**REQUEST FOR APPLICATION**

**DEO 21-RFA-003**

**FLORIDA DEFENSE CYBERSECURITY TRAINING PROGRAM GRANT PROGRAM**

**FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY**

**DIVISION OF STRATEGIC BUSINESS DEVELOPMENT**

**APPLICATION DEADLINE:**

**TUESDAY, JUNE 30TH**

**3:00 PM, EASTERN STANDARD TIME**

***Disclaimer – NOTE:*** *The receipt of applications in response to this Grant Opportunity does not imply or guarantee that any one or all qualified applicants will be awarded a Grant from the Florida Department of Economic Opportunity.*

***This Grant Opportunity is not a competitive solicitation subject to the notice or challenge provisions of Section 120.57(3), Florida Statutes.***

**SECTION A**

**PROGRAM OVERVIEW**

1. **Overview**

This Request for Application (RFA) is to receive grant applications from eligible applicants for the creation of a Florida Defense Cybersecurity Training Program (“Training Program”). This Training Program will be funded through a grant to the Florida Department of Economic Opportunity (DEO) from the United States Department of Defense (DOD), Office of Economic Adjustment (OLEA). If funding is reduced, suspended, terminated, or the funds are not awarded, no grant will be awarded under this RFA.

As part of DEO’s goal to strengthen, protect, and grow Florida’s aerospace and defense supply chains, DEO will utilize part of its OEA grant funding to make a subaward to a subrecipient to create an awareness, education, and training program to help Florida small and medium-sized defense contractors comply with the Defense Federal Acquisition Regulation Supplement (DFARS), National Institute of Standards and Technology (NIST) Publication 800-171, and DOD’s new Cybersecurity Maturity Model Certification (CMMC) standards for cybersecurity. DEO will also use its OEA grant funding to ensure that our state’s small and medium-sized defense contractors stay on track to meet contractual deadlines by assisting those contractors with receiving the compliance training they need and helping offset the cost of assessment and mitigation where applicable. By helping our state’s small and medium-sized defense contractors become aware of and compliant with these standards, we will help meet the shared goals of a more ready, resilient, and safe supply chain for both our state and the nation. Without meeting DOD requirements for cybersecurity as outlined in DFARS clause 252.204-7012, Florida’s defense contractors will not be able to provide products and services to DOD.

The successful applicant should show a comprehensive plan to support a series of cybersecurity education and awareness programs across the state in coordination with DEO and with existing major statewide and national conferences and other regional events held in Florida over the next year. In addition, the applicant will design and deliver a series of educational and engagement training events in coordination with events for Florida’s defense supplier industry in regions across the state. The application should include the time to create and build any training programs with expected time of implementation. The application should include a plan to design and maintain online and virtual capabilities of the training courses. Finally, the application should include a plan to create educational materials on the subject matter for distribution online and in-person for training sessions. Successful applicants should be able to demonstrate the ability to begin implementing the awarded grant activities within 30 days after award.

The application should include a plan to work with DEO and with partners to conduct Cyber Physical Security (CPS) assessments for small and medium manufacturers in the defense supply chain. The CPS awareness workshops will provide firms with the opportunity to sign up for CPS assessments.

1. **Funding Announcement**

Contingent upon and subject to an anticipated award by the OEA, DEO announces the prospective availability of funds. Funding is anticipated to be provided pursuant to OEA’s FY 2020 – 2021 grant funding cycle through its Community Investment Program. If federal funds upon which a subaward may be made are not appropriated or available for the stated purpose, such event will not constitute DEO’s or the State’s default with respect to any prospective grant award or Agreement resulting from this RFA.

