

**NWF HEALTH NETWORK**

**Request for Proposal**

**# 01-2024**

**Independent Living**

Judicial Circuits 1, 2, 14

Closing Date:

**May 17, 2024**

**Contact Person:**

Jeffrey A. Pic, Procurement Manager

910 Harrison Ave

Panama City, FL 32401

(850) 407-2162

[jeffrey.pic@nwfhealth.org](mailto:jeffrey.pic@nwfhealth.org)

**Independent Living Services**

# Section 1 - Request for Proposal

1. **Introduction**
2. 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. At NWFHN, we strive to develop relationships with our children, youth, young adults and families so we can provide them with the individualized attention they need. At NWFHN, we believe that children, youth, and young adults have the right to grow up safe, healthy and fulfilled in families that love and nurture them and that the children, youth, adults and elders in our communities deserve exceptional behavioral health services that meet their needs.
3. **Statement of Need**
4. NWFHN seeks qualified respondents that are not-for-profit 501 (c)(3) organizations, registered with the State of Florida. Respondents interested in providing innovative Independent Living Services to youth and young adults in out of home care, ages 13 to 23 and require independent living services. Independent Living Services include Pre-Independent Living, Life Skill Service, Extended Foster Care (EFC), Post Educational Services and Support (PESS) and Aftercare.
5. 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 a contract with the successful Applicant(s).
6. NWFHN is seeking qualified providers who can administer Independent Living Services in Florida Judicial Circuits 1, 2, and 14 (Escambia, Okaloosa, Santa Rosa, Walton, Franklin, Jefferson, Gadsden, Leon, Liberty, Wakulla, Bay, Calhoun, Gulf, Holmes, Jackson, and Washington counties). Respondents may bid on all 16 counties, Circuit 1 or Circuits 2 and 14. Circuit 2 and 14 must be bid on together.
7. The term of the contract will be determined during negotiations with selected Respondent.
8. **CONE OF SILENCE:** 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**.**
9. **Scope of Service**
10. NWFHN has been contracted to provide Independent Living Services to youth and young adults in out of home care, ages 13 to 23 and require independent living services. The primary goal for a child in care is permanency. A child who is residing in licensed care on his or her 18th birthday and who has not achieved permanency under FS 39.621 is eligible to remain in licensed care under the jurisdiction of the court and in the care of the department. The permanency goal for a young adult who chooses to remain in care past his or her 18th birthday is to transition to independence.
11. Under this Subcontract, Respondents are to provide Independent Living Services, utilizing the Child Welfare Practice model. Independent Living Services are services provided to Independent Living Services to youth and young adults in out of home care, ages 13 to 23 and require independent living services. Independent Living Services include Pre-Independent Living, Life Skill Service, Extended Foster Care (EFC), Post Educational Services and Support (PESS) and Aftercare pursuant to FS 39.6251 and 409.1451.
12. **Response**
13. Respondents should concisely answer the following questions in a written format by **3:00 p.m. EST, May 17, 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 flash drive must be sealed in an envelope or container with the name of the respondent clearly marked on the outside of the envelope or container. The envelope/container shall be mailed or personally delivered 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 # 01-2024 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.
14. **Written Questions and NWFHN Answers:** Respondent questions related to this RFP must be addressed using the Question Submission Form (Appendix I) and must be received by the Procurement Manager by email ([Jeffrey.pic@nwfhealth.org](mailto:Jeffrey.pic@nwfhealth.org)) on or before the date and time specified in Section 4 - Schedule of Events and Deadlines. Only one Question Submission Form (Appendix I) will be accepted from each Respondent.

**Section 2 - Programmatic Reply (Binder One)**

**Questions to be answered:** 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 possible. Broad generalizations and simple statements will not provide NWFHN with the information needed to 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:

* + 1. **Program Services**: Program Services: Submit a detailed proposal of how your agency will provide a full array of Independent Living Services as outlined by this RFP. 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.
       1. Describe expertise demonstrated by historical provision of the service being requested, or a closely related service.
       2. Describe longevity of service and previous experience in operation of a similar service.
       3. Describe the organization’s experience, capacity, infrastructure, and staffing plan in delivering independent living services.
       4. Describe program model and structure to be utilized.
    2. **Service Delivery Area**:
       1. Applicants will be expected to provide services to youth and young adults residing in the counties of Circuit 1, 2, and/or Circuit 14.
       2. How will the provider ensure they are adequately serving each of the counties in the service area(s)?
    3. **Implementation Plan of Operation Readiness:** Outline timelines and critical milestones associated with the implementation of the program
       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.
       4. Agency approach to Transition process, Case Consultation, addressing and identify issues for youth in out of home care, time home visits with EFC youths, monthly contact with PESS youths, timely submission of Court documents, life skills training implementation, and case planning activities.
    4. **Referral and Admission:** Describe how youth and young adults 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.
    5. **Accessing and Availability of Services:**
       1. Describe where services will be provided. How will the agency ensure accessibility for youth and young adults?
       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 young adults contact staff if there is an after-hour emergency?

