



**NWF HEALTH NETWORK  
Request for Proposal  
# 09-2023**

**Safety Management Services**  
Florida Judicial Circuit 2  
(Franklin, Gadsden, Jefferson, Leon, Liberty and Wakulla counties)

Closing Date:  
**March 1, 2024**

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## Safety Management Services

### Section 1 - Request for Proposal

#### I. Introduction

- A. NWF Health Network (NWFHN) serves as the Network Management agency for child protection services and substance abuse and mental health (behavioral health) services in northwest Florida. Our sole purpose is to provide the highest quality child protection services, substance abuse and mental health services to children, adults and their families within their communities through a managed network of accredited providers. We serve as a centralized source of resources and support for our community and agency partners. Our agency is far more than an administrative office, however. At NWFHN, we strive to develop relationships with our children and families so we can provide them with the individualized attention they need. At NWFHN, we believe that children have the right to grow up safe, healthy and fulfilled in families that love and nurture them and that the children, adults and elders in our communities deserve exceptional behavioral health services that meet their needs.

#### II. Statement of Need

- A. NWFHN seeks to use prevention activities to stop maltreatment before it occurs by creating awareness to the general public, service providers, and decision-makers about the scope and problems associated with child maltreatment. NWFHN seeks to provide services that are designed to help families resolve the pressing issues they face and gain the knowledge, skills, and resources they need. The goal is to ensure that families in the community are provided supports to strengthen parental capacity, improve family relationships and functioning, increase child and family well-being, ensure child safety, prevent the separation of children from their families, promote successful reunifications following a separation, and prevent future crises.
- B. The purpose of this Request for Proposals (RFP) is to define NWFHN's minimum requirements, solicit proposals, gain adequate information by which NWFHN may evaluate the services offered by Applicants, and as a result, enter into a contract with the successful Applicant(s).
- C. NWFHN is seeking qualified providers who can administer Safety Management Services in Circuit 2 (Franklin, Gadsden, Jefferson, Leon, Liberty and Wakulla counties). Respondents may bid on all counties, multiple counties, or a single county.
- D. The term of the contract will be determined during negotiations with selected Respondent.
- E. **Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.**

#### III. Scope of Service

- A. NWFHN has been contracted to provide services to children who are at risk of future maltreatment, abuse, neglect or abandonment with appropriate services to ensure the

safety, permanency and well-being of the child while helping parents enhance skills and resolve problems to promote optimal child development.

- B.** Under this Subcontract, Respondents are to provide Safety Management Services utilizing the Child Welfare Practice model. Safety Management Services are services that manages caregiver behavior and/or emotions or replaces caregiver responsibilities when caregivers are not able to protect or care for their children. Services are provided in an effort to reduce the occurrence or recurrence of abuse, neglect or abandonment, reduce the number of children entering court ordered supervision and reduce the number of children entering out-of-home care.

**IV. Safety Management Services**

- A.** Safety Management Services, as outlined in CFOP 170-7 Chapter 8, defines different categories and types of safety management services that can be used alone or in combination. Respondents are asked to submit a proposal for one or more of the following categories.

- B. Behavioral Management Category:** This category is concerned with applying action (activities, arrangements, services, etc.) that controls (not treats) caregiver behavior that is a threat to a child’s safety. While behavior may be influenced by physical or emotional health, reaction to stress, impulsiveness, or poor self-control, anger, motives, perceptions and attitudes, the purpose of this action is only to control the behavior that poses a danger threat to a child. This action is concerned with aggressive behavior, passive behavior or the absence of behavior – any of which threatens a child’s safety. The following are safety management service types associated with the behavioral management category.

1. Supervision and monitoring is the most common safety service in safety intervention. It is concerned with supervising caregiver behavior, children’s conditions, the home setting, and the implementation of specific activities in an in-home safety plan.
2. Stress Reduction In-home safety service provider (relative, friend, or formal provider) comes to the home to engage in activities that relieve family stress or funds are provided for immediate, concrete needs. The in-home presence also allows for continuous monitoring of family conditions and dynamics.
3. Behavior modification as a treatment modality is concerned with the direct changing of unwanted behavior by means of biofeedback or conditioning. Behavior modification as a safety management service is concerned with monitoring and seeking to influence behavior that is associated with present danger or impending danger and is the focus of an in-home safety plan. This safety management service attempts to:
  - a. Limit and regulate caregiver behavior in relationship to what is required in the in-home safety plan.
  - b. Influence caregiver behavior to encourage acceptance and participation in the in-home safety plan and to assure effective implementation of the in-home safety plan.