* 1. **Purpose**: DEO is requesting applications for a subaward. The subrecipient will deliver a series of educational and engagement events and training modules (boot camps) for companies within Florida’s defense industrial base and provide CPS awareness workshops and CPS assessments for small and medium manufacturers in the defense supply chain. DOD and NIST have already developed a set of best practices regarding cybersecurity implementation by federal agencies and federal contractors, which are encapsulated within the NIST Special Publication 800 series.
  2. **Eligibility**: Applicants who possess the financial capability, experience, and personnel resources described in this RFA are invited to submit Applications. Eligible Applicants must be entities validly in existence and authorized to operate within the state of Florida, with the authority to be bound to the performance of the subaward.
     1. Priority will be given to applicants that are not-for-profit corporations or is a part of either the Florida College System or the State University System of Florida.
     2. Applicants must prepare a coordinated program of work or plan of action delineating how the project will be administrated and accomplished, which must include a plan for ensuring close cooperation between DEO and any sub-awardees.
     3. Applicants must provide documentation describing the intended training for the program, including a timeline for development and estimated of services. The program should include options for virtual or webinar-based sessions and the ability to create training programs regionally, across the state. Provide methods for attendance tracking and plan to reach the targeted audience.
     4. Entities on the Convicted, Suspended, Discriminatory Vendor List(s), and/or the Scrutinized List(s) of Prohibited Companies may not submit an Application.
  3. **Maximum Funds Available (Anticipated)**: **TBD** in non-recurring General Revenue Funds.
  4. **Type of Award**: Grant (subaward)
  5. **Grant Award Period**: July 1, 2020 through June 30, 2021.
  6. **Use of Grant Funds**: Allowable and unallowable expenditures are defined by one or more of the following:
     1. Program expenditures must be in accordance with the requirements of the State of Florida Reference Guide for State Expenditures (<https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>).
     2. The terms of the Federal award, the terms of any grant agreement entered into pursuant to this RFA, and all Federal, state and local laws and regulations applicable to Awardee’s activities; including compliance with the procurement standards in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
     3. Sections 112.061, 215.97, and 215.971 Florida Statutes.
     4. Other fiscal requirements set forth in program laws, rules and regulations.
  7. **Funding Guidelines**: DEO will only reimburse a subrecipient for allowable project costs resulting from obligations incurred during the agreement period. Activities for which funds may **NOT** be spent include, but are not limited to, the following (this also applies to any subcontractors or consultants that are paid with Grant funds):
     1. Receptions, gifts, gift cards, awards, trophies, or membership dues.
     2. Lobbying any branch of state government.
     3. Project costs incurred related to the Agreement prior to its beginning date or after its ending date, except with express written approval from DEO.
     4. Travel expenses not made pursuant to Section 112.061, Florida Statutes.
     5. Business entertainment expenses, including meals or activity fees.
     6. Participation in activities or events that are not located in the Continental United States (CONUS).
  8. **Submission of Multiple Applications PROHIBITED**: An Applicant can be the prime grant recipient for only one Application. An Applicant may be a supporting partner for another entity’s proposal.
  9. All work shall be performed in accordance with Attachment B – Grant Application and any Agreement resulting from this RFA.

1. **Number of Awards**

DEO will determine the number of grant awards, at DEO’s sole and absolute discretion, based on the availability of funds and the quality of the submitted applications. DEO reserves the right to offer grant awards for less than the total amount requested in the Applicants’ Applications. The receipt of proposals in response to this RFA does not imply or guarantee that any one or all proposals will be awarded a Grant.

1. **Special Accommodation**

Any person requiring a special accommodation because of a disability should contact DEO as early as possible prior to the due date. If you are hearing or speech impaired, please contact DEO by using the Florida Relay Service at (800) 955-8771 (TDD).

**SECTION B**

**SPECIAL INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF APPLICATIONS**

1. **Calendar of Events**

Listed below is the calendar of important actions and dates/times by which the actions must be taken or completed. If DEO finds it necessary to change any of these dates/times, then DEO will include such changes in a subsequently-published addendum. The time referenced in the table below is Eastern Standard Time (EST).

Please note that any updates, addenda, and clarifications to this RFA will be posted as an addendum on DEO’s website at [www.FloridaJobs.org/Military-Community-Programs](http://www.FloridaJobs.org/Military-Community-Programs). **It is the Applicant’s responsibility to monitor DEO’s website at** [**www.FloridaJobs.org/Military-Community-Programs**](http://www.FloridaJobs.org/Military-Community-Programs) **for any RFA updates.**

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|  | **Estimated Calendar of Events** | **Date and Time** |
| 1. | Date of RFA issuance and publication | June 22, 2020 |
| 2. | Technical Questions (Attachment E) due from prospective Applicants (**ONLY** e-mail inquiries will be accepted) | June 25, 2020, 3:00 PM |
| 3. | Anticipated Posting of Questions and Answers | June 26, 2020 |
| 4. | RFA Applications Due | June 30, 3:00 PM |
| 5. | Anticipated RFA Application Completeness Check | July 2, 2020 |
| 6. | Anticipated Evaluation Period | July 2- July 6, 2020 |
| 7. | Anticipated Posting of Award | July 7, 2020 |

1. **Questions**

Applicants must submit their questions concerning this RFA in the format included in Attachment E – Technical Questions Submittal Form via e-mail to [DefenseGrants@DEO.MyFlorida.com](mailto:DefenseGrants@DEO.MyFlorida.com) by the date and time specified in the Calendar of Events, and clearly identify the author of each such e-mail. All questions and/or changes to the RFA will be posted on DEO’s website at [www.FloridaJobs.org/Military-Community-Programs](http://www.FloridaJobs.org/Military-Community-Programs). DEO shall not be responsible and legally liable for any delays and/or resulting impacts, associated with Applicants’ failures to obtain the information made available through DEO’s website at [www.FloridaJobs.org/Military-Community-Programs](http://www.FloridaJobs.org/Military-Community-Programs).

Each Applicant must carefully examine the specifications set forth in this RFA with respect to the activities to be performed.

