

RFP No.
R067458CD
OPIOID-FOCUSED RECOVERY PEER
COACHING SERVICES- PILOT PROGRAM

October 16, 2017

Manatee County BCC
Procurement Division
1112 Manatee Avenue West Ste 803
Bradenton, FL 34205
purchasing@mymanatee.org



**ADVERTISEMENT
REQUEST FOR PROPOSALS
NO. 18-R067458CD
OPIOID-FOCUSED RECOVERY PEER COACHING SERVICES- PILOT PROGRAM**

Manatee County, a political subdivision of the State of Florida (hereinafter referred to as County) will receive proposals from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida (Proposers), to provide an Opioid-Focused Recovery Peer Coaching Services, Pilot Program, as specified in this Request for Proposals to include peer coaching to establish a peer-to-peer relationship predicated on the mutual lived experience in having a substance use disorder.

DATE, TIME AND PLACE DUE:

The Due Date and Time for submission of Proposals in response to this RFP is **November 13, 2017 at 3:00 P.M. ET**. Proposals must be delivered to the following location: Manatee County Administration Building, 1112 Manatee Ave. W., Suite 803, Bradenton, FL 34205 prior to the Due Date and Time. Proposals will be opened immediately following the Due Date and Time at the Manatee County Administration Building, Suite 803. Interested parties are invited to attend the opening.

SOLICITATION INFORMATION CONFERENCE:

In order to ensure all prospective Proposers have sufficient information and understanding of County's needs, a non-mandatory Information Conference will be held at: 10:30 AM on October 26, 2017 at the Manatee County Administration Building, 1112 Manatee Avenue West, 4th Floor Manatee Conference Room, Bradenton, FL 34205. Attendance is not mandatory, but is strongly encouraged.

DEADLINE FOR QUESTIONS AND CLARIFICATION REQUESTS:

The deadline to submit all questions, inquiries, or requests concerning interpretation, clarification or additional information pertaining to this Request for Proposal to the Manatee County Procurement Division is November 2, 2017. Questions and inquiries should be submitted via email to the Designated Procurement Contact shown below.

Important: A prohibition of lobbying is in place. Review Section A.09 carefully to avoid violation and possible sanctions.

DESIGNATED PROCUREMENT CONTACT: Chris Daley, CPPO, CPPB, Buyer Manager
(941) 3048, Fax (941) 749-3034
Email: chris.daley@mymanatee.org
Manatee County Financial Management Department
Procurement Division

AUTHORIZED FOR RELEASE: 

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SECTION A

INSTRUCTIONS TO PROPOSERS

In order to receive consideration, Proposers must meet the minimum qualification requirements and comply with the following instructions. Proposals will be accepted from a single business entity, joint venture, partnership or corporation.

A.01 PROPOSAL DUE DATE

The Due Date and Time for submission of Proposals in response to this Request for Proposals (RFP) is **November 13, 2017 at 3:00 P.M. ET**. Proposals must be delivered to the following location: Manatee County Administration Building, 1112 Manatee Ave. W., Suite 803, Bradenton, FL 34205 prior to the Due Date and Time.

Proposal(s) received after the Due Date and Time will not be considered. It will be the sole responsibility of the Proposer to deliver its proposal to the Manatee County Procurement Division for receipt on or before the Due Date and Time. If a proposal is sent by U.S. Mail, courier or other delivery services, the Proposer will be responsible for its timely delivery to the Procurement Division. Proposals delayed in delivery will not be considered, will not be opened at the public opening, and arrangements will be made for their return at the Proposer's request and expense.

A.02 PUBLIC OPENING OF PROPOSALS

Sealed proposals will be publicly opened at Manatee County Administration Procurement Division, 1112 Manatee Avenue West, 8th Floor, Suite 803, Bradenton, Florida 34205, in the presence of County officials immediately upon expiration of the Due Date and Time. Proposers or their representatives may attend the proposal opening.

Manatee County will make public at the opening the names of the business entities which submitted a proposal and city and state in which they reside. No review or analysis of the proposals will be conducted at the proposal opening.

A.03 SUBMISSION OF PROPOSALS

The contents of the proposal sealed package must include:

- One (1) bound original clearly identifying Proposer and marked "ORIGINAL".
- Five bound copies clearly identifying Proposer and marked "COPY" with all required information and identical to the original.
- Two (2) electronic format copies clearly identifying Proposer.

Electronic format copies should be submitted on separate Universal Serial Bus (USB) portable flash memory drives or compact disc (CD) in MicroSoft Office® or Adobe Acrobat® portable document format (PDF) in one continuous file. Do not password protect or otherwise encrypt electronic proposal copies. Electronic copies must contain an identical proposal to the original.

Submit the proposal package in a sealed container with the following information clearly marked on the outside of the package: RFP No. 18-R067458CD, Opioid-Focused Recovery Peer Coaching Services- Pilot Program, Proposer's name, and Proposer's address. Proposals must be received

by the Manatee County Procurement Division prior to the Due Date and Time at the following address:

Manatee County
Procurement Division
1112 Manatee Avenue West, Suite 803
Bradenton, FL 34205

A.04 ORGANIZATION OF PROPOSALS

Proposals must be organized and arranged with tabs in the same order as listed in the subsections within Section C identifying the response to each specific item.

Proposals must clearly indicate the legal name, address and telephone number of the Proposer. Proposals must be signed by an individual authorized to make representations for the Proposer.

A.05 DISTRIBUTION OF SOLICITATION DOCUMENTS

All documents issued pursuant to this RFP are distributed electronically and available for download at no charge at www.mymanatee.org > *Bids and Proposals*. This link is located on the left side of the County website home page. Documents may be viewed and downloaded for printing using Adobe Reader® software.

At its sole discretion, the County may utilize a third-party provider, such as DemandStar by Onvia® (DemandStar) to distribute proposals. Visit the DemandStar website at www.Demandstar.com for more information regarding this service. Participation in the DemandStar system is not a requirement for doing business with Manatee County.

Additionally, the RFP and all related documents are available for public inspection at the Manatee County Procurement Division, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205. Call (941) 749-3014 to schedule an appointment. Documents are available between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday, with the exception of County holidays.

As a courtesy, Manatee County notifies the Manatee Chamber of Commerce of all active solicitations, who then distributes the information to its members.

A.06 ADDENDA

Any interpretations, corrections or changes to this RFP will be made by addendua. Addenda will be posted on the Procurement Division's web page of the County website at <http://www.mymanatee.org/purchasing> > *Bids and Proposals*. For those solicitations that are advertised on DemandStar, addenda will also be posted on the DemandStar distribution system on the 'Planholders' link.

All addenda are a part of the RFP and each Proposer will be bound by such addenda. It is the responsibility of each Proposer to read and comprehend all addenda issued. Failure of any Proposer to acknowledge an issued addendum in its Proposal will not relieve the Proposer from any obligation contained therein.

A.07 PROPOSAL EXPENSES

All costs incurred by Proposer in responding to this RFP and to participate in any interviews/presentations/demonstrations, including travel, will be the sole responsibility of the Proposer.

A.08 QUESTION AND CLARIFICATION PERIOD

Each Proposer shall examine all RFP documents and will judge all matters relating to the adequacy and accuracy of such documents. Any questions or requests concerning interpretation, clarification or additional information pertaining to this RFP shall be made in writing via email to the Manatee County Procurement Division to the Designated Procurement Contact or to purchasing@mymanatee.org. All questions received and responses given will be provided to potential proposers via an addendum to this RFP

Manatee County will not be responsible for oral interpretations given by other sources including County staff, representative, or others. The issuance of a written addendum by the Procurement Division is the only official method whereby interpretation, clarification or additional information will be given.

A.09 FALSE OR MISLEADING STATEMENTS

Proposals which contain false or misleading statements or which provide references which do not support an attribute or condition claimed by the Proposer, may be rejected. If, in the opinion of the County, such information was intended to mislead the County in its evaluation of the proposal, and the attribute, condition or capability is a requirement of this RFP. Such Proposer will be disqualified from consideration for this RFP and may be disqualified from submitting a response on future solicitation opportunities with the County.

A.10 WITHDRAWAL OR REVISION OF PROPOSALS

Proposers may withdraw proposals under the following circumstances:

- a. If Proposer discovers a mistake(s) prior to the Due Date and Time. Proposer may withdraw its proposal by submitting a written notice to the Procurement Division. The notice must be received in the Procurement Division prior to the Due Date and Time for receiving proposals. A copy of the request shall be retained and the unopened proposal returned to the Proposer; or
- b. After the proposals are opened but before a contract is signed, Proposer alleges a material mistake of fact if:
 1. The mistake is clearly evident in the solicitation document; or
 2. Proposer submits evidence which clearly and convincingly demonstrates that a mistake was made in the proposal. Request to withdraw a proposal must be in writing and approved by the Procurement Official.

A.11 JOINT VENTURES

Proposers intending to submit a proposal as a joint venture with another entity are required to have filed proper documents with the Florida Department of Business and Professional

Regulation and all other State or local licensing agencies as required by Florida Statute Section 489.119, prior to the Due Date and Time.

