

Date: July 8, 2021

Subject: Department of Juvenile Justice (Department or DJJ) Solicitation #10700 – Replacing Melbourne Center for Personal Growth

Request for Proposal (RFP): The Department of Juvenile Justice (DJJ) currently contracts for the operation of the Melbourne Center for Personal Growth program, a thirty-two (32) bed non-secure program for boys who are committed to the Department and in need of Substance Abuse Treatment Overlay Services (SAOS). The program is currently located in a Provider owned building in the Central region.

The Department is seeking a twenty-eight (28) bed Residential Program for boys appropriate for non-secure residential placement, between the ages of thirteen (13) and eighteen (18) with innovations in delinquency programming and treatment services.

Basic Care and Custody of a residential program shall be provided in accordance with Florida Statutes (F.S.), Florida Administrative Rules and Department policy to meet the minimum requirements as described in Attachments A-1, in keeping with A-2, References and Definitions Services, A-3, Mental Health Overlay Services, or A-4, Substance Abuse Treatment Overlay Services (SAOS). Program services shall also include funding for twenty-eight (28) filled beds for boys in need of Mental Health Overlay Services as described in A-3 or Substance Abuse Treatment Overlay Services (SAOS) as described in A-4. The overlay beds may be flexible based on the needs of the Department. The Department shall determine the ratio of beds between MHOS and SAOS as needed and shall notify the Respondent in writing. The program shall be in a Respondent owned/leased building located in Florida.

The RFP package consists of this transmittal letter with the following attachments and exhibits (some of which are not included but are available electronically as noted):

<sup>1</sup> Available at:

[http://dms.myflorida.com/business\\_operations/state\\_purchasing/documents\\_forms\\_references\\_resources/purchasing\\_forms](http://dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources/purchasing_forms)

<sup>2</sup> Available at: <http://www.djj.state.fl.us/partners/procurement-and-contract-administration>

<sup>3</sup> Document uploaded as a separate document for the RFP and posted on the Vendor Bid System.

<sup>4</sup> Available at: <http://www.djj.state.fl.us/partners/forms-library/contracts>

PUR 1000[1]	General Contract Conditions - Incorporated by Reference <sup>1</sup>
PUR 1001[1]	General Instructions to Respondents - Incorporated by Reference <sup>1</sup>
Attachment A	Services Sought
Attachment A-1	Minimum Requirements for Program Operations/Basic Care and Custody Services
Attachment A-2	References and Definitions
Attachment A-3	Mental Health Overlay Services (MHOS)
Attachment A-4	Substance Abuse Treatment Overlay Services (SAOS)
Attachment B	General Instructions for the Preparation and Submission of Proposals
Attachment C	Special Conditions
Attachment D	Past Performance for Residential Commitment Programs Evaluation <b>(MANDATORY)</b>
Attachment E	Facility/Site Requirements Certification (For Respondents Proposing Use of a Provider Owned/Leased Facility) <b>(MANDATORY)</b>
Attachment F	Selection Methodology and Evaluation Criteria
Attachment G	Sample Vendor Contract <sup>2</sup>
Attachment H	Budget (with Major Maintenance Fund) October 2020 <sup>3</sup>
Attachment I	Supplier Qualifier Report Request <sup>2</sup>
Attachment J	Reserved
Attachment K	Drug-Free Workplace Certification <sup>2</sup>
Attachment L	Reserved

Attachment M	Reserved
Attachment N	Notice of Intent to Submit a Proposal <sup>3</sup>
Attachment O	RFP Proposal Cross Reference Table
Attachment P	Written Evaluation Questions/Considerations
Attachment Q	Proposal Verification Form <sup>3</sup>
Attachment R	Reserved
Attachment S	Tie Breaking Certifications <sup>3</sup>
Attachment T	Reserved
Attachment U	Florida Certified Minority Business Enterprise (CMBE) Subcontracting Utilization Plan <sup>2</sup>
Attachment V	Reserved
Exhibit 1	Invoice <sup>4</sup>
Exhibit 2	Youth Census Report <sup>4</sup>
Exhibit 3	Florida Minority Business Enterprise (MBE) Utilization Report <sup>4</sup>
Exhibit 4	Staffing Qualifications and Educational Requirements Chart <sup>3</sup>
Exhibit 5	Pre-Service New Hire Training Requirements <sup>3</sup>
Exhibit 6	Annual In-Service Training Requirements <sup>3</sup>
Exhibit 7	Delinquency Interventions and Treatment Sessions Table <sup>3</sup>
Exhibit 8	Primary Services Designation and Request to Change form <sup>3</sup>
Exhibit 9	Department-Furnished Property Inventory <sup>3</sup>
Exhibit 10	Mental Health Overlay Services (MHOS) Daily Service Tracking Sheet <sup>3</sup>
Exhibit 11	Substance Abuse Treatment Overlay Services (SAOS) Daily Service Tracking Sheet <sup>3</sup>

Respondents shall comply fully with the instructions on how to respond to the RFP.

Per subsection 287.057(23), Florida Statute (F.S.), Respondents to this solicitation or persons acting on their behalf may not contact, between the release of this solicitation and the end of the seventy-two (72) hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or manager of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the procurement documents. Violation of this provision may be grounds for rejecting a proposal. All communications from Respondents shall be in writing (by e-mail, facsimile or mail), and cite the subject solicitation number and be directed to the attention of the Procurement Manager below.

Any person with a qualified disability shall not be denied equal access and effective communication regarding any proposal/proposal documents or the attendance at any related meeting or proposal opening. If accommodations are needed because of a disability, please contact the Bureau of Procurement and Contract Administration at (850) 413-0708 at least five business days prior to the meeting.

#### Terminated for Cause Exclusions

In addition to other criteria set forth in this solicitation document, any Respondent, and any and all subsidiaries of the Respondent, that have had a contract terminated by the Department for cause is subject to the follow provisions below:

- 1) The twelve (12) month period shall begin with the effective date of termination for cause, as delineated in the termination letter from the Department.
- 2) If terminated for cause in the last twelve (12) month period preceding the Date Written Proposals Are Due and Opened for this solicitation, the Respondent shall be ruled disqualified and therefore ineligible to submit a response to the solicitation.
- 3) If terminated for cause in the last twelve (12) month period preceding the Notice of Intended Award resulting from this solicitation, the Respondent shall be ruled disqualified and therefore ineligible to receive a contract award.
- 4) The above applies regardless of the business structure (for profit/not for profit) or the dates the corporations were created.

One Florida Initiative Requirement

The "One Florida Initiative" was developed in an effort to increase diversity and opportunities in state contracting without using discriminatory policies. If a Respondent(s) is awarded a Contract resulting from this solicitation, answers to the following questions may be due to the Department prior to Contract execution:

- 1) Does your organization have a Small Business Administration 8(a) certification? Yes (Y) / No (N)  
If Y, then proceed no further with these questions.
- 2) Is your organization a non-profit? Y/N  
If Y, then proceed no further with these questions.
- 3) Does your organization have more than 200 permanent full-time employees (including the permanent full-time staff of any affiliates)? Y/N  
If Y, then proceed no further with these questions.
- 4) Does your organization have a net worth of \$5 million or more (including the value of any affiliates)?  
Y/N

Sincerely,

Michele Cunniff, Procurement Manager  
Bureau of Procurement and Contract Administration  
Florida Department of Juvenile Justice  
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2737 Centerview Drive  
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## **ATTACHMENT A SERVICES SOUGHT**

### **I. INTRODUCTION/BACKGROUND**

The Department of Juvenile Justice (DJJ) currently contracts for the operation of the Melbourne Center for Personal Growth program, a thirty-two (32) bed non-secure program for boys who are committed to the Department and in need of Substance Abuse Treatment Overlay Services (SAOS). The program is currently located in a Provider owned building in the Central region.

The Department is seeking a twenty-eight (28) bed Residential Program for boys appropriate for non-secure residential placement, between the ages of thirteen (13) and eighteen (18) with innovations in delinquency programming and treatment services.

Basic Care and Custody of a residential program shall be provided in accordance with Florida Statutes (F.S.), Florida Administrative Rules and Department policy to meet the minimum requirements as described in Attachments A-1, in keeping with A-2, References and Definitions Services, A-3, Mental Health Overlay Services, or A-4, Substance Abuse Treatment Overlay Services (SAOS). Program services shall also include funding for twenty-eight (28) filled slots for boys in need of Mental Health Overlay Services as described in A-3 or Substance Abuse Treatment Overlay Services (SAOS) as described in A-4. The overlay slots may be flexible based on the needs of the Department. The Department shall determine the ratio of slots between MHOS and SAOS as needed and shall notify the Respondent in writing. The program shall be in a Respondent owned/leased building located in Florida.

### **II. OVERVIEW OF SERVICES SOUGHT BY THIS REQUEST FOR PROPOSAL (RFP)**

The Respondent shall design, develop, implement, operate and sustain a residential program, as outlined herein for youth who have been committed to the Department and assessed utilizing the Department risk/needs assessment tools, the Community Assessment Tool (CAT) and the Residential Assessment for Youth (RAY), and pre-disposition comprehensive evaluation. Services shall include the provision of custody, treatment, and supervision, twenty-four (24) hours per day, seven days per week utilizing evidence-based and promising practices within a framework based upon restorative justice philosophy.

### **III. STATEMENT OF PURPOSE**

The Department is requesting proposals from qualified Respondents who have the qualifications, experience and past performance to provide a program with services clearly linked to the Department's mission, and value, and goals for a non-secure residential program.

To support the Department's vision for residential programs, operations of the proposed program shall accomplish several major program goals, including but not limited to the following:

- A. Create a trauma responsive environment that promotes a therapeutic environment for youth in the care of DJJ. Activities and expenditures relating to the promotion of a therapeutic environment are designed to create an environment conducive to the increased efficiency of interventions and services provided in a fully operational facility.
- B. Provide comprehensive medical, mental health and substance abuse treatment and parenting skills that meet the individual needs of youth while empowering the youth voice. Empowering the youth voice is a critical element of a strength-based approach. Youth must be given opportunities to feel that they are valued as partners in the treatment process and specifically, by sharing their ideas, opinions and concerns. (Umpierre, Dedel, Marrow, & Pakseresht, 2016)
- C. Implement evidence-based and promising practices in programs and services that positively mitigate the risk to re-offend.
- D. Integrate community mental health and substance abuse, social services and other agencies early in the treatment process to minimize the risk to re-offend and maximize natural supports.
- E. Engage and empower families.

The Department intends to award a single contract. The award shall be based upon funding availability and the Department's final determination of service needs.

#### IV. YOUTH TO BE SERVED

##### A. Youth Eligibility

Youth to be served shall be boys between the ages of thirteen (13) to eighteen (18) years of age who are committed to the Department after being assessed and referred as appropriate for a non-secure residential placement and who need of MHOS or SAOS. Youth who receive MHOS or SAOS shall meet the eligibility criteria stated in Attachments A-3 and A-4.

##### B. Limits on Youth to be Served

1. Program services shall be limited to youth referred for program admission from the Department. The Department prohibits the placement in the program of anyone other than youth under the Department's jurisdiction.
2. There shall be no on-site sharing or co-mingling of education, any sports activity, or vehicle transportation with youth committed to the Department and youth who are not under the Department's jurisdiction unless otherwise approved by the Department.

##### C. Length of Stay

The length of stay depends on the youth's progress in the program by completing their performance plan goals, decreasing their criminogenic risk factors and addressing the youth's individual treatment goals.

The Respondent shall describe the unique delinquency interventions and treatment services to be offered for youth who are at a low or moderate risk to re-offend.

#### V. PROPOSAL

The proposal must be in keeping with the requirements outlined in Attachment A, Services Sought, Attachments A-1, A-2, A-3 and A-4. As such, any contract resulting from the solicitation activities related to this Request for Proposal (RFP), will include the requirements outlined herein.

The description of the services to be delivered, whether Respondent proposed, or Department directed, must be accompanied with an explanation of how the services will specifically advance the Department's vision and each of the major goals as outlined in Attachment A, Section III., Statement of Purpose.

##### A. Innovative Program Services to be Provided

The Respondent shall describe in detail the innovative nature of the proposed program services outlined in this section.

##### 1. Delinquency Programming

- a. The Respondent shall implement the following delinquency interventions:
  - 1) LifeSkills Training
- b. See Exhibit 7, Delinquency Interventions and Treatment Sessions Table.
- c. The Respondent shall match youth to delinquency interventions based on the result of the RAY and further assessment of the risk factors identified by the RAY.
- d. The Respondent may propose additional delinquency interventions.
- e. Indicated services shall align with varying lengths of stay such that youth will receive targeted dosages and/or receive the services outlined in individual treatment plans, prior to release.
- f. The Respondent shall describe how the delinquency interventions will be implemented and what will be done for those youth who are not responsive to the delinquency interventions offered.
- g. The Respondent shall indicate which of the delinquency interventions will be designated as a primary service and complete the Exhibit 8, Primary Services Designation/Change form.

##### 2. Gender-Specific Services

Gender-specific services must systematically address the special needs of adolescent boys while empowering the youth voice.