**ORAL AND TELEPHONE INFORMATION**

Oral and telephone information shall not bind DEO. Applicants must not rely upon oral and telephone information.

1. **Submission of Applications**

Applications must be in compliance with the instructions given herein. Applicants must submit their Applications to this RFA electronically to: [DefenseGrants@DEO.MyFlorida.com](mailto:DefenseGrants@DEO.MyFlorida.com) by the date and time specified in the Calendar of Events.**APPLICATIONS RECEIVED AFTER THE EXACT TIME SPECIFIED MAY NOT BE CONSIDERED**.

1. **Withdrawal of Applications**

An Applicant may withdraw, or withdraw and resubmit, its submitted Application by e-mail request of same to DEO at any time prior to the due date specified in the Calendar of Events. If an Applicant withdraws a submitted Application after the due date specified in the Calendar of Events, then the Applicant may not resubmit its Application. In no event may an Applicant submit an Application after the due date specified in the Calendar of Events.

1. **Cost of Preparing Applicant’s Application**

DEO shall not reimburse an Applicant for any costs incurred in responding to this RFA, including, but not limited to, those for oral presentations, if applicable.

1. **Disclosure and Ownership of Applications by the Department**

An Applicant’s Application is a public record subject to the production, disclosure, inspection, and copy provisions of Chapter 119, Florida Statutes, and Section 24(a) Article I of the Florida Constitution. An Applicant’s Application, upon submission, and any resulting Agreement therefrom shall be DEO’s property. DEO, in DEO’s sole and absolute discretion, shall have the right to use, reproduce, and publish all Applications and Agreements. Pursuant to Section 215.985(14), Florida Statutes, the Florida Department of Financial Services (DFS), has developed a web-based system that provides information and documentation about government agreements called the “Florida Accountability Contract Tracking System” or “FACTS.” Applications to this RFA may become published on FACTS as attachments to subsequently-executed agreements.

1. **Applicant’s Duties to Assert Exemption from Disclosure as a Public Record**

Applicants must submit Applications’ contents which are asserted to be exempted by law from disclosure as a public record on a page or pages separately from the rest of the Applications’ submissions, and must clearly mark each such alleged exempted parts “exempt,” “confidential,” or “trade secret” (as applicable), including the statutory basis for each such claim of exemption specifically identified in writing on each and every such page by an authorized representative of the Applicant’s organization with legal authority to make this determination on behalf of the Applicant. Failure to segregate and so identify any such content shall constitute a waiver of any claimed exemption as applied to the portion of the Application submission or other document in which the content is set forth. Concurrently, Applicant must provide DEO with a separate redacted copy of its Application clearly titled “Redacted Copy,” containing DEO’s RFA name, number, and the name of the Application. **If Applicant fails to submit a Redacted Copy with its response, DEO is authorized to produce the entire document(s), data or records submitted by Applicant in answer to a public records request.**

Any claim of exemption from public disclosure is waived upon submission, unless documented as set forth above. DEO will attempt to afford protection from disclosure of any trade secret as defined in Section 812.081, Florida Statutes, or Section 688.002, Florida Statutes, where identified as such in the reply, to the extent permitted under Section 815.045, Florida Statutes, or Section 288.075, Florida Statutes, and Chapter 119, Florida Statutes. Each Applicant acknowledges that the protection afforded by Section 815.045, Florida Statutes, is incomplete, and hereby agrees that no remedy for damages may arise from any disclosure by DEO.

Applicant shall protect, defend, indemnify, save, and hold harmless, DEO from any and all claims, demands, liabilities and suits of any nature arising out of, because of, or due to failure of DEO to release information redacted by the Applicant, and to further indemnify DEO for any other loss DEO incurs due to any claim being made against DEO regarding portions of its Redacted Copy being confidential, proprietary, trade secret or otherwise not subject to disclosure.

1. **Type of Agreement Contemplated**

Applicants should anticipate that all Agreements awarded hereunder will be paid on a cost-reimbursement basis but DEO may award another type of Agreement in its discretion.

1. **Application Acceptance Period**

DEO intends to execute the Agreement(s) as soon as practicable after posting of DEO’s award decision. DEO, at DEO’s sole and absolute discretion, may rescind DEO’s award to Applicant and terminate discussions with Applicant(s) if Applicant does not sign the proposed agreement within 60 days after the announcement of an award.

1. **Laws and Permits**

Applicants are required to comply with all local, state, and federal laws, rules, regulations and codes whenever work is being performed under resulting Agreements, and Applicants shall have the obligation to obtain and maintain all permits and licenses for the duration of the Agreements.

