**REQUEST FOR APPLICATION**

**DEO 21-RFA-001**

**FLORIDA DEFENSE REINVESTMENT GRANT PROGRAM**

**FISCAL YEAR 2020 – 2021**

**FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY**

**DIVISION OF STRATEGIC BUSINESS DEVELOPMENT**

**APPLICATION DEADLINE:**

**March 19, 2020**

**3:00 PM, EASTERN STANDARD TIME**

***Disclaimer – NOTE:*** *The receipt of applications in response to this Grant Opportunity does not imply or guarantee that any one or all qualified applicants will be awarded a Grant from the Florida Department of Economic Opportunity.*

***This Grant opportunity is not a competitive solicitation subject to the notice or challenge provisions of Section 120.57(3), Florida Statutes.***

**SECTION A**

**PROGRAM OVERVIEW**

1. **Overview**

This Request for Application (RFA) is to solicit Grant applications from eligible applicants to support community-based activities that: protect existing military installations; diversify the economy of a defense-dependent community; or develop plans for the reuse of closed or realigned military installations, including any plans necessary for infrastructure improvements needed to facilitate reuse and related marketing activities.

1. **Program Authority**

Section 288.980(3), Florida Statutes, authorizes DEO to award grants on a competitive basis to support activities related to the Florida Defense Reinvestment Grant Program.

Section 288.980(4), Florida Statutes, establishes the Florida Defense Reinvestment Grant Program to respond to the need for the state to work in conjunction with defense-dependent communities in developing and implementing strategies and approaches that will help communities support the missions of military installations, and in developing and implementing alternative economic diversification strategies to transition from a defense economy to a nondefense economy.

1. **Funding Announcement**

Contingent upon and subject to an anticipated appropriation by the Florida Legislature, DEO announces the prospective availability of FY 2020 – 2021 funds for eligible applicants to support community-based activities that: protect existing military installations; diversify the economy of a defense-dependent community; and/or develop plans for the reuse of closed or realigned military installations, including any plans necessary for infrastructure improvements needed to facilitate reuse and related marketing activities. If such funds are not appropriated or available for the stated purpose, such event will not constitute DEO’s or the State’s default with respect to any prospective grant award or Agreement resulting from this solicitation.

* 1. **Purpose**: Funding is anticipated to be provided pursuant to the FY 2020 – 2021 General Appropriations Act, to provide meaningful resource support to assist defense-dependent communities and enhance military missions and installations.
  2. **Eligibility**: Eligible Applicants must meet the minimum criteria set forth in section 288.980(4), Florida Statutes. Eligible Applicants must be **only** from defense-dependent counties and cities, and local economic development councils located within such communities, as defined in Section 288.980(4), Florida Statutes. Further, Respondents must meet each of the following eligibility criteria:
     1. Represent a local government with a military installation or military installations that could be adversely affected by federal actions.
     2. Agree to match at least thirty (30) percent of any Grant awarded. The matching funds must be received from the identified sources and types indicated in the Project Budget. The term for the matching funds must be concurrent with the Agreement period. Matching funds may consist of “cash contributions” or “in-kind contributions”, as defined in Tab 3 – Application Contents and Required Documentation in Section B.22., Instructions for Preparation of the Application.
     3. Prepare a coordinated program of work or plan of action delineating how the eligible project will be administrated and accomplished, which must include a plan for ensuring close cooperation between civilian and military authorities in the conduct of the funded activities and a plan for public involvement. If part of an existing strategic plan, a copy of the plan must be included with the Grant Application.
     4. Provide documentation describing the potential for changes to the mission of a military installation located in the Respondent’s community and the potential impacts such changes will have on the Respondent’s community.
  3. **Maximum Funds Available (Anticipated)**: **TBD** in non-recurring General Revenue Funds.
  4. **Type of Award**: Grant.
  5. **Grant Award Period**: July 1, 2020 through June 30, 2021.
  6. **Use of Grant Funds**: Allowable and unallowable expenditures are defined by one or more of the following:
     1. Program expenditures must be in accordance with the requirements of the State of Florida Reference Guide for State Expenditures (<http://www.myfloridacfo.com/aadir/reference_guide/>).
     2. Sections 112.061, 215.97 and 215.971, and 288.980, Florida Statutes.
     3. Other fiscal requirements set forth in program laws, rules and regulations.
  7. **Funding Guidelines**: Grant recipients may only be reimbursed for allowable project costs resulting from obligations incurred during the Agreement period. Activities for which state funds may **NOT** be spent include the following (this also applies to any subcontractors or consultants that are paid with Grant funds):
     1. Staff salaries.
     2. Purchase of equipment, furniture, or fixtures.
     3. Receptions, gifts, gift cards, awards, trophies, or membership dues.
     4. Lobbying any branch of state government.
     5. Administration of the project in excess of 10 percent of the Grant award.
     6. Project costs incurred related to the Agreement prior to its beginning date or after its ending date.
     7. Travel expenses not made pursuant to Section 112.061, Florida Statutes.
     8. Business entertainment expenses, including meals or activity fees.
     9. Participation in trade shows, air shows, consultant events, and congressional delegations for more than three (3) key staff members and/or officers of the prospective Grantee per activity.
     10. Participation in activities or events that are not located in the Continental United States (CONUS).
     11. Any cost for which a thirty (30) percent match has not been demonstrated.
  8. **Submission of Multiple Applications PROHIBITED**: An Applicant can be the prime Grant recipient for only one Application. An Applicant may be a supporting partner for another community’s proposal.
  9. All work shall be performed in accordance with Attachment B – Grant Application and any Agreement resulting from this solicitation.

