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## **RFI APD 14-00**

### **FLORIDA AGENCY FOR PERSONS WITH DISABILITIES REQUEST FOR INFORMATION**

#### **NAME OF PROJECT**

**RFI RESPONSE DATE: December 1, 2014; 5:00 PM (EST)**

#### **A. REQUEST FOR INFORMATION**

The Florida Agency for Persons with Disabilities (APD) is requesting information for a [REDACTED] from potential vendors. This is a Request for Information (RFI) only. An RFI is issued solely for information and planning purposes and it does not constitute a competitive solicitation (e.g., Invitation to Bid, Request for Proposal, or Invitation to Negotiate), or a promise to issue a competitive solicitation in the future. This RFI does not commit the Agency to contract for any service or proposed solution whatsoever. A response to this RFI is not an offer and the Agency will not use a vendor’s submission to justify a contract with the vendor without complying with applicable laws, rules and policies. Further, APD is not seeking proposals at this time and will not accept unsolicited proposals.

#### **B. BACKGROUND / PURPOSE**

##### **1. Background**

**To be completed by Service Delivery Workgroup:**

- Alzheimer's and Aging
- Dual Diagnosis
- Intensive Behaviors
- Forensics

## 2. Purpose

To be completed by Service Delivery Workgroup:

- Alzheimer's and Aging
- Dual Diagnosis
- Intensive Behaviors
- Forensics

## C. RFI RESPONSE INSTRUCTIONS

Respondents to this RFI are asked to be thorough, but concise. The RFI response must include the following:

1. The respondent's name, place of business address(s), contact information, including representative name and alternative, if available, telephone number(s) and email address(s).
2. Description of the respondent's business and its experience as it relates to the services outlined in the RFI. This description should include a narrative explaining past experiences in which the respondent has engaged with other \_\_\_\_\_ to be added by workgroup, i.e., forensic, dual diagnosed \_\_\_\_\_.
3. A statement of interest in or knowledge of the services outlined in this RFI, including a high level outline of any specific product, concept, technology or approach that would pertain to the information sought through this RFI.

Additional elements to be included in the response if available are:

- a. An implementation schedule for the development of \_\_\_\_\_;
- b. A timeline for developing and implementing the program to \_\_\_\_\_.
- c. A description of the foreseen benefits and challenges of the proposal including any identified risks to the Agency's responsibilities over the \_\_\_\_\_ process and the recommendations for overcoming them;

- d. A description of the conceptual model to be implemented and the number of individuals to be served. Include how the model would be done as a pilot and how it would be rolled out statewide that includes timeframes.
- e. A description of the key staffing requirements foreseen to effectively implement, operate, and maintain the program.
- f. An estimate regarding the implementation and operational costs to provide the service request.

#### **D. PROPRIETARY INFORMATION**

Any portion of the submitted response which is asserted to be exempt from disclosure under Chapter 119, Florida Statute, shall be clearly marked “exempt”, “confidential”, or “trade secret” (as applicable) and shall also contain the statutory basis for such claim on every page. Pages containing trade secrets shall be marked “trade secret as defined in Section 812.081, Florida Statutes”. Failure to segregate and identify such portions shall constitute a waiver of any claimed exemption and the Agency will provide such records in response to public records requests without notifying the respondent. Designating material simply as “proprietary” will not necessarily protect it from disclosure under Chapter 119, Florida Statutes. An entire response should not be considered trade secret.

#### **E. RESPONSE SUBMISSION**

Respondents to the RFI shall submit an electronic copy of its response using Microsoft Word 97 and/or Excel 97 or newer, not to exceed one-hundred (100) singled sided pages in length and sent via email. The software used to produce the electronic files must be logically named.

The respondent shall **also** submit one (1) electronic redacted copy of the response suitable for release to the public. Any confidential or trade secret information covered under Section 812.081, Florida Statutes, should be either redacted or completely removed. The redacted response shall be marked as the “redacted” copy and contain a transmittal letter authorizing release of the redacted version of the response in the event the Agency receives a public records request.

Responses to the RFI shall be provide no later than **5:00 PM, Eastern Standard Time, December 1, 2014**. Responses shall be submitted to:

Agency for Persons with Disabilities  
Bureau of Quality Management  
Attn: Edwin DeBardleben  
4030 Esplanade Way  
Suite 360K  
Tallahassee, Florida 32399-0950  
Edwin.DeBardleben@apdcares.org

## **F. PROCESS**

After the Agency has received all responses to this RFI, the Agency, in its sole discretion, shall determine if a meeting with respondents is necessary to clarify the information received. In the event that the Agency decides to hold a meeting, the respondent(s) will be notified via email.

APD will review and analyze information received from this RFI to determine the best option(s) to address the Agency's objectives and requirements. Any request for cost information will assist the Agency in gaining perspective of the potential budgetary magnitude.

Responses to this request will be reviewed for informational purposes only and will not result in the award of a contract. Vendors submitting a response to the RFI are not prohibited from responding to any related subsequent solicitation. Not responding to this RFI does not preclude participation in any future procurement, if any is issued.

## **G. VENDOR COSTS**

Vendors are responsible for all costs associated with preparation, submission, and any potential meeting(s) to discuss this RFI. APD will not be responsible for any vendor costs associated with responding to this RFI.

## **H. REGISTER WITH THE STATE OF FLORIDA**

In order to do business with the State of Florida, all vendors must be registered in MyFloridaMarketPlace. Information about registration with the State of Florida is available, and registration may be completed at the MyFloridaMarketPlace website link under the heading, Business, on the State portal at [www.myflorida.com](http://www.myflorida.com). Those lacking internet access may request assistance from the MyFloridaMarketPlace customer service at 866-352-3776. Registration is not required to respond to this RFI.

## **I. QUESTIONS**

Questions concerning this RFI should be submitted in writing via email to: [Edwin.DeBardleben@apdcares.org](mailto:Edwin.DeBardleben@apdcares.org).

Verbal questions will NOT be accepted. Questions will be answered by sending questions and responses to respondents; accordingly, questions shall NOT contain proprietary or classified information. All questions must be received by \_\_\_\_\_ at 5:00 PM EST. Responses to questions will be provided \_\_\_\_\_ by close of business unless otherwise indicated.

## **J. AGENCY FOR PERSONS WITH DISABILITIES**

Additional information about the Florida Agency for Persons with Disabilities can be found on the Agency's website at: <http://apdcares.org/>.

**NOTICE TO PERSONS WITH DISABILITIES IN NEED OF A REASONABLE ACCOMMODATION: Please contact \_\_\_\_\_ (NAME) to make your request at \_\_\_\_\_ (E-MAIL) as soon as possible before the deadline for submittal.**