. At a minimum, the Response must address:

- How the Vendor will ensure subcontracts do not conflict with restrictions on related-party, officer-level, or director-level management functions;
- How the Vendor will identify subcontract approval conditions, obtain required affidavits or disclosures, and seek Department approval when required;
- How the Vendor will competitively procure contracts as required and maintain current procurement policies and procedures;
- How pertinent subcontract agreements will include detailed scopes of work, clearly defined deliverables, performance standards, appropriate financial consequences for failure to perform, programmatic and fiscal monitoring requirements, and documentation sufficient to demonstrate compliance;
- How subcontractors providing case management services will participate in quality assurance and performance improvement activities, including quality reviews, case reviews, performance evaluations, corrective action processes, targeted improvement strategies, data reporting, and other monitoring activities;
- How subcontract monitoring procedures will ensure satisfactory service delivery and appropriate expenditure of funds by assigned Other Cost Accumulator, including quarterly reconciliation reporting;
- How the Vendor will address CMO re-procurement requirements, annual conflict of interest certification, and disclosure of actual or potential matters requiring notice; and
- How the Vendor will monitor compliance with the statutory limitation on direct provision of child welfare services and seek any necessary exemption in advance.

4.2.6.22 Innovation

The Vendor shall provide details regarding the level of innovation within the Vendor's solution approach, including identification of best practices, use of supports and services at the local level, unique, new, or creative solutions to identified areas of need, and the overall depth of the innovative approaches. The innovation narrative must remain aligned with the requirements of **Exhibit C** and must not rely on approaches that would narrow, omit, conflict with, or expand the required services.

4.3 Content of the Financial Response

4.3.1 Financial Response Title Page

The first page of the financial Response shall be a Title Page that contains the following information:

4.3.1.1 Title of Response;

4.3.1.2 ITN number;

4.3.1.3 Vendor's name and federal tax identification number:

4.3.1.4 Name, title, telephone number, and address of person who can respond to inquiries regarding the Response; and

4.3.1.5 Name of program coordinator.

4.3.2 TAB 1: FINANCIAL INFORMATION

4.3.2.1 Financial Management

The Vendor must describe its current financial management and accounting systems and capability by submitting copies of their independent financial and compliance audit report or certified financial statements for the two most recent fiscal years. The copies shall include all applicable financial statements, auditor's reports, management letters, and any corresponding re-issued audit components. If the Vendor does not have audit reports for the two most recent years, reviewed or compiled financial statements with the applicable Certified Public Accountant's report shall be submitted. A recently created organization shall submit the requested financial reports from each of the founding collaborative partners. Any vendor with prior contracts as a CBC Lead Agency shall submit copies of any previous applications for risk pool and/or Back of the Bill and any corresponding final committee recommendations.

The purpose of these criteria is to provide the Department with a basis for evaluating the Vendor's financial capabilities for undertaking this project. Examples include:

- How well does the Vendor demonstrate the financial stability required to fulfill the terms and conditions of the contract?
- Does the Vendor have adequate financial resources for performance of the proposed projects, or have the ability to obtain necessary financial resources before beginning performance?
- What is the Vendor's ratio of current assets to liabilities?
- Does the Vendor possess adequate cash or operating capital to meet projected monthly operating expenses pending receipt of first, and subsequent contract payments?
- What is the Vendor's net worth?
- Has the Vendor satisfactorily completed all corrective actions related to finding in previous audits or areas brought to management's attention in management letters?
- Can the Vendor conduct business with the Department without relying on advances, especially if the project is not a new one?
- Has the Vendor experienced previous financial difficulties in performing contracts for the State?

- Does the Response provide two years of financial information including any of the applicable statements: (1) Statements of Financial Position; (2) Statements of Activities; (3) Dun and Bradstreet Comprehensive Report; (4) Statements of Cash Flow; (5) Statements of Changes in Financial Position; (6) Auditors' Reports; (7) Notes to Financial Statements; (8) Summaries of Significant Accounting Policies; (9) Federal Income Tax Return; and/or (10) Any other relevant statistical information.