1. **Number of Awards**

DEO anticipates that multiple grant awards will be awarded pursuant to this solicitation. DEO will determine the number of grant awards, at DEO’s sole and absolute discretion, based on the availability of funds and the quality of the submitted applications. DEO reserves the right to offer grant awards for less than the amount requested in the Applicants’ Applications as DEO deems is in the best interest of the State of Florida and DEO. The receipt of proposals in response to this RFA does not imply or guarantee that any one or all proposals will be awarded a Grant. **Additionally, prior to the final offer of the Grant award, DEO reserves the right to negotiate with Applicant all aspects of the Applicant’s Application including but not limited to, the scope of work and funding.**

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**SECTION B**

**SPECIAL INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF APPLICATIONS**

1. **Solicitation Number** 21-RFA-001
2. **Solicitation Type** Request for Application
3. **Issuing Office** Division of Strategic Business Development

Liz Miller

Caldwell Building, 107 East Madison Street, MSC-160

Tallahassee, Florida 32399

(850) 717-8968

[Liz.Miller@deo.myflorida.com](mailto:Liz.Miller@deo.myflorida.com)

1. **Program** Florida Defense Reinvestment Grant (DRG) Program
2. **Calendar of Events**

Listed below is the calendar of important actions and dates/times by which the actions must be taken or completed. If DEO finds it necessary to change any of these dates/times, then DEO will include such changes in a subsequently-published addendum. The time referenced in the table below is Eastern Standard Time (EST).

Please note that any updates, addenda, and clarifications to this RFA will be posted as an addendum on DEO’s website at [www.FloridaJobs.org/Military-Community-Programs](http://www.FloridaJobs.org/Military-Community-Programs). **It is the Applicant’s responsibility to monitor DEO’s website at** [**www.FloridaJobs.org/Military-Community-Programs**](http://www.FloridaJobs.org/Military-Community-Programs) **for any RFA updates.**

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|  | **Estimated Calendar of Events** | **Date and Time** |
| 1. | Date of RFA issuance and publication | February 19, 2020 |
| 2. | Pre-Application Conference to discuss the grant opportunities.  Toll Free Number: 1-888-585-9008  Participant Passcode: 746162473  Conference attendance for Applicants is not mandatory; however, participation is strongly encouraged. | February 27, 2020, 10:00 AM |
| 3. | Technical Questions (Attachment E) due from prospective Applicants (**ONLY** e-mail inquiries will be accepted) | March 6, 2020, 3:00 PM |
| 4. | Anticipated Posting of Questions and Answers | March 13, 2020 |
| 5. | RFA Applications Due | March 20, 2020, 3:00 PM |
| 6. | Anticipated RFA Application Completeness Check | March 23, 2020 – March 30, 2020 |
| 7. | Anticipated Evaluation Period | April 1, 2020– April 15, 2020 |
| 8. | Anticipated Negotiations, if applicable | April 20, 2020 – April 24, 2020 |
| 9. | Anticipated Posting of Award | May 20, 2020 |

1. **Optional Application Conference**

An optional pre-application conference will be held as per the date, time and location specified in Section B.5., Calendar of Events. It is in Applicants’ best interests to participate, and Applicants are strongly encouraged to attend. Applicants are advised to review the solicitation documents and other supporting materials in this RFA prior to attending.

The optional pre-Application conference will provide Respondents with an opportunity to ask questions to clarify any uncertainties. Questions asked and answers provided at the optional pre-Application conference are not binding; oral answers provided at the optional pre-Application conference are given as temporary guidance to clarify issues until a written question is received timely from prospective Applicants and a written answer is issued by DEO, in the form of an RFA addendum.

1. **Questions**

Applicants must submit their questions concerning this RFA in the format included in Attachment E – Technical Questions Submittal Form via e-mail to [DefenseGrants@DEO.MyFlorida.com](mailto:DefenseGrants@DEO.MyFlorida.com) by the date and time specified in Section B.5., Calendar of Events, and clearly identify the author of each such e-mail. All questions and/or changes to the solicitation will be posted on DEO’s website at [www.FloridaJobs.org/Military-Community-Programs](http://www.FloridaJobs.org/Military-Community-Programs). DEO shall not be responsible and legally liable for any delays and/or resulting impacts, associated with Applicants’ failures to obtain the information made available through DEO’s website at [www.FloridaJobs.org/Military-Community-Programs](http://www.FloridaJobs.org/Military-Community-Programs).

Each Applicant must carefully examine the specifications set forth in this solicitation with respect to the work to be performed.

**ORAL AND TELEPHONE INFORMATION**

Oral and telephone information shall not bind DEO. Applicants must not rely upon oral and telephone information.

1. **Submission of Applications**

Applications must be in compliance with the instructions given herein. Applicants must submit their Applications to this RFA electronically to: [DefenseGrants@DEO.MyFlorida.com](mailto:DefenseGrants@DEO.MyFlorida.com) by the date and time specified in Section B.5., Calendar of Events.

**APPLICATIONS RECEIVED AFTER THE EXACT TIME SPECIFIED MAY NOT BE CONSIDERED.**

1. **Withdrawal of Applications**

An Applicant may withdraw its submitted Application by e-mail request of same to DEO no later than seventy-two (72) hours (Saturdays, Sundays, and state holidays excluded) after the Application’s due date and time indicated in Section B.5., Calendar of Events.

1. **Cost of Preparing Applicant’s Application**

DEO is not liable for any costs Applicant incurred in responding to this RFA, including, but not limited to, those for oral presentations, if applicable.