- a. The Respondent shall state specifically and in detail, how it will foster positive boys' identity development, recognize the risk factors and issues most likely to impact boys and the protective factors and skill

- competencies that can minimize risk factors and enhance treatment services.
- b. The Respondent shall state, specifically and in detail, how it will provide comprehensive gender-specific services for boys in all of its program components, delinquency interventions and treatment services.
  - c. The Respondent shall provide The Council for Boys and Young Men for the gender-specific curriculum.
3. Restorative Justice Philosophy and Restorative Programming  
The Respondent shall provide comprehensive programming that reflects restorative justice philosophy and will implement restorative programming.
- a. The Respondent shall describe, using specific examples and citing its policies and procedures, how it will provide restorative programming that:
    - 1) Holds offenders accountable for their behavior, including the harm their crimes caused the victim(s) and community;
    - 2) Protects the public;
    - 3) Offers offenders opportunities for competency development in skill areas valued by the community in preparation for reintegration into productive community life;
    - 4) Partners with community stakeholders;
    - 5) Displays an understanding of the principles, practices and vocabulary of restorative justice;
    - 6) Uses restorative questions to support conflict resolution, communication, and to ask how others have been affected by conflict;
    - 7) Facilitates dialogue with and between the youth that contributes to developing ideas for how to make things right when harm has occurred;
    - 8) Uses restorative justice practices including Nonviolent Communication (NVC) to contribute to the well-being of the youth.
  - b. The Respondent shall build a restorative community within the residential program. The Respondent shall describe, using specific examples and detailed explanations of its operations, how it will:
    - 1) Create a culture that encourages staff and youth to be actively involved, give input, participate in decision making, practice leadership roles, use restorative conflict resolution strategies, contribute to the community and promote teaming and bridging the roles of the facility and field staff and community partners.
    - 2) Reflect the restorative justice philosophy in all aspects of the program, including case planning processes, competency development, involvement in meaningful community service, restitution, conflict resolution and victim and community involvement. The proposal must include a description of how all aspects of its programming will reflect this philosophy.
  - c. The Respondent will also provide Impact of Crime (IOC) training and education.
4. Mental Health and Substance Abuse Treatment Services  
The Respondent shall implement the following treatment services for mental health, and substance abuse treatment. Proposals for additional mental health and substance abuse treatment services may be made. See Attachment A, Section V., Reply.
- a. Required Treatment Services
    - 1) Moral Reconation Therapy (MRT)
    - 2) Seeking Safety
  - b. Proposed services
    - 1) Lists of mental health and substance abuse treatments and programs meeting the criteria to classify them as evidence-based or promising are available at websites such as the Substance

- Abuse and Mental Health Services Administration (SAMHSA) and National Institute on Drug Abuse (NIDA) site.
- 2) For information regarding evidence-based and/or promising mental health and substance abuse treatment services, see Attachment A-1, Section I., F., Mental Health and Substance Abuse Services.
  - c. The Respondent shall explain how these services will meet the requirements outlined in Rule 63N-1, F.A.C. The description of the proposed services must include specific details and concrete examples of how the service components will meet the unique needs of youth.
  - d. The Respondent shall submit all the pertinent staffing details for the provision of these services.
  - e. The Respondent shall indicate which of the treatment services will be designated as a primary service and complete Exhibit 8, the Primary Services Designation/Change form.
5. Behavior Management System  
The Respondent shall implement a multifaceted behavioral management and a positive reinforcement system that fosters accountability.
- a. The Respondent shall describe its behavioral management system and explain how it will implement a behavior management system that features incentives and rewards for positive behaviors and mastery of skills taught in group therapy and Cognitive Behavioral Therapy (CBT) programming (Umpierre, Dedel, Marrow, & Pakseresht, 2016):
    - 1) Expectations must be clearly articulated and reinforced both in the moment and consistently over time.
    - 2) The structure must address the needs of youth who respond relatively quickly to clear expectations set before them, as well as of youth who need additional urging, skill development, and opportunity in order to fully embrace their ability to think and act in pro-social ways.
  - b. The Respondent shall explain how it will study the youths' problem behaviors, their causes and functions and describe how this understanding informs individualized behavior plans and contracts which address the identified causes and functions of the problem behaviors. (Umpierre, Dedel, Marrow, & Pakseresht, 2016)
  - c. The Respondent shall describe its continuum of smart consequence that harness the opportunity for additional teaching and learning (Umpierre, Dedel, Marrow, & Pakseresht, 2016):
    - 1) Consequences must be thoughtful.
    - 2) The consequence should include sanctions that will get the youth's attention but that are neither harmful to the youth nor contrary to the goals of family engagement and quality programming for all youth.
  - d. The Respondent shall affirm that it prohibits the use of disciplinary isolation as a sanction. (Umpierre, Dedel, Marrow, & Pakseresht, 2016):
    - 1) The Respondent shall describe its array of constructive activities and assignments and individualized restrictions that will safely communicate the problem behavior.
    - 2) The Respondent shall describe the opportunities to develop insight and to learn and practice alternative behaviors.
  - e. The Respondent shall describe how it will incorporate principles and practices related to trauma-informed care into the behavioral management system. See Attachment A-2, Section I., C. Trauma Informed Care for sites to review.
  - f. The Respondent shall describe how it will ensure all staff, including educational staff, will be fully trained in the implementation of the proposed behavioral management system in accordance with Rules 63E-7 and 63H, F.A.C.

- g. The Respondent shall also describe how it will ensure that all subcontractors and volunteers will be fully trained in the implementation of the proposed behavioral management system.

6. Pre-Vocational and Vocational Services

The Respondent shall describe what additional (beyond what is required of the local school district or its contractor) pre-vocational and vocational services will be offered and include what type of certificate will be awarded upon successful completion of the training.

- a. The Respondent shall clearly articulate what distinguishes and differentiates pre-vocational from vocational services in its description of the proposed activities.
- b. The Respondent shall describe in detail, how the unique interests, aptitudes, and skills of the youth will be developed while building upon their existing strengths and in a manner supportive of their employability.
- c. The Respondent shall describe how its services will give youth an occupational advantage in their own community.
- d. The Respondent shall describe what activities will be completed to access regional workforce board services or funding to enhance vocational training certification of youth while in the program or as part of the transition to the youth's home community. See A-2, Section I., D. Vocational Educational Plan for a copy of the plan.

7. Recreational Therapy and Leisure Time Activities

The Respondent shall provide daily recreational and leisure time activities in ways that are physically challenging, educational, therapeutic and constructive.

- a. Recreational activities shall be separate and distinct from mental health and substance abuse treatment services, and therefore shall be clearly identified as having separate designated times on the daily activity schedule from mental health and substance abuse treatment services.
- b. The Respondent shall employ a Recreational Therapist to provide therapeutic recreational activities. The Recreational Therapist must have a bachelor's degree in recreational therapy or a bachelor's degree in a related field (such as recreation, leisure studies, physical education) which included an internship or practicum experience. Certification as a Recreational Therapist is preferred. A minimum of one year of related experience working with youth is required.
- c. The Respondent shall describe how input from youth will be included in the selection of activities.
- d. The Respondent shall describe how it will assist youth in the identification of recreational opportunities in their home community.

8. Behavior Analysis Services

- a. In addition to the behavioral analysis services to be provided by the clinicians, the Respondent may opt to include a part-time behavioral analyst on staff or to sub-contract for these services.

B. Living Environment

The Respondent shall create and sustain a program that promotes mentoring, positive role modeling and positive one-on-one and small group interactions and interventions while maintaining an environment that promotes a therapeutic environment for the youth. The Respondent shall describe how it will ensure that the following components are realized:

- 1. Input from youth on rules governing community living, program design, implementation, and evaluation;
- 2. Opportunities that promote effective communication and listening techniques;
- 3. Opportunities for youth to develop relationships of trust and interdependence with people already present in their lives (such as friends, relatives, and church members);
- 4. Promotion of cultural diversity and identification;
- 5. Promotion of positive identity, self-esteem, self-respect, and respect for others;
- 6. Opportunities to create positive changes to benefit youth on an individual level, within their relationships, and within the community;

7. Regular opportunities for visitation, correspondence, and telephone access;
8. Use of trained volunteers, mentors, and other members from the community to provide positive modeling and experiences with the youth;
9. Use of appropriate clothing that can easily be transitioned between the program and community activities;
10. Staff clothing must be distinctively different from youth clothing and must include the word "Staff" on the back of all shirts, tops and blouses worn by direct care staff; and
11. Maintenance of a clean, safe and humane living environment. (Umpierre, Dedel, Marrow, & Pakseresht, 2016):
  - a. Physical plan should support positive youth development including pro-social interactions between and among staff and youth;
  - b. Floor plans that enable staff to have office space on the units and move around freely in the living quarters with a good line of sight to promote staff-youth engagement;
  - c. Physical spaces should be homelike and like those that exist in the community.

C. Community Involvement Opportunities and Pro-Social Activities

The Respondent shall describe its plan to develop, implement and maintain opportunities for community involvement and pro-social activities that will be put into practice. The Respondent shall precisely and specifically describe:

1. How it will engage with the community to provide youth with off-campus activities (as permitted and as set forth in Rule 63E-7, F.A.C.);
2. The community involvement opportunities and what specific programs and pro-social activities will be implemented;
3. How these pursuits will support transition back into the community;
4. The workflow explaining the intentional cooperation between the Transition Service Manager(s) and the Recreational Therapist(s) to develop and implement these activities.

D. Discharge Policy and Transition Services

1. The Respondent shall provide a description of its discharge planning and transition services. Transition services must be provided as set forth in Rule 63T, F.A.C.
2. The proposal shall include a detailed description of how discharge placement planning will begin at program admission. This description must include the specific activities that will be put in place.
3. The Respondent shall employ a Transition Services Manager to coordinate these services and activities.
  - a. The Transition Services Manager shall have a bachelor's degree in the field of counseling, social work, psychology, special education or in a related human services field. A minimum of one year of related experience working with youth is required.
  - b. Evidence of successfully securing community resources is preferred.
4. Self-Sufficiency Planning:
  - a. The Respondent shall describe how it will assess the needs and strengths of the youth regarding independent living arrangements where age and family circumstances indicate that independence and self-sufficiency are more realistic goals than reunification with the family.
  - b. These services will address, at a minimum, future economic self-sufficiency in both traditional and non-traditional setting, safe and affordable housing, conditional release, job training and retention, placement and childcare, where appropriate.
  - c. The Respondent shall describe its job training and placement activities and resources for youth in the program to ensure an orderly transition into the workplace and acceptance of work ethic.

E. Staffing and Personnel1. Staffing Levels

- a. The Respondent shall describe how it will ensure the uninterrupted physical sight and sound presence of sufficiently qualified staff to provide program services and proper supervision of youth.
- b. The Respondent shall describe in detail how it will provide:
  - 1) The continuous, twenty-four (24) hours awake supervision every day of the year.
  - 2) The Respondent shall state its relief factor and describe its plan and illustrate, using its stated relief factor, how it will ensure that the Full Time Employee (FTE) count will always meet or exceed the minimum staffing requirements.
  - 3) Levels of physical sight and sound presence of staff, commensurate with the stated staff to youth ratio, to provide immediate response to emergencies, active supervision of the youth, and suitable and timely response to the everyday needs of youth while maintaining safety and security within the program.
  - 4) Minimally, a staff to youth ratio of 1:8 day, 1:8 evening, 1:10 asleep is required.
    - a) A staff to youth ratio of 1:5 is required for any approved off-site activities.
    - b) If any type of tool is used during vocational training, increased staff ratios must be reflected in the staffing plan.
    - c) Neither supervisors, facility administration staff, nor Clinical staff will be included in the stated ratios while performing their regularly scheduled activities.
  - 5) The Respondent shall state its unequivocal understanding that staff to youth ratios are always required in the presence of youth.
- c. Key personnel are considered essential to successfully comply with a contract resulting from this solicitation and will be specified as such. See Attachment A-1, section I., C., Staffing Qualifications and Key Personnel for more information regarding the reporting of key personnel vacancies.
  - 1) The Respondent shall submit Exhibit 4, Staffing Qualifications and Educational Chart to include position titles, number of positions, duties and responsibilities, proposed working hours and salary for all program staff. The plan must clearly identify the licensure status of all clinical staff and all position titles **must** match the budget, organizational chart titles and other areas where position titles are mentioned.
- d. State what the living wage is for Brevard County and describe how that figure has been considered in the proposed staff salaries.
- e. The starting hourly rate for direct care staff shall be no less than \$15.00 per hour.

2. Health and Nursing Services

The Respondent shall describe its proposed health services and explain how these services will meet the requirements outlined in Rule 63M-2, F.A.C. The description of the proposed services must include specific details and concrete examples of how the service components will meet the unique needs of the youth. The Respondent's Staffing and Personnel Plan (see G. Additional Documentation Requirements, 3.) must show that the following weekly on-site nursing coverage will be in place:

- a. A Registered Nurse (RN) Health Services Administrator (HSA) for forty (40) hours;
- b. Onsite nursing coverage will be provided seven days per week for a total of eighty (80) hours by Registered Nurses (RNs) licensed in the State of Florida.