4.3.2.2 Proposed Service Efficiencies and Re-investment

The Vendor shall provide information on how it plans to develop efficiencies in the services being provided. From this plan, the Vendor shall show how the cost reduction or added services that are realized from these efficiencies will be re-invested into the required services.

4.3.2.3 Ongoing Approach to Reduce Administrative Costs and Expand Services

The Vendor shall provide its ongoing approach to reduce administrative cost, without affecting the quality of the services. The Vendor shall provide information on how to accomplish management and administrative responsibilities directly, without the utilization of a subcontract or related party. If one is utilized, the Vendor must support why this contract is necessary.

4.3.2.4 Local Match

To receive any Promoting Safe and Stable Families (PSSF) grant dollars, Vendor is responsible for a minimum local community match equal to 25% of the funds expended for this program. The Lead Agency shall identify how the local match requirement will be met. Allowable match can be in-kind or cash, but the expenditure or use of such match must directly support the PSSF Program through the delivery of family preservation, family support services, time-limited family reunification, and adoption promotion and support services. The Lead Agency must document the receipt and expenditure of the required match during each state fiscal year. A monthly match report, which identifies the amount and type of match contributed and expended, must document the services the match supported.

For Vendor receiving Access and Visitation Grant Funds, the Vendor shall document the proper expenditures and required 10% local community match for the Access and Visitation Grant. A monthly match report, which identifies the amount and type of match contributed and expended, must document the services the match supported.

Match reports, which identify the amount and type of match contributed and expended, must document what services the match supported. The reports are to be submitted as described in the **DEPARTMENT'S CBC STANDARD CONTRACT AND SUPPLEMENTAL CONTRACT (APPENDIX VIII and APPENDIX IX) ATTACHMENT I, ATTACHMENT 5, and EXHIBIT F.**

4.3.3 TAB 2: BUDGET

The Vendor must submit detailed budget information. Pursuant to 2026-2027 General Appropriation Act (GAA) Line 339, the detailed spending plan must demonstrate that the Lead Agencies core expenditures will not exceed the appropriated amount of core funding allocated and reserve a certain amount of funding for unanticipated expense. The Lead Agency budget must be approved, in writing, by the Board of Directors (or equivalent) and submitted for approval to the Department. Furthermore, the Lead Agency shall submit a revised spending plan if any at time during the year the Agency's actual expenditures project an end of year deficit. A Line-Item Budget (Project Budget Summary), a Budget Narrative, and a Cost Allocation Plan must all be submitted with the Response to the ITN. Each of these categories is described below. The actual budget documents can also be found at the end of this ITN in **APPENDIX V and VI**. Please contact the Procurement Officer listed in **Section 1.3** to request Word or Excel versions of any of the forms found in the Appendices.

4.3.3.1 Line-Item Budget: This includes a line-item budget (as detailed in the “Budget Summary and Detail Instructions” and the “Project Budget Summary”). These documents can be found in **APPENDIX V and APPENDIX VI**. This budget shows proposed total costs for the entire proposed contract period and renewal years with specific breakouts by contract year (June – July) within the entire proposed contract period, as well as the allowable renewal period. Any missing year budgets for the initial term will be assumed to be a duplicate of the earliest year submitted. The budget for each renewal year must be submitted or the resulting contract will not be eligible for renewal. In the Line-Item Budget, the Vendor must include only costs identified as allowable (Allowable Costs) in accordance with the appropriate federal regulations governing cost principles and audit requirements for federal awards. See C.F.R. Chapters 1 and 2, Part 200, 215, 225, and 230 as applicable. The Office of Management and Budget (OMB) Circulars A-21, A-87, A-110, and A-122 were superseded, 78 FR 78590-01 (Dec. 2013). Also, Administrative Costs, including any indirect costs that are administrative in nature, must not exceed 10% of the total operating costs of the proposed program budget.