1. **Disclosure and Ownership of Applications by the Department**

An Applicant’s Application is a public record subject to the production, disclosure, inspection, and copy provisions of Chapter 119, Florida Statutes, and Section 24(a) Article I of the Florida Constitution. An Applicant’s Application, upon submission, and any resulting Agreement therefrom shall be DEO’s property except with respect to those parts asserted with the formalities described in Section B.12., Applicant’s Duties to Assert Exemption from Disclosure as a Public Record, to be confidential or exempt pursuant to Chapter 119, Florida Statutes. DEO, in DEO’s sole and absolute discretion, shall have the right to use, reproduce, and publish all Applications and Agreements.

Pursuant to Section 215.985(14), Florida Statutes, the Florida Department of Financial Services (DFS), has developed a web-based system that provides information and documentation about government agreements called the “Florida Accountability Contract Tracking System” or “FACTS.” All or parts of the Applications to this solicitation may become published on FACTS as attachments to subsequently-executed agreements.

1. **Applicant’s Duties to Assert Exemption from Disclosure as a Public Record**

Applicants must submit Applications’ contents which are asserted to be exempted by law from disclosure as a public record on a page or pages separately from the rest of the Applications’ submissions, and must clearly mark each such alleged exempted parts “exempt,” “confidential,” or “trade secret” (as applicable), including the statutory basis for each such claim of exemption specifically identified in writing on each and every such page by an authorized representative of the Applicant’s organization with legal authority to make this determination on behalf of the Applicant. Failure to segregate and so identify any such content shall constitute a waiver of any claimed exemption as applied to the portion of the Application submission or other document in which the content is set forth. Concurrently, Applicant must provide DEO with a separate redacted copy of its Application clearly titled “Redacted Copy,” containing DEO’s solicitation name, number, and the name of the Application. **If Applicant fails to submit a Redacted Copy with its response, DEO is authorized to produce the entire document(s), data or records submitted by Applicant in answer to a public records request.**

Any claim of exemption from public disclosure is waived upon submission, unless documented as set forth above. DEO will attempt to afford protection from disclosure of any trade secret as defined in Section 812.081, Florida Statutes, or Section 688.002, Florida Statutes, where identified as such in the reply, to the extent permitted under Section 815.045, Florida Statutes, or Section 288.075, Florida Statutes, and Chapter 119, Florida Statutes. Each Applicant acknowledges that the protection afforded by Section 815.045, Florida Statutes, is incomplete, and hereby agrees that no remedy for damages may arise from any disclosure by DEO.

Applicant shall protect, defend, indemnify, save, and hold harmless, DEO from any and all claims, demands, liabilities and suits of any nature arising out of, because of, or due to failure of DEO to release information redacted by the Applicant, and to further indemnify DEO for any other loss DEO incurs due to any claim being made against DEO regarding portions of its Redacted Copy being confidential, proprietary, trade secret or otherwise not subject to disclosure.

1. **Type of Agreement Contemplated**

Applicants should anticipate that all Agreements awarded hereunder will be paid on a cost-reimbursement basis. DEO reserves the right, in DEO’s sole and absolute discretion, to award another type of Agreement if doing so will be most advantageous to DEO and the State of Florida, price and other factors considered.

1. **Application Acceptance Period**

DEO intends to execute the Agreement(s) as soon as practicable after posting of DEO’s award decision. DEO, at DEO’s sole and absolute discretion, may rescind DEO’s award to Applicant and terminate discussions with Applicant(s) if Applicant does not sign the proposed agreement within sixty (60) days after the announcement of an award.

1. **Firm Application**

Applicant shall not withdraw any Application within 180 days after the Application submission due date except as described in Section B.8., Submission of Applications. Any Application that expresses a shorter duration of validity may, in DEO’s sole and absolute discretion, be accepted or rejected.

1. **Laws and Permits**

Applicants should anticipate that Applicants will be required to comply with all local, state and federal laws, rules, regulations and codes whenever work is being performed under resulting Agreements, and Applicants shall have the obligation to obtain and maintain all permits and licenses for the duration of the Agreements.

1. **Vendor Registration**

Applicants should anticipate that, prior to entering into an Agreement with DEO, the selected Applicant will be required to register with the Florida Department of Management Services’ (DMS) MyFloridaMarketPlace Vendor Registration System. Information about the registration process is available at the MyFloridaMarketPlace website at <http://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_vendors/requirements_for_vendor_registration>. Applicants who do not have Internet access may request assistance from MyFloridaMarketPlace Customer Services at (866) 352-3776.

The following DMS Class/Group codes pertinent to vendor registration are provided below:

80101504, Strategic planning consultation services

92111905, Military Relations

92112300, Military Bases

92101503, Community Outreach

A list of Commodity Codes can be found here:

<http://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/current_projects/myfloridamarketplace_commodity_code_standardization_project>

1. **Florida Department of State Registration Requirements**

All entities identified under Chapters 607, 617, 620, 621 and 865, Florida Statutes, shall be appropriately registered with the Florida Department of State prior to entering into an Agreement with DEO.

1. **Conflict of Interest**

Each Applicant upon filing its Application represents and warrants that Respondent presently has no interest in and shall not acquire any interest, direct or indirect, which would conflict in any manner of degree with the performance of the services required to be performed under any Agreement resulting from this solicitation. Applicants should anticipate that each Grantee is required to provide written notification to DEO within five (5) business days of the discovery of a potential conflict of interest under any Agreement. DEO shall have final and absolute authority to determine whether a conflict of interest exists.