A.12 LOBBYING

After the issuance of any solicitation or during renegotiations, prospective Proposers, or their agents, representatives or persons acting on behalf of such Proposer, shall not contact, communicate with or discuss any matter relating in any way to the solicitation with any officer, agent or employee of Manatee County other than the Procurement Official or designee. This prohibition includes copying such persons on written communication, including email correspondence. This requirement begins at the time of advertisement of the RFP and ends upon final execution of the contract or at the time the solicitation is cancelled or the renegotiation efforts are terminated. The prohibition does not apply to presentations made to the evaluation committee or at a County Commission meeting where the Commission is considering approval of a proposed contract. Violators of this prohibition will be subject to sanctions as provided in the Manatee County Code of Ordinances Section 2-26-31 and 2-26-32. Sanctions may include (a) written warning; (b) termination of contracts; and (c) debarment or suspension.

A.13 EXAMINATION OF PROPOSALS

The examination and evaluation of the proposals submitted in response to this solicitation generally requires a period of not less than ninety (90) calendar days from the Due Date and Time.

A.14 ERRORS OR OMISSIONS

Once a proposal is opened, the County will not accept any request by Proposer to correct errors or omissions in the proposal other than as identified in paragraph A.10.

A.15 DETERMINATION OF RESPONSIBLENESS AND RESPONSIVENESS

The County will conduct a due diligence review of all proposals received to determine if the Proposer is responsible and responsive.

To be responsive a Proposer must submit a proposal that conforms in all material respects to the requirements of this RFP and contains all the information, fully completed attachments and forms, and other documentation required. Proposals that are deemed non-responsive will not be considered or evaluated.

To be responsible, a Proposer must meet the minimum qualification requirements and have the capability to perform the Scope of Services contained in this RFP. Proposals submitted by Proposers that are deemed non-responsible will not be considered or evaluated.

A.16 RESERVED RIGHTS

The County reserves the right to accept or reject any and all proposals, to waive irregularities and technicalities, to request additional information and documentation, and to cancel this solicitation at any time prior to execution of the contract. In the event only one proposal is received, the County reserves the right to negotiate with the Proposer. The County reserves the right to award the contract to a responsive and responsible Proposer which in its sole determination is the best value and in the best interests of the County.

The County reserves the right to conduct an investigation as it deems necessary to determine the ability of any Proposer to perform the work or service requested. Upon request by the County, Proposer shall provide all such information to the County. Additional information may include, but will not be limited to, current financial statements prepared in accordance with generally accepted accounting practices and certified by an independent CPA or official of Proposer; verification of availability of equipment and personnel; and past performance records.

A.17 APPLICABLE LAWS

Proposer must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting contract. This solicitation process will be conducted in accordance with Manatee County Code of Ordinances, Chapter 2-26.

A.18 TAXES

Manatee County is exempt from Federal Excise and State Sales Taxes. (F.E.T. Cert. No. 59-78-0089K; Florida Sales Tax Exempt Cert. No. 85-8012622206C-6). Therefore, the Proposer is prohibited from delineating a separate line item in its proposal for any sales or service taxes.

The Successful Proposer will be responsible for the payment of taxes of any kind, including but not limited to sales, consumer, use, and other similar taxes payable on account of the work performed and/or materials furnished under the award in accordance with all applicable laws and regulations.

A.19 SCRUTINIZED COMPANIES

Pursuant to Florida Statute Section 287.135, as of July 1, 2012, a company that, at the time of submitting a response for a new contract or renewal of an existing contract, is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Florida Statute Section 215.473, is ineligible for, and may not submit a response for or enter into or renew a contract with an agency or local governmental entity for goods or services of \$1 million or more.

A.20 COLLUSION

Proposer certifies that its Proposal is made without prior understanding, agreement, or connection with any other corporation, firm or person submitting a Proposal for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud.

Any such violation may result in contract cancellation, return of materials or discontinuation of services and the possible removal of Proposer from participation in future County solicitations for a specified period.

The County reserves the right to disqualify a Proposer during any phase of the solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud on the part of the Proposer.

A.21 CODE OF ETHICS

With respect to this proposal, if any Proposer violates, directly or indirectly, the ethics provisions of the Manatee County Procurement Code and/or Florida criminal or civil laws related to public procurement, including but not limited to Florida Statutes Chapter 112, Part II, Code of Ethics for Public Officers and Employees, such Proposer will be disqualified from eligibility to perform the work described in this RFP, and may also be disqualified from submitting any future bids or proposals to supply goods or services to Manatee County.

A.22 PUBLIC ENTITY CRIMES

In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

In addition, Manatee County Code of Laws Chapter 2-26 Article V prohibits the award of County contracts to any person or entity who/which has, within the past 5 years, been convicted of, or admitted to in court or sworn to under oath, a public entity crime or of any environmental law that, in the reasonable opinion of the Purchasing Official, establishes reasonable grounds to believe the person or business entity will not conduct business in a reasonable manner.

To ensure compliance with the foregoing, Manatee County Code of Laws requires all persons or entities desiring to contract with Manatee County to execute and file with the Purchasing Official an affidavit, executed under the pain and penalties of perjury, confirming that person, entity, and any person(s) affiliated with the entity, does not have such a record and is therefore eligible to seek and be awarded business with Manatee County. Proposer is to complete Attachment "B" and submit with your proposal.

A.23 AMERICANS WITH DISABILITIES

Manatee County does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of County's functions including one's access to participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for an information conference or proposal opening should contact the person named on the cover page of this document at least twenty-four (24) hours in advance of either activity.

A.24 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with Title VI of the Civil Rights Act of 1964, Title 15, Part 8 of the Code of Federal Regulations and the Civil Rights Act of 1992, Manatee County hereby notifies all Proposers that it will affirmatively ensure minority business enterprises are afforded full opportunity to participate in response to this Request For Proposal and will not be discriminated against on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status in consideration of award.

A.25 MINORITY AND/OR DISADVANTAGED BUSINESS ENTERPRISE

The State of Florida Office of Supplier Diversity provides the certification process and maintains the database of certified MBE/DBE firms. Additional information may be obtained at <http://www.osd.dms.state.fl.us/iframe.htm> or by calling (850) 487-0915.

A.26 DISCLOSURE

Upon receipt, all inquiries and responses to inquiries related to this Request for Proposal become "Public Records", and shall be subject to public disclosure consistent with Florida Statute, Chapter 119.

Proposals become subject to disclosure thirty (30) days after the opening or if a notice of intent to award decision is made earlier than this time as provided by Florida Statutes § 119.071(1)(b). No announcement or review of the proposals shall be conducted at the public opening.

If County rejects all proposals and concurrently notices its intent to reissue the solicitation, the rejected proposals are exempt from public disclosure until such time the County provides notice of an intended decision concerning the reissued solicitation or until County withdraws the reissued solicitation. A proposal is not exempt for longer than twelve (12) months after the initial notice of rejection of all proposals.

Pursuant to Florida Statute 119.0701, to the extent Successful Proposer is performing services on behalf of County, Successful Proposer must:

- a. Keep and maintain public records required by public agency to perform the service. That information and data it manages as part of the services may be public record in accordance with Chapter 119, Florida Statutes and Manatee County public record policies. Proposer agrees, prior to providing goods/services, it will implement policies and procedures, which are subject to approval by County, to maintain, produce, secure, and retain public records in accordance with applicable laws, regulations, and County policies including but not limited to Section 119.0701, Florida Statutes.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Successful Proposer does not transfer the records to the public agency.
- d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of contractor or keep and maintain public records required by the public agency to perform the service. If the Successful Proposer transfers all public records to County upon completion of the contract, the Successful Proposer shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure

requirements. If the Successful Proposer keeps and maintains public records upon completion of the contract, the Successful Proposer shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to County, upon request from County's custodian of public records, in a format that is compatible with the information technology systems of County.

IF THE SUCCESSFUL PROPOSER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO ANY RESULTING CONTRACT, CONTACT COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT: (941) 742-5845, DEBBIE.SCACCIAOCE@MYMANATEE.ORG, ATTN: RECORDS MANAGER, 1112 MANATEE AVENUE WEST, BRADENTON, FL 34205.

A.27 TRADE SECRETS

Manatee County is subject to Chapter 119, Florida Statutes. Therefore, all documents, materials, and data submitted as part of a Proposal in response to a Request for Proposal are governed by the disclosure, exemption and confidentiality provisions relating to public records in Florida Statutes.

Except for materials that are 'trade secrets' as defined by Chapter 812, Florida Statutes, ownership of all documents, materials and data submitted as part of a Proposal in response to the Request for Proposal shall belong exclusively to County.

To the extent that Proposer desires to maintain the confidentiality of materials that constitute trade secrets pursuant to Florida law, trade secret material submitted must be segregated from the portions of the Proposal that are not declared as trade secret. In addition, Proposer shall cite, for each trade secret claimed, the Florida Statute number which supports the designation. Further, Proposer shall offer a brief written explanation as to why the cited Statute is applicable to the information claimed as trade secret. Additionally, Proposer shall provide a hard copy of its Proposal that redacts all information designated as trade secret.