4.3.3.2 Budget Narrative: The Vendor must submit a complete budget narrative to explain each budget item and include all of the information required. All amounts must match those in the Line-Item Budget and shall be broken out by contract year as with the Line-Item Budget. If the Vendor has had previous contracts with the Department in the past, the Vendor must also disclose any issues with unused funds in prior years and provide an explanation of how all funds awarded through this contract will be dedicated to services or returned to the Department. Any missing year narratives will be assumed to be a duplicate of the last year submitted. Also, in the budget narrative, describe in detail how the Vendor arrived at its proposed indirect cost rate. Explain the methodology used to arrive at that rate. Justify the reasonableness of the Vendor’s proposed indirect cost rate.

4.3.3.3 Cost Allocation Plan: The Cost Allocation Plan **(APPENDIX VII)** must identify the distribution of costs between the proposed services and any other programs or funding sources the Vendor has for each year of the proposed contract. It must also identify, by line item, any cost in the proposed budget which will be charged at less than 100% to the contract. The Vendor’s Cost Allocation Plan must include any indirect costs included in the Cost Response, the indirect rate, and the allocation methodology used to determine the indirect rates.

The budget totals should be based on available funding projections, if any, and if different, the Vendor should explain the differences. The Vendor should include how the Cost Allocation Plan will comply with Department and federal requirements.

4.4 Public Records and Trade Secrets

4.4.1 How to Claim Trade Secret Protection

If the Vendor considers any portion of the documents, data or records submitted in its Response to be trade secret, as defined in Section 812.081(1)(c), F.S., and exempt from public inspection or disclosure pursuant to Florida’s Public Records Law, the Vendor must submit all such information in a separate document (with the words "Trade Secret" included in the file name) clearly labeled "Attachment to Response, ITN No. – Trade Secret Material". Appropriate cross-references should be included in nonexempt materials. The first page of the document must explain why the information in the document is a trade secret. This submission must be made no later than the Response submittal deadline. Where such information is part of material already required to be submitted as a separately bound or enclosed portion of the Response, it shall be further segregated and separately bound or enclosed and clearly labeled as set forth above in addition to any other labeling required of the material. If the Vendor considers any portion of a submission made after its Response to be trade secret the Vendor must clearly label the submission as containing trade secret information (include "Trade Secret" in the relevant file names).

4.4.2 Vendor's Duty to Respond to Public Records Requests

In Response to any notice by the Department that a public records request received by the Department encompasses any portion of the separately bound part of the Vendor's Response or other submissions labeled as "trade secret," the Vendor shall expeditiously provide the Department, or the public pursuant to subsection 119.0701(2), F.S., with a redacted version of the document(s) and identify in writing the specific statutes and facts that authorize exemption of the information from the Public Records Law. If different exemptions are claimed to be applicable to different portions of the redacted information, the Vendor shall provide information correlating the nature of the claims to the redacted information. The redacted copy must only exclude or obliterate only those exact portions that are claimed confidential or trade secret. If the Vendor fails to promptly submit a redacted copy and justification in Response to the notice of a public records request, the Department is authorized to produce the records sought without any redaction.

4.4.3 Department not Obligated to Defend Vendor Claims

The Department is not obligated to agree with or defend any Vendor claim of exemption from inspection and copying under Florida's Public Records Law. The Vendor is responsible for defending such claims. Further, the Vendor shall protect, defend, and indemnify, including attorney's fees and costs, the Department for actions (including litigation initiated by the Department) arising from or relating to such claims.

SECTION 5. THE SELECTION METHODOLOGY

The Department intends to award the contract to the responsible and responsive Vendor(s) whose Response is determined, in writing, to be the best value to the state. The Department will award the contract based on a consideration of the relative importance of price and other evaluation criteria set forth in the ITN. The Department may also make a determination as to whether to deem one or more Vendors ineligible for award due to non-responsibility or non-responsiveness. The Department will electronically post the intent to award in accordance with section 120.57(3)(a), F.S., and Rule 60A-1.021, F.A.C.

5.1 Evaluation Criteria:

The Department's Evaluators will independently evaluate each Programmatic Response and the Financial Response in accordance with the ITN Programmatic and Financial Evaluation Manuals.