1. **Submittal Requirements**

Applicants shall submit one complete, electronic copy of the signed original Grant Application, including all required attachments and documentation, compiled into a single file, and transmitted via e-mail as required in Section B.8., Submission of Applications. The original shall be labeled “Original Grant Application,” The software used to produce the electronic files must be Adobe Acrobat version 6 or newer. The electronic files must be logically named.

If Applicantfails to submit the signed copy of its original Grant Application, as a courtesy, DEO may contact the Applicantby telephone for submission of this document via e-mail. DEO may do so, at DEO’s sole and absolute discretion, only when the Applicationhas satisfied all other requirements of the solicitation.

As more particularly detailed in Section B.12., Applicant’sDuties to Assert Exemption from Disclosure as a Public Record, if Applicant considers any portion of its Grant Application to be confidential, the Applicantshall **also** submit one (1) electronic **redacted** copy of the Application suitable for release to the public, transmitted via e-mail as required in Section B.8., Submission of Applications. Any confidential or trade secret information should either be redacted or completely removed in full compliance with Section B.12., Applicant’s Duties to Assert Exemption from Disclosure as a Public Record, above. The redacted copy shall be labeled “Redacted Copy” and must include a transmittal letter authorizing release of the redacted version of the Application if DEO receives a public records request.

1. **Application Format**

The Application shall be prepared by each Applicant utilizing 8.5” x 11” paper and at least an 11- point font size or larger. The Application shall not exceed forty (40), single-sided, pages in length. Applicants are advised that it is not necessary to file Applications with elaborate brochures and artwork, expensive paper and bindings, or other expensive visual presentation aids. It is necessary, however, that Applications be filed in complete accordance with the instructions herein.

1. **Instructions for Preparation of the Application**

The instructions for this solicitation are designed to help ensure that all Applications are reviewed and evaluated in a consistent manner, as well as to minimize costs and Application time. **ANY AND ALL INFORMATION SUBMITTED WHICH DOES NOT COMPLY WITH THESE INSTRUCTIONS MAY NOT BE REVIEWED OR EVALUATED.**

Applicants must prepare Applications with the following sections tabbed for ease of identification and review, in the order outlined below:

* **Transmittal Cover Letter**

The Transmittal Cover Letter must include the following information:

* Solicitation Number: 21-RFA-001

Title: Florida Defense Reinvestment Grant Program

Application Due Date & Time: March 20, 2020 at 3:00 PM EST

* Applicant’s (organization’s) name, address, and Federal Employer Identification (FEID) Number; and
* Name, title, address, telephone number, e-mail address, and original signature of a representative who is authorized to contractually bind the Respondent, as well as an alternate Respondent contact name and contact information. (These individuals must have the authority to discuss the Respondent’s response and must be available to be contacted by telephone and to attend meetings as may be appropriate.)

If a Respondent fails to submit a signed transmittal cover letter with its Response, DEO may, at DEO’s sole and absolute discretion, contact the Respondent by telephone and request that the Transmittal Cover Letter be sent to DEO via e-mail; provided, further, that DEO will only do so when the Response has satisfied all other requirements of the solicitation.

**Please note that, in the event the Respondent submits a Response as a joint venture, each member of the joint venture must complete and sign a separate Transmittal Cover Letter.**

**Each Respondent’s Grant Application response must include the following contents and comply with the following formatting:**

* **Tab 1 – Table of Contents**

The Table of Contents must contain section headings and subheadings along with corresponding page numbers.

* **Tab 2 – Project Approach and Methodology**

The Applicant must provide comprehensive narrative statements, limited to no more than five (5) pages in length, which outline the project approach and methodology to be employed, and illustrate how the methodology will serve to accomplish the project requirements and meet the proposed project schedule.

* **Tab 3 – Application Contents and Required Documentation**

The Applicant must include a completed copy of Attachment B – Grant Application, in its Application. Application attachments and appendices should be kept to a minimum.

**Each Applicant must include the following mandatory required documents for Evaluation as Attachments to the Application using the Attachments’ titles referenced below:**

1. **Community Support and Involvement – Attachment B, Item 10**

The Applicant’s Application must address the community’s commitment and support for the proposed plan of action as well as describe and explain the interaction between the Applicant, local government, local economic development organization, local military facilities, and the public.

1. **Matching Funds Criteria and Documentation – Attachment B, Item 11**

The Applicant must agree to match at least 30% of any grant awarded. Matching funds contribution may either be cash or in-kind services. Match documentation must include firm amounts and sources of local match; references to anticipated or expected matching funds availability will not be accepted. Matching funds demonstrate that the local organization believes in the project and adds stakeholders. A greater match amount may influence the Grant award.

Matching funds may consist of the following types:

1. “Cash Contributions” may include cash contributions from the Applicant as well as cash contributions from outside sources that are: directly applied to the proposed project activities, directly support the proposed project through acquiring materials and supplies, buying equipment, paying for staff time used to work on the proposed project activities, and paying expenses such as travel, telephone, postage, or printing.
2. “In-Kind Contributions” may include: the reasonable value of the partial use of equipment, software, or staff from other divisions of the Applicant or from participating partners; the reasonable rental value of office space; or the reasonable value of volunteer time and expenses, calculated based on the value of the work done, and not the amount charged in the performance of the volunteer’s normal occupation. For this purpose, the value of volunteer time shall be deemed not to exceed forty dollars ($40) per hour.
3. **Plan of Action | Grant Purpose – Attachment B, Item 12**

The Applicant must submit a Plan of Action template to cover the anticipated Agreement period and include:

1. Purpose of the proposed project.
2. Summary of activities. The term “activity” as used in this solicitation means studies, presentations, analyses, plans, and modeling.
3. List of specific activities, including milestones sufficient to monitor the progress of any resulting Agreement and evaluate project outcome results.
4. Expected outcomes and performance measures of activities.
5. Estimated costs of activities.
6. A project schedule, which includes ALL projected milestones and final completion dates for each identified activity.