In conjunction with trade secret designation, Proposer acknowledges and agrees that:

1. Trade secret requests made after the opening will not be considered. However, County reserves the right to clarify the Proposers request for trade secret at any time; and
2. County and its officials, employees, agents, and representatives are hereby granted full rights to access, view, consider, and discuss the information designated as trade secret throughout the evaluation process and until final execution of any awarded purchase order or contract; and
3. That after notice from County that a public records request has been made pursuant to Proposer's proposal, the Proposer at its sole expense, shall be responsible for defending its determination that submitted material is a trade secret and is not subject to disclosure. Action by Proposer in response to notice from the County shall be taken immediately, but no later than 10 calendar days from the date of notification or Proposer will be deemed to have waived the trade secret designation of the materials.

Notwithstanding any other provision in this solicitation, designation of the entire proposal as 'trade secret', 'proprietary', or 'confidential' is not permitted and may result in a determination that the Proposal is non-responsive.

A.28 CONFIDENTIALITY OF SECURITY RELATED RECORDS

- a. Pursuant to Florida Statutes § 119.071(3), the following records (hereinafter referred to collectively as "the Confidential Security Records") are confidential and exempt from the disclosure requirements of Florida Statutes § 119.07(1):
 - i. A Security System Plan or portion thereof for any property owned by or leased to County or any privately owned or leased property held by County.
 - ii. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by County.
 - iii. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout or structural elements of an attractions and recreation facility, entertainment or resort complex, industrial complex, retail and service development, office development, or hotel or motel development in the possession of, submitted to County.
- b. Successful Proposer agrees that, as provided by Florida Statute, it shall not, as a result of a public records request, or for other reason disclose the contents of, or release or provide copies of the Confidential Security Records to any other party absent the express written authorization of County's Property Management Director or to comply with a court order requiring such release or disclosure. To the extent Successful Proposer receives a request for such records, it shall immediately contact the County's designated Contract administrator who shall coordinate County's response to the request.

A.29 E-VERIFY

Prior to the employment of any person under this contract, the Successful Proposer shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of (a) all persons employed during the contract term by the Successful Proposer to perform employment duties within Florida and (b) all persons, including subcontractors, assigned by the Successful Proposer to perform work pursuant to the contract with Manatee County. For more information on this process, please refer to United States Citizenship and Immigration Service site at: <http://www.uscis.gov/>.

Only those individuals determined eligible to work in the United States shall be employed under this contract.

By submission of a proposal in response to this RFP, the successful Proposer commits that all employees and subcontractors will undergo e-verification before placement on this contract.

The successful Proposer shall maintain sole responsibility for the actions of its employees and subcontractors. For the life of the contract, all employees and new employees brought in after contract award shall be verified under the same requirement stated above.

A.27 SOLICITATION SCHEDULE

The following schedule has been established for this Solicitation process. Refer to the County's website (www.mymanatee.org > Online Services > *Bids & Proposals*) for meeting locations and updated information pertaining to any revisions to this schedule.

Scheduled Item	Scheduled Date
Non-Mandatory Solicitation Information Conference at Manatee County Administration Building, 1112 Manatee Avenue West, 4th Floor Manatee Conference Room, Bradenton, FL 34205	October 26, 2017 at 10:30 AM
Question and Clarification Deadline	November 1, 2017
Final Addendum Posted	November 6, 2017
Proposal Response Due Date and Time	November 13, 2017, no later than 3:00 p.m.
Technical Evaluation Meeting	November 20, 2017
Technical Evaluation Meeting	November 21, 2017
Interviews/Presentations/Demonstrations (if conducted)	November 29, 2017
Best and Final Offers Requested (if conducted)	December 5, 2017
Best and Final Offers Due (if conducted)	December 11, 2017
Final Evaluation Meeting	December 13, 2017

END SECTION A

SECTION B

SCOPE OF SERVICES

B.01 BACKGROUND INFORMATION

The County is requesting proposals from qualified Proposers for the provision of Opioid-Focused Recovery Peer Coaching Services Pilot Program (Program) for the Neighborhood Services Department. The peer coaching service is one of the many strategies necessary to reduce the opioid-overdose rate in Manatee County, an issue designated as a State of Emergency by the State of Florida on May 9, 2017 and a National Emergency by the White House on August 11, 2017. The intent of this RFP is to contract with one or more eligible and qualified providers, to deliver these services to address an emergent public health issue.

The County ascribes to the following set of beliefs, substantiated by research necessary to implement this evidence-based pilot program. The County will require provider(s) of recovery peer coaching services to subscribe to these basic tenets as well.

- * Substance abuse such as misuse, dependence and addiction are treatable medical conditions where individuals do recover if provided access to care and evidence-based treatment interventions.

- * Substance abuse is recognized as a chronic disorder characterized by anticipated setbacks that may include one-time use or more pervasive relapse. A one or two-time episode is not to be regarded as a “relapse” but an expected component of the non-linear recovery process. These episodes of setbacks and/or relapse are indicators for additional services and not provoke consequences that result in a reduction of service.

- * Recovery from substance abuse such as opioid use disorders and/or substance use disorders is the expectation, not the exception. This philosophy is inherent in the belief of the County and so must be of the contracted provider.

- * All individuals in need of any type of health services are unique and their own personal situation has both a role in their use as well as their recovery. Individualized and person-centered approaches to Peer Coaching are necessary to support each unique individual.

- * Services must be culturally competent to reflect the diversity of Manatee County including but not limited to: ethnicity, religion, socioeconomic status, education, neighborhood, age, sexual identify, sexual orientation, and disability.

- * Substance Use Disorders (SUD) are commonly co-morbid with mental health conditions such as depression or anxiety. Opioid Use Disorders, too, often co-occur with mental health disorders and/or physiological disorders such as pain. It is understood that illicit substance abuse is not to be equated with alcoholism and therefore should not disqualify a patient from receiving medication assisted pain management. However, non-medication and non-addictive medications should be sought initially to treat the pain as a symptom of a co-occurring psychiatric or physiological condition and be assistive in treatment, not the sole or primary treatment.

- * Treatment of psychiatric disorders and SUDs is a priority of Manatee County Government in order to benefit the individual, their family, the community, and quality of life for the public.

- * Successful treatment begins with accessible and customer-focused service that engages the individual, and their family or friends, prioritizing their goals over the program’s goals and establish mutually acceptable and realistic timeframes.

B.02 SCOPE

Successful Proposer(s) shall furnish all equipment, labor, materials, supplies, licensing, transportation, and other components necessary provide Program services that will meet the requirements of the County.

B.03 GENERAL REQUIREMENTS

Successful Proposer's Program services shall meet and/or provide the following requirements:

- A. Be designed to establish a peer-to-peer relationship predicated on the mutual lived experience in having a substance use disorder. This shared understanding is intended to eliminate the hierarchical nature of traditional treatment and promote the Peer Coach professional as an equal partner to the Peer interested in supportive services.
- B. Peer coaches who are able to self-identify and appropriately share their lived experience in how they navigated the non-linear process of recovery from substance abuse, mutually identifying individualized resiliency and coping skills that the consumer may use to access treatment, during and following their treatment, and in their daily lives so that they may navigate (traditional and non-traditional i.e. Recreational, spiritual and social) additional resources or conflicts of each day where their drug use is decreased or eliminated.
- C. A harm reduction approach rather than abstinence focused. A harm reduction approach includes a progressive reduction in either the amount of drugs used, the frequency of drugs used, a less risky method of use, supports gradual reduction as behavioral momentum toward recovery, permitting open and honest sharing of use history to accurately track the reduction of use over time in a non-punitive manner.
- D. Peer coaching delivered primarily within community settings where the individuals socializes and lives, not in offices, engaging natural support systems to enhance the overall effects of recovery-oriented attitudes such as hope, resiliency, self-efficacy and sober community-living.
- E. All activities performed must be consistent with the goals and objectives of the consumer as detailed in the Peer Coach Plan, which detail specific goals of the consumer focused on attainment rather than avoidance.
- F. Assist peers in organizing their time to keep appointments as well as other scheduled contacts with specific providers. This semi-structured plan will detail the individual's strengths, needs, abilities, and preferences (SNAP) that inform specific goals and objectives for each peer-to-peer interaction which may be individual, with family/friends, or delivered in closed or open group settings.
- G. In order to retain the conflict-free and independent advocacy role inherent within best practice guidelines of Peer Coach and Peer Support services, cannot be contracted by Manatee County Government's Neighborhood Services Department or Central Florida Behavioral Health Network to provide substance abuse treatment services during the term of the contract.
- H. Be fully compliant with:
 - 1. Title II of the Americans with Disabilities Act (ADA)
 - 2. 42 U.S.C. Subsection 12101 and Section 504 of the Rehabilitation Act of 1973
 - 3. 29 U.S.C. Subsection 794.