3. Staff Training

The Respondent shall submit Exhibit 5, Pre-Service New Hire Training Requirements Form and Exhibit 6, In-Service Training Requirements Form, that is detailed and reflective of the requirements that all full-time and part-time direct care staff shall be trained in accordance with Rule 63H-1 F.A.C., and 63H-2 F.A.C. Staff shall attend the required DJJ instructor led training when it is in the county where the Respondent's staff is delivering services or when it is in any adjacent county.

a. In addition to coursework identified in rule and available through the Department's Learning Management system, all direct care staff shall successfully complete training in the following areas:

- 1) Ethics within the correctional environment, including the proper maintenance of documents and recorded materials relating to security issues;
- 2) Stress management;
- 3) Gender-responsive services for adolescent delinquent youth;
- 4) Behavioral management and modification;
- 5) Positive reinforcement techniques and strategies;
- 6) Emotional and behavioral development of children and adolescents;
- 7) Risk factors for delinquency and their treatment;
- 8) Physical development and common health issues of adolescent youth;
- 9) Restorative justice principles and practices and restorative programming;
- 10) Risk factors and triggers relating to youth with a history of victimization;
- 11) Trauma responsive services for youth who have an increased likelihood to re-offend, to develop a common understanding of trauma and trauma responsive practices;
- 12) Post-traumatic Stress Disorder (PTSD), victimization, exploitation, domestic violence, trauma, and recovery issues;
- 13) First Aid, Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED), and Emergency Epinephrine use;
- 14) Universal precautions and bloodborne pathogens to meet Federal Rule CFR 1910.1030 (OSHA Standard);
- 15) Emergency evacuation procedures for youth with a medical alert system;
- 16) For staff conducting intake, the Facility Entry Physical Health Screening Form and administration of the Massachusetts Youth Screening Instrument-Second Edition (MAYSI-2), and other required intake processes and procedures;
- 17) For staff assessing youth, Residential Assessment for Youth (RAY), Performance Plan, and other associated training;
- 18) Risk factors and triggers relating to homicidal risk and homicidal prevention;
- 19) Immediate access to emergency medical, mental health, and substance abuse services;
- 20) The program's treatment model;
- 21) Suicide Prevention Processes and Procedures;
- 22) Prison Rape Elimination Act (PREA) training in accordance with FDJJ 1919;
- 23) Motivational Interviewing (MI);
- 24) Any required recertification; and
- 25) All other Respondent proposed training.

F. Management Capability and Program and Facility Readiness

1. Management Capability

a. The Respondent shall describe its organizational mission, history, background, experience and structure.

- b. The Respondent shall describe its quality assessment and improvement system and explain which specific policies, processes and procedures are used for assessing its management capabilities.
- c. Describe and illustrate how the need for corrections and improvements are identified and made.
- d. Identify specific scenarios that the organization is prepared to handle, both anticipated and unexpected, e.g. the on-going assessment of subcontractors and compliance with the Respondent's contract, sudden or frequent staff shortages.
- e. Describe in detail which positions represent corporate staff and explain their roles and responsibilities including those that are exclusive to the residential program in question.
- f. Explain how this organization is equipped to provide the unique services outlined in the solicitation's scope of services. Precisely explain and differentiate between corporate and program management teams' roles and responsibilities and explain how these two entities interact and with what frequency.
- g. The Respondent shall submit a human resources development plan which shall include, but is not limited to, the following components:
  - 1) Forecasting staffing needs;
  - 2) Estimating staffing gaps;
  - 3) Succession planning;
  - 4) Recruitment, education and compensation of employees.

2. Program and Facility Readiness

- a. The Respondent shall develop and submit a program and facility readiness plan. The plan shall clearly convey that thorough consideration has been given to each major component of a residential program such that the services will be available by the projected service date. The major components that shall be addressed include:
  - 1) Key personnel hiring;
  - 2) Staff training;
  - 3) Medical services;
  - 4) Contracting for specialized services;
  - 5) Food services;
  - 6) Intake services;
  - 7) Therapeutic services;
  - 8) Youth clothing, bedding and hygiene supplies;
  - 9) Facility preventative maintenance and workorder tracking system;
  - 10) Educational services including vocational training;
  - 11) Inventory and security of tools, chemicals and keys.
- b. The plan shall describe in detail, the objectives, activities, responsible parties (including those of corporate staff during transition and start-up) and the timeframe for the completion of each objective and all associated activities for each of the plan's major components.
- c. The program and facility readiness plan shall identify the critical path activities and describe, in detail, an alternate path in the event of delays or failures on the critical path.

G. Additional Documentation Requirements

1. Daily Activity Schedule

- The Respondent shall submit a comprehensive and detailed daily (including weekends and evenings) activity schedule outlining all program services.
- a. The schedule shall indicate the service type, the day and time of service delivery, its duration and the day of the week of service delivery.
  - b. The schedule must indicate on-site clinical coverage; when licensed mental health staff will be on site; the schedule of all mental health and substance abuse services being provided; individual, group and family therapy and must include the licensure status for each mental health and substance abuse clinical staff personnel who will provide these services.

- c. The schedule must include educational and vocational activities, sick call and medication administration.
  - d. **The schedule details must be consistent with all other sections of the proposal and with all attachments and exhibits.**
  - e. At least sixty percent (60%) of the youth's waking hours shall be scheduled in a structured activity.
2. Self-Sufficiency Plan  
The Respondent shall submit an example of a self-sufficiency plan that will be developed and staffed with all parties as early as possible after the youth's admission to the program. See Attachment A, Section V., D., Discharge Policy and Transition Services for related information.
3. Staffing and Personnel Plan
- a. The Respondent shall submit a detailed staffing plan outlining the staffing patterns for direct care staff.
  - b. The plan must include the position titles, number of positions, qualifications, duties and responsibilities, proposed working hours and salary for all program staff.
  - c. The plan must include details for the provision of clinical staff and clinical services (including weekends and evenings) and must clearly identify the licensure status of all clinical staff.
  - d. **The plan details must be consistent with all other sections of the proposal and with all attachments and exhibits.**
  - e. See Attachment A, Section V., E., 1. Staffing Levels for related information.
4. Staff Training Plan  
The Respondent shall submit a detailed training plan reflective of the requirement that all full-time and part-time direct care staff be trained in accordance with Rule 63H, F.A.C. See Attachment A, Section V., E., 3. Staff Training for other training requirements.
5. Organizational Chart  
The Respondent shall include an organizational chart with linkage to the program level and one that is consistent with position titles in **all** other sections of the proposal and with all attachments and exhibits. See Attachment A, Section V., F., 1., Management Capability for related information.
6. Human Resource Development Plan  
The Respondent shall submit its human resources development plan. See Attachment A, Section V., F., 1., Management Capability for related information.
7. Program and Facility Readiness Plan  
The Respondent shall submit its program and facility readiness plan. See Attachment A, Section V., F., 2., Program and Facility Readiness for details.

**ATTACHMENT A-1  
MINIMUM REQUIREMENTS FOR  
PROGRAM OPERATIONS/BASIC CARE AND CUSTODY SERVICES**

**I. SERVICE TASKS/PROGRAM OPERATIONS/BASIC CARE AND CUSTODY**

The following minimum service tasks must be delivered as part of the basic care and custody services required for operation of a Residential Program. These requirements will be set forth in the contract resulting from this RFP.

All service tasks listed below must be performed in accordance with Rules 63E-7, F.A.C., 63H F.A.C., 65D-30.003(15), F.A.C., Rule 64B9-14, F.A.C. (Delegation to Unlicensed Assistive Personnel), Rule Ch. 64B16-28 Sub section 303, 606 and 702, F.A.C. (pertaining to Modified Class II Institutional Pharmacies), Rule 63M-2, F.A.C., current recommendations by the Centers for Disease Control and Prevention, OSHA Standards, Chapters 287, 394, 397, 458, 459, 464, 466, 468, 985 and Section 1003.52 F.S., Rule 63N-1, F.A.C., the U.S. Department of Agriculture's National School Lunch Program, and U.S. Department of Justice 28 CFR Part 115, National Standards to Prevent, Detect and Respond to Prison Rape, and all Departmental policies and procedures.

**A. Referrals and Admissions**

**1. Referrals**

The decision to place an individual in the program shall be made by the Department through its Regional Commitment Management Offices throughout the state.

a. The determination made by the Department is final and binding on all parties.

b. If the Respondent disagrees with the placement of a youth, the admission of the youth shall occur, and the Respondent may contact the assigned Commitment Manager. Exceptions to the age requirement can be made with the approval of the Chief of Commitment.

**2. Admissions**

The Respondent shall accept new admissions Monday through Friday between 8:00 a.m. and 5:00 p.m. eastern standard time with the flexibility to provide admission services during non-routine hours should the need arise. All admissions will be coordinated in advance with the local Commitment Manager and Department Juvenile Probation Officer (JPO).

**B. Screening and Assessment System**

**1. Program Orientation**

The Respondent shall provide an orientation for youth in the program in accordance with Rule 63E-7, F.A.C. The orientation shall include, but not be limited to: the behavior management system, personal property inventory, written rules, regulations, program goals, services available, youth rights, grievance procedure, rules governing conduct, possible disciplinary action, and the youth's length of stay.

**2. Care and Custody Services**

The Respondent shall provide care and custody and uninterrupted proper supervision of youth during hours of program operation or service, transportation, and orientation of youth. The Respondent shall provide the following:

a. Continuous, twenty-four (24) hours awake supervision every day of the year;

b. The Respondent shall ensure that the relief factor employed for Full Time Employee (FTE) count is enough to cover all staffing requirements;

c. Appropriate levels of physical sight and sound presence of staff described in Attachment A, Section V., E. Staffing and Personnel to provide immediate response to emergencies, active supervision of the youth, and suitable and timely response to the everyday needs of youth while maintaining safety and security within the program;

- d. Nutritious, well-balanced meals and three snacks prepared and served in a manner that ensures the needs of each youth are taken into consideration. The Respondent shall ensure that, upon completion or termination of the Contract, there is a thirty (30) day supply of non-perishable food items and products available at the facility;
- e. Climate-appropriate clothing that fits properly, is clean and in good repair. Youth shall be provided with personal hygiene items. Bed linens and towels shall be washed and sanitized, regularly;
- f. The Respondent shall comply with standards required by local fire and health authorities;
- g. Facilities and grounds shall be maintained in a manner that provides a safe, sanitary, and comfortable environment for youth, visitors, employees, and other individuals on-site.

C. Staffing Qualifications and Key Personnel

1. The Respondent shall comply with applicable rules, statutes, and licensing standards regarding professional qualifications.
2. The Respondent shall ensure that all staff shall possess adequate training and education to perform the duties for which they are assigned and meet all applicable licensing or certification requirements for their respective disciplines.
3. Key personnel are considered essential to successfully comply with a contract resulting from this solicitation and will be specified as such. Therefore, no later than forty-eight (48) hours after the removal, substitution, or change in status of any individual listed in the contract's key personnel table (see *Table 1 Key Personnel*), the Respondent will be required to submit to the Department's Contract Manager a detailed written explanation for the action, a plan to ensure contractual services are provided and, if appropriate, a timeline by which the position will be permanently filled. The Department will evaluate the impact of the vacancy on the contract and respond accordingly.

Key Personnel
Program Director
Health Services Administrator (HSA)
Nursing staff
Designated Mental Health Clinician Authority (DMHCA)
Psychiatrist (contracted or employed)
Designated Health Authority (DHA) (contracted or employed)
Licensed Mental Health Staff
Non-Licensed Mental Health Staff

*Table 1, Key Personnel*

D. Case Management Coordination Services

The Respondent shall provide case management coordination services that includes coordination with the Department and agency staff, other agencies, as well as members of the community, in the assessment of the individual needs of youth. Youth shall be matched to specific delinquency interventions based on the highest criminogenic needs indicated by the RAY and mental health and substance abuse evaluations as set forth in Rule 63N-1, F.A.C. The level of risk and needs of each youth shall govern the nature, intensity, and duration of delinquency interventions.

E. Health Services and Staff

Health services shall be delivered as set forth in Rule 63M-1, F.A.C. and by nursing staff licensed as per Chapter 464, F.S., by physicians licensed as per Chapter 458 or 459, F.S., and by dentists as per Chapter 466, F.S., as appropriate in their respective areas of expertise in the State of Florida.

1. The Respondent shall provide comprehensive on-site medical services designed to provide accountability and rapid response to ensure that the specialized health needs of youth are met.
2. All staff and duties shall be as stated in this and all accompanying attachments.

3. The Respondent may arrange for the delivery of some or all such services through subcontractors.
4. To ensure the provision of necessary and appropriate healthcare, the Respondent shall maintain the following staff and ancillary service agreements to deliver the specified services:
  - a. Designated Health Authority
    - 1) The Designated Health Authority (DHA) must be either Board Certified in pediatrics, family practice or internal medicine (with experience in adolescent health) or board-eligible and have prior experience in treating the primary health care needs of adolescents.
    - 2) The DHA shall be on-call twenty-four (24) hours a day, seven days a week for acute medical concerns, emergency care, and coordination of off-site services.
  - b. Nursing Services  
Nursing coverage shall be provided as outlined in Attachment A, Section V., E., 2., Health and Nursing Services and all relevant and accompanying attachments.
  - c. Health Services Administrator
    - 1) The Health Services Administrator (HSA) shall be a full-time Registered Nurse (RN) and have an active and clear Florida license in accordance with chapter 464, F.S.
    - 2) This position shall be responsible for providing on-site nursing services for the program youth, the direct supervision of the clinical functions in the medical clinic and nursing staff.
    - 3) The HSA shall work directly with the program director or program director designee, the DHA or the DHA designee, the psychiatrist or the psychiatrist designee, mental health staff, and the Department staff conducting monitoring and technical assistance regarding the delivery of medical services.
    - 4) The HSA shall coordinate their work schedule to ensure being on-site when the DHA or designee and the psychiatrist or designee are at the facility.
  - d. Additional Health and Well-Being Services  
Additional, time-limited services required above the level covered by the per diem may be necessary on occasion. The Department reserves the right to add services which, with prior Department approval, will be reimbursed with funding sources outside of a Contract resulting from this solicitation.
  - e. Ancillary Service Agreements
    - 1) Service provision contracts or written agreements with healthcare professionals in the community to provide additional healthcare services as needed.
    - 2) Access to a local hospital, which will receive and stabilize or treat any DJJ youth brought via ambulance or other means of transportation, for services that cannot be addressed on-site through basic minor first aid, or through established sick call procedures.
    - 3) A contract or written agreement with a dentist duly licensed in the State of Florida to provide primary dental care and emergency dental care when needed.
    - 4) A contract or written agreement with an ophthalmologist or optometrist duly licensed in the State of Florida to provide eye care services as needed for consultation and/or treatment.
    - 5) A contract or written agreement for x-ray services (on or offsite) as needed for consultation and treatment.

