



Invitation to Negotiate

For

An Organizational Investment Plan

Purpose

Community Based Care of Brevard Inc., doing business as Brevard Family Partnership, herein referred to as BFP, is issuing this invitation to negotiate (ITN) to investment firms or similar entities, herein referred to as Respondents, interested in drafting an investment plan for private, restricted, non-governmental funds held by the organization.

BFP Background

BFP is a private, non-profit, 501(C)(3) organization established by a group of community providers for the purpose of providing child welfare services in Brevard County on behalf of the State of Florida, Department of Children & Families, (DCF) District 7. The original founding providers were the Brevard County Board of County Commissioners, the Children's Home Society and the Devereux Foundation Inc. Now, the BFP Board of Directors is comprised of the following members: non-contractual community members including three designated seats for Brevard County Board of County Commissioners.

BFP's charge is to develop and manage a comprehensive, community-based, coordinated system of care for abused, neglected, and abandoned children and their families. Services include foster care, adoptions and prevention while ensuring each child's safety, well being, and permanency.

Investment Plan Purpose and Structure

The investment plan's purpose is the identification and selection of investment instruments that meet the strategic investment criteria of BFP. The investment plan, with specific investment instruments identified at each level, should be structured as follows:

Level One – Highly liquid asset instrument(s) that are in cash or can be converted to cash in a matter of weeks or less. It is our intent to invest approximately 20% of the available private, restricted, non-governmental funds at this level.

Level Two – Asset instrument(s) where conversion to cash is not as time sensitive therefore the investment period can be up to a one - two year time period. It is our intent to invest approximately 40% of the available private, restricted, non-governmental funds at this level.

Level Three – Asset instrument(s) where conversion to cash is not time sensitive therefore the investment period can be up to a three year or more time period. It is our intent to invest approximately 40% of the available private, restricted, non-governmental funds at this level.

The proposal must include the cost to BFP for the Respondent to administer the investment plan. The scheduling relationship between the three levels and any rotation thereof should also be described.

Investment Criteria

Investments shall be at the highest rates obtainable at the time of investment, within the scope of all Federal and State of Florida laws and regulations with the following criteria:

- Safety – The primary tenet of the BFP investment strategy is ensuring the safety of the principal cash investment. Preservation of capital in the portfolio is paramount.
- Return on Investment – The investment portfolio shall be designed to attain, at a minimum, a market-average rate of return taking into account the Board of Directors risk tolerance which is low.
- Liquidity – The BFP investment portfolio shall remain sufficiently liquid to enable the organization to meet all operating requirements and expenses.
- When possible and practicable, the BFP investment portfolio should not be concentrated at one financial/investment institution. Diversification is the primary driver.

Investment Instruments

At a minimum, the following data must be provided on each investment instrument identified in the proposed investment plan:

- Description of the item.
- Minimum investment amount.
- Rate of return (ROI).
- Time period to earn the ROI.
- How the ROI is returned to BFP or reinvested.
- Cost to BFP to purchase, sale, and to administer/maintain the item.
- Provide the investment rating from Fitch and Standard & Poor.
- Time period for each investment.
- Scheduling and rotational use of the instrument in relation to the three levels required of the plan.
- Any known or perceived investment risks of the item.
- Any known or perceived risk the instrument uses to achieve its ROI.
- Items ticker symbol if applicable.

Investment Plan Proposal Submission Instructions

Submittal packages must include:

- A cover letter summarizing the Respondent's intent and qualifications, including licensing, to draft and administer an investment plan as well as to provide the identified investment instruments. An authorized representative of the Respondent shall sign the submittal. The letter should include the Respondent's correct mailing address, phone number, email address and the name of the primary point of contact.

- A detailed investment plan containing the items addressed above. The formal plan and any attachments, such as investment prospectus, are not to exceed a combined 20 pages. Respondents that omit any of the information requested may be rejected.
- Signed Certification Form (Attached at the end of the ITN.)
- Four “paper” copies of the complete submittal package must be provided. Also, the submittal package must be included on one CD Rom.

Submission Deadline and Information

The closing submission date is **April 23, 2010**. Proposals must be submitted no later than **noon (12:00 p.m. EST)** on April 23, 2010.

Respondent’s proposal should be submitted in a sealed envelope and addressed as follows:

Chad Carnell
Chief Financial Officer
Brevard Family Partnership
760 North Drive, Suite E
Melbourne, FL 32934

It is the responsibility of each Respondent to insure that the proposal is received by BFP by the date and time specified. **Late proposals will not be considered. Electronically submitted proposals will not be considered.** All responses should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the ITN. Emphasis should be placed on completeness and clarity of content.

All costs incurred in the preparation of a proposal responding to this ITN will be the responsibility of the Respondent and will not be reimbursed by BFP.

Efforts will be made by BFP to utilize small and minority-owned businesses.

Right to Reject, Withdraw or Modify

BFP reserves the right to reject any and all responses to this ITN and/or to withdraw this solicitation at any time. At its option, BFP may correct minor irregularities in any response to this ITN and/or may make minor modifications to the requirements of this ITN when to do so would be in the best interest of the child welfare system in Brevard county and when such corrections and/or modifications have the effect of enabling one or more Respondents to meet the requirements of this ITN. BFP is under no obligation to make any such corrections or modifications and in no instance shall BFP assume liability to any Respondent to this ITN.

BFP reserves the right to make any and all determinations exclusively and shall assume no liability to any Respondent to this ITN for any effect of such determinations.

Inquiries

No inquiries concerning this ITN will be received at this time.

