

**RESPECT of Florida**  
**Proposal for Assignment**

**For**

**2016-18 RESPECT Grant for Micro Enterprise/Self Employment**

Employment Center Name\_\_\_\_\_

Employment Center Mailing Address\_\_\_\_\_

City-State-Zip\_\_\_\_\_

Telephone Number\_\_\_\_\_

Email Address\_\_\_\_\_

**TIMELINE**  
**PFA 2016-18**

<b>EVENT</b>	<b>DUE DATE</b>	<b>LOCATION</b>
PFA Advertised	July 20,2016	RESPECT Website: <a href="http://www.respectofflorida.org">www.respectofflorida.org</a> and/or email Notification
Notice of Intent DUE	August 19, 2016 5:00 PM EDT	Submit to: RESPECT of Florida Via E-mail: <a href="mailto:proposal@respectofflorida.org">proposal@respectofflorida.org</a>
Mandatory Pre-Bid Teleconference for Questions	August 23, 2016 10:00 AM EDT	Call In Number 888-670-3525 Join In Code 406-098-078-1
Deadline for Questions	August 25, 2016 5:00 PM AM EDT	Submit to: RESPECT of Florida Via E-mail: <a href="mailto:proposal@respectofflorida.org">proposal@respectofflorida.org</a>
Answers posted on RESPECT Website	August 26, 2016 5:00 PM AM EDT	RESPECT Website: <a href="http://www.respectofflorida.org">www.respectofflorida.org</a>
PFA DUE	September 9, 2016 5:00 PM EDT	Submit to: RESPECT of Florida Via E-mail: <a href="mailto:proposal@respectofflorida.org">proposal@respectofflorida.org</a>
Deadline for Evaluations of PFAs	September 13, 2016 5:00 PM EDT	Conducted by RESPECT personnel
PFA Award	September 14, 2016 Noon EDT	Posting of Award on RESPECT Website: <a href="http://www.respectofflorida.org">www.respectofflorida.org</a>

## **AUTHORITY & INSTRUCTIONS TO EMPLOYMENT CENTERS**

Pursuant to Section 413.035, Florida Statutes, Florida Association of Rehabilitation Facilities, Inc. d/b/a RESPECT of Florida (“RESPECT”) is the central nonprofit agency designated to facilitate the allocation of orders of commodities and services to qualified nonprofit agencies for the blind and other severely handicapped. RESPECT invites your nonprofit agency to submit a Proposal for Assignment (PFA) on the above referenced grant. Proposals for Assignment will not be accepted unless all conditions have been met. All Proposals for Assignment must have an authorized signature. Proposals will only be accepted via email ([proposal@respectofflorida.org](mailto:proposal@respectofflorida.org)) and shall be an attachment in PDF format. RESPECT is not responsible for lost or late delivery of Proposals due to technical issues. Proposals shall be held open for a period of sixty (60) days from the PFA due date or until, at a minimum, one of the proposals has been allocated or assigned by RESPECT, whichever is earlier.

## **PURPOSE**

To ensure that all Employment Centers (EC's) receive a fair and complete evaluation of Assignment Agreements for the grant. The RESPECT of Florida program requires that Employment Centers follow the instructions regarding response requirements of this PFA without deviation.

## **ELIGIBILITY**

Only Certified, RESPECT of Florida Employment Centers may participate in the PFA process.

## **PROCESS**

The PFA process is demonstrated in the flow chart, as **Attachment I** of this document.

## **COMMUNICATIONS**

All communications are restricted during the PFA process. Employment Centers have the opportunity to submit questions via email ([proposal@respectofflorida.org](mailto:proposal@respectofflorida.org)) in accordance with the timeline dates. All Employment Centers' questions will be answered during the “Answer” period and posted on the RESPECT website. Questions shall only be received via email or during scheduled teleconferences.

## **ANTITRUST**

All Employment Centers are required to comply with the *Florida ARF Board of Directors Antitrust Policy*. Employment Centers are forbidden from contacting other Employment Centers for purposes of collusion or fraud.

## **PUBLIC RECORDS**

Pursuant to Section 10.22 of the Central Nonprofit Agency Contract between RESPECT and the Florida Department of Management Services (DMS), any and all records produced or used regarding this PFA or responses thereto are subject to Chapter 119, Florida Statutes. Absent a valid exemption, RESPECT is obliged to allow public access to all documents, papers, letters, email and other materials subject to Chapter 119. RESPECT will allow public inspection and copying of all materials submitted in response to this PFA unless the proposer specifically identifies an applicable exemption to Chapter 119 and identifies with specificity the portions of the materials submitted that are exempt from public disclosure. Employment Centers shall identify any portion of its proposal that is exempt from public disclosure and the statutory basis for the exemption when the proposal is submitted.