B.04 TARGET POPULATION

Statistically, the primary at-risk subgroup of the target population at risk for opioid-overdose are between the ages of 24-45, therefore, a significant majority of the population served shall be within this age group. The selected Proposer shall operate a program that promotes access to adult (18 years and older) residents of Manatee County seeking recovery from substance use and who self-identifies a desire for opioid-abuse services.

Eligibility to participate in the Program will be based upon eligibility criteria established by the County and participation will be voluntary.

B.05 RECOVERY PEER COACH REQUIREMENTS

Requirements of recovery peer coach conducting Program services under this contract include:

- A. Shall be at least 21 years old, have a high school diploma or equivalent (preferably some college education).
- B. Shall self-identify their personal lived-experience of a substance use disorder, ideally having received medication assisted treatment (MAT) or other formal substance use disorder treatment.
- C. Within the past three (3) years, have not: abused, misused, or trafficked legal/illicit medications or drugs, been incarcerated or psychiatrically hospitalized due to their substance use condition.
- D. Demonstrate an ability to share personal recovery experiences to develop peer-to-peer mutually beneficial and supportive relationships toward recovery.
- E. Provide non-clinical and non-clerical evidence-based peer support services, modeling recovery and individualized recovery support and wellness planning.
- F. Shall have or attain recovery peer certification such as the CRPS certification from the State of Florida within nine (9) months of hire.
- G. Shall receive the following training provided by authorized provider, at successful Proposer's expense, within 60 days of hire and every 12 months thereafter:
 - a. 12 hours of Motivational Interviewing training
 - b. 4 hours of Recovery-Oriented Care Principles training over 2 days
 - c. 4 hours of Resiliency Training

B.06 RECOVERY PEER COACH SERVICE REQUIREMENTS

Recovery Peer Coach Services include the following components:

1. Engage Program participants in all stages of recovery (e.g., Stage of Change model) through outreach
2. Share parts of their personal recovery story to achieve mutual partnership, support, hope, reassurance and advocacy
3. Enhance understanding of symptoms of substance abuse, mental illness, pain, and effects of trauma in order to develop positive coping skills
4. Assist Program participants to advocate for themselves and others
5. Promote recovery through modeling:
 - i) Sharing personal recovery story/journey
 - ii) Display self-confidence, self-determination, and resilience
 - iii) Promote use of natural and professional resources including positive friends, family, peer groups, and community supports/activities
 - iv) Communicate personal achievements of attained recovery goals

6. Establish a positive network of supports who have similar experiences
7. Assist Program participants to advocate for their ability to take a proactive role in treatment such as informed decision-making about treatment options, medications, and understanding of diagnoses
8. Identify triggers, precursors and effective responses that are contrary to the consumer's recovery goals
9. When requested by the consumer, accompany and actively support the consumer to advocate for their personal treatment goals within their various treatment settings, including primary care and specialty pain centers
10. Engage the consumer in their various treatment settings, as preferred by the individual
11. Facilitate both open and closed peer recovery groups
12. Act as an advocate and professionally raise concerns and suggestions about unmet needs or treatment preferences as identified by the consumer
13. Locate peer-run, faith-based, and community support groups for participants (understanding Narcotics Anonymous (NA) and Alcoholics Anonymous (AA) groups may each run differently, it is important to try various groups and ones that are accepting of medication assisted treatment (MAT).
14. Attend appointments, meetings, and treatment sessions (as requested by the participant) such as transportation to appointments, pharmacy, library, meetings and other related activities.
15. Document all encounters and activities in a manner acceptable to Manatee County.
16. This Program is to engage adults (18 and older), but primarily at-risk subgroup of the target population at risk for opioid-overdose who are between the ages of 24-45. Manatee County residents who identify as either having or at-risk for acquiring an OUD.
17. Insurance status or documentation of diagnosis are unnecessary however adherence to confidentiality of Health Insurance Portability and Accountability Act (HIPAA) is required. Productivity standards and documentation as outlined by this document and agency standards must be maintained.
18. Program shall be a face-to-face intervention for ninety percent of all service delivered directly to the individual. Services may be provided in group settings. Eighty percent of face-to-face contacts shall occur in community locations where the person lives, socializes, receives treatment, works or attends school (not in Program staff offices).
19. Strengths, needs, abilities, and preferences (SNAP) assessment shall be completed by the third interaction with the participant.
20. Recovery peer coach plan (RPCP) with identified goals, objectives, and timeframes shall be completed following the SNAP assessment, at least by the fifth visit and no later than four weeks from initial contact.
21. A minimum of two contacts per participant per week following development of RPCP.
22. All internal peer coach training requirements and curricula shall be approved by Manatee County.
23. Develop wellness recovery action plans (WRAP) in a strengths-based orientation inclusive of positive natural supports.

B.07 OTHER SERVICE REQUIREMENTS AND LIMITATIONS

The following service limitations shall apply to the Program:

1. Not a transportation service unless directly related to the goals and objectives of the plan (e.g., transportation services that are inconsistent with recovery goals such as

- transport to grocery store, bank are not permitted).
2. Limit of four (4) hours of Program service per person per day.
 3. Coach to participant ratio of 1:8 with a maximum group size of eight.
 4. Peer coaches and staff shall attend County meetings as requested.
 5. Successful Proposer shall provide the following supervision of Peer Coaches:
 - a. Monthly individual staff (role) supervision.
 - b. Monthly individual clinical supervision (boundaries and burnout prevention).
 - c. Weekly group case supervision and updates.
 - d. Daily face-to-face team meeting.
 - e. SNAP plans signature-approved by clinical supervisor and Program supervisor.
 - f. RPCP signature-approved by Program Supervisor.
 6. Staffing shall reflect the demographics of the population served e.g., gender, age, ethnicity, and language). Staff fluent in English and Spanish is required.
 7. Translation and hearing assistive services for hearing impaired or deaf Program participants shall be made available.
 8. Provide service in a non-discriminatory manner whereby all services are available to all individuals based upon their needs, regardless of their background, and without bias.
 9. Manatee County has adopted Results First methodology of contracting to demonstrate the County's investment in service that produces performance. Proposer shall provide monthly data reports to demonstrate its performance with associated duties and performance outcomes. The reports will serve to substantiate prospective payment. Upon request by the County, successful Proposer shall provide additional reporting as required by Manatee County.

B.08 STAFFING REQUIREMENTS AND QUALIFICATIONS

Staffing shall minimally be comprised of the following:

1. One full-time peer coach services director that meets the following:
 - a. Bachelor degree in human or social services.
 - b. Three years of work experience in substance abuse/mental health treatment, or social services.
 - c. Is a certified peer supervisor within 6 months of hire (if training is available) through an approved agency.
 - d. Self-identifies with lived recovery experience, five years free from substance abuse.
 - e. Minimally, one third of director's time is dedicated to peer coach (non-administrative/supervisory) duties.
2. One part-time administrative assistant (20 hours per week)
 - a. High school diploma or equivalent.
 - b. One year work experience with mental health, substance abuse or social services.
3. One part-time clinical supervisor (20 hours per week)
 - a. Master's degree in psychology, rehabilitation, sociology, or similar discipline
 - b. Twenty hours of documented substance abuse or co-occurring disorder training, or recovery -oriented treatment systems delivery or Florida substance abuse provider license recognized by the Florida Department of Children and Families, Substance Abuse and Mental Health Program Office.

4. Recovery Peer Coaches (at the ratio of 1:8)

- a. High school diploma or equivalent, college experience preferred.
- b. Be at least 21 years old.
- c. Certified as a Certified Recovery Peer Specialist (CRPS) or receive certification within nine (9) months of hire.
- d. Peer coaches must self-identify having lived-experience of a SUD and are presently or previously in treatment for this disorder.
- e. For a minimum of at least three (3) years: has not abused, misused, or trafficked legal and/or illicit medications or drugs, has not illegally used or abused substances, has not been incarcerated or psychiatrically hospitalized for substance abuse.
- f. Must have an understanding of local behavioral health and community systems; recovery principles, practices, and tools; and cultural competency.

B.09 OTHER STAFFING QUALIFICATIONS

All staff with direct care responsibilities shall:

1. Pass criminal background and drug test prior to hire.
2. Possess and display the qualities of: empathy, flexibility, positive attitude, willingness to learn, and display a positive orientation for personal recovery.
3. Peer Coach staff shall retain the ability to directly connect with the successful proposer's, executive leadership and that this leadership actively connects with peer coach staff on a regular basis, as determined by the successful proposer.

B.05 TECHNICAL REQUIREMENTS

A. DOCUMENTATION

Successful Proposer shall develop and retain records for each service contact, documenting that services are consistent with the individual's personal goals. Documentation shall not be over burdensome on either the Program participant or the staff as service engagement is the priority.

The successful proposer(s) may elect to conduct additional documentation requirements so long as they do not distract from the objects of the peer coach services. Should alternative funding be procured, the successful proposer(s) will be responsible for complying with documentation requirements of the funding entity. All activities inclusive of encounters, group/individual services, frequency, duration, and scope of service shall be documented and readily accessible for review.

Successful Proposer shall obtain release of confidential information forms to enhance coordination between services and advocacy peer coach services.