1. **Vendor Registration**

Applicants should anticipate that, prior to entering into an Agreement with DEO, the selected Applicant will be required to register with the Florida Department of Management Services’ (DMS) MyFloridaMarketPlace Vendor Registration System. Information about the registration process is available at the MyFloridaMarketPlace website at <http://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_vendors/requirements_for_vendor_registration>. Applicants who do not have Internet access may request assistance from MyFloridaMarketPlace Customer Services at (866) 352-3776.

The following DMS Class/Group codes pertinent to vendor registration are provided below:

80171908 Not for profit organization relations consultation and engagement

86121700 University and colleges

92111905, Military Relations

92101503, Community Outreach

92111902 Defense Contracts

A list of Commodity Codes can be found here:

<http://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/current_projects/myfloridamarketplace_commodity_code_standardization_project>

1. **Florida Department of State Registration Requirements**

All entities identified under Chapters 607, 617, 620, 621 and 865, Florida Statutes, shall be appropriately registered with the Florida Department of State prior to entering into an Agreement with DEO.

1. **Conflict of Interest**

Each Applicant upon filing its Application represents and warrants that the Applicant presently has no interest in and shall not acquire any interest, direct or indirect, which would conflict in any manner of degree with the performance of the services required to be performed under any Agreement resulting from this RFA. Any Applicant that receives an award under this RFA must provide written notification to DEO within 5 business days of the discovery of a potential conflict of interest under any Agreement. DEO shall have final and absolute authority to determine whether a conflict of interest exists.

1. **Submittal Requirements**

Applicants shall submit one complete, electronic copy of the signed original Grant Application, including all required attachments and documentation, compiled into a single file, and transmitted via e-mail as required in the Submission of Applications section. The original shall be labeled “Original Grant Application,” The software used to produce the electronic files must be Adobe Acrobat version 6 or newer. The electronic files must be logically named.

If Applicant fails to submit the signed copy of its original Grant Application, as a courtesy, DEO may contact the Applicant by telephone for submission of this document via e-mail. DEO may do so, at DEO’s sole and absolute discretion, only when the Application has satisfied all other requirements of the RFA.

As more particularly detailed above, if the Applicant considers any portion of its Grant Application to be confidential, the Applicant shall **also** submit one electronic **redacted** copy of the Application suitable for release to the public, transmitted via e-mail as required in the Submission of Applications section. Any confidential or trade secret information should either be redacted or completely removed in full compliance with Section B.12., Applicant’s Duties to Assert Exemption from Disclosure as a Public Record, above. The redacted copy shall be labeled “Redacted Copy” and must include a transmittal letter authorizing release of the redacted version of the Application if DEO receives a public records request.

1. **Application Format**

The Application shall be prepared by each Applicant utilizing 8.5” x 11” paper and at least an 11- point font size or larger. The Application shall not exceed 40, single-sided, pages in length. Applicants are advised that it is not necessary to file Applications with elaborate brochures and artwork, expensive paper and bindings, or other expensive visual presentation aids. It is necessary, however, that Applications be filed in complete accordance with the instructions herein.

1. **Instructions for Preparation of the Application**

The instructions for this RFA are designed to help ensure that all Applications are reviewed and evaluated in a consistent manner, as well as to minimize costs and Application time. **ANY AND ALL INFORMATION SUBMITTED WHICH DOES NOT COMPLY WITH THESE INSTRUCTIONS MAY NOT BE REVIEWED OR EVALUATED.**

Applicants must prepare Applications with the following sections tabbed for ease of identification and review, in the order outlined below:

* **Transmittal Cover Letter**

If an Applicant fails to submit a signed transmittal cover letter with its Response, DEO may contact the Applicant by telephone and request that the Transmittal Cover Letter be sent to DEO via e-mail. The Transmittal Cover Letter must include the following information:

* RFA Number: 21-RFA-003

Title: Florida Defense Cybersecurity Training Program

Application Due Date & Time: June 23, 2020 at 3:00 PM EST

* Applicant’s (organization’s) name, address, and Federal Employer Identification (FEID) Number; and
* Name, title, address, telephone number, e-mail address, and original signature of a representative who is authorized to contractually bind the Applicant, as well as an alternate Applicant contact name and contact information. (These individuals must have the authority to discuss the Applicant’s response and must be available to be contacted by telephone and to attend meetings as may be appropriate.)
* Each Applicant’s Grant Application response must include the following contents and comply with the following formatting:
* **Tab 1 – Table of Contents**

The Table of Contents must contain section headings and subheadings along with corresponding page numbers.

* **Tab 2 – Project Approach and Methodology**

The Applicant must provide comprehensive narrative statements, limited to no more than five pages in length, which outline the project approach and methodology to be employed, and illustrate how the methodology will serve to accomplish the project requirements and meet the proposed project schedule.