Participation in trade shows, air shows, consultant events, and congressional delegations should be noted as an activity. Expense reimbursement eligibility is limited to three key staff members and/or officers of the Prospective Grantee per activity. Should consulting activities be identified in the Applicant’s Application, any geographic research, study, data or analysis should include the region or, if applicable, the entire state. Every effort will be made to ensure that activities are funded only once and addressed at the level that benefits as much of the state as possible.

1. **Budget Summary and Financial Report Form – Attachment B, Item 13**

The Applicant must prepare and submit an itemized program budget, which includes the following:

1. A detailed line-item breakdown of anticipated expenses and expenditures for both the local match and state funds.
2. Breakout of activities in funding categories and specific activities.
3. Correlate activities to the plan of action.
4. Cover only the anticipated Agreement period.
5. Requested grant amount not to exceed **$125,000.00**.
6. **Previous Performance – Attachment B, Item 14**

The Applicant must include a list of ALL grants received pursuant to section 288.980, Florida Statutes, for the past five years, including amounts and current status of each project.

* **Tab 4 – Attachments**

Proposal Applications to this RFA must include the following documents and certifications:

1. Qualification Questions (Attachment A)
2. CMBE Certification; if applicable. Attach a copy of your CMBE Certification, if certified with DMS.
3. **Terms and Conditions**

All Applications are subject to the terms and conditions of the sections of this solicitation. In case of conflict among such terms and conditions, then the Special Instructions for the Preparation and Submission of Applications (Section B) shall have precedence over the Applicant’s Grant Application.

An Applicant’s Application’s additional terms and conditions shall have no legal significance and shall not supersede DEO’s terms and conditions. By submitting its Application, an Applicant agrees with the immediately preceding sentence. Failure to comply with the terms and conditions of this solicitation, including but not limited to, the failure to provide mandatory information to be included in each Application, shall be grounds for rejecting an Application.

1. **Employment of DEO Personnel**

The Applicant shall not knowingly engage, on a full or part-time basis, any personnel who are in the employment of DEO, without prior written approval of DEO.

Further, the Applicant shall not knowingly engage any former employee of DEO where such employment conflicts with Section 112.3185, Florida Statutes, titled “Additional standards for state agencies employees.”

1. **Applicant’s Responsibility**

The Applicant hereby agrees to be solely responsible for obtaining all materials and determining the best methods that will be utilized to meet the intent of the requirements of this solicitation.

1. **Definitions**

* Agreement: A written agreement between DEO and the Grantee, including all documents, exhibits and attachments specifying services to be performed or provided by the Grantee, billing rates for these services and the manner in which the Grantee shall be reimbursed for these services, which shall be executed by both the Grantee and DEO.
* Agreement Manager: A person designated by DEO who is charged with monitoring an Agreement through the term of the agreement and who is specifically responsible for enforcing performance of the Agreement terms and conditions, and maintaining all financial information; i.e., payment history, payment method, payment tracking, etc. The Agreement Manager serves as the liaison between DEO and the Grantee regarding performance issues pertaining to the Agreement.
* Applicant: The person or entity applying in response to this RFA.
* Application: The offer extended to DEO in response to this RFA
* DEO:Florida Department of Economic Opportunity.
* DEO Business Hours: 8:00 A.M. through 5:00 P.M., Monday through Friday, during which time DEO conducts routine business.
* DEO Non-Business Hours:DEO-observed holidays, weekends, and night time frames during which DEO is closed to conducting routine business.
* DEO-Observed Holidays:DEO currently observes the following holidays. If any of these holidays fall on a Saturday, then the preceding Friday is observed. If any of these holidays fall on a Sunday, then the following Monday is observed.
  + - * New Year’s Day
      * Martin Luther King Day
      * Memorial Day
      * Independence Day
      * Labor Day
      * Veteran’s Day
      * Thanksgiving Day and the following day
      * Christmas Day
* Grantee: The person or entity that enters into an Agreement to provide contractual services to DEO.
* Grantee’s Personnel: Persons directly employed by the Grantee.
* Invoice: Grantee’s itemized document stating prices and quantities of goods and/or services delivered, and sent to DEO for verification and payment.
* Project Manager:DEO’s staff member(s), manager(s), grantee(s) or consultant(s) with overall responsibility and authority to oversee the contractual services being performed or provided by the Grantee for DEO as described in the Agreement.
* Subcontractor: A person or entity contracting to perform part of another’s entire Agreement, upon DEO’s approval; also referred to as subgrantee.
* Subgrantee: A person or entity contracting to perform part of another’s entire Agreement, upon DEO’s approval; also referred to as subcontractor.
* Written Notice:Written Notice is herein defined as notice in writing, signed and may be an e-mail of the original.

1. **Strict Enforcement**

DEO reserves the right to enforce strict compliance with any requirement of this solicitation.

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**SECTION C**

**EVALUATION AND AWARD**

1. **RFA Process**

The RFA process consists of four sequential phases: 1) Application Preparation; 2) Completeness Check; 3) Evaluation; and 4) Negotiation, as further delineated below.