B. SNAP - STRENGTHS, NEEDS, ABILITIES, AND PREFERENCES

By the third date of service, the peer coach shall document the individual participant's strengths (personal qualities to build upon in treatment), needs (that will help them achieve their treatment goals), abilities (skills they possess) and their preferences (outside involvement and learning style). This assessment is developed in collaboration with the

participant, documented by the participant, whenever possible, and the approved final copy provided to the participant upon the next visit.

This assessment shall be used to inform the development of both the Recovery Peer Coach Plan (RPCP) and Wellness Recovery Action Plan (WRAP) and/or Crisis Plan.

C. HOURS OF OPERATION

Seven Days per Week and Holidays with continual phone access as follows:

- 9 hours per day, Monday – Friday to include the time period from 2:00 PM – 7:00 PM.
- 5 hours on Saturday - Sunday and County holidays from 2:00 PM – 7:00 PM.
- 24/7 remote on-call access with voice mail.

END OF SECTION B

SECTION C

PROPOSAL RESPONSE

This section identifies specific information which must be contained within the proposal and the order in which such information should be organized. The information each proposer provides will be used to determine those proposers with the background, experience and capacity to perform the scope of services as stated in this RFP and which proposal best meets the overall needs of the County. For more information on the evaluation process, refer to Section D, Evaluation of Proposals.

C.01 INFORMATION TO BE SUBMITTED

The contents of each proposal will be organized and arranged with tabs in the same order as listed below and with the same TAB numbers. The Proposal should contain sufficient detail to permit the County to conduct a meaningful evaluation. However, overly elaborate responses are not requested or desired.

C.02 PROPOSAL FORMAT

A. TAB 1 - INTRODUCTION

Include the following in Tab 1 of the proposal.

1. A cover page that identifies Proposer, the RFP by title and the RFP number.
2. An introductory letter/statement that describe your proposal in summary form (limit 2 pages).
3. A table of contents.

B. TAB 2 – MINIMUM QUALIFICATION REQUIREMENTS

In Tab 2 submit the information and documentation requested that confirms Proposers meets the following minimum qualification requirement(s):

1. Must be registered with the State of Florida, Division of Corporations to do business in Florida.

No documentation is required. The County will verify registration.

2. Proposer is NOT currently contracted by Manatee County Government's Neighborhood Services Department or Central Florida Behavioral Health Network to provide substance abuse treatment services.

No documentation is required. The County will verify

3. Proposer Is NOT listed on the Florida State Board of Administration, Scrutinized List of Prohibited Companies found at the SBAFLA website at <http://www.sbafla.com/fsb/FundsWeManage/FRSPensionPlan/PFIA/tabid/1478/ItemId/3354/Default.aspx>

No documentation is required. The County will verify

4. If Proposer is submitting as a joint venture must file the required documents with the Florida Department of Business and Professional Regulation as required by Florida Statute Section 489.119, prior to the Due Date and Time.

If Proposer is a joint venture, provide a copy of Proposer's approved filing with the Florida Department of Business and Professional Regulation. If Proposer is not a joint venture, provide a statement to that effect.

5. In order to retain the conflict-free and independent advocacy role inherent within best practice guidelines of Peer Coaching and Peer Support services, Proposer cannot be currently contracted by Manatee County Government Neighborhood Services Department or Central Florida Behavioral Health Network to provide substance abuse treatment services is ineligible to propose.

Provide a statement on company letterhead, signed by an authorized official of Proposer confirming that is not currently contracted by Manatee County Government Neighborhoods Services Department or Central Florida Behavioral Health Network to provide substance abuse treatment services.

6. Proposer has no reported conflict of interests in relation to County employees regarding this RFP.

Disclose the name of any officer, director or agent who is also an employee of the County. Disclose the name of any County employee who owns, directly or indirectly, any interest in the Proposer's firm or any of its branches. If no conflicts of interests are present, Proposer must submit a statement to that affect.

C. TAB 3 – FORMS

Provide the completed and executed Attachments included in this RFP in Tab 3.

1. Attachment A, Acknowledgement of Addenda
2. Attachment B, Proposal Signature Form
3. Attachment C, Public Contracting and Environmental Crimes Certification
4. Attachment D, Insurance Requirements

D. TAB 4 - TRADE SECRETS

Pursuant to Section A.24, Trade Secrets, in Tab 4 identify any trade secret being claimed. Proposer must submit purported trade secret as follows:

1. Trade secret material must be segregated, within the applicable TAB, from the portions of the Proposal that are not being declared as trade secret. NOTE: Proposals cannot be designated as 'Proprietary' or 'Confidential' in their entirety.
2. Proposer shall cite, for each trade secret being claimed, the Florida Statute number which supports the designation.
3. Proposer shall offer a brief written explanation as to why information claimed as trade secret fits the cited Statute.
4. Proposer shall provide an additional copy of its proposal that redacts all designated trade secrets.

E. TAB 5 - PROPOSER STATEMENT OF ORGANIZATION

In Tab 5, provide information and documentation on Proposer as follows:

1. Legal contracting name including any dba.
2. State of organization or incorporation.
3. Ownership structure of Proposer's company.
(e.g., Sole Proprietorship, Partnership, Limited Liability Corporation, Corporation)
4. Federal Identification Number.
5. A fully completed (signed and dated) copy of Proposer's W-9.
6. Contact information for Proposer's corporate headquarters and local office (if different)
NOTE: local is defined as Manatee, DeSoto, Hardee, Hillsborough, Pinellas or Sarasota counties.
Address
City, State, Zip
Phone
Number of years at this location
7. Years in business.
8. List of officers, owners and/or partners, or managers of the firm. Include names, addresses, email addresses, and phone numbers.
9. Contact information for Proposer's primary and secondary representatives during this RFP process to include the following information:
Name
Phone
E-mail
Mailing Address
City, State, Zip
10. Provide a brief summary regarding any **prior or pending litigation**, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the proposer, any of its partners, employees or subcontractors is or has been involved within the last three years.
11. Provide details of any ownership changes to Proposer's organization in the past three years or changes anticipated within six months of the Due Date and Time (e.g., mergers, acquisitions, changes in executive leadership).

F. TAB 6 – PROPOSER AND TEAM'S EXPERIENCE

In Tab 6, provide details of Proposer and its team's experience to include the following:

1. Provide a summary of Proposer's background, size and years in business.
2. Provide Proposer's years of experience in substance abuse services.
3. Detail how Proposer is familiar with recovery-oriented principles of care, peer services, and how this understanding applies to opioid-use disorders.
4. Identify and include information regarding experience and qualifications of Proposer's key staff to be assigned to the services. Include a resume for each with the name of the firm(s) for their current and previous employers, their full names, professional credentials (e.g., certifications and/or licenses), and roles and duties which the individuals will provide to the County. Include the address of their current primary office location, email address and phone number.
5. Identify any proposed sub-contractors to accomplish the work. Include the company name, the name of the individual(s) to be assigned, and an overview of their experience

- and qualifications related to recovery peer coaching services.
6. Describe any significant or unique accomplishments or awards received by Proposer or its subcontractors in previous similar services.
 7. Provide a minimum of three client references for services, similar in scope as defined in this RFP, who are agreeable to responding to an inquiry by the County. References should include the following information:
 - a. Client name
 - b. Client address
 - c. Client contact name
 - d. Client contact phone and fax numbers
 - e. Client contact email address
 - f. Brief description of services provided (1-2 sentences)
 - g. Performance period (start/end dates)

G. TAB 7 - CAPACITY

Provide the following information regarding Proposer's capacity for the provision of services.

1. Specify the location(s), including the complete physical address, where the work for these services will be performed, including work performed by subcontractors, if applicable.
4. Details of Proposer's staffing resources, at the location that will provide services to the County as well as corporately; by discipline and the number of personnel within each discipline.
5. If Proposer's staffing resources includes sub-consultants, submit the name of the firm(s) who will perform each discipline. Detail how subcontractors will be used and to what extent.
6. Describe Proposer's plans, policies, and/or strategies in which County citizens would receive consideration for employment and county suppliers of goods and services would be utilized. Include your approach to providing periodic reporting to monitor success in this area. If available, provide examples of reports.
7. If proposer is teaming with other entities to provide the required goods and services, detail any prior similar work any two or more team members have jointly performed.
8. If a joint venture is proposed, provide an affidavit attesting to the formulation of the joint venture and provide proof of incorporation as a joint venture or a copy of the formal joint venture agreement between all joint venture parties, indicating their respective roles, responsibilities, and levels of participation in the project.
9. An explanation, in general terms, of Proposers' financial capacity to operate the program beyond the first year through alternative funding resources. If proposer is jointly filing a proposal with other entities, details must be provided to demonstrate financial capacity of each entity.
10. Provide a statement on company letterhead and signed by a company official authorizing a County auditor and/or financial analysts access to your financial records, including all records prepared by an independent firm, or the financial records of other entities for which you have ownership interest. Such access will occur at the primary location of the Proposer, or such other location as may be agreed, for the purposes of verifying financial representations, and/or to review and assess the historical and current financial capacity of Proposer's business entity and its expected ability to meet ongoing financial obligations related to the required services, if awarded a contract. If an audit is conducted, the County's audit and/or financial analysts will report their findings in a summary report to

the Procurement Official, which will be placed in the proposal files for subsequent use, review, and discussions during evaluations.