5.2 Report of the Procurement Officer

The Procurement Officer will report those Responses deemed responsive, and Vendors deemed responsible. The report will include the ranking of Vendor(s) recommended for negotiations.

5.3 Negotiation Phase Methodology

The Department may negotiate concurrently with any or all of the Vendors it deems to be within the competitive range.

5.3.1 Supplemental Responses

The Department reserves the right to require Vendors to submit a supplemental Response or other submission.

5.3.2 Goal of Negotiations

The negotiation process is intended to enable the Department to determine which Vendor presents the best value, whether and with whom it will contract, and to establish the principal terms and conditions of such contract.

5.3.3 Other Department Rights During Negotiations

At any time during the negotiation process, the Department's reserved rights include but are not limited to**:**

5.3.3.1 Schedule additional negotiating sessions with any or all Vendor(s);

5.3.3.2 Require any or all Vendor(s) to provide additional or revised Responses and detailed written Responses addressing specified topics;

5.3.3.3 Require any or all Vendor(s) to provide a written best and final offer;

5.3.3.4 Require any or all Vendor(s) to address services, prices, or conditions offered by any other Vendor;

5.3.3.5 Pursue a contract with one or more Vendor(s) for the services encompassed by this ITN, any addenda thereto, and any request for additional or revised detailed written Responses or request for best and final offers;

5.3.3.6 Pursue the division of contracts between Vendor(s) by type of service or geographic area, or both;

5.3.3.7 Arrive at an agreement with any Vendor, finalize principal contract terms with such Vendor, and terminate negotiations with any or all other Vendors, regardless of the status of or scheduled negotiations with such other Vendor(s);

5.3.3.8 Discontinue further negotiations with any Vendor;

5.3.3.9 Reopen negotiations with any Vendor; and

5.3.3.10 Take any additional administrative steps deemed necessary in determining the final award, including additional fact-finding, evaluation, or negotiation where necessary and consistent with the terms of this ITN.

5.3.4 Negotiation Meetings

5.3.4.1 Negotiations and negotiation strategy meetings are temporarily exempt public meetings pursuant to section 286.0113(2), F.S.

5.3.4.2 The Department will record all meetings of the Department's negotiation team.

5.4 Notice of Intent to Award

5.4.1 Negotiation Team Recommendation

The Department's Negotiation Team will develop a recommendation as to the award that will provide the best value to the state based on the selection criteria set forth in **Section 5.1**. The Negotiation Team's recommendation will be forwarded to the Secretary, or his or her designee, for review and written approval.

5.4.2 Selection of Vendor(s)

The Department will then decide to whom the contract should be awarded under this ITN.

5.4.3 Reserved Rights

The Department reserves the right to**:**

5.4.3.1 Select one or more Vendors for the services encompassed by this ITN, any addenda thereto and any request for additional or revised detailed written Responses or request for best and final offers;

5.4.3.2 Divide the work among Vendors by type of service or geographic area, or both;

5.4.3.3 Award contracts for less than the entire service area or less than all services encompassed by this ITN, or both;

5.4.3.4. Cancel or withdraw the ITN; and

5.4.3.5 Reject all Responses with or without the intent to resolicit.

5.4.4 Selection of Vendor(s), Decision to Reject All, or Cancel

The Department will make a determination to award to the Vendor(s), reject all proposals, or cancel this procurement. The Department will notice, in writing, it's decision at

https://Vendor.myfloridamarketplace.com.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

APPENDIX I: CERTIFICATE OF SIGNATURE AUTHORITY

Check below and complete Section A or Section B	
	Vendor is not a sole proprietorship (Complete Section A)
	Vendor is a sole proprietorship (Complete Section B)

Section A

I, _____ _____ (name), hold the office or position of _____ (title) with_____ (legal name of Vendor) and have authority to make official representations by said Vendor regarding its official records and hereby state that my examination of the Vendor's records show that _____ (name) currently holds the office or position of _____ (title) with the Vendor and currently has authority to make binding representations to the Department and sign all documents submitted on behalf of the above-named Vendor in Response to ITN # _____, and, in so doing, to bind the named Vendor to the statements made therein.