* 1. **In the Application Preparation Phase**, the Applicants will prepare and submit an Application to DEO based on the requirements identified in Section B.22., Instructions for Preparation of the Application, and Attachment B – Grant Application, of this RFA and any addenda to the RFA.
  2. **In the Completeness Check,** DEO will review the applications received to determine whether the applications are substantially complete. This step will address whether: the required forms are present and properly signed; the Application appears to have addressed the grant application contents required; and there is not an easily discernible or obvious error that may be promptly corrected. Should such an error be detected, DEO will notify the Applicant, and the Applicant will have two (2) workdays to take corrective action to adjust the grant Application. During the correction period, the Applicant is permitted to only take action to correct completeness errors cited by DEO and not to supplement its application by adding material for any other purpose. DEO is under no obligation to detect and/or offer the opportunity for completeness and/or correction. DEO’s election to offer this opportunity should not, and does not, give rise to an expectation that the application is correct and complete. Applicant is solely responsible for completing the corrective measures and ensuring their receipt by DEO.
  3. **In the Evaluation Phase**, an evaluation team will evaluate and score the Applications according to the evaluation criteria published in Section C.2., Evaluation Criteria, of this RFA.
  4. **In the Negotiation Phase**, negotiations will be conducted according to the negotiation methodology published in Section C.3., Negotiations, of this RFA. The ranking of Applicants’ Applications will not create a presumption of preference in the negotiation process or for any prospective award or Agreement resulting from this solicitation.

1. **Evaluation Criteria**
   1. **General**
2. DEO reserves the right to accept or reject any or all applications received and reserves the right to make an award without further discussion or evaluation of the applications submitted;
3. An incomplete application includes, but is not limited to, one which:

* Fails to comply with any statutory requirements;
* Does not materially conform with the requirements and instructions contained herein;
* Fails to utilize or complete prescribed forms; or
* Has improper or undated signatures.

1. In determining whether an Applicant is responsible, DEO may consider any information or evidence which comes to its attention and which reflects upon an Applicant’s capability to fully perform any resulting Agreement requirements and/or the Applicant’s demonstration of the level of integrity and reliability which DEO determines to be required to assure performance of any resulting Agreement. DEO may deem the Applicant as non-responsible.
   1. **Criteria**

See Attachment C – Evaluation Criteria

* 1. **Evaluation Committee**

The Evaluation Committee will evaluate Grant Applications and assign points based on the criteria described in Attachment C – Evaluation Criteria to assure Grant Applications are uniformly rated. Each Evaluation Committee member will prepare the initial Grant Applications evaluations independently. Total possible points for the evaluation phase of the RFA are 100.

DEO reserves the right to shortlist Applicants deemed to be in the competitive range to conduct oral discussions prior to the final determination of any prospective award. A shortlist of Applicants may be generated, if applicable, based on these scores for the Grant Application of this RFA. Applicants will be selected for the shortlist if they receive a score of 55 or above on the RFA evaluation phase.

Applicants will be ranked numerically (1, 2, 3, etc.) from highest to lowest order based on the overall Grant Application score average. DEO will notify Applicants in writing if DEO intends to continue either separate or concurrent negotiations with selected Applicants.

|  |  |  |  |
| --- | --- | --- | --- |
| **For example:** | **Respondent** | **Raw Points Received** | **Rank** |
|  | Applicant B | 100 | 1 |
|  | Applicant A | 90 | 2 |
|  | Applicant C | 80 | 3.5\* |
|  | Applicant E | 80 | 3.5\* |
|  | Applicant D | 75 | 5 |

\*If multiple Applicants have the same raw point score, the rank positions needed to cover those Applicants are averaged and each Applicant receives that rank. In this case the third and fourth ranks are tied so 3 + 4 = 7; 7 divided by 2 = 3.5. Each Applicants receives a rank of 3.5.

In the best interest of the State, DEO reserves the right to reject any and all Applications or waive any minor irregularity or technicality in Applications received.

* 1. **Identical Tie Applications**

In a circumstance where Applications which are equal with respect to price, quality, and service are received, award shall be determined in accordance with Rule 60A-1.011, Florida Administrative Code, Identical Evaluations of Applications.

1. **Negotiations**

DEO reserves the right to negotiate with selected Applicants all aspects of the Respondent’s Applicant’s Application, including but not limited to, the scope of work and funding prior to any prospective final offer of the Grant award. Negotiations may continue with selected Applicants until acceptable Agreement terms are agreed upon, or it is determined that an acceptable Agreement cannot be reached.

1. **Award**

Upon completion of the negotiations process, if applicable, the Negotiation Team will reach a consensus on which Applicant(s) it believes offers the best value to the State and recommend award(s) accordingly. Upon consideration of the recommendation, the Executive Director of DEO, or a duly authorized designee, shall make the award decision. DEO reserves the right to award any or all parts of the solicitation to a single or multiple Applicants.

Grant awardees will be notified in writing by DEO.