11. Disclose any ownership interest in other entities proposed for services. This ownership disclosure includes ownership by the Proposer through a parent, subsidiary or holding company or any other form of business entity. Submit entity names and the percent of ownership for each.
12. Detail Proposer and any subcontractor's current workloads and any projected changes to the workload within the next six months.
13. Submit any additional information not previously requested which Proposer believes would assist County in the evaluation of Proposer's capacity to provide the required services.
14. Proposers shall provide an organizational chart depicting each position, the respective salary for each
15. Explain how the proposed program will fit within the organizational structure and a statement as to the proposer will support peer Coach staff who may need flexible schedules to attend their personal treatment meetings off hours but during hours of operation.
16. Proposers shall also detail healthcare coverage for those in need of health insurance, have insurance from another employer,
17. Detail how Proposer will support staff hourly work limits to retain disability entitlements, attend psychiatric service appointments, to maintain their recovery.
18. Provide a job description for each key position proposed for services for the County. The position requirements are to be considered minimum requirements; the proposer may elect to have more positions than detailed within this RFP.

H. TAB 8 – APPROACH

Provide Proposer's project approach to include the following:

1. A narrative of the project approach and an explanation of how this approach meets County objectives and requirements as specified in this RFP.
2. An explanation of Proposer's technical ability to perform all facets of the scope of services defined in Section B. If more than one proposer is jointly filing a proposal, details must be provided to clearly demonstrate individual roles and responsibility for all components of the project.
Details of implementation plan and schedule. Proposers shall provide a timeline detailing acceptance of contract and associated details with dates to demonstrate their ability to begin providing services within a reasonable timeframe. An incremental process is acceptable however Proposer shall detail a timeframe to attain full staffing.
3. A narrative that clearly demonstrate Proposer's ability and willingness to meet response times and budget requirements.
4. Provide a narrative of the proposed approach and methodology for engaging with County representatives in-the-course of performing the duties.
5. The overall approach to delivering the Scope of Services and any strategies Proposer proposes to implement.
6. Proposer shall thoroughly explain and concisely:
 - a. Its accessibility in the areas of availability for meetings, general communications, coordination, and supervision
 - b. How the proposer physically plans on attending pre-scheduled meetings

- c. How the proposer plans on ensuring accessibility and availability during the term of the Agreement
7. Submit any additional information not previously requested which Proposer believes would assist County in the evaluation of Proposer's approach to provide the required services.
8. Detail how Proposer's agency is familiar with recovery-oriented principles of care, peer services, and how this understanding applies to opioid-use disorders.
9. Describe how Proposer will provide recovery-oriented peer coaching services to adult residents of Manatee County and their families in a person-centered orientation where the goals are to: promote access to opioid-treatment services, advocate for treatment preferences and personal goals in all settings, enhance understanding of effects of an opioid-use disorder at both individual and community levels, and engage adults in all stages of the recovery process using the Stages of Change model and motivational interviewing skills.
10. The County has adopted Results First methodology of contracting to demonstrate the County's investment in service that produces performance. Provide a detailed narrative that explains Proposer's internal procedures to ensure quality peer coach services are delivered and how it will be measured internally and be reported to the County.

I. SUSTAINABILITY

Manatee County Government has demonstrated their commitment to peer delivered services to enhance the overall effectiveness of substance use treatment services and for those and other reasons sought to obtain these funds critical in addressing the opioid-overdose epidemic effecting our local community. Additionally, the State of Florida has provided this funding due to the impact of opioid-overdose throughout the state in addition to its declaration of a State of Emergency. Nationally, the Substance Abuse and Mental Health Services Administration (SAMHSA) and Centers for Disease Control (CDC) have each advocated for the use of peer support to address opioid use disorders. Although continued funding is under consideration, responder shall detail how they may continue to operate this program through alternative funding resources. Manatee County reserves its ability to serve as a payor of last resort.

J. FEES

Proposers should use the Fees form on the following page for submitting its proposed program budget. Fees must be submitted as all inclusive to provide Recovery Peer Coaching Services in accordance with the requirements identified in this Scope of Services and as set forth in this RFP document.

Submit one hard copy original and one duplicate hard copy of the Fees proposal form in a separate sealed envelope labeled "Fees Proposal" with the Proposer's name and include with Proposer's Original hard copy of Proposal. Do Not include copies of the Fees proposal form in the duplicate hard copies of the proposal response.

Responder shall utilize the Fees Form as a reference guide and to provide a narrative along with the Proposal Fees form with a proposed budget in how the Program will staff the required positions. Responder shall also agree to provide health benefits to those fulfilling roles and agree that a majority of Peer Coach positions will be full time positions however will

accommodate those Peer Coaches who desire to retain part-time employment for a variety of personal reasons.

Peer Coach salaries shall be commensurate to the current allowable reimbursement rate for purposes of sustainability, and the hourly rate is detailed in the Fees Form. The total one (1) year budget shall not to exceed \$500,000.

[Remainder of page intentionally left blank]

FEES PROPOSAL FORM

1. Provide a full detailed breakdown of the proposed budget in how the program will staff the required positions defined in Section B.

PERSONNEL	FULL TIME / PART TIME	HOURLY	TOTAL
LEAD PEER DIRECTOR			
EXECUTIVE AGENCY LEADERSHIP			
ADMINISTRATIVE ASSIST			
CLINICAL SUPERVISOR			
PEER COUNSELORS		\$15.42	
TOTAL SALARIES			
BENEFITS:			
PAYROLL TAX			
HEALTH BENEFITS			
OTHER FRINGE BENEFITS			
TOTAL PERSONNEL			
EQUIPMENT/OCCUPANCY COSTS:			
SMART PHONES/TECHNOLOGY			
OFFICE SUPPLIES & PRINTING			
OFFICE SPACE/RENT & UTILITIES			

COMMUNITY AND PROGRAM MEETING SUPPLIES/EVENTS			
TRAVEL			
TOTAL OPERATING COSTS			
TOTAL PERSONNEL			
TOTAL OPERATING			
INDIRECT COST ALLOC.			
TOTAL PROGRAM COSTS			

END SECTION C

SECTION D:

EVALUATION OF PROPOSALS

D.01 EVALUATION

Evaluation of proposals will be conducted by an evaluation committee. Each evaluation committee member will evaluate, score and rank the proposals for each of the evaluation criteria. The committee may final rank Proposals without conducting interviews, presentations, and/or demonstrations with Proposers. Therefore, each Proposer must ensure that its proposal contains all of the information requested in this RFP and reflects Proposer's best offer.

The committee will consider all information submitted by each responsible and responsive Proposer, clarification information provided by Proposer, information obtained during the interview/presentation/demonstration, feedback received from Proposer's references, and any other relevant information received during any investigation of Proposer, to ascertain the ability of the Proposer(s) to perform the scope of services as stated in this RFP.

D.02 EVALUATION CRITERIA

The following evaluation criteria have been established for this RFP.

Criteria	Maximum Points
Proposer & Team's Experience	10
Capacity	25
Approach	20
Program Sustainability	25
Fee Proposal	15
Interviews	5

D.03 CLARIFICATIONS/INTERVIEWS /PRESENTATIONS/ DEMONSTRATIONS

As part of the evaluation process the evaluation committee may request additional information or clarification from Proposers for the purpose of further evaluation of (a) conformance to the solicitation requirements, (b) the abilities of the Proposer, and (c) understanding of the proposal submitted. Additional information and/or clarification must be submitted by Proposer within the requested time-period.

Additionally, interviews, presentations and/or demonstrations may be conducted with Proposers as part of the evaluation process. If conducted, the evaluation committee will make a determination of those proposals that are deemed by the committee as having a reasonable probability of being selected for award. The Proposers for this 'short-list' of proposals will be invited to meet with the committee. Proposers should make arrangements to attend the interviews, presentations and/or demonstrations if invited. The interviews, presentations and/or demonstrations are closed to the public to the extent permitted by law.

The evaluation committee may final rank proposals without conducting clarifications, interviews, presentations and/or demonstrations. Therefore, each Proposer must ensure that its proposal contains all the information requested.

D.04 BEST AND FINAL OFFER (BAFO)

The County may request a BAFO if additional information or modified proposals are necessary for the evaluation committee to complete its evaluation and ranking. The information received from the BAFO will be used by the evaluation committee to re-evaluate and re-rank the Proposers.

D.05 RANKING OF PROPOSALS

The evaluation committee will determine from the responses to this RFP and subsequent investigation as necessary, the Proposer(s) whose proposal(s) best meet the County's requirements and recommend the County enter into negotiations for an agreement.

In its review, the evaluation committee may take some or all of the following actions:

- a. Review all responses pursuant to the evaluation factors stated herein,
- b. Short list proposers to be further considered in oral interview/presentation/product demonstrations,
- c. Recommend commencement of negotiations to County Administrator,
- d. Reject all proposals received and cancel the Request for Proposal,
- e. Receive written clarification of proposal.