Proposal Evaluation Criteria

This ITN is considered a small purchase by BFP. As a result, the evaluation of each proposal submitted will require a price analysis only. However, it should be noted that the lowest price will not necessarily be the one selected especially when risk is a consideration. Evaluation of each proposal will be based on the following criteria:

Rating Factor	Rating Value
All investment instruments in the submitted plan have a Fitch ranking of AAA or better.	10
All investment instruments in the submitted plan have a Standard and Poor ranking of AAA or better.	10
One or more but not all investment instrument(s) in the submitted plan have a Fitch ranking of A or better.	5
One or more but not all investment instrument(s) in the submitted plan have a Standard and Poor ranking of A or better.	5
One or more but not all investment instrument(s) in the submitted plan have a Standard and Poor ranking below an A rating.	- 5
One or more but not all investment instrument(s) in the submitted plan have a Fitch ranking below an A rating.	- 5
Respondent or any investment instrument submitted in the plan was a recipient of any United States government bail out funding.	- 5
Respondent is a Minority and women's business enterprise certified and registered with the State of Florida Department of Management Services.	5
Respondent is a small business as defined in the United States Code of Federal Regulation, Title 13 – Business Credit Assistance, Part 121.201 – Small Business Administration North American Industry Classification System Codes.	5
Cost of the Respondent to administer the plan or any investment instrument thereof:	
\$0.00 to \$1,000 per year.	10
\$1,000.01 to \$2,000 per year.	5
\$2,000.01 per year or greater.	- 5
All investment instrument(s) have an annual cost to BFP of 0% - .005% of the principal investment amount for each instrument.	10
One or more but not all investment instrument(s) have an annual cost to BFP of 0% - .005% of the principal investment amount for each instrument.	5
All investment instrument(s) have an annual cost to BFP of .0051% or more of the principal investment amount for each instrument.	- 10
One or more but not all investment instrument(s) have an annual cost to BFP of .0051% or more of the principal investment amount for each instrument.	- 5
All investment instrument(s) in the submitted plan are guaranteed by the United States government.	20
One or more but not all investment instrument(s) in the submitted plan are guaranteed by the United States government.	10

All investment instrument(s) in the submitted plan are guaranteed by a United States business entity excluding the United States government.	10
One or more but not all investment instrument(s) in the submitted plan are guaranteed by a United States business entity excluding the United States government.	5

Proposal Review Process

BFP may, at its discretion, request presentations by or meetings with any or all Respondents at any time, to clarify or negotiate modifications to the Respondents' proposals.

However, BFP reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Respondent can propose.

BFP contemplates selection of the Respondent with the highest total points from their submitted proposal. However, BFP also reserves the right to select different investment instruments from different proposals submitted to form a distinctively different investment plan from those submitted for the ITN.

It is mandatory that the BFP Board of Directors approve each investment instrument selected.

Notification of Award

It is expected that a decision selecting the successful Respondent(s) will be made within **four** weeks of the closing date for the receipt of proposals. Upon approval of the Board of Directors of each investment instrument selected, anticipated to be in May, 2010, the Respondent(s) corresponding to the investment instruments selected will be posted to the BFP website, under the Procurements and Awards section, and they will also be informed in writing. Further, any Respondent(s) not receiving an award will be informed in writing.

The investment instruments selected will be reviewed at a minimum every 5 years to verify that they meet the strategic investment criteria of BFP.

Respondent Disqualification

Failure to have performed any previous contractual obligations with BFP or the State of Florida, Department of Children and Families (DCF) in a satisfactory manner may be sufficient cause for disqualification. To be disqualified as a Respondent under this provision, the Respondent must have: 1) previously failed to satisfactorily perform in a contract with BFP or DCF, been notified by BFP or DCF of unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of BFP or DCF; or 2) had a contract terminated by BFP or DCF.

Per DCF requirements, BFP will not intentionally award contracts to any agency or its Providers and/or sub-providers that:

- Have been barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local Department or agency;

- Have within a 3-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- Are presently indicted or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated in the paragraph above; and
- Have within a 3-year period preceding this proposal, had one or more public transactions terminated for cause or default.

Conflict of Interest

The award hereunder is subject to provisions of Federal Regulations, State Statutes and County Ordinance. All Respondents must disclose with their proposal the name of any officer, director, or agent who is also an employee of BFP or member of the Board of Directors. Further, all Respondents must disclose the name of any BFP employee or member of the reviewing Board of Directors who owns, directly or indirectly, any interest in the Respondent's firm or any of its branches.

Lobbying Statement

Respondents and their agents are hereby placed on notice the BFP staff and members of the Board of Directors shall not be contacted (with the exception of designated contact person) about this RFP. Failure to adhere to these requirements could result in action to disqualify a Respondent from consideration of award.

CERTIFICATIONS

On behalf of the Respondent:

A. The individual signing certifies that he/she is authorized to contract on behalf of the Respondent.

B. The individual signing certifies that the Respondent is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Respondent.

C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.

D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Respondent prior to an award to any other Respondent or potential Respondent.

E. The individual signing certifies that there has been no attempt by the Respondent to discourage any potential Respondent from submitting a proposal.

F. The individual signing certifies that the Respondent is properly licensed and certified to sell and/or manage the investment instruments submitted for review.

G. The individual signing certifies that he/she has read and understands all of the information in this ITN.

H. The individual signing certifies that the Respondent, and any individuals to be assigned to administer the investment instruments, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state or local government. (If the Respondent or any individual to be assigned to the audits has been found in violation of any Federal or State professional standards, this information must be disclosed.)

Dated this _____ day of _____, 20_____.

(Respondent's Firm Name)

(Signature of Respondent's Representative)

(Printed Name and Title of Individual Signing)