- C. Crisis Management Category:** The purposes of crisis management are crisis resolution and prompt problem solving in order to control present danger or impending danger. Crisis is a perception or experience of an event or situation as horrible, threatening, or disorganizing. The event or situation overwhelms the caregiver’s and family member’s emotions, abilities, resources, and problem solving. A crisis is an acute

matter to be addressed so that present danger or impending danger is controlled and the requirements of the in-home safety plan continue to be carried out. Crisis management is specifically concerned with intervening to:

1. De-escalate and halt a crisis.
2. Mobilize problem solving.
3. Control present danger or impending danger.
4. Reinforce caregiver participation in the in-home safety plan.
5. Reinforce other safety management provider/resource's participation in the in-home safety plan.
6. Avoid disruption of the in-home safety plan.

**D. Social Connection Category:** Social connection is concerned with present danger or impending danger that exists in association with or influenced by caregivers feeling or actually being disconnected from others. The actual or perceived isolation results in non-productive and non-protective behavior. Social isolation is accompanied by all manner of debilitating emotions: low self-esteem and self-doubt, loss, anxiety, loneliness, anger, and marginality (e.g., unworthiness, unaccepted by others). Social connection is a safety category that reduces social isolation and seeks to provide social support. This safety category is versatile in the sense that it may be used alone or in combination with other safety categories in order to reinforce and support caregiver efforts. Keeping an eye on how the caregiver is doing is a secondary value of social connection (see Behavior Management – Supervision and Monitoring, paragraph 8-2b(1)(a) of this operating procedure). The following are safety management services associated with the social connections category:

1. Friendly Visiting. Friendly visiting is directed at reducing isolation and connecting caregivers to social support. Friendly visiting can include professional and non-professional safety management providers/resources or support network. The child welfare professional will direct and coach any person responsible for friendly visiting in terms of:
  - a. The purpose of the safety management service.
  - b. How to set expectations with the family.
2. Basic Parenting Assistance. Basic parenting assistance is a means to social connection. Socially isolated caregivers do not have people to help them with basic caregiver responsibilities. The differences between friendly visiting and basic parenting assistance is that basic parenting assistance is always about essential parenting knowledge and skills and whomever is designated to attempt to teach, model, and build skills. Basic parenting assistance is concerned with specific, essential parenting that affects a child's safety. This safety management service is focused on essential knowledge and skill a caregiver is missing or failing to perform. Typically, this is related to children with special needs (e.g., infant, disabled child) and the caregivers are in some way incapacitated or unmotivated. Someone brought into the in-home safety plan becomes a significant social connection to help the caregiver(s) with challenges they have in basic parenting behavior, which is fundamental to the children remaining in the home.
3. Supervision and Monitoring as Social Connection. Supervision and monitoring occurs through conversations occurring during routine safety management service visits (along with information from other sources). Within these routine in-home contacts, the social conversations can also provide social connection for the caregiver.

4. Social Networking. In this safety management service, the child welfare professional is a facilitator or arranger. Social networking, as a safety management service, refers to organizing, creating, and developing a social network for the caregiver. The term “network” is used liberally since it could include one or several people. It could include people the caregiver is acquainted with such as friends, neighbors, or family members. The network could include new people that the child welfare professional introduces into the caregiver’s life. The idea is to use various forms of social contact, formal and informal; contact with individuals and groups; and use contact that is focused and purposeful.

**E. Resource Support Category:** Resource support refers to the safety category that is directed at a shortage of family resources and resource utilization, the absence of which directly threatens child safety. Activities and safety management services that constitute resource support include such things as the following.

1. Resource acquisition related specifically to a lack of something that affects child safety.
2. Transportation services particularly in reference to an issue associated with a safety threat.
3. Financial/Income/Employment assistance aimed at increasing monetary resources related to child safety issues.
4. Housing assistance that seeks a home that replaces one that is directly associated with present danger or impending danger to a child’s safety.
5. General health care as an assistance or resource support that is directly associated with present danger or impending danger to a child’s safety.
6. Food and clothing as an assistance or safety management service that is directly associated with present danger or impending danger to a child’s safety.
7. Home furnishings as an assistance or safety management service that is directly associated with present danger or impending danger to a child’s safety.