D.04 RECOMMENDATION FOR NEGOTIATION

The evaluation committee will make a recommendation as to the Proposer which the County should enter into negotiations, if any. Upon approval, the successful Proposer will be invited to enter negotiations led by the County Procurement Division.

The County will notice the Intent to Negotiate, in the same manner the original Request for Proposals document was noticed prior to commencing negotiations.

D.05 RECOMMENDATION FOR AWARD

Upon successful completion of negotiations, a recommendation for award to the successful Proposer(s) will be presented for approval per County ordinances, policies and procedures.

END SECTION D

SECTION E:

NEGOTIATION OF THE AGREEMENT

E.01 GENERAL

- a. The proposal will serve as a basis for negotiating an agreement, but not compel adherence to its terms or conditions.
- b. Upon submission, all proposals become the property of Manatee County which has the right to use any or all ideas presented in any proposal submitted in response to this Request for Proposal whether, or not, the proposal is accepted.
- c. All products and papers produced during the solicitation process become the property of Manatee County upon termination or completion of the engagement.
- d. To indemnify and hold County, and its officials, employees, agents and representatives harmless from any actions, damages (including attorney's fees and costs), or claims arising from or related to the designation of trade secrets by the Proposer, including actions or claims arising from County's non-disclosure of the trade secret materials.

E.02 AGREEMENT

The selected proposer(s) will be required to negotiate a contract in a form and with provisions acceptable to the County. Negotiated contracts may or may not include all elements of this RFP or the resulting successful proposal where alternatives provide best value, are desirable to the County, and the parties agree to such terms.

E.03 AWARD

County may not make award to a proposer who is delinquent in payment of any taxes, fees, fines, contractual debts, judgments, or any other debts due and owed to County, or is in default on any contractual or regulatory obligation to County. By submitting this solicitation response, proposer attests that it is not delinquent in payment of any such debts due and owed to County, nor is it in default on any contractual or regulatory obligation to County. In the event the proposer's statement is discovered to be false, proposer will be subject to suspension and/or debarment and County may terminate any contract it has with proposer.

Award of an agreement is subject to the successful negotiations and the approval of either the Purchasing Official or the Board of County Commissioners (as provided for in the current Manatee County Procurement Code).

The parties will negotiate the terms and conditions of the agreement, which may or may not include renewal, assignment, termination, insurance, auditing or any other relevant contractual term and the circumstances in which it may be renewed, assigned or terminated.

END SECTION E

**ATTACHMENT A
ACKNOWLEDGEMENT OF ADDENDA
REQUEST FOR PROPOSAL 18-R067458CD**

The undersigned acknowledges receipt of the following addenda:

Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:

Print or type Proposer's information below:

_____ Name of Proposer	_____ Telephone Number	
_____ Street Address	_____ City/State/Zip	
_____ Email Address	_____ Website Address	
_____ Print Name & Title of Authorized Officer	_____ Signature of Authorized Official	_____ Date

ATTACHMENT B
PROPOSAL SIGNATURE FORM
REQUEST FOR PROPOSAL 18-R067458CD

The undersigned represents that:

- (1) by signing the proposal, that he/she has the authority and approval of the legal entity purporting to submit the proposal and any additional documentation which may be required such as the Joint Venture Agreement or Joint Venture Affidavit, if applicable;
- (2) all facts and responses set forth in the proposal are true and correct;
- (3) if the Proposer is selected by County to negotiate an agreement, that Proposer's negotiators will negotiate in good faith to establish an agreement to provide the services described in the Scope of Services of this RFP;
- (4) by submitting a proposal and signing below, the Proposer agrees to all terms and conditions in this RFP, which incorporates all addenda, appendices, exhibits, and attachments, in its entirety, and is prepared to sign the Contract as written. The Respondent understands that if it submits exceptions to the Contract in its Response, the Respondent's Response may be determined non-responsive; and
- (5) the Proposer, which includes all companies included in a partnership or joint venture, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

Print or type proposer's information below:

_____ Name of Proposer	_____ Telephone Number
_____ Street Address	_____ City/State/Zip
_____ Email Address	_____ Web Address
_____ Print Name & Title of Authorized Officer	_____ Signature of Authorized Officer Date

ATTACHMENT C

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

SWORN STATEMENT PURSUANT TO SECTION 2-26 ARTICLE V,
MANATEE COUNTY PROCUREMENT CODE

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to Manatee County by _____.
[print individual's name and title]

For _____
[name of entity submitting sworn statement]
whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to County that it has not:

(1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

(2) been convicted of an agreement or collusion among proposers or prospective proposers in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or

(3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

(4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or

(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such an entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors.

For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation,

interlocking management or ownership, identity of interests amount family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to Manatee County's Purchasing Official. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with Manatee County.

I UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE PROCUREMENT DIVISION OR THE COUNTY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

[Signature]

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 201____ by_____.

Personally known _____ OR Produced identification _____
[Type of identification]

_____ My commission expires _____ . _____ Notary
Public Signature

[Print, type or stamp Commissioned name of Notary Public]

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

ATTACHMENT D
INSURANCE REQUIREMENTS

Work under the resulting Agreement cannot commence until all insurance coverages indicated herein have been obtained. The cost for insurance coverages is the sole responsibility of successful Proposer. The Successful Proposer shall obtain and submit to the Procurement Division within ten (10) calendar days from the date of notice of intent to award, proof the following minimum amounts of insurance on a standard ACORD form (inclusive of any amounts provided by an umbrella or excess policy):

STANDARD INSURANCES	REQUIRED LIMITS
1. <input checked="" type="checkbox"/> Automobile Liability:	Coverage must be afforded under a per occurrence policy form including coverage for all owned, hired and non-owned vehicles. \$ <u>1,000,000</u> combined single limit; OR \$ <u>500,000</u> bodily injury and \$ <u>500,000</u> property damage. \$10,000 Personal Injury Protection (No Fault) \$ _____ Hired, Non-Owned Liability \$10,000 Medical Payments. <i>This policy shall contain severability of interests' provisions.</i>
2. <input checked="" type="checkbox"/> Commercial General Liability: (Occurrence Form - patterned after the current ISO form)	Coverage shall be afforded under a per occurrence policy form. \$ <u>1,000,000</u> single limit per occurrence; \$ <u>2,000,000</u> aggregate \$ _____ Products/Completed Operations Aggregate \$ <u>1,000,000</u> Personal and Advertising Injury Liability \$ <u>1 00,000</u> Fire Damage Liability \$ <u>100,000</u> Medical Expense, and \$ _____ Third Party Property Damage. \$ _____ Project Specific Aggregate (Required on projects valued at over \$10,000,000) <i>This policy shall contain severability of interests' provisions.</i>
3. <input checked="" type="checkbox"/> Employer's Liability	\$ <u>100,000</u> each accident \$ _____ disease each employee \$ _____ disease policy limit
4. <input checked="" type="checkbox"/> Worker's Compensation <input type="checkbox"/> US Longshoremen & Harbor Workers Act coverage <input type="checkbox"/> Jones Act coverage	Statutory Limits of Chapter 440, Florida Statutes, and all Federal Government Statutory Limits & Requirements. If any operations are to be undertaken on or about navigable waters, coverage must be included for the US Longshoremen & Harbor Workers Act and Jones Act.

	<p><u>Note:</u> Should 'leased employees' be retained for any part of the project or service, the employee leasing agency shall provide evidence of workers' compensation coverage and employee liability coverage for all personnel on the worksite and in compliance with the above requirements.</p> <p><u>Note:</u> Workers' compensation coverage is a firm requirement. Elective exemptions are considered on a case-by-case basis and are approved in a very limited number of instances.</p>
OTHER INSURANCES	REQUIRED LIMITS
<p>5. <input type="checkbox"/> Aircraft Liability</p> <p>6. <input type="checkbox"/> Installation Floater</p> <p>7. <input type="checkbox"/> Pollution Liability</p> <p>8. <input type="checkbox"/> Professional Liability and/or Errors and Omissions (E&O) Liability</p> <p>9. <input type="checkbox"/> Builder's Risk Insurance</p>	<p>\$ _____ per occurrence</p> <p>Coverage shall be carried in limits of not less than \$5,000,000 each occurrence if applicable to the completion of the services under this Agreement.</p> <p>If the resulting Agreement does not include construction of or additions to above ground building or structures, but does involve the installation of machinery or equipment, Successful Proposer shall provide an "Installation Floater" with the minimum amount of insurance to be 100% of the value of such addition(s), building(s), or structure(s).</p> <p>\$ _____ per occurrence</p> <p>Professional (E&O) Liability shall be afforded for the Bodily Injury and Property Damage for not less than \$_____ Each Claim, \$1,000,000 Policy Aggregate.</p> <p>When this contract or agreement includes the construction of roadways and/or the addition of a permanent structure or building, including the installation of machinery and/or equipment, the following insurance coverage must be afforded:</p> <p>Coverage Form: Completed Value, All Risk (Roadways/Buildings and Machinery/Equipment) in an amount equal to 100% of the value upon completion or the value of the equipment to be installed.</p> <p>Coverage should include, but not be limited to, storage and transport of materials, equipment, supplies of any kind whatsoever to be used on or incidental to the project, theft</p>