* **Tab 3 – Application Contents and Required Documentation**

The Applicant must include a completed copy of Attachment B – Grant Application, in its Application. Application attachments and appendices should be kept to a minimum. **Each Applicant must include the following mandatory required documents for Evaluation as Attachments to the Application using the Attachments’ titles referenced below**:

1. **Community Support and Involvement – Attachment B**

The Applicant’s Application must address the entity’s commitment and support for the proposed plan of action as well as describe and explain the interaction between the Applicant, and federal, state local, and business communities and partnerships that they will utilize to create a comprehensive statewide training program for small and medium- sized Florida defense contractors.

1. **Plan of Action | Grant Purpose – Attachment B**

The Applicant must submit a Plan of Action template to cover the anticipated Agreement period and include:

1. Purpose of the proposed project.
2. Summary of grant activities.
3. List of specific activities, including milestones sufficient to monitor the progress of any resulting Agreement and evaluate project outcome results.
4. Expected outcomes and performance measures of activities.
5. Estimated costs of activities.
6. A project schedule, which includes ALL projected milestones and final completion dates for each identified activity.
7. **Budget Summary and Financial Report Form – Attachment B**

The Applicant must prepare and submit an itemized program budget, which includes the following:

1. A detailed line-item breakdown of anticipated expenses and expenditures.
2. Breakout of activities in funding categories and specific activities.
3. Correlate activities to the plan of action.
4. Cover only the anticipated Agreement period.
5. Requested grant amount.

* **Tab 4 – Attachments**

Proposal Applications to this RFA must include the following documents and certifications:

1. Qualification Questions (Attachment A)
2. CMBE Certification; if applicable. Attach a copy of your CMBE Certification, if certified with DMS.
3. **Terms and Conditions**

All Applications are subject to the terms and conditions of the sections of this RFA. In case of conflict among such terms and conditions, then the Special Instructions for the Preparation and Submission of Applications (Section B) shall have precedence over the Applicant’s Grant Application.

An Applicant’s Application’s additional terms and conditions shall have no legal significance and shall not supersede DEO’s terms and conditions. By submitting its Application, an Applicant agrees with the immediately preceding sentence. Failure to comply with the terms and conditions of this RFA, including but not limited to, the failure to provide mandatory information to be included in each Application, shall be grounds for rejecting an Application.

1. **Employment of DEO Personnel**

The Applicant shall not knowingly engage, on a full or part-time basis, any personnel who are in the employment of DEO, without prior written approval of DEO. Further, the Applicant shall not knowingly engage any former employee of DEO where such employment conflicts with Section 112.3185, Florida Statutes, titled “Additional standards for state agencies employees.”

1. **Applicant’s Responsibility**

The Applicant hereby agrees to be solely responsible for obtaining all materials and determining the best methods that will be utilized to meet the intent of the requirements of this RFA.

1. **Definitions**

* Agreement: A written agreement between DEO and the Grantee, including all documents, exhibits and attachments specifying services to be performed or provided by the Grantee, billing rates for these services and the manner in which the Grantee shall be reimbursed for these services, which shall be executed by both the Grantee and DEO, and which results from an award under this RFA. The Agreement will be reflective of a subaward of federal pass-through funds.
* Agreement Manager: A person designated by DEO who is charged with monitoring an Agreement through the term of the agreement and who is specifically responsible for enforcing performance of the Agreement terms and conditions, and maintaining all financial information; i.e., payment history, payment method, payment tracking, etc. The Agreement Manager serves as the liaison between DEO and the Grantee regarding performance issues pertaining to the Agreement.
* Applicant: The entity applying in response to this RFA.
* Application: The Applicant’s submission to DEO in response to this RFA.
* Grantee: The person or entity that enters into an Agreement with DEO to perform grant activities.
* Grantee’s Personnel: Persons directly employed by the Grantee.
* Invoice: Grantee’s itemized document stating prices and quantities of goods and/or services delivered and sent to DEO for verification and payment.
* Project Manager:DEO’s staff member(s), manager(s), grantee(s) or consultant(s) with overall responsibility and authority to oversee the contractual services being performed or provided by the Grantee for DEO as described in the Agreement.

1. **Strict Enforcement**

DEO reserves the right to enforce strict compliance with any requirement of this RFA.

**SECTION C**

**EVALUATION AND AWARD**

1. **RFA Process**

The RFA process consists of three sequential phases: 1) Application Preparation; 2) Completeness Check; and 3) Evaluation, as further delineated below.

* 1. **In the Application Preparation Phase**, the Applicants will prepare and submit an Application to DEO based on the requirements identified in this RFA and any addenda to this RFA.
  2. **In the Completeness Check Phase,** DEO will review the applications received to determine whether the applications are complete. This step will address whether: the required forms are present and properly signed; the Application appears to contain the grant application contents required; and there is not an easily discernible or obvious error that may be promptly corrected. Should such an error be detected, DEO will notify the Applicant, and the Applicant will have two business days to make corrections. During the correction period, the Applicant is permitted to only take action to correct completeness errors cited by DEO and may not supplement its application by adding material for any other purpose. DEO is under no obligation to detect or offer the opportunity for completeness or correction. DEO’s election to offer this opportunity should not, and does not, give rise to an expectation that the application is correct and complete. Applicant is solely responsible for completing the corrective measures and ensuring their receipt by DEO.