3. Health Care Service Tasks

The Respondent shall provide necessary and appropriate gender-responsive healthcare services tasks including but not limited to:

- a. Intake screening and evaluation;
- b. Comprehensive physical assessments;
- c. Sick call care shall be conducted daily;
- d. Episodic care and emergency response care;
- e. Treatment and monitoring of acute and chronic conditions;
- f. Management of off off-site care and follow up;
- g. Immunizations;
- h. Transitional healthcare planning;
- i. Infection control measures;
- j. Diagnostic services – (both on and off site) e.g. labs, x-rays, ultrasound, etc.;
- k. Medication management services - regularly scheduled medication administration times shall be included in the daily activity schedule and shall not coincide with sick call;
- l. Upon completion or termination of the Contract, a thirty (30) day supply of prescription medication must be available at the facility;
- m. Health services report; and
- n. Biohazardous waste management.

4. Modified Class II Institutional Pharmacy Permit and pharmaceutical services

5. Health Care staff Training

6. Health Care Costs

The per diem rate covers the cost of health care items and services including, but not limited to, routine health care costs, e.g. prescriptions, x-rays, labs, dental visits, eye exams and/or glasses, etc.

7. Prior approval for incurring non-routine health care costs is required. Emergency care does not require prior approval before incurring emergency health care costs.

8. A comprehensive monthly health education program is required.

9. OSHA Requirements:

- a. The Respondent shall develop and maintain a comprehensive education and prevention program that meets the OSHA requirements and is updated annually.
- b. The Respondent shall also provide for blood specimen or oral swabs collection for DNA Testing.
- c. The Respondent shall also require imprints of the juvenile's left and right thumbprints which shall be attached to the Florida Department of Law Enforcement (FDLE) request for DNA testing.

F. Mental Health and Substance Abuse Services

The Respondent shall provide or arrange for a broad spectrum of mental health and substance abuse services as set forth in Rule 63N-1, F.A.C.

1. The Respondent shall ensure that youth have access to necessary and appropriate mental health and substance abuse services (on-site and off-site) performed by qualified mental health and substance abuse professionals or service provider(s).
2. Development of facility operating procedures for implementation of mental health and substance abuse services as set forth in Rule 63N-1, F.A.C.
3. The provision of mental health and substance abuse services are subject to education, licensure, degree requirements, and applicable Florida state and federal statutory requirements and Rule 63N-1, F.A.C. requirements.
4. All Respondent agreements with outside parties to provide mental health and substance abuse services shall include within the agreement, evidence of compliance with Rule 63N-1, F.A.C., and applicable sections of Rule 63M-2, F.A.C.
5. The Respondent shall develop working relationships with youths' home community mental health and substance abuse agencies or individuals to maintain a referral source for the youth returning to those communities.
6. See Attachment A-3 and A-4 for additional and specific requirements.

- G. Behavior Analysis Services  
When behavior analysis services are provided in the program, see Attachment A-3 and Attachment A-4 for specific requirements.
- H. Behavioral Management System
1. The proposed Behavioral Management System must comply with Departmental Rule 63E-7, F.A.C., as outlined in all relevant and accompanying attachments including Attachment A, V., 5., Behavioral Management System and as follows.
  2. The Department does not permit the seclusion of youth from supervision; staff must maintain continuous and uninterrupted visual observation of all youth. Youth shall never be denied regular meals, healthcare, accommodation of religious needs or staff assistance.
  3. Disciplinary actions must be detailed in procedures that inform youth of the reasons prior to the disciplinary actions and provide youth an opportunity to explain the behavior leading to the disciplinary action.
  4. Upon assuming operation of the program, the Respondent shall ensure that there is a smooth transition and no disruption in services for youth as it relates to the outgoing Respondent's behavior management and positive behavior reinforcement system and the future system.
  5. The program shall provide ongoing supportive services for youth who may experience relapse and will ensure that positive reinforcement is implemented.
  6. Educational staff shall also be trained in the program's behavioral management system per 63E-7, F.A.C.
- I. Pre-Vocational and Vocational Services  
Traditional and non-traditional pre-vocational and vocational services shall be provided either directly by the local school district in which the juvenile justice program is located or through a contract between the local school district and its selected provider. Pre-vocational and vocational services proposed by the Respondent or specifically directed by the Department, are in addition to this requirement.
- J. Academic Services
1. The Respondent shall coordinate academic services through the local school district as required in Chapter 1003.52, F.S.
  2. The Respondent is expected to comply with the School Board Cooperative Agreement between the Department and the responsible school board. See A-2, Section I., J., School District Agreement for a copy of the agreement.
  3. The Respondent shall ensure that direct care staff is assigned to each classroom.
- K. Job Training Placement  
The Respondent shall provide job training activities and placement resources for youth in the program to ensure an orderly transition into the workplace and acceptance of work ethic.
- L. Religious/Spiritual Opportunities  
The Respondent shall provide regular faith-based opportunities and quarterly documented attempts to provide religious services and education that encompass all faiths.
- M. Transportation Services
1. The Respondent shall be responsible for transporting new admissions from the local detention center to the program and shall provide transportation for youth for reasons including but not limited to:
    - a. Medical and dental appointments;
    - b. Worksite and community service projects;
    - c. Counseling appointments with community agencies;
    - d. Emergency transportation;
    - e. Transportation to and from home visits as needed; and
    - f. Releases and discharges.
  2. Commitment programs will transport youth home if their residence is within seventy-five (75) miles of the program. Once youth have completed a commitment program, they should no longer be transported securely.
  3. If the youth's residence is between seventy-five (75) – 300 miles from the commitment program, the youth's return is the joint responsibility of the commitment program and the JPO. An absolute mileage responsibility is not

being identified; however, programs need to be flexible and base their “meeting point” on the fact that a JPO needs to be able to complete the round trip and the home drop-off within an eight-hour workday.

4. If the youth's residence is over 300 miles from the commitment program, the residential commitment program will register the youth with the Intrastate Transportation Network for transport.
5. When a youth must appear in court, the Respondent may elect to transport the youth to court, using the appropriate transportation procedures, or transport the youth to the nearest detention center, and the Department will transport the youth to court. The Respondent shall coordinate the transportation of youth with the respective transportation coordinator and detention center prior to the youth's arrival. Upon the youth's return from the court, the Department will notify the Respondent.
6. For facility-to-facility administrative transfers, the Respondent is responsible for transporting the youth to the receiving facility, if the facility is in the same region. If the facility is in a different region the Respondent shall contact the nearest detention center to plan and deliver the youth to that detention center, where the receiving Respondent will then transport the youth to its facility. If the youth is in secure detention pending the transfer, then the Department will transport the youth to the receiving facility regardless of region and location.
7. The Respondent is responsible for all transportation requiring the evacuation of the youth. The Respondent shall assist in the transportation for youth that need to be transported outside of the catchment area.

N. JJIS Reporting

1. The Respondent shall be responsible for the reporting of all admissions and releases in the Juvenile Justice Information System (JJIS) within twenty-four (24) hours of the admission and release and for updating the projected release dates of youth at a minimum of once per week.
2. Consistent with the requirements set forth by the Department, the Respondent shall report performance data elements with direct entry into the Department's JJIS web site or as otherwise directed.
3. The Respondent shall comply with current reporting requirements pertaining to performance measures (i.e. reporting to the Central Communications Center (CCC) for youth escapes and youth-on-staff and youth-on-youth batteries).

O. Trauma Responsive Practices

The program shall conduct an annual self-assessment of trauma responsive practices within the facility. The assessment used shall be the assessment developed by the Department.

## II. FACILITY AND PROPERTY REQUIREMENTS

A. Facility Standards

**DEPARTMENT OWNED/LEASED**

The facility provided for use in connection with any resulting Contract is Department-owned or leased. The Respondent shall comply with standards required by fire and health authorities. The Respondent shall ensure that all buildings and grounds, equipment and furnishings are maintained in a manner that provides a safe, sanitary, and comfortable environment for youth, visitors, and employees. The Respondent shall be responsible for the payment of utility services including, but not limited to, water, sewer, waste disposal, electric, gas and telephone services as well as any deposits required by a utility company related to services under any resulting Contract.

**RESPONDENT OWNED/LEASED**

This facility is Respondent owned or leased. The Respondent shall comply with standards required by fire and health authorities. The Respondent shall ensure that all buildings and grounds, equipment and furnishings are maintained in a manner that provides a safe, sanitary and comfortable environment for youth, visitors and employees. Youth files will be securely maintained.

B. Pre-Operational Review

1. Prior to a Respondent assuming operation of an existing program or opening of a new program, the Department may conduct a pre-operational review. This pre-operational review will take place approximately thirty (30) days prior to the implementation of operations (youth admissions) of the program to ensure the Respondent is ready to begin service delivery and programmatic operations.
2. If the Department determines that the findings of the pre-operational review indicate deficiencies that merit delaying the opening of the program, contract actions may be taken to delay the admissions of youth or delay payment of operational funds pending corrective action by the Respondent.
3. A copy of a pre-operational review document will be provided to the successful Respondent upon execution of any resulting Contract.

C. Occupancy Clause

The Respondent shall not be entitled to payment for program operations until proof of compliance with the following conditions, if applicable, is submitted to the Department:

1. A current certificate of occupancy for a Respondent-owned or leased facility has been issued by the building authority;
2. All permits and fees have been paid;
3. All safety and security systems and equipment are installed and operational in Respondent-owned or leased facilities; and
4. Proof of required fire and liability insurance coverage is presented to the Department.

D. Department-Furnished Property, Records and Inventory

1. The Respondent shall keep records of all maintenance and repairs on all state-owned or leased facilities and grounds and shall give the Department reasonable opportunity to inspect such records. The Respondent shall deliver the related records to the Department when requested. Record submittal is mandatory upon Contract termination.
2. The Respondent may not place any type of structure on, or make alterations to, Department furnished land or other property, without first having obtained the written approval from the Department's Bureau of General Services, Facility Services representative.
3. Upon possession of Department-furnished property by the Respondent, the Respondent assumes the risk and responsibility for its loss and damage. At the expiration or termination of any resulting Contract, the Respondent shall return the state-owned or leased facility and grounds to the Department in the same condition as on the initial date of any resulting Contract, normal and ordinary wear and tear excluded.
4. Failure to return the property in the condition required by any resulting Contract shall result in the Department withholding payment of invoices in the amount required to reimburse the Department for repair or replacement costs. Notwithstanding any other provision in any resulting Contract to the contrary, the Respondent is liable for all consequential damages resulting from the Respondent's failure to comply with the requirements of any resulting Contract to maintain and repair the facility, grounds, utilities, and equipment furnished by the Department.
5. Title to Department furnished property shall remain with the Department. The Respondent shall use the Department-furnished property only in connection with any resulting Contract.

E. Regular Maintenance and Repair Work

The Respondent shall protect, preserve and maintain (including normal parts replacement), the facilities so as to conform to all applicable health and safety laws, ordinances and codes which are presently in effect and which may subsequently be enacted (to include pest control services, annual a/c and heating maintenance inspections, replacing a/c filters, etc.) and grounds (lawn and grass care, care of all shrubs and landscaping and storm water ponds, etc.) in accordance with industry standards and all applicable building codes and ordinances. This may include but not be limited to all areas of facility operation as listed below. Because of the maintenance, or other incidents, when

repairs are needed with a cost per incident of less than \$5,000.00, these costs shall be considered regular repair work.

1. Interior repairs in accordance with generally accepted good practices, including repainting, worn or damaged floor coverings and lighting fixtures;
2. Repair or replacement of fire and security alarm systems;
3. Replacement of broken windows;
4. Repair or replacement of interior equipment, and appliances;
5. Repair of the parking area;
6. General repair and repair and replacement of parts as required of heating, ventilation and air-conditioning system;
7. Repair of normal exterior structural wear and tear;
8. Inspection and replacement of general electrical repair;
9. Inspection and replacement of general plumbing repair;
10. Hardware repair;
11. Fire alarm and sprinkler repair;
12. Lift station repair;
13. Generator repair;
14. Boiler repair; and
15. Any other item normally required for the proper operation of the facility.

F. Major Maintenance and Repair Work

1. The Respondent shall utilize the Major Maintenance Fund (MMF) described below only to pay for major repair work on state-owned facilities. Repair work with a per-incident cost of \$5,000.00 or more and as further described below shall be considered major repair work.
2. The Respondent shall not accumulate, or group required repair items in such a way that they exceed the \$5,000 threshold per incident cost.
3. The Respondent shall promptly report to the Department damages requiring major emergency repairs on all state-owned or leased facilities and grounds.
4. On the first day of each month after the effective date of the Contract, the Respondent shall deposit in the major maintenance and repair reserve account, (the amount will be calculated after contract is awarded) per month. This shall be an interest-bearing account created solely to maintain the fund for that program. No costs other than those for repairs for the facility may be paid from this fund.
5. Requests to utilize the funds shall be submitted following the Residential Services work order process for approval by the Department before the repair is made which also includes how emergencies will be processed. The request must describe all required repairs and state the maximum cost and have the appropriate quotes and other documentation attached. The request by the Respondent and approval by the Department must be in writing. Upon receipt of that approval, the major repair work shall begin and upon satisfactory completion of the project be paid by the Respondent, from the fund.
6. Major repair work is for the repair of the following list of systems which includes but are not limited to:
  - a. Heating, ventilation and air conditioning system;
  - b. Electrical system fixtures and equipment;
  - c. Plumbing systems, fixtures and supply, and waste lines;
  - d. Utility conversions;
  - e. Roof maintenance and repair;
  - f. Major interior and exterior repainting;
  - g. Wastewater treatment systems;
  - h. Emergency back-up systems repair or replacement;
  - i. Life safety systems, repair or replacement;
  - j. Electronic security systems, repair or replacement;
  - k. Fire alarm and sprinkler repair;
  - l. Lift station repair;
  - m. Generator repair; and
  - n. Boiler repair.