**F. Separation Safety Category:** Separation is a safety category concerned with danger threats related to stress, caregiver reactions, child-care responsibility, and caregiver-child access. Separation provides respite for both caregivers and children. The separation action creates alternatives to family routine, scheduling, demand, and daily pressure. Additionally, separation can include supervision and monitoring function. Separation refers to taking any member or members of the family out of the home for a period of time. Separation is viewed as a temporary action, which can occur frequently during a week or for short periods. Separation may involve any period from one hour to a weekend to several days in a row. Separation may involve professional and non-professionals and can involve anything from babysitting to temporary out-of-home family-made arrangements to care for the child or combinations. Separation services include:

1. Planned absence of caregivers from the home
2. Respite Care
3. Day care that occurs periodically or daily for short periods or all day
4. After school care
5. Planned activities for the children that take them out of the home for designated periods
6. Any arrangements to care for the child out of the home; short-term, weekends, several days, or a few weeks.

**V. Response**

**A.** Respondents should concisely answer the following questions in a written format by **3:00 p.m. EST, March 1, 2024**. Respondent(s) shall submit to NWFHN one (1) electronic copy of the response on a flash drive as PDF and Excel Files as applicable. The original response and any supporting documents, as well as the flash drive, should have the name of the respondent clearly marked on a sealed envelope or container. The envelope/container shall be mailed to 910 Harrison Ave, Panama City, Florida 32401, and the outside of the sealed package should be clearly marked with the following:

- 1. RESPONSE TO RFP # 09-2023 TO BE OPENED ONLY BY JEFFREY PIC, NWF HEALTH NETWORK PROCUREMENT MANAGER.**
2. Failure to respond to this RFP in this manner may result in disqualification from consideration.

**Section 2 - Written Questions and NWFHN Answers**

**I. Question Submission Form (Appendix I)**

**A.** Respondent questions related to this RFP must be addressed using the **Question Submission Form (Appendix I)**, and must be received by the Procurement Manager on or before the date and time specified in **Section 5 - Schedule of Events and Deadlines**. The initial submission of the **Question Submission Form (Appendix I)** by the respondent will be the sole submission accepted from the respondent.

**Section 3 - Programmatic Reply (Binder One)**

**I. Questions to be answered:**

**A.** Proposals submitted by Respondents should include detailed description of the services to be provided, how they will be delivered, and how they will meet the objectives referenced in this RFP. NWFHN encourages Respondents to submit as comprehensive and explicit of a response as reasonably possible. Broad generalizations and simple statements will not provide NWFHN with the information needed to properly evaluate the efficiency and potential success of the proposed approach and services. The following guidelines and program components should be considered and discussed in the proposal:

**B. Target Population**

1. What is the target population of children and families that will be served? Provide a number of how many children and families will be served.
2. How would serving this target population better Circuit 2? Include any evidence or best practice research that suggests that the proposed programming will be successful with the respective target population.

**C. Program services:**

1. Describe in detail the services that will be provided.
2. Describe the specific service components, activities, resources and supports that will be provided to children and families. Consideration should be given to mental health services, behavioral health services, therapeutic visitation, support services and service linkage

3. This proposal must include staffing patterns, access procedures, and internal quality improvement activities to determine effectiveness, data management processes, and resources to ensure timely and accurate documentation of service delivery.

**D. Service Delivery Area**

1. Applicants will be expected to provide services in the counties of Circuit 2. List the counties in Circuit 2 your agency proposes to serve.
2. How will the provider ensure they are adequately serving each of the counties in the service area(s)?

**E. Implementation Plan of Operation Readiness**

1. Outline timelines and critical milestones associated with the implementation of the program.

**F. Quality Improvement.**

1. A commitment to continuous quality is essential in the NWFHN system of care.
2. How will your agency address well-being of the children being served?
3. Describe how your agency will ensure family engagement and ensure improved family functioning?
4. How will your agency utilize technology to enhance contacts with parents and children include those residing in another jurisdiction?
5. How will your agency ensure safety concerns have been mitigated?

**G. Assessment**

1. Describe any and all strength-based assessments that will be used to identify needs and strengths of families.
2. Indicate the frequency with which the assessments will be completed, reviewed and how they will be used to improve outcomes.

**H. Family Engagement**

1. Describe specific efforts to positively and effectively engage and involved families in the proposed services and to maintain their effective engagement and involvement throughout service delivery.