Dated:

Signature:

Printed Name:

Title:

NOTE: In lieu of the above, the Vendor may submit a corporate resolution or other duly executed certification issued in the Vendor'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 Vendor), and will be personally bound by the Response submitted in Response to ITN # _____.

Dated:

Signature:

Printed Name:

APPENDIX II: VENDOR'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 has not: (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 287.133, and 287.134, F.S.
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	
Statutory Preferences When Awarding Contracts 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; 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.	
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.

APPENDIX III: QUESTION SUBMITTAL FORM

Each Vendor may complete the form provided based on its questions relating to this ITN. The completed form shall be submitted in accordance with the instructions provided in **Section 2.7** of the ITN. This form may be expanded as needed to facilitate Response to this requirement.

Vendor Name: [Enter Legal Name of Vendor]

Question Number	ITN Section Number	Question
1		
2		
3		
4		
5		

APPENDIX IV: SUBCONTRACTOR LIST

List the subcontractors who will perform work under the contract(s) resulting from this ITN.

CHECK HERE IF NO SUBCONTRACTORS WILL BE UTILIZED: ☐

Subcontractor Name:	
Business Type:	
Subcontracted Services:	
Address:	
City, State Zip	
Phone #	
FEIN #	

Subcontractor Name:	
Business Type:	
Subcontracted Services:	
Address:	
City, State Zip	
Phone:	
FEIN #	

Subcontractor Name:	
Business Type:	
Subcontracted Services:	
Address:	
City, State Zip	
Phone #	
FEIN #	

Subcontractor Name:	
Business Type:	
Subcontracted Services:	
Address:	
City, State Zip	
Phone:	
FEIN #	

[Duplicate table as necessary for additional subcontractors.]

APPENDIX V: BUDGET SUMMARY AND DETAIL INSTRUCTIONS

The project budget summary should display all costs to be paid by the Department for the delivery of services resulting from this ITN. Use the Project Budget Summary format and list the appropriate amounts for all line items that will be expended during the budget period. The format displays the suggested line items to be covered for this project, other line items may be added, if necessary. “Miscellaneous” and “Other” are not acceptable line items.

In addition to and in support of the Project Budget Summary, a detailed description must be provided for each line item displaying the methodology used to calculate the total for the line item. Documentation must show the percentage of costs being charged to the Department, if the Vendor has another source of income providing funding to this project. Items requiring estimated costs must be accompanied by sufficient documentation or explanation to support the estimate. An estimated number of units must be provided for each line item calculated using a unit rate x unit cost calculation. In addition:

□ Salaries provided must be comparable with similar positions in the surrounding labor market and a job description must be provided for each position listed. Include the number of FTEs to be funded in whole or in part by this project.

□ Fringe benefits must display the calculation of costs, specifically the percentages or rates for each benefit being charged to this project.

□ Staff Travel is reimbursed as specified by Department travel policies and procedures in CFOP 40-1 and section 112.061, F.S.

□ Office expenses should be based on prior history, a reasonable estimated monthly expense, or written Vendor policy.

□ Rental or use of space must show the address, the square footage, and the rate per square footage.

□ Rental equipment necessary to carry out the delivery of services must include the unit cost (per month) and the number of months the item(s) will be used.

□ Insurance costs must provide sufficient documentation to explain the percentage of cost being charged to this project and the calculation of the cost and the insurance coverage being provided.

□ Advertising/outreach costs must show the estimated number of units (publications or media events) and the estimated cost for each publication or event.

□ Membership fees and subscriptions necessary for the delivery of services must show the estimated costs and number of units projected.

□ Client education and training tools must provide the types of services to be provided, the estimated number of clients to be served, and the estimated unit cost of each service.