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**ATTACHMENT A**

**QUALIFICATION QUESTIONS**

Applicant must submit a Yes/No Application to the following Qualification Questions. Applicants are to meet and respond to the qualifications identified in the following Qualification Questions in order to be considered responsive. **DEO will not evaluate Applications from Applicants who answer “No” to any of the Qualification Questions, following the RFA Completeness Check.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Qualification Questions** | **Yes** | **No** |
|  | **Does the Applicant certify that the person submitting the Application is authorized to respond to this RFA on Applicant’s behalf?** |  |  |
|  | **Does the Applicant certify that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Section List, created pursuant to Section 215.473, Florida Statutes, or engaged in business operations in Cuba or Syria?** |  |  |
|  | **Does the Applicant certify that it is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or engaged in a boycott of Israel?** |  |  |
|  | **Does the Applicant certify that it meets the criteria of an Eligible Applicant as defined in Section 288.980(4), Florida Statutes?** |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Authorized Representative’s Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Typed Name and Title of Authorized Representative**

**\*This individual must have the authority to bind the respondent.**

**ATTACHMENT B**

**GRANT APPLICATION**

The Applicant’s Application must contain the following information in the format specified below:

1. **Project Title**

1. **Counties and Bases/Installation(s) Affected**

1. **Government/Authority Applicant**
2. Organization Name:
3. Government/Authority Federal Employer Identification (FEID) Number:
4. Name of Primary Contact who will be listed as the Grantee and will sign all official documents:
5. Mailing Address (including city, state, zip):
6. Contact Information (including telephone, fax, e-mail):
7. **Applicant’s Grant Manager Information**
8. Name of Grant Manager:
9. Title:
10. Mailing Address (including city, state, zip):
11. Contact Information (including telephone, fax, e-mail):
12. **Category of Proposed Project** (mark those that apply)
13. Protect existing military installations
14. Diversify the economy of a defense-dependent community
15. Develop plans for the reuse of closed or realigned military installations
16. **Economic Impact/Statement of Need**

Describe the local military’s annual economic impact and need for the proposed Grant, including employment and investment data. Applicants must include in narrative form the following information:

1. Demographic information about the focal population to be served in the proposed target county(ies) under this Grant.
2. Justification for the need of funding in the targeted area, including strengths and challenges.
3. Impact of the problem on the identified target population.
4. Prevalence of issues that exist within the county(ies) or proposed target county(ies).
5. The source(s) of all data and statistics used to validate the need.
6. Sources of other funds currently received by the Applicant to support proposed activities. Explain how the funding requested under this program will be used differently than the funding already received for the proposed activities.

**ATTACHMENT B (continued)**

**GRANT APPLICATION**

1. **Alternative Economic Diversification Strategies** (limited to no more than five [5] pages)

Provide a summary describing how the proposed project offers an innovative and realistic plan to create and/or retain defense-related jobs, and/or to create and/or retain non-defense high skilled/high wage jobs in a defense-dependent community. Summary must include supporting information for developing and implementing the proposed strategies to transition the defense-dependent community(ies) from a defense economy to a nondefense economy.

1. **Does the Project Relate to Other Local/State/Federal Budgets**

      Yes |       No

If “Yes”, explain how:

1. **Cross-pollinating State Success**

Describe and explain the benefits of the proposed application to other defense communities.

1. **Community Support and Involvement**

Describe and explain the interaction between the Applicant’s, local government, local economic development organization, local military facilities, and the public.

List the local organizations that concur with the proposed application. Applicant is not required to provide a signed letter for each organization.

1. **Local Match Documentation and Criteria**

Provide a summary of local match commitments and attach corresponding documentation to support the proposed project’s compliance with Section 288.980(3)(c)2., Florida Statutes.

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**ATTACHMENT B (continued)**

**GRANT APPLICATION**

1. **Plan of Action | Grant Purpose** (limited to no more than ten [10] pages)**:**
2. List ALL proposed activities (in the provided reference table below) and define objectives for each.
3. Include an explanation as to whether the identified activities should also be addressed at both a regional and a state level. If not, explain why. If the proposed application is a continuation of work completed through previously funded grant opportunities, describe the previous outcomes and how the continuation directly relates to the previous work completed.

Provide a detailed account of the programmatic activities as well as a detailed explanation of the costs associated with each identified activity that will be incurred by the proposed project. All proposed costs for the project activities described in the Application are required to be presented in a line-item budget format that is accompanied by a budget narrative that supports, justifies, and clarifies the various line items. Only cost allocations under the terms of this solicitation and applicable State cost principles shall be included in the budget. All requested costs must be reasonable and necessary.

This item is a zero-based budget that defends the plan, program activities, and associated costs. The following sample activity categories are not intended to be restrictive, but are provided as a reference example. Insert and describe the actual activities needed by your program.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity/Task** | **Budget Cost** | **Activity/Task Description** | **Due Date** | **Deliverable (Outcomes/ Performance Measures)** |
| **Category A** |  | | | |
| Activity 1: (Title) | $ | What does this activity plan to accomplish?  What services/tasks will be provided? | State the date the activity is projected to be completed. | State the intended outcome of each activity. Quantify a measurable Return on Investment. (payment) |
| Activity 2: |  |  |  |  |
| **Category B** |  | | | |
| Activity 3: |  |  |  |  |
| Activity 4: |  |  |  |  |
| **Category C** |  | | | |
| Activity 5: |  |  |  |  |
| Activity 6: |  |  |  |  |
| **Total:** | $ |  | | |

This section should have sufficient detail to allow DEO to understand precisely what Applicant will do for each individual task that will be a part of its project, when they will do it, how they will do it, for whom they will do it, by whom it will be done, where it will take place, what impact the funding will have, etc. Failure to provide specificity about the scope of the project may result in significant delays, or non-award.

Additionally, in any resulting Agreement, DEO will require Applicant to deliver specific deliverables that trigger payment under the Agreement, in accordance with Section 215.971, Florida Statutes. The deliverables must include criteria for evaluating successful completion, using quantifiable and measurable outcomes. Applicant’s Application should outline proposed deliverables for inclusion in any resulting Agreement that meet the above requirements, which are directly related to the Grant Purpose and scope of work.