* + 1. **Assessment**:
       1. Describe any and all strength-based assessments that will be used to identify needs and strengths of youth and young adults.
       2. Indicate the frequency with which the assessments will be completed, reviewed and how they will be used to improve outcomes.
    2. **Youth and Young Adult Engagement:** Please describe outreach strategies and engagement for youth and young adults for orientation, education on program services, and service engagement. Describe methods to help engage youth and young adults with enhanced challenges related to trauma.
    3. **Social Networks and Informal Supports:** 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 youth and young adults.
    4. **Cultural Competence**: 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.
    5. **Service Coordination and Information Sharing**:
       1. Describe planned efforts to ensure that proposed services are integrated with other services being provided to the youth and young adult.
       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 First, 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.
    6. **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 Independent Living Services?
    7. **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 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.
       5. Please describe the process by which accountability for performance and quality of services in meeting the performance measures as identified by this RFP will be met. Please describe your continuous process for review and improvement of performance indicators.

95% of eligible youth ages 13 to 14 years will have an annual staffing completed in accordance with ss. 409.1451, F.S.

95% of eligible youth aged 15 and 15½ years will have an independent living staffing completed every six months in accordance with ss. 409.1451, F.S.

100% of eligible youth aged 16 and 16 ½ years will have a My Pathways to Success Plan completed.100% of eligible youth aged 17 years and older in out of home care will have a written comprehensive transitional plan.

100% of Judicial Review Social Study Reports will be submitted twenty (20) days prior to the date of the hearing.

100% of all requests for aftercare and PESS services will be verified and documented in the youth’s case file.

100% of all PESS recipients will have their eligibility reviewed and documented in their case file monthly.

80% of all youth aged 13 years and older will receive independent living skills training verified and documented in FSFN on a monthly basis.

100% of monthly contacts with the young adults will be completed as required.

95% of face-to-face contacts every 30 days with EFC Clients.

90% of youth aging out of foster care shall have a high school diploma or equivalent.

80% of youth shall obtain a learner’s permit or driver’s license by age 17.

* + 1. **Quality Improvement**: A commitment to continuous quality is essential in the NWFHN system of care:
       1. Describe how your agency will approach Independent Living Services to achieve Chapter 39 and Chapter 409 requirements.
       2. How will your agency address the well-being of the youth and young adults being served, to achieve Chapter 39 and Chapter 409 requirements?
       3. How will your agency utilize technology to enhance contacts with youth and young adults residing in another jurisdiction?
    2. **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 the youth and young adults.
       3. If your agency currently provides Independent Living Services, please answer the following questions:

1. What is the stability of staff and supervisors within your organization?
2. How has your agency addressed staff turnover issues and what have been the results?
3. What are your plans for staff retention if selected to receive an award under this advertisement?
4. What is the current average caseload size for staff in your organization?
5. What is the average unit census by supervisor within your agency?
   * 1. **Staff Performance:** Staff performance issues and decision making and judgement in child welfare can have a detrimental effect on youth and young adults being served.
6. Describe your agency’s philosophy toward the treatment of employees.
7. What are some examples of performance issues which have had to be addressed in your agency, and how were they handled?
8. 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?
9. What is the stance of your human resources department and policies toward addressing poor judgement or decision making with staff?
   * 1. **Discharge**:
        1. Provide the criteria that will be used to determine successful program completion and how it is measured.
        2. Describe the case closure/disposition process.
        3. Explain how the referral source is notified of the case disposition so that any necessary follow up with the youth and young adult can be completed.
        4. Describe the conditions for unsuccessful program discharge.