**I. Motivational Interviewing**

1. Providers of Safety Management Services must use Motivational Interviewing modality. Describe how you will ensure staff are trained in Motivational Interviewing and applying this model.

**J. Social Networks and Informal Supports**

1. To avoid dependency on formal systems, describe how services and supports will encourage building and strengthening social networks and natural supports of family, friends, and community resources for children and families.

**K. Referral and Admission:**

1. Describe how families will be identified in the proposed services. If referral requires coordination with other agencies, describe how those agencies will be engaged and the specifics of the proposed referral process.

2. How will the agency handle after hours admissions?

**L. Accessing and Availability of Services**

1. Describe where services will be provided. How will the agency ensure accessibility for families?
2. Describe the days and hours that services will be provided.
3. How will after hours emergencies be handled by the agency?
4. How will families contact staff if there is an after-hour emergency?

**M. Service Coordination and Information Sharing:**

1. Describe planned efforts to ensure that proposed services are integrated with other services being provided to the child and family.
2. If a team approach is proposed, list the members of the team as specifically as possible and describe in detail how the team will function. How, when and where will it meet and how will individual members be identified, engaged and maintained as effective participants? How and with what other agencies and individuals will client information, including assessments and progress reports, be shared?
3. If limits on or barriers to the sharing of information with NWFHN staff and/or the Second and/or Fourteenth Judicial Circuit Court are anticipated, please describe and explain them. Provide sample or actual cooperative interagency agreements or contracts (such as letters of agreement or memoranda of understanding) if you believe that they will enhance effective interagency cooperation. Simple letters of support that do not provide a detailed description of how the agencies will actually interact are not necessary.

**N. Outcome Measurement**

1. Respondent's proposal shall address how the agency intends to meet each outcome measure.
2. Describe how the necessary data will be gathered to actually measure the outcomes. Include proposed timeframes for measuring and reporting outcome progress.
3. Describe and/or demonstrate how the outcome measurement information and data will be presented to NWFHN.
4. If data gathering will require the efforts of other agencies or entities, present proof of their willingness to assist or describe the efforts that have been made to ensure their cooperation.

**O. Discharge:**

1. Describe the expected length of service and how the family's progress will be assessed and reported.
2. Provide the criteria that will be used to determine successful program completion and how it is measured.
3. Describe the case closure/disposition process.
4. Explain how the referral source is notified of the case disposition so that any necessary follow up with the family can be completed.
5. Describe the conditions for unsuccessful program discharge, and how and when it will be under taken.



**P. Documentation:**

1. How does your agency ensure quality documentation with required reports and FSFN notes?
2. Explain how the agency rectifies instances of poor quality documentation to ensure this does not continue.
3. How does the agency ensure thorough documentation of the assessments and decision making strategies use in Safety Management Services?

**Q. Cultural competence**

1. Describe specific efforts to identify, acknowledge and effectively consider the client's culture, including but not limited to such areas as, race, national origin, religion, sexual orientation, and gender, in the provision of services.

**R. Staffing:**

1. Include a detailed description of proposed staffing patterns. Include each position's responsibilities, educational requirement, work experience and specialized training requirements for each position. Provisions for competent and adequate supervision and administration shall also be necessary.
2. Describe efforts that will be employed to recruit and retain staff and reduce turnover among those who have direct contact with children and families.
3. If your agency currently provides Safety Management Services, please answer the following questions:
  - a. What is the stability of staff and supervisors within your organization?
  - b. How has your agency addressed staff turnover issues and what have been the results?
  - c. What are your plans for staff retention if selected to receive an award under this advertisement?
  - d. What is the current average caseload size for staff in your organization?
  - e. What is the average unit census by supervisor within your agency?

**S. Staff Performance**

1. Staff performance issues and decision making and judgement in child welfare can have a detrimental effect on children and families being served.
  - a. Describe your agency's philosophy toward the treatment of employees.
  - b. What are some examples of performance issues which have had to be addressed in your agency, and how were they handled?
  - c. Has your agency ever had to address situations where staff made poor decisions or demonstrated poor judgement in the field with a family? If so, please describe the incident(s), and how was it handled by your agency?
  - d. What is the stance of your human resources department and policies toward addressing poor judgement or decision making with staff?

**Section 4 - Fiscal Report (Binder Two)**

**I. Financial Reply Title Page**

**A.** The first page of the reply shall be a Title Page that contains the following information:

1. Title of reply;
2. RFP number;
3. Respondent's name and federal tax identification number;
4. Name, title, telephone number, and address of person who can respond to inquiries regarding the reply; and
5. Name of program coordinator.