**ATTACHMENT B (continued)**

**GRANT APPLICATION**

1. **Budget Summary and Financial Report Form**

Prepare an itemized Grant Budget. The completed form shall be used to complete quarterly report requirements, listing expenditures and revisions [if any] in appropriate columns. If there is insufficient space, please include details in an attachment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Grantee: |  | Grant Number: |  | Report Date: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Grant Period Ending: |  | March 31 |  | June 30 |  | September 30 |  | December 31 | Year: |  |  | **FINAL** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Budget Category** | **Local Program Expenditures** | | | **State Program Expenditures** | | | **Total Program Expenditures** | | |
|  | **Application Budget** | **Actual** | | **Application Budget** | **Actual** | | **Application Budget** | **Actual** | |
| **Current Quarter** | **Grant to Date** | **Current Quarter** | **Grant to Date** | **Current Quarter** | **Grant to Date** |
| **Heading 1** |  | | | | | | | | |
| Activity 1: | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| Activity 2: |  |  |  |  |  |  |  |  |  |
| **Heading 2** |  | | | | | | | | |
| Activity 3: |  |  |  |  |  |  |  |  |  |
| Activity 4: |  |  |  |  |  |  |  |  |  |
| **Heading 3** |  | | | | | | | | |
| Activity 5: |  |  |  |  |  |  |  |  |  |
| Activity 6: |  |  |  |  |  |  |  |  |  |
| **Total:** | $ | $ | $ | $ | $ | $ | $ | $ | $ |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Authorized Representative’s Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Typed Name and Title of Authorized Representative**

**\*This individual must have the authority to bind the Applicant.**

**ATTACHMENT B (continued)**

**GRANT APPLICATION**

1. **Previous Performance**

Provide a list of ALL defense grant (Defense Reinvestment Grant, Defense Infrastructure Grant) awards for the past five (5) years, including amounts and current status of each project.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Grantee | Military Installation | Project Title | State Fiscal Year Awarded | Amount Requested | Amount Awarded | Amount Returned Unexpended | Project Status:   * Open * Closed * Cancelled |
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**ATTACHMENT C**

**EVALUATION CRITERIA**

*All Applications will be reviewed and evaluated based on community need, commitment, previous performance, and proposed actions in accordance with the following criteria:*

|  |  |
| --- | --- |
| **EVALUATION CRITERIA** | **MAXIMUM POINTS AVAILABLE** |
| **Grant Application** |  |
| Grant Purpose  Clear purpose and activities to support purpose in the areas of:   * Support the community’s military and public sector needs. * Job Creation and retention. * Size and economic impact of the military installation in the community. | **15 points**  5  5  5 |
| Alternative Economic Diversification Strategies  Project offers an innovative and realistic plan to create and/or retain defense-related jobs, and/or to create and/or retain non-defense high skilled/high wage jobs in a defense-dependent community. | **15 points** |
| Program of Work  Linkage of the project to the community’s strategic plan.   * Economic significance of the expected outcomes from activities to the military installation and the local community. * Cost effectiveness of the plan of action. * Ability to leverage other funds. * Ability to expand to non-defense economic opportunities. * Performance measures to evaluate the project’s results. | **40 points**  15  5  5  10  5 |
| Plan of Action  Provides a clear description and explanation of the proposed tasks and deliverables expected to be completed in the proposed project, including the associated costs and realistic timeframes for completion. | **15 points** |
| Previous Performance | **5 points** |
| Matching Funds Proposed Greater Than Thirty (30) Percent   * 81 – 100% * 56 – 80% * 31 – 55% | **10 points**  10  5  2 |
| **Total Possible Points for the Evaluation Phase** | **100 points** |

**ATTACHMENT D  
APPLICATIONCHECKLIST**

To ensure that your Application can be accepted, please be sure the following items are completed and enclosed. This checklist is provided merely for the convenience of the Applicant and may not be relied upon in lieu of the instructions or requirements of this solicitation.

Check off each of the following:

\_\_\_\_1. The Transmittal Cover Letter has been completed, signed by authorized representative, and enclosed in the Application.

\_\_\_\_2. The Qualification Questions (Attachment A) has been completed as required in this solicitation, signed by authorized representative, and enclosed in the Application.

\_\_\_\_3. The Grant Application (Attachment B) has been completed, reviewed for accuracy, signed by authorized representative, and enclosed in the Application.

\_\_\_\_4. The Certified Minority Business Enterprise Certificate (CMBE) has been attached, if applicable.

\_\_\_\_5. The electronic, signed, original Application must be received, at the location specified, prior to the Application Due Date and Time designated in the RFA document.

\_\_\_\_6. The Applicant shall submit one (1) electronic, signed, original Grant Application response titled “Original Grant Application Response.”

\_\_\_\_7. If Respondent considers any portion of its Grant Application to be confidential, the Applicant shall submit one (1) electronic, signed, redacted copy of the Application titled “Redacted Copy.”

**ATTACHMENT E**

**TECHNICAL QUESTIONS SUBMITTAL FORM**

For Attachment E, Applicants shall complete the form provided based on their questions relating to this RFA. The completed form shall be submitted in accordance with the instructions provided in Section B.7., Questions. The electronic Application must be submitted as a Microsoft Word 2007 or newer file format. This form may be expanded as needed to facilitate this requirement.

**Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Applicant Question Number\*** | **RFA Page Number, Section Number, Subsection Reference\*** | **Question\*** |
| 1 |  |  |
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\*Add rows as necessary.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Authorized Representative’s Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Typed Name and Title of Authorized Representative**

**\*This individual must have the authority to bind the Applicant.**