**Service Specific Criteria: When answering the above questions, Respondents are expected to consider the following service specific criteria.**

* 1. Ensure Independent Living assessments are completed on dependent children 13 years of age and older in out of home care.
  2. Ensure services for each child are individualized and integrated with the case plan.
  3. Provide training and supportive services necessary for youth to live independently upon departure from out of home care.
  4. Ensure that all youth ages 16 and 17 in out of home care have a “My Pathway to Success Plan” completed detailing the goals, choices, and decisions for obtaining or maintaining the services that becomes the youth’s individual Transition Plan.
  5. Ensure that all youth and young adults aged 16 years and older have an Independent Living Skills plan that details the following:

A. Goals for acquiring the skills that were assessed as deficient in the assessment process.

B. Activities, steps, or demonstrated behaviors for achieving the goals.

C. Resources to assist in completing the activities.

6. Ensure that appropriate transitional plans are completed for children 16 years of age and older in out of home care.

7. Ensure youth are enrolled in the Keys to Independence program and assist youth with obtaining a driver’s license to pursue education, employment, and social opportunities.

8. Establish and maintain positive connections with the youth by participating in court hearings, permanency staffings, and appointments.

9. Provide in person monthly life skills training to youth in licensed foster care in our service area.

10. Assist with coordination and integration of independent living skills along with dependency case management for youth aged 15 to 17 in out of home care to meet goals identified in life skills assessments and “My Pathway to Success Plan”.

11. Coordinate and integrate services for youth ages 18 to 22 as they transition into adulthood.

12. Provide dependency case management services for youth ages 18 to 22 that are in Extended Foster Care.

13. Provide Post-Secondary Education Support Services (PESS) to eligible young adults. As required by 65C-42.002, F.A.C.

14. Provider Aftercare Services as required by 65C-42.003, F.A.C., that assists with Stabilization. Completing aftercare application, making referrals, reassessing every Three (3) months to determine ongoing needs, and documenting all case activities in FSFN.

15. Informal assessments conducted monthly during routine home visits to evaluate progress of the skills developed based on the youth or young adults participation in age-appropriate life activities as defined in Sections 39.4091 and 409.145, F.S. Informal assessments shall be documented on the Life Skills Progress. Documentation Log (form CF-FSP 5444, available in DCF forms) for youth and young adults 13 years of age or older and shared with caregivers for independent living skills development.

16. Formal assessments are designed to take inventory of the child or young adult’s strengths and needs regarding independent living skills competency. Case records and other life skill assessment tools may be used to conduct the assessment. At a minimum, a formal independent living needs assessment shall be administered annually beginning at age 16 years of age. The outcome of the assessment shall be the basis of an individualized life skills plan that details the activities needed for a youth and young adult’s preparation to adulthood. Allow youth 13 and older to practice independent living skills in a variety of settings and assess the ongoing progress and competency in acquiring essential life skills.

17. Provide youth and young adults with physical, intellectual, emotional, or psychiatric conditions with an equal opportunity to develop life skills, and if eligible, participate in the continuum of independent living services.

18. Ensure youth receive needed educational services, including homework assistance and provide training toward increasing responsibility of managing their own educational outcomes with appropriate supports.

19. Document a child and caregiver statement regarding progress in a social study report for judicial review.

20. Identify life skill deficiencies through informal and formal assessments that must be included in a case plan and when applicable a transition plan.

21. Upload formal and informal assessments into FSFN. Ensure all assessments, independent living plans, staffings, applications, and case activity is documented in FSFN within 48 hours of the occurrence.

22. Complete an annual evaluation on a youth’s consumer credit history from each main reporting agency beginning at age 14 for children in out of home care, provide a copy to the youth or young adult, assist with the child or young adult with interpreting the results of the credit report, help resolve any inaccuracies, and upload credit reports in FSFN. Assist youth beginning at age 15, with obtaining a driver’s license and/or learner’s permit and maintain documentation of the efforts.

23. Assist youth aged 16 to develop a transition plan utilizing the My Pathway to Success Plan (CF-FSP 5425) which shall be finalized and filed with the court at the 15- and 17-year-old judicial review hearing required by Section 39.701(3), F.S. that is finalized prior to the youth’s 18th birthday.

24. Provide youth at age 17 with essential records and resources during the transition period that are documented on the Records and Resources Exchanged form pursuant to s. 39.701(3), F.S. and filed with the court to align with the special 17- year-old judicial review hearing which occurs within 90 days of the youth’s 17 birthday.

25. Assist the youth with opening a bank account and provide financial literacy, such and budgeting and managing the bank account.