**II. Financial Information**

**A.** Financial Management Systems

1. The respondent must describe its current financial management including oversight, segregation of duties, and policies. In addition, the respondent must describe its accounting systems and capability. The respondent must also submit 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, independent auditor's reports, management letters, and any corresponding re-issued audit components. If the respondent 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. The respondent should also submit a copy of its approved cost allocation plan for the most recent fiscal year.
2. The purpose of these criteria is to provide NWFHN with a basis for evaluating the respondent's financial capabilities for undertaking this project. The response should address the following:
  - a. How well does the respondent demonstrate the financial stability required to fulfill the terms and conditions of the contract?
  - b. Does the respondent have adequate financial resources for performance of the proposed projects or have the ability to obtain necessary financial resources before beginning performance?
  - c. Does the respondent have an adequate accounting system to support claims that are made in the Cost Allocation Plan?
  - d. What is the respondent's ratio of current assets to liabilities?
  - e. Does the respondent possess adequate cash or operating capital to meet projected monthly operating expenses pending receipt of first and subsequent contract payments?
  - f. What is the respondent's net worth?
  - g. Has the respondent satisfactorily completed all corrective actions related to finding(s) in previous audits or areas brought to management's attention in management letters?

- h. Can the respondent conduct business with NWFHN without relying on advances, especially if the project is not a new one?
- i. Has the respondent experienced previous financial difficulties in performing contracts for NWFHN?
- j. Does the reply provide two years of financial information including any of the applicable statements:
  - i. Statements of Financial Position;
  - ii. Statements of Activities;
  - iii. Statements of Cash Flows;
  - iv. Statements of Changes in Financial Position;
  - v. Independent Auditors' Reports;
  - vi. Notes to Financial Statements;
  - vii. Summaries of Significant Accounting Policies;
  - viii. Federal Income Tax Return; and/or
  - ix. Any other relevant statistical information

**3. Proposed Service Efficiencies and Re-investment**

- a. The respondent shall provide information on how it plans to develop efficiencies in the services being provided. From this plan, the respondent shall show how the cost reduction or added services that are realized from these efficiencies will be re-invested into the required services. The respondent must describe how they manage their resources to stay within their budget. In addition, the respondent must specify its approach to manage/control overtime wages as well as Purchase of Service funding allocations. Purchase of Services (POS) funds are earmarked for the provision of services to clients in the child welfare system. These funds pay private providers (organizations) for direct services to agency clients.

**4. Ongoing Approach to Reduce Administrative Costs and Expand Service**

- a. The respondent shall provide its ongoing approach to reduce administrative costs, without affecting the quality of the services.

**III. Budget**

**A.** The respondent must submit detailed budget information consisting of a Line Item Budget, a Budget Summary, a Budget Narrative, (contained in the Excel file by Service Area) (**EXHIBIT \_A\_**) and a Cost Allocation Plan with the reply to the RFP. Each of these categories is described below. The actual budget documents can also be found at the end of this RFP in **EXHIBIT \_A\_**.

- 1. Line Item Budget: This includes a line item budget as detailed in the "Budget Summary and Detail Instructions" and the "Budget Summary ", and contained in Excel. These documents can be found in EXHIBIT. This budget shows proposed total costs for the 12 month annual period. In the Line Item Budget, the respondent 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. Also, Administrative Costs, including any indirect costs that are administrative in nature, must not exceed 10% de minimis cost of the total direct operating costs in the proposed program budget or the federal approved rate.

