



RFP #12-30

**ST. JOHNS COUNTY
HEALTH AND HUMAN SERVICES DEPARTMENT
FUNDING AVAILABILITY PRE-QUALIFICATION**

Notice is hereby given that St. Johns County, a political subdivision of the State of Florida, will accept Letters of Prequalification to apply for Funding Availability **until 4:00 P.M. on December 22, 2011.**

Organizations that now or will provide health, human or social services to residents of St Johns County, Florida are invited to complete and submit the pre-qualification form with required documents. Early submissions are strongly encouraged and greatly appreciated.

Pre-qualification forms may be obtained from Bridget Mein, Contract Specialist, St. Johns County Purchasing Department, 2446 Dobbs Road, St. Augustine, Florida 32086, or by via email request to bmein@sjcfl.us, or by calling Onvia Demand Star at 800-711-1712 and requesting Document #12-30. Many packages can be downloaded from the Internet. Check the agency's site for download availability and any applicable fees. Vendors registered with DemandStar.com can download most packages at no cost from their web site – www.demandstar.com.

Qualified applicants who desire to apply for funding must submit **three (3)** completed sets of applications to the following address:

St. Johns County Purchasing Department
2446 Dobbs Road
St. Augustine, Florida 32086

The applications must be clearly marked on the outside with:

**RFP #12-30
Funding Availability Pre-Qualification**

Only those firms that become pre-qualified will be allowed to submit proposals during the next phase of the funding process.

All organizations that submit pre-qualification packages prior to the deadline will be contacted no later than December 30, 2011 as to the eligibility status.

St Johns County Health and Human Services Provider Funding Application
FY 2012-2013 Pre-Qualification Form

Organization: _____

Physical Address: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Director: _____

Email address: _____

Contact: _____ Title: _____

Contact Email: _____

Website: _____

Federal Tax ID#: _____

1. In what year was your organization incorporated or established? _____
 2. Does your organization have 1 Million Professional Liability, 1 Million Comprehensive General Liability and 100k/300k Business Auto Liability Insurance coverage? Yes ___ No ___
 3. Has your organization been in operation (i.e., provided programs/services) for at least twelve months as of the proposal release date? Yes ___ No ___
 4. Is there any actual pending, or threatened litigation or judgments within the past five (5) years against your organization or any individual in your organization? Yes___ No___
 5. If yes, please attach a sheet explaining the litigation or judgment. Yes___ No___
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Note: All applicants MUST submit the following documents with the proposal packages:

1. A copy of their IRS determination letter or letter of Incorporation.
 2. FL solicitation license (or exemption letter).
 3. Proof of current insurance coverage
 4. Audited Financial Statement for the last two years showing Income/expenses and Balance Sheet
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PROGRAMS AND SERVICES

In the table below, please provide a brief description of the top four (4) programs and services that your organization provides. Place an asterisk (*) in front of any program or service that is supported by County funds (i.e., through a service contract with a County department or dedicated tax revenues.)

Organization Name:

Organization Mission:

| Program/Service | Description | #Yrs | Target Population | # Served in FY 10-11 | Projected # served in FY 11-12 | Planned # served in FY 12- 13 |
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St. Johns County, Florida reserves the right to reject any or all applicants, waive minor formalities, request additional or clarifying information, revise, opt out of and/or start the RFP process over.

PROTEST - Any applicant substantially and adversely affected by an intended decision or by any term, condition or procedure shall file with the Purchasing Department for St. Johns County, a written notice of intent to protest no later than 72 hours (excluding Saturdays, Sundays and legal holidays for employees of St. Johns County) after the posting either electronically or by other means of the prequalified list of applicants or the right to protest the matter shall be waived. The protest policy is in Section 304.10 of the County Purchasing Code.

Authorized Signatures:

Print Name/Title

Signature

Date