**G. Non-Expendable Tangible Personal Property**

1. Title (ownership) to all non-expendable property shall be vested in the Department at the time of the purchase of the property if the property is acquired from:
  - a. Expenditure of funds provided by the Department under a cost-reimbursement contract;
  - b. Expenditure of funds provided by the Department as pre-operational; and/or
  - c. Expenditure of funds provided by the Department as operational expense dollars.
2. All Department-furnished property acquired by the Respondent through funding sources identified above, with a cost of \$1,000 or more and lasting more than one year, and hardback-covered bound books costing \$250 or more and computers, regardless of cost, shall be accounted for in accordance with Rule 69I-72, F.A.C. All such property, including replacements to Department-furnished property that is lost, destroyed, exhausted or determined surplus under the terms of any resulting Contract, shall be returned to the Department upon Contract termination.
3. Any replacements shall be in equal or greater value when returned to the Department.
4. Upon delivery of Department-furnished property to the Respondent, the Respondent assumes the risk and responsibility for its loss and damage.

**III. DELIVERABLES**

The Respondent shall submit an invoice with enough documentation to fully justify payment for services delivered. Failure by the Respondent to promptly report and document deliverables as required may result in a reduction in the respective invoice.

**A. Service Units****1. Filled Beds**

- a. A filled bed is defined as a bed that is occupied by a youth. There are some cases where youth are absent from the program, but the Department still considers the bed to be filled. In these cases, the Department will pay the Respondent at the filled bed rate. These cases include:
  - 1) Youth participating in an approved program activity;
  - 2) Youth participating in an approved home or work visits;
  - 3) Youth participating in other approved travel;
  - 4) Youth transported to court appearances; and
  - 5) Youth placed in Detention not to exceed forty-eight (48) hours.
- b. In the case of a youth being placed in an outside medical or mental health facility who is gone less than five days, the bed shall be considered filled and the Department will pay the Respondent at the filled bed rate. For medical or mental health placements that exceed five days, the Respondent shall notify the Department's contract manager and commitment manager supervisor in the region, who will notify the regional director. The Department shall advise the Respondent of the decision whether to consider the bed filled or unfilled.

**2. Unfilled and Available Beds**

- a. An unfilled, available bed is defined as a bed that is not occupied by a youth (youth released from the program) and is not vacant due to the Department's decision to suspend admissions due to safety/security issues or concerns.
- b. The Respondent shall make the contracted number of beds continuously available throughout the term of the contract. A bed is "available" only if the Respondent could accept a juvenile for admission to the program and the youth could receive all services described in any resulting contract with forty-eight (48) hours' notice.
- c. It is the responsibility of the Respondent to notify the Department when the contract beds are not available. It is further the responsibility of the Respondent to reduce the monthly invoice when beds are not available;

however, the Department reserves the right to reduce the monthly invoice if the Respondent fails to do so.

- d. The Respondent shall not receive payment for services rendered prior to the execution date or after the termination date of any resulting Contract.
- e. Invoices for amounts due under any resulting Contract shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.
- f. The Respondent shall deliver all services as outlined above.

#### IV. **REPORTS**

The Department will require progress, performance and other reports throughout the term of the Contract. A list of reports required in current contracts and the accompanying details is at B., Report Examples, below. The Department reserves the right to revise the list of report examples and the accompanying details in the resulting Contract.

##### A. Report Receipt and Documentation

The Respondent shall submit reports with all of the required documentation, within the time frame and to the named individual as stated in the resulting Contract to become eligible for payment. Delivery of deliverables and reports shall not be construed to mean acceptance of those deliverables and reports. The Department reserves the right to reject deliverables and reports as incomplete, inadequate, or unacceptable. The Department's contract manager will approve or reject deliverables and reports.

##### B. Report Examples

###### 1. Invoice

A properly prepared invoice shall be submitted directly to the Department's Contract Manager within thirty (30) calendar days following the end of the month for which services were rendered. Payment of the invoice shall be pursuant to section 215.422, F.S. and any interest due shall be paid pursuant to section 55.03(1), F.S. A Vendor Ombudsman, established within the Department of Financial Services, may be contacted if a Respondent is experiencing problems in obtaining timely payment(s) from a State of Florida agency. See Attachment A-2, Section I., H., Vendor Ombudsman, for contact information.

###### 2. Youth Census Report (as applicable to the specific service)

A complete list of youth provided services required under the terms and conditions of any resulting Contract during the service period detailed on the invoice shall be furnished. At a minimum, the Census Report shall include the youth name, juvenile justice identification number, date of service, and the service required by any resulting Contract that was provided. Sign in sheets for services rendered should be available and provided upon request.

###### 3. Organizational Chart

The Respondent's organizational chart shall be provided upon execution of the resulting Contract, annually, and upon changes. The organizational chart shall include the programmatic and administrative structure of the Respondent's organization.

###### 4. Proof of Insurance

A Certificate of Insurance shall be provided to the Department's Contract Manager prior to the delivery of service, and prior to the expiration of insurance. Certificates of Insurance shall reflect appropriate coverage(s) based on the recommendation of a licensed insurance agent, and the minimums listed in the resulting Contract.

###### 5. Subcontract(s)

A copy of all subcontracted agreements entered into by the Respondent and a subcontractor for services required of the Respondent via any resulting Contract shall be submitted to the Department in advance for review and acceptance. A signed copy of the subcontract accepted by the Department shall be provided to the Department's contract manager prior to the delivery of service to Department youth and payment to the subcontractor.

###### 6. Residential Staff Vacancy and Hire Report

The Respondent shall provide a complete list of all vacant program positions and a complete list of staff hired to fill vacant positions required by the resulting Contract.

- a. For vacancies, the complete list shall include the contract number, program name, Respondent name, position title, employee name, the reason for the vacancy, date of vacancy, and the number of days the position has been vacant.
  - b. The Respondent shall provide the Department's contract manager with an explanation for vacancies, which exceed ninety (90) calendar days.
  - c. Services shall be provided to all Department youth by qualified staff regardless of whether a position(s) is vacant. See Attachment A-1, Section I., C., 3., Staffing Qualifications and Key Personnel for more information regarding the reporting of key personnel vacancies.
  - d. For newly hired staff, the Respondent shall provide a complete list of staff hired to fill vacant positions and include the date the position was filled, the staff member's full legal name, and a ready to work date.
  - e. Positions that require specific licensing, certification, or education as required in the resulting contract, a copy of the license, certification, and education credentials shall be provided to the Department's contract manager prior to the start date.
7. Training Plan  
The Respondent shall provide a training plan to incorporate at a minimum pre-service and in-service training as outlined in Rule 63H, F.A.C. Training plans will be approved by Staff Development and Training (SD&T) to ensure compliance with Rule 63H, F.A.C. The Respondent shall use the Department's training plan template to develop its plan. A plan must be submitted at the onset of the resulting contract as well as annually each January. If applicable, the plan should also include any specialized training outlined in the resulting contract.
  8. Florida Minority Business Enterprise (MBE) Utilization Report  
The Respondent shall submit to the Department's contract manager, along with each monthly invoice, a copy of the CMBE Utilization Report, listing all payments made for supplies and services to Minority Business Enterprises (MBEs) during the invoice period. The listing shall identify the MBE code for each payment.
  9. Information Resource Request (IRR)  
All IRR purchases must be in accordance with Section VIII., General Terms & Conditions.
  10. Continuity of Operations Plan (COOP)  
Prior to the delivery of service, the Respondent shall submit a COOP to the Department's contract manager who will route to the program area Regional Director for review and approval. The COOP must provide for the continuity of Contract services in the event of a manmade or natural disaster or emergency. Additional information can be found in FDJJ 1050, Continuity of Operations Plans. See Attachment A-2, Section I., B., Continuity of Operations Plan for an approved format.
  11. Health Services Statistical Report  
The Respondent shall enter information in JJIS each month. This report gathers the following information: medical grades, physical conditions, assessments and evaluations, sick call, medication, psychotropic medication, on-site and off-site injuries, off-site services, and risk reduction data.
  12. Quarterly Purchase Report  
As described in Attachment A-1, Section II., G. Non-Expendable Tangible Personal Property.
  13. Department-Furnished Property Inventory  
A list of all property funded by the Department to be accounted for periodically and when a program is competitively procured.
  14. Joint Inventory  
This is an annual inventory of all Department-furnished property and all respondent-owned property located at the facility.
  15. Office of the Inspector General Background Investigations  
This is an affidavit of compliance with Level 2 screening standards submitted annually.

16. Monthly Statistical Report  
The Respondent shall enter information in JJIS each month. This report gathers the following information: general program information, personnel data (list of all vacant program positions required by any resulting Contract by position title), PAR incidents, Central Communications Center (CCC) incidents, law enforcement issues, health statistics, inspections, maintenance, and program releases.
17. Staff Verification System (SVS) and Staff Verification (SVS) Report  
The Respondent shall enter information as required in the SVS. The Provider shall submit the SVS Report quarterly to the Department's Contract Manager.
18. Budget  
The Respondent shall outline projected expenditures annually or within thirty (30) days upon a change in the Contract amount.
19. Preventive Maintenance Checklist  
For Department-owned buildings, on a quarterly basis, the Respondent shall submit a completed preventive maintenance checklist to the Department's Contract Manager. See A-2, Section I., F., Preventative Maintenance for the checklist.
20. Vehicle Maintenance Log (if applicable)  
The Respondent shall maintain a monthly vehicle log for each state-owned vehicle and submit the completed log to the general services liaison.
21. Delinquency Interventions and Treatment Sessions (Exhibit 7)  
The Respondent's final Delinquency Interventions & Treatment Sessions table shall be provided upon execution of any resulting Contract and subsequently upon approved changes. The table outlines all mental health treatment and substance abuse treatment services and delinquency interventions to be provided (including those designated as primary services).
22. Primary Services  
The Respondent shall submit a completed Primary Services Designation/Change form with its proposal. The form must be submitted for review and approval by the Department should there be a request to change the primary services after the resulting contract execution. See A-2, Section I, G. Primary Services for the form.
23. Daily Activity Schedule and Staffing Plan  
The Respondent's final activity schedule and staffing plan shall be provided upon execution of any resulting Contract and upon changes. The Activity Schedule must correspond with the Delinquency Interventions and Treatment Sessions table (Exhibit 7).
24. Mental Health Overlay Services and/or Substance Abuse Treatment Overlay Services – (MHOS)/(SAOS) Daily Service Tracking Sheet  
The Respondent shall document the number of youths receiving MHOS and SAOS services (daily) and submit the report as an attachment to the monthly contract invoice.
25. Entry into JJIS – Evidence-based Services Module  
The Respondent shall document every session of all youth who receive any mental health treatment or substance abuse treatment, or delinquency intervention designated as a primary service (as identified and approved in the Primary Services Designation/Change form), pursuant to the established business rules for the JJIS EBS Module. See A-2, References and Definitions, Primary Services.
26. Key/Essential Vacancy Form  
The Provider shall submit the Key/Essential Vacancy Form to the Department's Contract Manager within forty-eight (48) hours of a Key/Essential vacancy.

## **V. PERFORMANCE OUTCOME MEASURES AND EVALUATION**

Listed below are the Department's performance outcome measures for all Residential contracts. Each measure includes a goal, a standard and the measurement algorithm. The measures, and the minimum attainment requirement, are subject to periodic revision. Respondents will be expected to conform to any revised measures in either (or both) the solicitation process and a resulting contract. Additional performance measures and outcomes may be proposed by the Respondent and may be made part of the final contract resulting from this RFP.

A. Performance Outcome Measures1. Community Safetya. Escapes

- 1) Goal: Zero escapes due to a finding of failure to provide supervision or due to a violation of policy or rule contributing to the escape.
- 2) Measures: From JJIS, the sum of all escapes due to a finding of failure to provide supervision or due to a violation of policy or rule contributing to the escape.
- 3) Standard: Zero escapes due to a finding of failure to provide supervision or due to a violation of policy or rule contributing to the escape.

b. Transition Preparation

- 1) Goal: 100% of youth will complete their individual transition plan objectives at least twenty-one (21) days prior to their release.
- 2) Measures: From JJIS and individual transition plans, the number of youths who complete the program and their individual transition plan objectives twenty-one (21) days prior to their release divided by the total number of youths who complete the program
- 3) Standard: 90% of youth will complete their individual transition plan objectives at least twenty-one (21) days prior to their release.

c. Citizen Participation

- 1) Goal: Citizens will complete 400 hours of volunteer services.
- 2) Measures: From the respondent's named volunteer coordinator's records, the sum of all volunteer service hours completed.
- 3) Standard: Citizens will complete 250 hours of volunteer services.

d. Decrease in Risk Factors

- 1) Goal: 100% of youth will exhibit a decrease in risk factors.
- 2) Measures: The number of youths who complete the program and exhibit a decrease in risk factors using the initial residential assessment score administered and the exit residential assessment score administered nearest release, divided by the total number of youths who complete the program To calculate the percentage of youth with decreased risk factors, determine the number of youth who exhibit a decrease in risk factors by comparing the initial RAY score with the exit RAY score. Then divide this number by the total youth that completed the program to calculate the percentage.
- 3) Standard: 95% of youth will exhibit a decrease in risk factors.