□ Information Resource Technology (IRT) includes computers, monitors and other technology items costing less than $1,000 each and must include a brief description of the item(s) to be purchased, the unit cost for each item and justification for each item. For recurring costs, must show

the estimated unit cost for each recurring cost associated with the delivery of services, including internet access, computer/network/printer maintenance, SAVE system access, etc.

□ Subcontracted services such as janitorial services or security services must show the monthly rate and the number of months for which service is required.

□ Subcontracted client services providing direct services to clients must include the Vendor(s) to be subcontracted with, the services to be provided, the estimated number of clients to be served and the unit cost for service(s).

□ Financial audits being covered in part or in whole with project funds must show the rate used to calculate this cost or the percentage of cost being allocated to this project.

□ Operating capital outlay (OCO) to be purchased for use under this project must show the number of units to be purchased, the estimated cost for each unit and justification for the item(s) being purchased.

□ Office equipment (non-OCO) to be purchased under this contract (costing less than $5,000 each) for use under this project must show the number of units to be purchased, the estimated cost for each unit and justification for the item(s) being purchased. Purchases must be estimated in accordance with the State's guidelines found at https://myfloridacfo.com/division/aa/agency-operations/memo □ Indirect costs being charged to the project must show the percentage of funding required by the Vendor to carry out the common or joint tasks covered by this line item. A summary of the expenditures covered by these funds is required.

APPENDIX VI: PROJECT BUDGET SUMMARY

Vendor Name

FFY (Insert Year) - (Insert Dates)

	Budget Line Item			Line Item Totals	Category Total
Personnel Category					
A.	Personnel			$ -	
B.	Fringe Benefits			$ -	
C.	Other Personnel Services (OPS)			$ -	
D.	Background Checks			$ -	
			Total Personnel Category:		**$ -**
Travel Category					
E.	Staff Travel & Training			$ -	
F.	Client Transportation			$ -	
				Total Travel Category:	**$ -**
Expense Category					
G.	Office Expenses				
	1.	Utilities	$ -		
	2.	Telephone	$ -		
	3.	Postage/Shipping	$ -		
	4.	Copies/Printing	$ -		
	5.	Office Supplies	$ -		
	6.	Janitorial Supplies	$ -		
	7.	Building Maintenance/Repair	$ -		
	8.	Equipment Repair	$ -		
	9.	Security Services	$ -		
	10.	Office Equipment/Furniture	$ -		
			Total Office Expenses:	$ -	
H.	Rental or Use of Space			$ -	
I.	Rental Equipment			$ -	
J.	Insurance			$ -	
K.	Advertising/Outreach			$ -	
L.	Membership Fees & Subscriptions			$ -	
M.	Client Educational and Training Tools			$ -	
N.	Fixed Price Services			$ -	
O.	Information Resource Technology			$ -	
P.	Subcontracted Services			$ -	
Q.	Subcontracted Client Services			$ -	
R.	Financial Audit			$ -	
				Total Expense Category:	**$ -**
Direct Costs Category					
S.	Operating Capital Outlay (OCO->$5,000.00)				$ -
T.	Indirect Costs ____ % of Total Direct Costs				$ -
				Subtotal Direct Costs:	**$ -**
				Total Project Budget	**$ -**

Sample Format; Columns and rows can be added as needed.

APPENDIX VII: PROPOSED COST ALLOCATION PLAN

(link) CBC Fiscal Attachments | Florida DCF

APPENDIX VIII: DEPARTMENT'S STANDARD CONTRACT PART 1

See Attached.

APPENDIX IX: DEPARTMENT'S STANDARD CONTRACT PART 2

See Attached.

APPENDIX X: FEDERAL 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 assure 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 CBC 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 you 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 lessor 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 your 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 ITNs 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 assure 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 proposal (> $250,000, fixed price or cost reimbursement, request for proposal (RFP) with evaluation methods). 5.3.5 Noncompetitive proposal (ITN of a proposal 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, Vendors, 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 rational 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 your 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 your organization imposes on the subrecipient in order for your organization to meet its own responsibility to the federal awarding agency or DCF, 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 your 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 your 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.