DEO may request clarification from the Applicant for the purpose of resolving ambiguities or questioning information presented in the Application. Clarifications may be requested throughout the Application process. The Applicant’s answers to requested clarifications must be in writing and must address only the information requested. Applicant’s answers to requested clarifications must be submitted to DEO within the time specified by DEO in the requested clarification.

* 1. **In the Evaluation Phase**, an evaluation team will evaluate and score the Applications according to the evaluation criteria published in Section C.2., Evaluation Criteria, of this RFA.

1. **Evaluation Criteria**
   1. **General**
2. DEO reserves the right to accept or reject any or all applications received, or waive any minor irregularity or technicality, and reserves the right to make an award without further discussion or evaluation of the applications submitted;
3. An incomplete application includes, but is not limited to, one which:

* Does not materially conform with the requirements and instructions contained herein;
* Fails to utilize or complete prescribed forms; or
* Has improper or undated signatures.

1. In determining whether an Applicant is responsible, DEO may consider any information or evidence which comes to its attention and which reflects upon an Applicant’s capability to fully perform any resulting Agreement requirements or the Applicant’s demonstration of the level of integrity and reliability which DEO determines to be required to assure performance of any resulting Agreement. DEO may deem the Applicant as non-responsible.
   1. **Criteria**

See Attachment C – Evaluation Criteria

* 1. **Evaluation Committee**

The Evaluation Committee will evaluate Grant Applications and assign points based on the criteria described in Attachment C – Evaluation Criteria to assure Grant Applications are uniformly rated. Each Evaluation Committee member will evaluate Grant Applications independently. Total possible points for the evaluation phase of the RFA are 100.

* 1. **Identical Tie Applications**

If multiple Applicants receive identical scores then DEO may, in its sole discretion, choose to award to any of the tied high-scoring Applicants.

1. **Award**

Upon completion of the evaluation phase, the evaluators will independently determine which Applicant(s) should receive an award, and recommend award(s) accordingly. Upon consideration of the recommendation, the Executive Director of DEO, or a duly authorized designee, shall make the award decision. DEO reserves the right to award any or all parts of the solicitation to a single or multiple Applicants. Grant awardees will be notified in writing by DEO. No contract shall be formed between DEO and the awarded Applicant until both parties sign the Agreement.

The awarded Applicant(s) shall sign the Agreement and begin work within 30 calendar days of receipt of the Agreement for execution. DEO reserves the right to withdraw any award if the Agreement is not timely signed. DEO also reserves the right to make any award to other, lower-ranked Applicants if DEO does not receive a timely signed Agreement from the awarded Applicant.

**ATTACHMENT A**

**QUALIFICATION QUESTIONS**

Applicant must submit a Yes/No Application to the following Qualification Questions. Applicants are to meet and respond to the qualifications identified in the following Qualification Questions in order to be considered responsive. **DEO will not evaluate Applications from Applicants who answer “No” to any of the Qualification Questions, following the RFA Completeness Check.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Qualification Questions** | **Yes** | **No** |
|  | **Does the Applicant certify that the person submitting the Application is authorized to respond to this RFA on Applicant’s behalf?** |  |  |
|  | **Does the Applicant certify that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Section List, created pursuant to Section 215.473, Florida Statutes, or engaged in business operations in Cuba or Syria?** |  |  |
|  | **Does the Applicant certify that it is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or engaged in a boycott of Israel?** |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Authorized Representative’s Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Typed Name and Title of Authorized Representative**

**\*This individual must have the authority to bind the Applicant.**

**ATTACHMENT B**

**GRANT APPLICATION**

The Applicant’s Application must contain the following information in the format specified below. Applicants may include additional pages, not to exceed the page limits specified below.

1. **Project Title**

Florida Defense Cybersecurity Training Program

1. **Grant Activities** (please provide a narrative on how you plan to accomplish each of the grant activities below)
2. Planning and delivering a series of cybersecurity education and CPS awareness programs and workshops across the state in coordination with existing major statewide and national conferences and other regional revents held in Florida over the next year.
3. Providing technical assistance and training to small and medium sized defense contractors to help Florida small and medium sized defense contractors comply with the DFARS, NIST Publication 800-171, and DOD’s new CMMC standards for cybersecurity
4. Partnering with an entity to conduct CPS assessments and/or conducting CPS assessments for small and medium sized defense contractors. The CPS awareness workshops will provide firms with the opportunity to sign up for CPS assessments.
5. **Applicant’s Grant Manager Information**
6. Name of Grant Manager:
7. Title:
8. Mailing Address (including city, state, zip):
9. Contact Information (including telephone and e-mail):
10. **Impact Statement**