26. Provide opportunities for skill-building across life domains, and case management services and work collaboratively with CPC Case Management and other supportive adults that the youth or young adult selects, to obtain and develop a comprehensive assessment of the capacities, needs, and strengths of youth or young adults which help develop a written Transition to Independent Living plan. Provide independent living core and life skills services, which include the following:

A. Daily Living

B. Education Planning

C. Academic Support

D. Emergency and Safety Skills

E. Food Management

F. Needs Assessment

G. Career Preparation

H. Employment Programs or Vocational Training

I. Knowledge of Community Resources

J. Job Seeking and Job Maintenance skills

K. Self-Care and Personal Appearance

L. Budget and Financial Management

M. Housing Education and Home Management Training

N. Health Education including mental health and safety, and Risk Prevention

O. Social Skills

P. Family Support, Healthy Marriage Education, and Parenting Skills

Q. Transportation

R. House Keeping

S. Credit Report counseling

T. Mentoring

U. Supervised Independent Living

V. Extended Foster Care

W. Post Secondary Educational Support

X. Aftercare Services

27. Provide case management services for youth in the legal custody of the Department who choose to remain in Extended Foster Care, reviewing eligibility and participation expectations, and completing all required documents. Conduct face to face, planned and unplanned, contact with young adults in EFC every 30 days in the young adults’ approved living arrangement to observe the home environment and discuss the transition plan and shared living plan.

28. Help young adults complete the Aftercare application, develop an Aftercare plan, make referrals for needed services, and reassess the aftercare plan every three (3) months to determine ongoing needs.

29. Inform young adults aged 23 and under, who have aged out of care, about the Office of Continuing Care, the purpose of the office, the type of support the office provides, and how to contact the office, pursuant to Section 414.56, F.S. and the aftercare services.

30. During annual contact, determine if the young adult is potentially eligible for Extended Foster Care or Postsecondary Educational Services and Support. Inform the young adult of the options for entering the programs.

33. Comply with the National Youth in Transition Database mandatory data collection requirements and assist in the coordination of youth and young adult survey completion.

**Section 3 - Fiscal Reply (Binder Two)**

1. **Financial Reply Title Page**

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.

1. **Financial Information**
   * + 1. Financial Management Systems

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.

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:

How well does the respondent demonstrates the financial stability required to fulfill the terms and conditions of the contract?

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?

Does the respondent have an adequate accounting system to support claims that are made in the Cost Allocation Plan?

What is the respondent’s ratio of current assets to liabilities?

Does the respondent possess adequate cash or operating capital to meet projected monthly operating expenses pending receipt of first and subsequent contract payments?

What is the respondent’s net worth?

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?

Can the respondent conduct business with NWFHN without relying on advances, especially if the project is not a new one?

Has the respondent experienced previous financial difficulties in performing contracts for NWFHN.

Does the reply provide two years of financial information including any of the applicable statements:

(1) Statements of Financial Position;

(2) Statements of Activities;

(3) Statements of Cash Flows;

(4) Statements of Changes in Financial Position;

(5) Independent Auditors’ Reports;

(6) Notes to Financial Statements;

(7) Summaries of Significant Accounting Policies;

(8) Federal Income Tax Return; and/or

(9) Any other relevant statistical information.

* + - 1. Proposed Service Efficiencies and Re-investment

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.

* + - 1. Ongoing Approach to Reduce Administrative Costs and Expand Services

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

1. **Budget**

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.**

The maximum annual contract funding for the period is **$1,200,744.38** for all three (3) Judicial Circuits.

Circuit 1 maximum annual contract funding for the period is **$600,372.19**.

Circuit 2 and 14 maximum annual contract funding for the period is **$600,372.19.**

A sample of the positions that NWFHN funds and the maximum funded by each position is included on 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.*

The budget totals should be based on available funding projections, if any, and if different, the respondent should explain the differences.

* + - 1. Match: There is no match requirement for this service line.
      2. Subject to Agency selection FTE’s may change during negotiation.

# Section 4 - Schedule of Events and Deadlines

| **Activity** | **Date** | **Time** | **Address** |
| --- | --- | --- | --- |
| RFP advertised and released on NWFHN’s website | April 17, 2024 | 5:00 PM (EST) | NWFHN Competitive Procurement: https://www.nwfhealth.org/about-us/competitive-procurements |
| Written Questions Due | May 3, 2024 | 5:00 PM (EST) | procurement@nwfhealth.org |
| Posting of Answers to Written Questions | May 10, 2024 | 5:00 PM (EST) | NWFHN Competitive Procurement: https://www.nwfhealth.org/about-us/competitive-procurements |
| Replies must be received by NWFHN (Closing Date): | May 17, 2024 | 3:00 PM (EST) | 910 Harrison Ave.  Panama City, Florida 32401 |
| Anticipated posting of Intended Contract Award | May 31, 2024 | 5:00 PM (EST) | NWFHN Competitive Procurement: https://www.nwfhealth.org/about-us/competitive-procurements |

# Section 5 - General Information

1. 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.
2. 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.
3. 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.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**