	<p>coverage, and Waiver of Occupancy Clause Endorsement, where applicable.</p> <p>The policy shall not carry a self-insured retention/deductible greater than \$<u>10,000</u>.</p>
<p>10. <input type="checkbox"/> Cyber Liability</p>	<p>Coverage must comply with Florida Statute 501.171 and must be afforded under a per occurrence policy form for limits not less than</p> <p>\$_____ Security Breach Liability</p> <p>\$_____ Security Breach Expense (each occurrence)</p> <p>\$_____ Security Breach Expense (aggregate)</p> <p>\$_____ Replacement or Restoration of Electronic Data</p> <p>\$_____ Extortion Threats</p> <p>\$_____ Business Income and Extra Expense</p> <p>\$_____ Public Relations Expense</p> <p>The policy must not carry a self-insured retention/deductible greater than \$_____.</p>
<p>11. <input type="checkbox"/> Hazardous Materials Insurances (as noted)</p>	<p>Hazardous materials include all materials and substances that are currently designated or defined as hazardous by Florida or Federal law or rules of regulations.</p> <p><input type="checkbox"/> <i>Pollution Liability</i></p> <p>Coverage must be afforded under a per occurrence policy form for limits not less than the value of the contract, subject to a \$_____ minimum, for Bodily Injury and Property Damage to include sudden and gradual release, each claim and aggregate.</p> <p><input type="checkbox"/> <i>Asbestos Liability (If handling within scope of Contract)</i></p> <p>Coverage must be afforded under a per occurrence policy form for limits not less than the value of the contract, subject to a \$_____ minimum, for Bodily Injury and Property Damage to include sudden and gradual release, each claim and aggregate.</p> <p><input type="checkbox"/> <i>Disposal</i></p> <p>Coverage must be afforded under a per occurrence policy form for limits not less than the value of the contract, subject to a \$_____ minimum, for Liability for Sudden and Accidental Occurrences, each claim and an aggregate and not less than</p>

	<p>the value of the contract, subject to a \$_____ minimum, for Liability for Non-Sudden Occurrences, each claim and aggregate.</p> <p><input type="checkbox"/> Hazardous Waste Transportation Insurance</p> <p>Coverage must be afforded under a per occurrence policy form for limits not less than the value of the contract, subject to a \$_____ minimum, per accident.</p> <p>The Successful Proposer shall designate the hauler and have the hauler furnish a Certificate of Insurance for Automobile Liability Insurance with Endorsement MCS-90 for liability arising out of the transportation of hazardous materials.</p> <p>The Successful Proposer must also provide the EPA Identification Number.</p>
12. <input type="checkbox"/> Liquor Liability	<p>Coverage must be afforded under a per occurrence policy form for limits not less than</p> <p>\$_____ Each Occurrence and Aggregate.</p>
13. <input type="checkbox"/> Garage Keeper's Liability	<p>Coverage shall be required if the maintenance, servicing, cleaning or repairing of any County motor vehicles is inherent or implied within the provision of the contract.</p> <p>Coverage must be afforded under a per occurrence policy form for limits not less than equal to the full replacement value of the lot or garage</p>
14. <input type="checkbox"/> Bailee's Customer	<p>Coverage must be afforded under a per occurrence policy form for limits not less than equal to the full replacement value of the lot or garage.</p>
15. <input type="checkbox"/> Watercraft	<p>\$_____ per occurrence</p>

Approved by Risk: _____

Date: _____

INSURANCE REQUIREMENTS

I. THE POLICIES BELOW ARE TO CONTAIN, OR BE ENDORSED TO CONTAIN, THE FOLLOWING PROVISIONS:

1. Commercial General Liability and Automobile Liability Coverages

- a. **“Manatee County, a Political Subdivision of the State of Florida,” is to be named as an Additional Insured in respect to:** Liability arising out of activities performed by or on behalf of the Successful Proposer, his agents, representatives, and employees; products and completed operations of the Successful Proposer; or automobiles owned, leased, hired or borrowed by the Successful Proposer. The coverage shall contain no special limitation(s) on the scope of protection afforded to the County, its officials, employees or volunteers.

In addition to furnishing a Certificate of Insurance, the Successful Proposer shall provide the endorsement that evidences Manatee County being listed as an Additional Insured. This can be done in one of two ways: (1) an endorsement can be issued that specifically lists “Manatee County, a Political Subdivision of the State of Florida,” as Additional Insured; or, (2) an endorsement can be issued that states that all Certificate Holders are Additional Insured with respect to the policy.

- b. The Successful Proposer's insurance coverage shall be primary insurance with respect to the County, its officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officials, employees or volunteers shall be excess of Successful Proposer's insurance and shall be non-contributory.
- c. The insurance policies must be on an occurrence form.

2. Workers' Compensation and Employers' Liability Coverages

The insurer shall agree to waive all rights of subrogation against the County, its officials, employees and volunteers for losses arising from work performed by the Successful Proposer for the County.

II. GENERAL INSURANCE PROVISIONS APPLICABLE TO ALL POLICIES:

1. Prior to the execution of contract, or issuance of a Purchase Order, and then annually upon the anniversary date(s) of the insurance policy's renewal date(s) for as long as this contract remains in effect, Successful Proposer shall furnish the County with a Certificate(s) of Insurance (using an industry accepted certificate form, signed by the Issuer, with applicable endorsements, and containing the solicitation or contract number, and title or description) evidencing the coverage set forth above and naming “Manatee County, a Political Subdivision of the State of Florida” as an Additional Insured on the applicable coverage(s) set forth above.
2. If the policy contains an aggregate limit, confirmation is needed in writing (letter, email, etc.) that the aggregate limit has not been eroded to procurement representative when supplying Certificate of Insurance.

In addition, when requested in writing from the County, Successful Proposer will provide the County with a certified copy of all applicable policies. The address where such certificates and certified policies shall be sent or delivered is as follows:

Manatee County, a Political Subdivision of the State of Florida
Attn: Risk Management Division
1112 Manatee Avenue West, Suite 969
Bradenton, FL 34205

3. The project's solicitation number and title shall be listed on each certificate.
 4. Successful Proposer shall provide thirty (30) days written notice to the Risk Manager of any cancellation, non-renewal, termination, material change, or reduction in coverage of any insurance policies to procurement representative including solicitation number and title with all notices.
 5. Successful Proposer agrees that should at any time Successful Proposer fail to meet or maintain the required insurance coverage(s) as set forth herein, the County may terminate this contract.
 6. The Successful Proposer waives all subrogation rights against Manatee County, a Political Subdivision of the State of Florida, for all losses or damages which occur during the contract and for any events occurring during the contract period, whether the suit is brought during the contract period or not.
 7. The Successful Proposer has sole responsibility for all insurance premiums and policy deductibles.
 8. It is the Successful Proposer's responsibility to ensure that his agents, representatives and subcontractors comply with the insurance requirements set forth herein. Successful Proposer shall include his agents, representatives, and subcontractors working on the project or at the worksite as insured under its policies, or Successful Proposer shall furnish separate certificates and endorsements for each agent, representative, and subcontractor working on the project or at the worksite. All coverages for agents, representatives, and subcontractors shall be subject to all of the requirements set forth to the procurement representative.
 9. All required insurance policies must be written with a carrier having a minimum A.M. Best rating of A- FSC VII or better. In addition, the County has the right to review the Successful Proposer's deductible or self-insured retention and to require that it be reduced or eliminated.
- III.** Successful Proposer understands and agrees that the stipulated limits of coverage listed herein in this insurance section shall not be construed as a limitation of any potential liability to the County, or to others, and the County's failure to request evidence of this insurance coverage shall not be construed as a waiver of Successful Proposer's obligation to provide and maintain the insurance coverage specified.

- IV.** The enclosed Hold Harmless Agreement shall be signed by the Successful Proposer and shall become a part of the contract.
- V.** Successful Proposer understands and agrees that the County does not waive its immunity and nothing herein shall be interpreted as a waiver of the County's rights, including the limitation of waiver of immunity, as set forth in Florida Statutes 768.28, or any other statutes, and the County expressly reserves these rights to the full extent allowed by law.
- VI.** No award shall be made until the Procurement Division has received the Certificate of Insurance and Hold Harmless Agreement in accordance with this section.

[Remainder of page intentionally left blank]

INSURANCE STATEMENT

THE UNDERSIGNED has read and understands the aforementioned insurance requirements applicable to any contract resulting from this solicitation and shall provide the insurances required by this Attachment within ten (10) days from the date of Notice of Intent to Award.

Proposer Name: _____ Date: _____

Signature
(Authorized
Official): _____

Printed Name/Title: _____

Insurance Agency: _____

Agent Name: _____ Agent Phone: _____

Return this signed statement with your proposal.