Applicants must include in narrative form the following information:

1. Demographic information about the focal population to be served under this Grant.
2. Justification for the need of funding in the targeted area, including strengths and challenges.
3. Impact of the problem on the identified target population.
4. Prevalence of issues that exist within the proposed targeted areas.
5. The source(s) of all data and statistics used to validate the need.
6. Sources of other funds currently received by the Applicant to support proposed activities or perform similar activities.
7. Ability to address the problem at local, regional, and statewide levels.
8. Ability to leverage relationships in the defense community at the local, state, and national level to accomplish the grant activities.
9. **Alternative Economic Diversification Strategies** (limited to five pages)

Provide a summary describing how the proposed project offers an innovative and realistic plan to create or retain defense-related jobs, non-defense high skilled/high wage jobs, and aerospace and defense-oriented supply chain contracting in the state of Florida. Summary must include supporting information for developing and implementing the proposed strategies to train and prepare the Florida Defense Industrial Base for both the opportunities and challenges they will face in implementing the DOD’s required cybersecurity standards.

1. **Does the Project Relate to Other Local/State/Federal Budgets?**

      Yes |       No

If “Yes”, explain how:

1. **Community Support and Involvement**

Describe and explain the interaction between the Applicant and any relationships or networks with the State, institutions of higher education, local governments, local economic development organizations, local military facilities, and the public. List any public or private entities that support the proposed application. Applicant is not required to provide a signed letter for each organization.

**ATTACHMENT B (continued)**

**GRANT APPLICATION**

1. **Plan of Action | Grant Purpose** (limited to 10 pages)**:**
2. List ALL proposed activities (in the provided reference table below) and define objectives for each.
3. Include an explanation as to whether the identified activities should also be addressed at both a regional and a state level. If not, explain why. If the proposed application is a continuation of work completed through previously funded grant opportunities, describe the previous outcomes and how the continuation directly relates to the previous work completed.

Provide a detailed account of the programmatic activities as well as a detailed explanation of the costs associated with each identified activity that will be incurred by the proposed project. All proposed costs for the project activities described in the Application are required to be presented in a line-item budget format that is accompanied by a budget narrative that supports, justifies, and clarifies the various line items. Only cost allocations under the terms of this RFA and applicable State cost principles shall be included in the budget. All requested costs must be reasonable and necessary.

This item is a zero-based budget that defends the plan, program activities, and associated costs. The following sample activity categories are not intended to be restrictive but are provided as a reference example. Insert and describe the actual activities needed by your program. Include additional pages as necessary, but do not exceed the page limit.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity/Task** | **Budget Cost** | **Activity/Task Description** | **Due Date** | **Deliverable (Outcomes/ Performance Measures)** |
| **Category A** |  | | | |
| Activity 1: (Title) | $ | What does this activity plan to accomplish?  What services/tasks will be provided? | State the date the activity is projected to be completed. | State the intended outcome of each activity. Quantify a measurable Return on Investment. (payment) |
| Activity 2: |  |  |  |  |
| **Category B** |  | | | |
| Activity 3: |  |  |  |  |
| Activity 4: |  |  |  |  |
| **Category C** |  | | | |
| Activity 5: |  |  |  |  |
| Activity 6: |  |  |  |  |
| **Total:** | $ |  | | |

This section should have sufficient detail to allow DEO to understand precisely what Applicant will do for each individual task that will be a part of its project, when they will do it, how they will do it, for whom they will do it, by whom it will be done, where it will take place, what impact the funding will have, etc. Failure to provide specificity about the scope of the project may result in significant delays, or non-award.

Additionally, in any resulting Agreement, DEO will require Applicant to deliver specific deliverables that trigger payment under the Agreement, in accordance with Section 215.971, Florida Statutes. The deliverables must include criteria for evaluating successful completion, using quantifiable and measurable outcomes. Applicant’s Application should outline proposed deliverables for inclusion in any resulting Agreement that meet the above requirements, which are directly related to the Grant Purpose and scope of work.