## **NOTICE OF INTENT**

Upon receipt of the PFA, Employment Centers having an interest in the grant, are required to complete **Attachment II** of this PFA and submit to RESPECT of Florida via email at [proposal@respectofflorida.org](mailto:proposal@respectofflorida.org), by the due date indicated in the timeline.

## **QUESTION & ANSWER PERIOD**

The Question & Answer period for interested EC's begins immediately upon the PFA being advertised and will end on the date specified in the timeline included in this PFA. Questions are to be submitted via email to [proposal@respectofflorida.org](mailto:proposal@respectofflorida.org). RESPECT of Florida will post answers to the questions, on the RESPECT website as indicated in the timeline. All questions and answers will be visible to all interested EC's. Communications are restricted during the PFA process and any EC that contacts any RESPECT of Florida personnel in person, in writing, or by telephone (other than through the above email address) regarding this PFA may be eliminated from all further consideration. Teleconferences are exempt from these requirements as those will be public with everyone invited to participate.

## **ADDENDUM**

If the RESPECT of Florida finds it necessary to supplement, modify or interpret any portion of the PFA during the proposal period, a written addendum will be posted on RESPECT website, [www.respectofflorida.org](http://www.respectofflorida.org). It is the responsibility of the Employment Centers to be aware of any addendums that might have bearing on their proposal.

## **WITHDRAWAL**

Employment Centers may withdraw their proposal from consideration at any time prior to the DUE date, as indicated in the timeline. Withdrawal notifications must be submitted via email to, [proposal@respectofflorida.org](mailto:proposal@respectofflorida.org).

## **REJECTION OF PFA**

RESPECT of Florida may decline to assign to an EC if its proposal does not comply with the format specified in the PFA or is incomplete. PFAs may be rejected if received after the PFA due date, or upon learning that the Antitrust Policy has been violated.

## **SPECIFICATIONS OF THE GRANT**

RESPECT of Florida has a modest grant (\$12,500) available to assist a person with a disability in starting or enhancing their own business. RESPECT requires that the grant be administered through a Certified Employment Center (see the list published at <http://www.respectofflorida.org/category/331/Partners.html>) with General and Administrative expenses not to exceed 20%. The terms and conditions of the grant are somewhat flexible.

The grant could support a person who could serve as a subcontractor of a Certified Employment Center for a service or product currently being performed by another entity. There will be preference for proposals that contribute value added (direct labor provided by people with disabilities) to an existing RESPECT commodity or service where something is currently outsourced as an ancillary service. In summary, the proposal could increase vertical integration in regards to employment opportunities for people with disabilities.

Generally, the following requirements are expected:

- Micro Enterprise or Self Employment must create or enhance self-employment for person with a documented disability;
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- Periodic reporting is required for a year or more to document expenditures, to measure sustainability, success of the business, quality of life, etc.;
- We will be measuring outcomes;
- The person should make minimum wage or above;
- The proposal must be viable with demand for the product or service proposed;
- A business plan outline, resume and pro forma financials will be required; and
- Local partnerships are encouraged (e.g. University, Hospital, private donor, for profit partner and veterans' organizations).

Please review the Evaluation Criteria (Attachment III) to understand how the grant will be awarded based on a number of factors.

General & Administrative funds will be used to create Self Employment of an individual with disabilities and may include Supported Employment services. This will be a grant to the Employment Center who will then provide funds to the business owner. Competing proposals will be evaluated by RESPECT and the final award will be approved by the RESPECT Business Development Committee.