2. Offender Accountabilitya. Community Service

- 1) Goal: 100% of youth will complete 85% of the first one hundred (100) hours of ordered community service during residential placement.
- 2) Measures: From JJIS and case files, the sum of youth with a community service order who complete the program and 85% of the first one hundred (100) hours of ordered community service during residential placement divided by the total number of youth who complete the program and who have a community service order
- 3) Standard: 80% of youth will complete 85% of the first one hundred (100) hours of ordered community service during residential placement.

b. Completion of Victim Awareness Education

- 1) Goal: 100% of youth will complete an approved victim awareness education program during residential placement.
- 2) Measures: From JJIS and individual treatment plans, the sum of youth who complete the program and an approved victim

- awareness education program during residential placement divided by the total number of youths who complete the program
- 3) Standard: 90% of youth will complete an approved victim awareness education program during residential placement.

3. Youth Competency

Increase in Protective Factors

- 1) Goal: 100% of youth will exhibit an increase in protective factors.
- 2) Measures: From JJIS and individual treatment plans, the number of youth who complete the program and exhibit an increase in protective factors using the initial residential assessment score administered and the exit residential assessment score administered nearest release, divided by the total number of youths who complete the program
- 3) Standard: 95% of youth will exhibit an increase in protective factors.

a. Increased Competency

- 1) Goal: 100% of youth will successfully complete their individual performance plan objectives associated with their top three dynamic risk factors.
- 2) Measures: From JJIS and individual performance plans, the number of youths who complete the program and successfully complete their individual performance plan objectives associated with their top three dynamic risk factors divided by the total number of youths who complete the program.
- 3) Standard: 90% of youth will successfully complete their individual performance plan objectives associated with their top three dynamic risk factors.

c. Intervention/Treatment Dosage

- 1) Goal: 90% of youth will have hours and weeks entered in the Evidence Based Services (EBS) module for an intervention or treatment service matching a need identified by the residential assessment. The hours and weeks shall meet Standardized Program Evaluation Protocol (SPEP) guidelines for at least one identified primary service.
- 2) Measures: From EBS, the number of youths who complete the program and who have intervention or treatment hours and weeks entered matching an identified need as determined by the residential assessment and which meet dosage requirements for the group type intervention for at least one identified primary service as indicated on the SPEP designation form divided by the total number of youths who complete the program.
- 3) Standard: 80% of youth will have hours and weeks entered in the Evidence Based Services (EBS) module for an intervention or treatment service matching a need identified by the residential assessment. The hours and weeks shall meet Standardized Program Evaluation Protocol (SPEP) guidelines for at least one identified primary service.

B. Performance Evaluation

1. The Department shall evaluate the Respondent's performance on a regular schedule to be determined at the start of each fiscal year.
2. The Respondent shall adhere to the data submission guidelines outlined by the Department.
3. The Respondent shall meet the standard, for each performance outcome measure, for each fiscal year. Failure to meet the standard will require corrective action and may result in contract action.
4. The Department shall conduct performance evaluations, recidivism studies, and other program assessments. These evaluations and studies will consider the content of the program, program components, and the duration of the program.

The Department may request program and performance data from the Respondent to conduct evaluations, studies, or assessments of programs and program service delivery.

5. The data gathered from performance measure outcomes, recidivism studies, and other program assessments will be used by the Department for long-term program planning, performance-based budgeting, and legislative budget requests. The results may be used in the rating of the program for its future funding.

## ATTACHMENT A-2 REFERENCES AND DEFINITIONS

### I. REFERENCES

- A. Delinquency Interventions  
Lists of delinquency interventions and programs are available in several publications. While these lists may be helpful, the Respondent shall be responsible for ensuring the Department has deemed the delinquency intervention chosen as evidence-based or a promising practice.
  1. The first resource is Youth Violence: A Report of the Surgeon General, available on the Web at: [www.surgeongeneral.gov/library/youthviolence/default.htm](http://www.surgeongeneral.gov/library/youthviolence/default.htm)
  2. Other useful sites are outlined below:
    - a. The University of Colorado Center for the Study and Prevention of Violence, known as the Blueprints for Health Youth Development, on the Web at: [www.colorado.edu/cspv/blueprints/](http://www.colorado.edu/cspv/blueprints/)
    - b. The Washington State Institute for Public Policy (WSIPP). The WSIPP site contains several reports on the results of evaluation of evidence-based programming on the Web at: [www.wsipp.wa.gov](http://www.wsipp.wa.gov)
    - c. Another site that is useful is [www.CrimeSolutions.gov](http://www.CrimeSolutions.gov). Other Web sites list research-based interventions, but the Respondent shall be responsible to document the status of the interventions chosen as evidence-based or arrange for rigorous evaluation of "promising" or experimental interventions. Information on evidence-based programming, definitions and examples are available, but not limited to the DJJ Sourcebook of Delinquency Interventions, available at: [www.djj.state.fl.us/partners/programming-and-technical-assistance-unit](http://www.djj.state.fl.us/partners/programming-and-technical-assistance-unit).
- B. Continuity of Operations Plan (COOP)  
The Department approved plan format can be found at: [www.djj.state.fl.us/partners/contract-management](http://www.djj.state.fl.us/partners/contract-management).
- C. Trauma Informed Care  
Sites to review: [www.oregon.gov/oha/amh/trauma-policy/trauma-its.pdf](http://www.oregon.gov/oha/amh/trauma-policy/trauma-its.pdf), [www.theannainstitute.org/MDT.pdf](http://www.theannainstitute.org/MDT.pdf), and [www.nasmhpd.org/nasmhpdpublisher](http://www.nasmhpd.org/nasmhpdpublisher).
- D. Vocational Educational Plan  
[www.fldoe.org/core/fileparse.php/7567/urlt/0064535-careeredplan07.pdf](http://www.fldoe.org/core/fileparse.php/7567/urlt/0064535-careeredplan07.pdf)
- E. Evidence-based mental health and substance abuse  
Some of these sites, including the Substance Abuse and Mental Health Services Administration (SAMHSA) and National Institute on Drug Abuse (NIDA) sites, offer free curricula that are evidence-based treatments: [nrepp.samhsa.gov](http://nrepp.samhsa.gov), [www.nattc.org/index.html](http://www.nattc.org/index.html), and [www.nida.nih.gov/researchers.html](http://www.nida.nih.gov/researchers.html).
- F. Preventative Maintenance  
The preventative maintenance checklist can be found at: [www.djj.state.fl.us/partners/contracting](http://www.djj.state.fl.us/partners/contracting)
- G. Primary Services  
The Primary Services Designation/Change form can be found at: [www.djj.state.fl.us/research/latest-initiatives/juvenile-justice-system-improvement-project-\(jjsip\)/standardized-program-evaluation-protocol-\(spep\)](http://www.djj.state.fl.us/research/latest-initiatives/juvenile-justice-system-improvement-project-(jjsip)/standardized-program-evaluation-protocol-(spep))
- H. Vendor Ombudsman  
The vendor Ombudsman can be contacted at (850) 413-5516.
- I. Restorative Justice Philosophy and Restorative Programming Resources
  1. Principles and vocabulary: [www.restorativejustice.org/restorative-justice/about-restorative-justice/tutorial-intro-to-restorative-justice/lesson-1-what-is-restorative-justice](http://www.restorativejustice.org/restorative-justice/about-restorative-justice/tutorial-intro-to-restorative-justice/lesson-1-what-is-restorative-justice)
  2. Restorative questions to support conflict resolution: [www.iirp.edu/news-from-iirp/time-to-think-using-restorative-questions](http://www.iirp.edu/news-from-iirp/time-to-think-using-restorative-questions)

3. Facilitate dialogue: [cultureofempathy.com/References/Experts/Dominic-Barter.htm](http://cultureofempathy.com/References/Experts/Dominic-Barter.htm)
  4. Restorative practices: [pdfs.semanticscholar.org/1c0f/96ff1d02e87b555a2e1e3fa9aaca334eb0f8.pdf](https://pdfs.semanticscholar.org/1c0f/96ff1d02e87b555a2e1e3fa9aaca334eb0f8.pdf)
  5. Model: [www.ncjrs.gov/pdffiles1/ojjdp/184738.pdf](http://www.ncjrs.gov/pdffiles1/ojjdp/184738.pdf)
  6. Book: The Little Book of Restorative Justice and Changing Lenses; A New Focus for Crime and Justice by Howard Zehr are two books that may be used to craft objectives.
- J. School District Agreements  
<http://www.djj.state.fl.us/partners/policies-resources/interagency-agreements/school-boards>

## II. **DEFINITIONS**

The following terms used in this Request for Proposal ("RFP"), unless the context otherwise clearly requires a different construction and interpretation, have the following meanings:

- A. Comprehensive Evaluation - The gathering of information addressing physical health, mental health, substance abuse, academic, educational, or vocational problems of a youth for whom a residential commitment disposition is anticipated, which is summarized in the youth's predisposition report.
- B. Criminogenic Needs - Critical factors identified during the assessment process that have been statistically proven to predict future criminal behavior.
- C. Delinquency Intervention Services - Those services implemented or delivered by program staff to address youths' performance plan goals. The intent of delinquency intervention services is to make communities safer by re-socializing youth and increasing their accountability through opportunities to learn prosocial norms and develop cognitive reasoning and other competencies that enable youth to make prosocial choices and live responsibly in the community.
- D. Evidence-based Delinquency Interventions - Interventions and practices which have been independently evaluated and found to reduce the likelihood of recidivism, or at least two criminogenic needs within a juvenile offending population. The evaluation must have used sound methodology, including, but not limited to, random assignment, use of control groups or matched comparison groups, valid and reliable measures, low attrition, and appropriate analysis. Such studies shall provide evidence of statistically significant positive effects of adequate size and duration. In addition, there must be evidence that replication by different implementation teams at different sites is possible with similar positive outcomes.
- E. Gender-Specific Services - Services to address the unique needs of both boys and girls. This includes gender identity development, identification of risk and protective factors that hinder pro-social and responsible decision-making, and skills competencies that promote responsible male/female behavior. Gender-specific services may include parenting; gender identity issues and safety, health and/or sexual education classes; and communication techniques utilizing evidence-based approach specific to boys/girls. The proposal shall include the competencies, training, and education of staff delivering gender-specific services.
- F. Individualized Services - Services delivered in accordance with strengths and needs identified, both by the youth and through valid professional assessments, and guided by an individualized performance plan and individualized treatment plan. The service needed should be provided at the specific level, intensity and duration needed by the individual youth and family.
- G. Juvenile Justice Information System (JJIS) - The Department's electronic information system, which is used to gather and store information on youth having contact with the department.
- H. Minority Services - Services designed and delivered to address the unique needs of minority youth in a manner that recognizes the factors associated with disproportionate minority contact with the juvenile justice system.
- I. Outcome - A measure of the quantified result, impact, or benefit of program tasks on the clients, customers, or users of the services.

- J. Qualified Nonprofit Organization - An organization registered with the Florida Department of State, Division of Corporations as a nonprofit corporation and is certified as tax exempt under section 501(c)(3) of the Internal Revenue Code.
- K. Community Assessment Tool (CAT) - The primary assessment instrument used by the JPO to determine the youth's risk to re-offend and identify criminogenic needs that require intervention.
- L. Primary Services – Interventions that have been designated for evaluation using the SPEP.
- M. Promising Practices - Manualized curricula that have been evaluated and found to reduce the likelihood of recidivism or at least one criminogenic need with a juvenile offending population. The evaluation must have used sound methodology, including, but not limited to, random assignment or quasi-experimental design, use of control or comparison groups, valid and reliable measures, and appropriate analysis. Such studies shall provide evidence of statistically significant positive effects. In addition, there must be evidence that replication by different implementation teams at different sites is possible with similar positive outcomes.
- N. Practices with Demonstrated Effectiveness - Practices based on general principles, strategies, and modalities reported in criminological, psychological, or other social science research as being effective with a juvenile population. These practices should be outlined in a format that ensures consistent delivery by the facilitator across multiple groups.
- O. Prison Rape Elimination Act (PREA) - The purpose of the act is to “provide for the analysis of the incidence and effects of prison rape in Federal, State, and local institutions and to provide information, resources, recommendations and funding to protect individuals from prison rape.”
- P. Proposal - A document submitted in reply to a Request for Proposal (RFP) procurement document to be considered for contract award as a lead agency for the Department.
- Q. Residential Assessment for Youth (RAY) - A research-based assessment specially designed for the residential setting. Program staff utilize the RAY instrument to identify a youth's criminogenic needs and to address the youth's risk and protective factors ultimately reducing the youth's risk to reoffend.
- R. Residential Commitment Program - Consistent with s. 985.03(44), F.S., the Department's residential commitment programs are grouped into custody classifications based on the assessed risk to public safety. The restrictiveness levels of placement represent increasing restriction on youths' movement and freedom. The least restrictive, or minimum-risk level, is non-residential and falls under the jurisdiction of Probation and Community Control rather than Residential Services. Placing youth into these programs protects the public and holds youth accountable while offering a chance for rehabilitation. Unlike the adult correctional system, youths in residential commitment programs must receive educational and vocational services. Juveniles are committed to these programs for an indeterminate length of time. They must complete an individualized performance plan based on their rehabilitative needs as one of the requirements for release as set forth in Rule 63E-7 F.A.C.
- S. Restorative Justice Approach - A philosophy that focuses repairing harm caused to people and relationships by the criminal/delinquent act(s). Service(s) are delivered in a manner that holds youth accountable for their behavior and fosters a restorative community and culture where staff and youth are encouraged to participate in decision-making, conflict resolution, and community service and awareness activities that build leadership skills.
- T. Standardized Program Evaluation Protocol (SPEP) - The Standardized Program Evaluation Protocol (SPEP) is an assessment tool derived from meta-analytic research on the effectiveness of juvenile justice interventions. The tool is designed to compare existing intervention services, as implemented in the field, to the characteristics of the most effective intervention services found in the research. The SPEP scoring system allows service providers to identify specific areas in which program improvements can be made to their existing identified Primary Services.
- U. State Fiscal Year - The period from July 1 through June 30.
- V. System of Care - A comprehensive continuum of delinquency and related services provided in a specific geographic area that incorporates the local community's priorities.