2. **Budget Narrative:** The respondent must submit a complete budget narrative to explain each budget item and include all of the information required in Excel. The respondent must include the past three year history of non-personnel expenses. If the respondent has had previous contracts with NWFHN, the respondent 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 NWFHN.
3. **Cost Allocation Plan:** The Cost Allocation Plan must identify the methods and procedures that the respondent will use to allocate costs between the proposed services and any other programs or funding sources the respondent has for each year of the proposed contract. It should establish a plan for the categorization of direct, allocable and indirect costs. It must also identify, by line item, any cost in the proposed budget which will be charged at less than 100% to the contract. Each line item of cost must include enough description to clearly identify its purpose and where the cost correlates to the budget summary line item, if applicable. There must be schedules that clearly identify methodologies supporting the portion that is allocated and expensed to the project. The respondent's Cost Allocation Plan must include any indirect costs included in the Cost Reply, the indirect rate, and the allocation methodology used to determine the indirect rates. The plan should ensure that costs treated as indirect costs have not been claimed as direct costs and that similar types of costs have been accounted for on a consistent basis. The Plan should include a certification stating that the plan meets the requirements of Title 2, Part 200, C.F.R., Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
  - a. The budget totals should be based on available funding projections, if any, and if different, the respondent should explain the differences.
  - b. Subject to Agency selection FTE's may change during negotiation.
  - c. **Match:** Provider understands that this Subcontract does contain Promoting Safe and Stable Families Act funds which have a twenty-five percent (25%) match requirement (cash or in-kind) and that the estimated amount of this funding each month may be as much as thirty-three percent (33%) of the monthly contract amount. The anticipated annual 12 month Match required amount for this Subcontract is dependent upon the agreed upon budget and funding allocation. The respondent should describe how the agency plans meet the Match requirements for this proposed contract in compliance with 2 CFR 200.306. What resources will the agency utilize to ensure this requirement is met?

**IV. Qualification Requirements**

**A. Mandatory contract award and performance criteria include:**

1. The respondent must be accredited by the Council on Accreditation (COA) or other acceptable national accrediting body. It's not required to be accredited to have a Child Placing Agency License through DCF.

2. The respondent must be a non-profit organization.
3. The respondent must have professional liability coverage with minimum limits of \$1,000,000/\$3,000,000. The respondent must be willing to add NWFHN as an additional insured on their insurance policies and be willing to add DCF as well if this requirement is mandated in the contract between NWFHN and DCF.

**V. Disqualification Criteria**

**A.** NWFHN will not award contracts to any agency or its Providers and/or sub-providers that:

1. Have been barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local Department or agency;
2. Have within a 3-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated in the paragraph above.

**Section 5 - Schedule of Events and Deadlines**

<b>Activity</b>	<b>Date</b>	<b>Time Eastern</b>	<b>Address</b>
RFP advertised and released on NWFHN’s website	December 28, 2023	5:00 PM (EST)	NWFHN Competitive Procurement: <a href="https://www.nwfhealth.org/about-us/competitive-procurements">https://www.nwfhealth.org/about-us/competitive-procurements</a>
Written Questions Due	January 19, 2024	5:00 PM (EST)	<a href="mailto:procurement@nwfhealth.org">procurement@nwfhealth.org</a>
Anticipated posting of Answers to Written Questions	February 2, 2024	5:00 PM (EST)	NWFHN Competitive Procurement: <a href="https://www.nwfhealth.org/about-us/competitive-procurements">https://www.nwfhealth.org/about-us/competitive-procurements</a>
Replies must be received by NWFHN:	March 1, 2024	3:00 PM (EST)	910 Harrison Ave, Panama City, Florida 32401
Anticipated posting of Intended Contract Award	May 1, 2024	5:00 PM (EST)	NWFHN Competitive Procurement: <a href="https://www.nwfhealth.org/about-us/competitive-procurements">https://www.nwfhealth.org/about-us/competitive-procurements</a>

**Section 6 - General Information**

- I. This Request for Proposal (RFP) does not commit NWFHN to award a subcontract or to pay any costs incurred in the preparation or submission of response or costs incurred in making necessary studies for the preparation thereof or to procure or contract for services or supplies.
- II. NWFHN reserves the right to reject any or all responses to this RFP and to negotiate with any of the respondents in any manner deemed to be in the best interest of NWFHN.

- III. NWFHN reserves the right to withdraw the RFP, add new considerations, information or requirements at any stage of the procurement process and to reject the response of any organization that has previously failed to perform properly or failed to perform in a timely manner in subcontracts of a similar nature, or who, in the opinion of NWFHN, is not in a position to perform or is not sufficiently qualified to perform the subcontract.
- IV. The funding for this proposal may contain federal monies and as such the awardee may be required to comply with provisions of the Uniform Grant Guidance, 2 Code of Federal Regulation 200.
- V. This RFP contains no contractual proposal of any kind; any response submitted will be regarded as a response to the RFP and not as an acceptance by the respondent of any proposal by NWFHN. No contractual relationship will exist except pursuant to a written subcontract document signed by the authorized official of NWFHN and by the successful respondent(s) chosen by NWFHN.

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