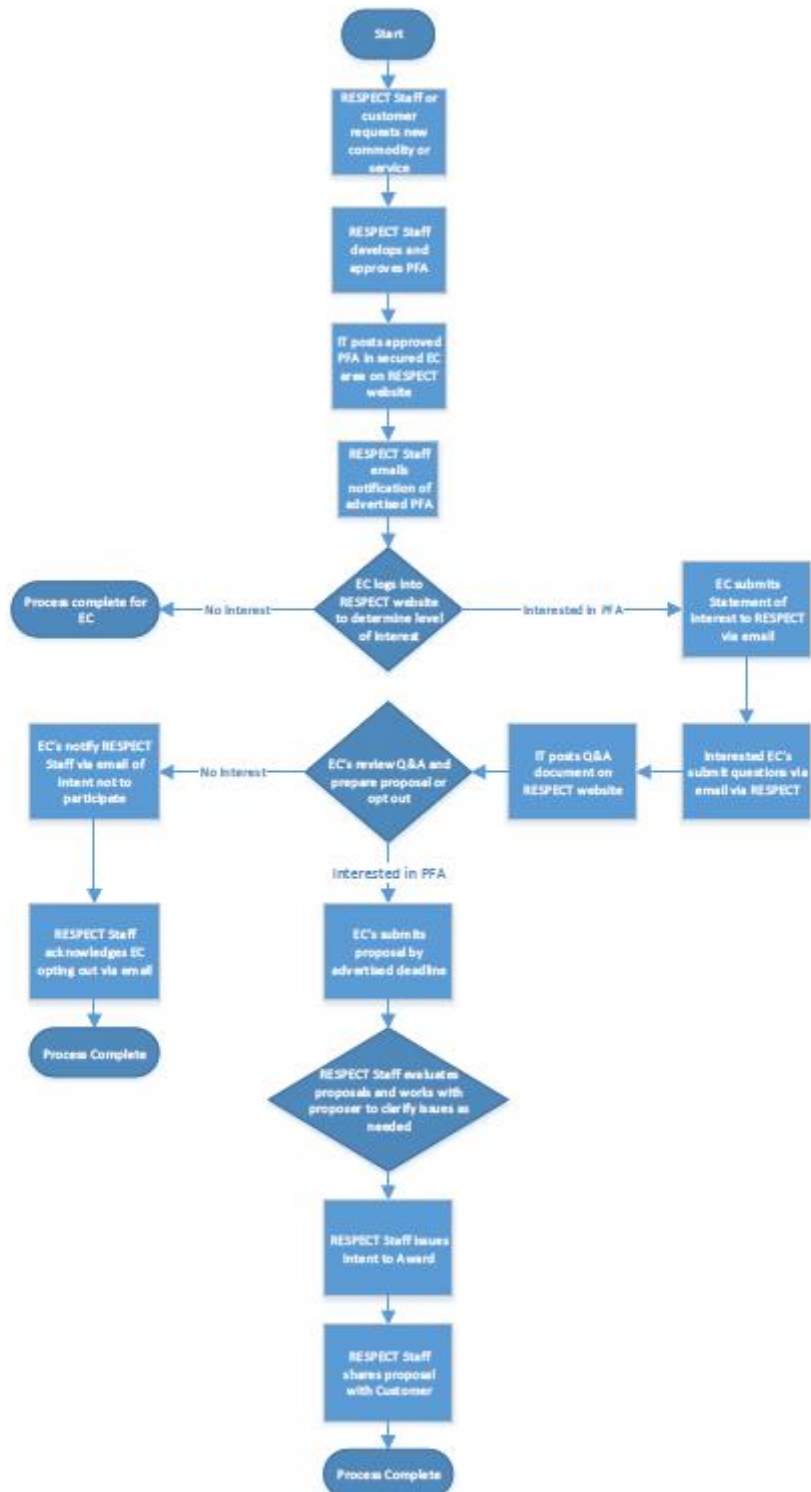
## **PRICING**

Employment Centers must submit a completed grant proposal to RESPECT with a business plan outline that will describe how the funds will be used.

## **EVALUATIONS**

Evaluation of PFAs will be conducted during the period to be determined. All Employment Centers must submit a proposal which clearly addresses the evaluation points, as listed in **Attachment III** of this PFA.

# Attachment I PFA Flow Chart



## **Attachment II Notice of Intent Form**

I hereby express notice of intent for RESPECT of Florida's Proposal for Assignment,  
2016-18 RESPECT Grant for Micro Enterprise/Self Employment

Employment Center Name: \_\_\_\_\_

Authorized Representative's Name/Title (Print): \_\_\_\_\_

Authorized Representative's Signature and Date: \_\_\_\_\_



## Attachment III Evaluation Criteria Form

This evaluation sheet will be used by RESPECT of Florida personnel to assign scores to all proposals that were evaluated and designated as qualified. Scores will be averaged for all Evaluation Team members and ranked, highest to lowest averaged score. Both the presence and quality of the proposal will be evaluated when determining point value.

The final Intent to Award will be approved by the RESPECT Business Development Committee on September 14, 2016 and the notice of award posted that day.

Point Value (Unless otherwise indicated, zero is lowest possible and the number indicated in this column is the highest possible)

Points Awarded (Total number of points given by the evaluator)

Evaluation Criteria Number	Question	Point Value	Points Awarded
1.	Does the proposal increase value added by people with disabilities in conjunction with a RESPECT commodity or service category?	0-10	
2.	What is the person's experience and/or training level for operating the proposed business? (Resume, etc.)	0-15	
3.	What is the viability of the business plan outline and financial pro forma as proposed?	0-30	
4.	What level of support is available to the person from family, friends, mentors, and the Employment Center?	0-20	
5.	Is there a customer base ready to use this business as proposed?	0-20	
6.	How responsive was the proposal relating to completion of documents, form requirements and following instructions?	0-5	

Evaluator Name (PRINTED): \_\_\_\_\_

Evaluator Signature and Date: \_\_\_\_\_

Employment Center: \_\_\_\_\_