- W. Trauma-Informed Care - Trauma is the experience of violence and victimization often leading to mental health and other types of co-occurring disorders. This may result from sexual abuse; physical abuse; severe neglect; loss; domestic violence, and/or the witnessing of violence; terrorism; or disaster(s). Trauma-Informed Care services are designed to determine the root cause of delinquency, and mental health/co-occurring disorders, and is based on the premise many youth in the juvenile justice system have experienced trauma(s) associated with abuse, violence, and/or fear.
- X. Treatment Plan - A written guide that structures the focus of a youth's short-term or ongoing treatment services in the areas of mental health, substance abuse, developmental disability or physical health services.
- Y. Treatment Services - Services delivered by clinicians in accordance with a mental health, substance abuse, physical health, or developmental disability treatment plan and as set forth in Rule 63M-2, F.A.C. and Rule 63N-1, F.A. C. This includes implementation of an evidence-based and promising practices specifically designed to be delivered by clinicians.

### III. **WORKS CITED**

Umpierre, M., Dedel, K., Marrow, M., & Pakseresht, F. (2016). *Youth in Custody Practice Model*. Washington, D.C.: Council of Juvenile Correctional Administrators and Center for Juvenile Justice Reform at Georgetown University's McCourt School of Public Policy.

### ATTACHMENT A-3 MENTAL HEALTH OVERLAY SERVICES (MHOS)

#### I. MENTAL HEALTH OVERLAY SERVICES (MHOS)

- A. Mental Health Overlay Services shall be provided in accordance with this and all other attachments, the DJJ Rule 63N-1, Florida Administrative Code (F.A.C.), applicable provisions of the Rule 63M-2, F.A.C., federal and state statutory requirements, and applicable Department rules and Quality Improvement standards.
- B. Within this Scope of Services Mental Health Overlay Services (MHOS) are provided to youth with a mental disorder and who may have co-occurring substance-related disorder. Programs providing MHOS must be staffed by mental health clinical staff who work under the direct supervision of a licensed mental health professional, and must provide substance abuse treatment services in accordance with Rule 65D-30, F.A.C.
- C. Target Population
  - 1. Youth with a diagnosed mental disorder, using the most recent version of the Diagnostic and Statistical Manual of Mental Disorders (DSM), who demonstrate mild to moderate symptoms of mental disorder and impairment in social, emotional, and adaptive functioning. The functional impairment is such that a more intensive level of care is not considered clinically necessary. DSM diagnoses include but are not limited to: ADHD, behavioral disorders, mood disorders, adjustment disorders, and may include trauma symptoms or disorders. The youth may have a co-occurring diagnosed substance-related disorder, however substance abuse is not the youth's primary disorder.
  - 2. Admission Considerations
    - a. The youth demonstrates symptoms consistent with a DSM mental disorder. Some youth may have more serious diagnoses, however functional impairment is appropriate for this level of care.
    - b. The youth's functional impairment is well documented as set forth in the DSM.
    - c. The youth may have a co-occurring diagnosed substance-related disorder. However, substance abuse is not the youth's primary focus of treatment.
    - d. The youth is not in need of a more intensive level of treatment at this time.
    - e. The youth typically demonstrates mild to moderate expression in at least one of the following:
      - 1) History of feelings of sadness, loss of interest in activities, guilt, hopelessness, loneliness, fatigue, irritability, restlessness, social isolation, sleep disturbance, appetite disturbance, anxiety, etc.
      - 2) History of unpredictable, risk-taking or problematic behaviors;
      - 3) History of suicide gesture, attempt or self-injurious behavior or current ideation related to suicidal or self-injurious behavior, but is not currently in need of acute care;
      - 4) History of physical aggression towards people, animals and/or property, or current threats of aggression;
      - 5) History of running away from home or placements, or current verbal threats of running away; and
      - 6) Trauma history such as physical abuse, neglect or sexual victimization.
- D. Clinical Staffing (Contracted or Employed)
  - 1. Clinical Staff Requirements
    - a. Designated Mental Health Clinician Authority  
The Respondent shall designate a single licensed mental health professional as the Designated Mental Health Clinician Authority that must be on-site full time. The DMHCA must be on-site forty (40) hours per week within the facility/program to be accountable for ensuring appropriate coordination, implementation and oversight of mental health and

substance abuse services in the facility. The role and function of the Designated Mental Health Clinician Authority shall be clearly articulated in a written agreement between the Respondent and the Designated Mental Health Clinician Authority. There must be clear organizational lines of authority and communication between the Designated Mental Health Clinician Authority and the clinical staff.

b. Licensed Mental Health Professional

Licensed mental health professional(s) must be on-site at least five days of the week (including weekends and evenings), to provide clinical services. The DMHCA or other licensed mental health clinical staff person must provide direct supervision for each non-licensed mental health clinical staff person. Direct supervision means that the licensed mental health professional has at least one hour per week of on-site face-to-face interaction with the non-licensed mental health clinical staff person for the purpose of overseeing and directing (as permitted by law within his or her State of Florida licensure) the mental health services that the non-licensed mental health clinical staff person is providing in the facility. Clinical Supervision must be documented on DJJ form MHSA 019.

c. Clinical Counselors/Therapists

Counselors/therapists who are licensed mental health professional(s) or non-licensed mental health clinical staff person(s) working under the direct supervision of a licensed mental health professional must be on site daily [seven days/week].

- 1) Substance abuse services must be provided in accordance with Rule 65D-30.003(15), F.A.C. Thus, a substance abuse counselor must be an employee of a facility or service provider licensed under chapter 397 or must be an individual licensed under chapter 458, 459, 490 or 491, Florida Statutes (F.S.)
- 2) The counselor's caseload shall not exceed sixteen (16) youths.
- 3) Group counseling/therapy sessions shall not exceed ten youths with mental health diagnoses and shall not exceed fifteen (15) youths with substance abuse diagnoses.

d. Psychiatrist Services

Psychiatric services must be provided in the facility at least once every two weeks (with no more than fourteen (14) days between visits) to provide psychiatric evaluation and medication management services, participate in treatment team meetings and family sessions (when possible). Psychiatric services provider(s) must be available twenty-four (24)-hours a day, seven days a week for emergency consultation services. Psychiatric services must be provided as specified in section 1) or 2) below:

- 1) A licensed psychiatrist (a physician licensed under chapter 458 or 459, F.S., who is board certified in Child and Adolescent Psychiatry or Psychiatry by the American Board of Psychiatry and Neurology or has completed a training program in psychiatry approved by the American Board of Psychiatry and Neurology for entrance into its certifying examination). Preferably a board certified child and adolescent psychiatrist is responsible for psychiatric services within the program.
- 2) A licensed and certified psychiatric Advanced Practice Registered Nurse practitioner (APRN) under Chapter 464, F.S., with a master's degree or doctorate in psychiatric nursing or mental health nursing and two years post-master's clinical experience under the supervision of a physician would meet this definition as specified in Chapter 394.455 (35). The State Board of Nursing have legislative authority to identified APRN's who qualify for

independent practice. However, the licensed and certified psychiatric nurse does not qualify for independent practice. The collaborative practice protocol with the supervising Psychiatrist must include the outline of minimal monthly on-site supervision and be maintained at the program site.

e. Psychologist

A licensed psychologist under Chapter 490, F.S., must be on-site as needed to provide psychological evaluations and psychological services within the program, and also must be available for emergency consultation services. School psychologists may only assist with academic services and may not be used as the primary psychologist in a MHOS program. Services may include: psychometric assessment and evaluation, provision of therapeutic services, complex case consultation, behavior therapy and analysis, involvement in treatment planning, staff training and consultation.

2. Mental Health Clinical Staff Qualifications

a. Licensed Mental Health Professional

A psychiatrist licensed under Chapter 458 or 459, psychologist licensed under Chapter 490, mental health counselor, clinical social worker or marriage and family therapy licensed under Chapter 491, or psychiatric nurse as defined in Chapter 394.455(23), F.S.

b. Non-Licensed Mental Health Clinical Staff

A mental health clinical staff person, if not otherwise licensed, must have, at a minimum, a Bachelor's degree from an accredited university or college with a major in psychology, social work, counseling or a related therapeutic services field and be currently enrolled in a master's degree program from an accredited university or college in the field of counseling, social work, psychology, or Related Therapeutic Services Field. Related therapeutic services field is one in which major course work includes the study of human behavior and development, counseling and assessment techniques, and individual, group or family therapy.

1) A non-licensed mental health clinical staff person providing mental health services in the program must meet one of the following qualifications:

- i. Hold a Master's degree from an accredited university or college in the field of counseling, social work, psychology, or related therapeutic services field; or
- ii. Hold a Bachelor's degree from an accredited university or college in the field of counseling, social work, psychology or related therapeutic services field and be currently enrolled in a master's degree program from an accredited university or college in the field of counseling, social work, psychology, or Related Therapeutic Services Field. Bachelor's level counselors must also have fifty-two (52) hours of pre-service training prior to working with youth. The fifty-two (52) hours of pre-service training must include a minimum of sixteen (16) hours of documented training in their duties and responsibilities. Pre-service training must include, but is not limited to: basic counseling skills, basic group skills, treatment model and program philosophy, therapeutic milieu, behavior management, client rights, crisis intervention, early intervention and de-escalation, documentation requirements, normal and abnormal adolescent development and typical behavior problems. When pre-

- service training has been successfully completed, the non-licensed person may begin working with youth.
- 2) The non-licensed mental health clinical staff person must work under the direct supervision of a licensed mental health professional.
  - 3) The licensed mental health professional must assure that mental health clinical staff (whether licensed or non-licensed) working under their supervision are performing services that they are qualified to provide based on education, training and experience.
3. Substance Abuse Clinical Staff
- a. Substance abuse services for youth with co-occurring substance-related disorders must be provided in accordance with Rule 65D-30.0037(4) Florida Administrative Code, which states the following:  
*“Licensing of Department of Juvenile Justice Commitment Programs and Detention Facilities. In instances where substance use services are provided within Juvenile Justice Commitment programs and detention facilities, such services may be provided in accordance with any one of the four conditions described below.*
    - 1) *The services must be provided for the appropriate licensable service component as defined in subsection 65D-30.002(17), F.A.C*
    - 2) *The services must be provided by employees of a service Provider licensed under chapter 397.*
    - 3) *The services must be provided by employees of the commitment program or detention facility that are qualified professionals licensed under chapters 458, 459, 490 or 491, Florida Statutes.*
    - 4) *The services must be provided by an individual who is an independent contractor who is licensed under chapters 458, 459, 490, or 491, Florida Statutes.*
  - b. A non-licensed substance abuse clinical staff person may provide substance abuse services in a Department facility or program only as an employee of a service provider licensed under chapter 397, F.S., or a facility licensed under chapter 397. The non-licensed substance abuse clinical staff person must hold a Bachelor's degree from an accredited university or college with a major in psychology, social work, counseling or related human services field and meet the training requirements provided in Rule 65D-30, F.A.C., and work under the direct supervision of a “qualified professional” as defined in section 397.311 F.S. Direct supervision means that the “qualified professional” as defined in Section 397.311 F.S., has at least one hour per week of on-site face-to-face interaction with the non-licensed substance abuse clinical staff person for the purpose of overseeing and directing the substance abuse services that the non-licensed substance abuse clinical staff person is providing in the facility.
4. Behavior Analyst Qualifications (if needed)
- a. Behavioral Analysis Services must be provided by a Licensed Psychologist under Chapter 490, F.S., or a Licensed Mental Health Counselor, Licensed Clinical Social Worker or Licensed Marriage and Family Therapist under Chapter 491, F.S., with training and experience in behavioral analysis or behavioral therapy, or a Board Certified Behavior Analyst (BCBA) or a Board Certified Assistant Behavior Analyst (BCaBA). BCBAs and BCaBAs have obtained certification by the Behavior Analyst Certification Board Inc.(BACB) pursuant to section 393, F.S., and Rule 65G-4, F.A.C.
  - b. BCaBAs must meet the consultation requirements pursuant to Rule 65G-4, F.A.C.