**ATTACHMENT B (continued)**

**GRANT APPLICATION**

1. **Budget Summary and Financial Report Form**

Prepare an itemized Grant Budget. The completed form shall be used to complete quarterly report requirements, listing expenditures and revisions, if any, in appropriate columns. If there is insufficient space, please include details in an attachment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Grantee: |  | Grant Number: |  | Report Date: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Grant Period Ending: |  | March 31 |  | June 30 |  | September 30 |  | December 31 | Year: |  |  | **FINAL** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Budget Category** | **Local Program Expenditures** | | | **State Program Expenditures** | | | **Total Program Expenditures** | | |
|  | **Application Budget** | **Actual** | | **Application Budget** | **Actual** | | **Application Budget** | **Actual** | |
| **Current Quarter** | **Grant to Date** | **Current Quarter** | **Grant to Date** | **Current Quarter** | **Grant to Date** |
| **Heading 1** |  | | | | | | | | |
| Activity 1: | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| Activity 2: |  |  |  |  |  |  |  |  |  |
| **Heading 2** |  | | | | | | | | |
| Activity 3: |  |  |  |  |  |  |  |  |  |
| Activity 4: |  |  |  |  |  |  |  |  |  |
| **Heading 3** |  | | | | | | | | |
| Activity 5: |  |  |  |  |  |  |  |  |  |
| Activity 6: |  |  |  |  |  |  |  |  |  |
| **Total:** | $ | $ | $ | $ | $ | $ | $ | $ | $ |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Authorized Representative’s Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Typed Name and Title of Authorized Representative**

**\*This individual must have the authority to bind the Applicant.**

**ATTACHMENT B (continued)**

**GRANT APPLICATION**

1. **Previous Performance**

Provide a list of ALL grant awards for the past five years, including amounts and current status of each project.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Grantee | Project Title | State Fiscal Year Awarded | Amount Requested | Amount Awarded | Amount Returned Unexpended | Project Status:   * Open * Closed * Cancelled |
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**ATTACHMENT C**

**EVALUATION CRITERIA**

*All Applications will be reviewed and evaluated based on community need, commitment, previous performance, and proposed actions in accordance with the following criteria:*

|  |  |  |
| --- | --- | --- |
| **EVALUATION CRITERIA** | **MAXIMUM POINTS AVAILABLE** | **TOTAL POINTS AWARDED** |
| **Grant Application** |  |  |
| Events and Training  Clear purpose and activities to support purpose in the areas of:   * Training Program for small and mid-sized FL Defense Contractors for compliance with the DFARS and NIST 800-171 Cybersecurity Standards. * Training modules on the DoD Cybersecurity Maturity Model Certification standards. * Plan for regional and statewide education and awareness events. | **15 points**  5  5  5 |  |
| Cyber Physical Security (CPS) assessments:  The applicant must submit a plan to provide cyber physical security assessments to small and mi-sized FL defense contractors to include partners, and pricing. | **15 points** |  |
| Program of Work   * Demonstrated Ability to begin implementation within 30 days of executed grant agreement. * Cost effectiveness of the plan of action. * Ability to leverage other funds. * Demonstrated Networks and established relationships to administer program statewide. * Performance measures to evaluate the project’s results. | **40 points**  15  5  5  10  5 |  |
| Plan of Action  Provides a clear description and explanation of the proposed tasks and deliverables expected to be completed in the proposed project, including the associated costs and realistic timeframes for completion. Include clear description of intended workplan with DEO program staff for creation and implementation of this new program. | **15 points** |  |
| Previous Performance | **5 points** |  |
| Applicant is a not-for-profit corporation or is a part of either the Florida College System or the State University System of Florida | **10 points** |  |
| **Total Possible Points for the Evaluation Phase** | **100 points** |  |

**ATTACHMENT D  
APPLICATION CHECKLIST**

To ensure that your Application can be accepted, please be sure the following items are completed and enclosed. This checklist is provided merely for the convenience of the Applicant and may not be relied upon in lieu of the instructions or requirements of this RFA.

Check off each of the following:

\_\_\_\_1. The Transmittal Cover Letter has been completed, signed by authorized representative, and enclosed in the Application.

\_\_\_\_2. The Qualification Questions (Attachment A) has been completed as required in this RFA, signed by authorized representative, and enclosed in the Application.

\_\_\_\_3. The Grant Application (Attachment B) has been completed, reviewed for accuracy, signed by authorized representative, and enclosed in the Application.

\_\_\_\_4. The Certified Minority Business Enterprise Certificate (CMBE) has been attached, if applicable.

\_\_\_\_5. The electronic, signed, original Application must be received, at the location specified, prior to the Application Due Date and Time designated in the RFA document.

\_\_\_\_6. The Applicant shall submit one electronic, signed, original Grant Application response titled “Original Grant Application Response.”

\_\_\_\_7. If Applicant considers any portion of its Grant Application to be confidential, the Applicant shall submit one electronic, signed, redacted copy of the Application titled “Redacted Copy.”

**ATTACHMENT E**

**TECHNICAL QUESTIONS SUBMITTAL FORM**

For Attachment E, Applicants shall complete the form provided based on their questions relating to this RFA. The completed form must be submitted in accordance with the instructions provided in the RFA. The electronic Application must be submitted as a Microsoft Word 2007 or newer file format. This form may be expanded as needed to facilitate this requirement.

**Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Applicant Question Number\*** | **RFA Page Number, Section Number, Subsection Reference\*** | **Question\*** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
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\*Add rows as necessary.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Authorized Representative’s Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Typed Name and Title of Authorized Representative**

**\*This individual must have the authority to bind the Applicant.**