- c. A Licensed Mental Health Professional must provide weekly direct supervision to a BCBA or BCaBA who is not a Licensed Mental Health Professional that is providing behavior analysis services, behavioral therapy or behavioral interventions in the Department's facility/program. Clinical Supervision must be documented on DJJ form MHSA 019. In addition, the DMHCA is responsible for all mental health services in the facility, and the BCBA and BCaBA, regardless of licensure status, shall report to and work under the guidance of the DMHCA.
- d. A BCBA or BCaBA who is not a Licensed Mental Health Professional must meet all of the requirements listed above for Non-Licensed Clinical Staff to function as a non-licensed mental health clinical staff person in a DJJ facility/program.
- e. The BACB assumed all credentialing responsibilities for the former certificants of the Florida Behavior Analysis Certification Program. This program has closed and all its certification responsibilities and certificants have been transferred to the BACB. Former Florida program certificants are permitted to continue using only the following designations: Florida Certified Behavior Analyst and FL-CBAs. These certificants have the responsibilities and privileges of the BCBA credential and must adhere to its ethics and maintenance requirements, as well as the supervision requirements in section c above.

E. Clinical Services

- 1. The Respondent must offer the following services:
  - a. Mental health and substance abuse screening upon admission to determine if there are any immediate mental health or substance abuse needs;
  - b. Suicide risk screening shall be conducted upon a youth's admission to the program and/or when a youth that had been on inactive status re-enters the program. Suicide prevention procedures and interventions shall be employed and documented immediately;
  - c. Mental Health and Substance Abuse Assessments/Evaluations;
  - d. Individualized mental health/substance abuse treatment planning and review;
  - e. Individual therapy shall be provided once every two weeks for all youth at a minimum, with availability for evenings and weekends. Individual therapy shall occur more frequently as needed. It is expected that some youth in the program will be prescribed a higher frequency of individual therapy, based on individualized needs;
  - f. Group Counseling/Therapy must be provided four days per week for all youth. Youth with substance abuse treatment needs may replace one of the mental health groups with a substance abuse group weekly. Youth who do not have substance abuse service needs shall have four mental health groups per week. Group therapy sessions must adhere to any curriculum requirements that specify minimum service frequency and duration. Individual youth may be excused from clinical groups no more than twice monthly to participate in BMS incentives/rewards, educational/vocational off-campus activities or family day events. Groups do not have to occur on holidays. Note: Process Groups based on Evidence Based therapy models (CBT, Family Systems, Reality Therapy, Humanistic Therapy, Insight-oriented Therapy, Behavior Therapy, etc.) are allowable two times per week, and all other MH/SA group therapy services shall be Evidence Based therapy curricula. "Process Groups" are defined as a mental health group therapy session with no more than 10 youth per group and no more than 15 youth per group for substance abuse/use, wherein a therapist (mental health or substance abuse clinical staff person) provides a confidential environment for youth to receive

- multiple perspectives, support, encouragement and feedback from others, and can provide group members an opportunity to deepen their level of self-awareness and to acquire skills to improve functioning;
  - g. Family therapy shall be provided once monthly at a minimum for all youth, with availability for evenings and weekends as is convenient for caregivers/family members. Sessions may include parents or legal guardian(s), siblings, the youth's child and the youth's co-parent (with co-parent's legal guardian approval if co-parent is a minor) as approved by treatment team and JPO, or other caregiver when clinically indicated and as allowable by law;
  - h. Ability to provide [seven days a week] mental health therapeutic activities [i.e., Therapy (individual, group or family therapy), Psychosocial Skills Training, Supportive Counseling as set forth in Rule 63N-1, F.A.C.] provided by a mental health clinical staff person;
  - i. Individualized behavior therapy, behavior modification and/or behavior analysis for youth exhibiting self-destructive or violent behavior such as explosive rage provided as needed;
  - j. Youth with substance abuse issues shall be provided the opportunity to participate in Alcoholics Anonymous (AA) and/or Narcotics Anonymous (NA) while in the program and shall be linked to appropriate recovery support services in their home communities during the transition phase;
  - k. Crisis intervention and crisis management;
  - l. Suicide prevention services;
  - m. Individualized transition planning;
  - n. Psychological services as needed;
  - o. Psychiatric services (including psychiatric evaluation, medication management, involvement in treatment planning) provided at least every two weeks for applicable youth;
  - p. Substance abuse services for youth with co-occurring substance-related disorder;
  - q. Twenty-four (24) hour response capability with access to acute care setting and mental health and substance abuse emergency management services.
2. Evidence-Based Treatment
- a. The Respondent shall provide evidence-based and/or promising mental health treatment and substance abuse treatment services for use with adolescents.
  - b. Evidence-based mental health and substance abuse treatment are those which have been independently evaluated using a sound methodology, including, but not limited to, random assignment, use of control groups, valid and reliable measures, low attrition and appropriate analysis. Such studies should provide evidence of statistically significant positive effects in mental health treatment or substance abuse treatment of adequate effect size and duration. In addition, there should be evidence that replication by different implementation teams at different sites is possible with the same positive outcomes. Lists of mental health and substance abuse treatments and programs meeting criteria to classify them as evidence-based or promising are available in several publications and websites such as the Substance Abuse and Mental Health Services Administration (SAMHSA) and National Institute on Drug Abuse (NIDA) site.
3. Documentation of services
- a. Assessments/Evaluations which include the youth's DSM diagnoses, functional status and treatment needs, completed and/or reviewed and signed as reviewer by a licensed mental health professional;

- b. Individualized mental health/substance abuse treatment plans that include the signature of the LMHP, the youth and the parent or legal guardian, as allowed;
- c. Summary of treatment team meetings and reviews;
- d. Daily psychotherapy progress notes or weekly psychotherapy progress notes;
- e. Documentation of psychotropic medication management and review;
- f. Documentation of crisis intervention/emergency services; and
- g. Documentation of suicide prevention services.

F. General Considerations

1. The Respondent must demonstrate the administrative capability to effectively operate a juvenile justice residential commitment program for juvenile offenders with moderate emotional disturbance or mental illness.
2. The Respondent must have the capacity to provide on-site professional staff and services as follows:
  - a. Psychiatric assessment and treatment by a board certified or board eligible psychiatrist. Preferably a board certified child and adolescent psychiatrist.
  - b. Mental health services provided by, or under the direct supervision of, a licensed mental health professional.
  - c. Substance abuse services provided by qualified substance abuse professionals in accordance with Rule 65D-30.003(15), F.A.C.
3. The Respondent must demonstrate the capacity to provide on-going staff training on juvenile justice and mental health and substance abuse processes necessary to ensure a safe and effective treatment program and therapeutic environment.
4. The Respondent must demonstrate twenty-four (24) hour response capability with access to an acute care setting and mental health/substance abuse emergency management services.
5. The Respondent must demonstrate the capability of providing a facility environment that is conducive to the delivery of mental health overlay services (e.g., adequate space/design for assessments, individual, group, and family counseling activities, adequate infirmary space, secure clinical records area).
6. The Respondent must be capable of providing a multidisciplinary treatment team and individualized mental health and substance abuse treatment planning which includes the youth and youth's family (when possible).
7. The Respondent must develop facility operating procedures for implementation of mental health and substance abuse services as set forth in Rule 63N-1, F.A.C
8. The Respondent shall take into consideration each youth's cultural and ethnic background and gender in all aspects of mental health and substance abuse screening, assessment and treatment planning. The Respondent shall ensure that treatment is based on these individualized needs.
9. The Respondent shall also develop working relationships with youths' home community mental health and substance abuse agencies or individuals to maintain a referral source for the youth returning to those communities.

<b>Mental Health Overlay Services Clinical Programming – Residential Facilities</b>	
Youth Symptom Severity	Mild to moderate symptom expression
Individual Therapy Requirements	Once every two weeks – More Often as Needed <ul style="list-style-type: none"> <li>• Availability to include evenings and weekends</li> </ul>
Group Therapy Requirements	Four total MHSA groups each week for all youth; youth with substance use service needs shall replace one mental group with a substance abuse group <ul style="list-style-type: none"> <li>• At least one group must be evidenced based or promising practice</li> <li>• Process groups are allowable twice weekly</li> <li>• No group required on holidays</li> <li>• Group may be excused twice per month for incentives, field trips, etc.</li> <li>• Availability to include evenings and weekends</li> </ul>
Family Therapy Requirements	Once Monthly <ul style="list-style-type: none"> <li>• Availability to include evenings and weekends</li> </ul>
Psychiatric Requirements	Once every two weeks (every fourteen (14) days) <ul style="list-style-type: none"> <li>• To include: <ul style="list-style-type: none"> <li>○ Psychiatric Evaluation</li> <li>○ Medication Management</li> <li>○ Involvement in Treatment Planning</li> </ul> </li> </ul>
Psychologist Requirements	As Needed <ul style="list-style-type: none"> <li>• To include Any of the Following as Relevant: <ul style="list-style-type: none"> <li>○ Psychometric Assessment and Evaluation</li> <li>○ Provision of Therapeutic Services</li> <li>○ Complex Case Consultation</li> <li>○ Behavior Therapy and Analysis</li> <li>○ Involvement in Treatment Planning</li> <li>○ Staff Training and Consultation</li> </ul> </li> </ul>
Therapeutic Activities	Daily as Needed <ul style="list-style-type: none"> <li>• Available seven days a week</li> <li>• To include psychosocial skills training, psycho-education, supportive counseling, etc.</li> <li>• Provided by mental health clinical staff</li> </ul>
Therapist to Youth Ratio/Case Load	1:16
Minimum Therapist Qualifications	Master's degree student intern

**ATTACHMENT A-4**  
**SUBSTANCE ABUSE TREATMENT OVERLAY SERVICES (SAOS)**

- A. Substance Abuse Treatment Overlay Services shall be provided in accordance with this and all other attachments, the DJJ Rule 63N-1, Florida Administrative Code applicable provisions of the DJJ Rule 63M-2, federal and state statutory requirements, and applicable Department rules and Quality Improvement Standards.
- B. Within this Scope of Services Substance Abuse Treatment Overlay Services are provided for youth with a diagnosed substance-related disorder and associated functional impairment. The youth may also have a co-occurring mental health disorder; however, substance abuse must be the primary disorder. Within this Attachment, the primary disorder is the condition chiefly responsible for the youth's functional impairment and is the initial focus of the overlay treatment. Substance abuse services in DJJ facilities must be provided in accordance with Rule 65D-30.0037(4), Florida Administrative Code which states the following:  
*"Licensing of Department of Juvenile Justice Commitment Programs and Detention Facilities. In instances where substance use services are provided within Juvenile Justice Commitment programs and detention facilities, such services may be provided in accordance with any one of the four (4) conditions described below.*
1. *The services must be provided for the appropriate licensable service component as defined in subsection 65D-30.002(17), Florida Administrative Code.*
  2. *The services must be provided by employees of a service Provider licensed under Chapter 397.*
  3. *The services must be provided by employees of the commitment program or detention facility who are qualified professionals licensed under Chapters 458, 459, 490 or 491, Florida Statutes.*
  4. *The services must be provided by an individual who is an independent contractor who is licensed under Chapters 458, 459, 490, or 491, Florida Statutes."*
- C. Target Population
1. Youth with a diagnosed substance use disorder, using the most recent version of the Diagnostic and Statistical Manual of Mental Disorders (DSM), who demonstrate mild to severe symptoms of substance-related disorder and impairment in social, emotional or adaptive functioning related to substance abuse/use. The functional impairment is such that a more intensive level of care is not considered clinically necessary. Youths' primary DSM diagnoses include but are not limited to Substance Use Disorder(s) of any type with mild to severe specifiers. Youth may also be diagnosed with a co-occurring mental health disorder with mild symptom severity (e.g., Depressive Disorders, Attention Deficit Hyperactivity Disorder, anxiety disorders, behavior disorders, etc.).
  2. Admission Considerations:
    - a. The youth must have a diagnosed substance-related disorder to be eligible for Substance Abuse Treatment Overlay Services;
    - b. The youth's functional impairment is well documented as set forth in the DSM;
    - c. The youth may have a co-occurring mental health disorder with mild symptom expression. However, the primary disorder must be substance-related. Within this Attachment, the primary disorder is the condition chiefly responsible for the youth's functional impairment and is the initial focus of the overlay treatment;
    - d. The youth is not in need of a more intensive level of treatment at this time; and
    - e. The youth typically demonstrates mild to severe expression in at least one of the following:
      - 1) Youth has used more of a substance than was intended, or for a longer period of time than was intended;

- 2) A persistent desire or unsuccessful efforts to cut down or control the substance use;
- 3) A great deal of time is spent in activities necessary to obtain the substance, use the substance, or recover from its effects;
- 4) Cravings, or a strong desire or urge to use the substance;
- 5) Important social, educational or recreational activities given up or reduced due to substance use;
- 6) Continued substance use despite recurrent social, personal, family, educational, or psychological problems associated with substance use;
- 7) Evidence of substance tolerance or substance withdrawal;
- 8) Substance use in situations which could be physically hazardous (driving car, operating machinery); and
- 9) Impairment in social, emotional, behavioral or adaptive functioning related to substance abuse.

D. Clinical Staffing (CONTRACTED OR EMPLOYED)

1. Clinical Staff Requirements

b. Designated Mental Health Clinician Authority:

The Respondent shall designate a single licensed mental health professional as the Designated Mental Health Clinician Authority that must be on-site full time. The DMHCA must be on-site 40 hours per week within the facility/program to be accountable for ensuring appropriate coordination, implementation and oversight of mental health and substance abuse services in the facility. The role and function of the Designated Mental Health Clinician Authority shall be clearly articulated in a written agreement between the Respondent and the Designated Mental Health Clinician Authority. There shall be clear organizational lines of authority and communication between the Designated Mental Health Clinician Authority and the clinical staff.

c. Licensed Mental Health Professional:

Licensed mental health professional shall be on-site at least five days of the week (including weekends and holidays). The DMHCA or other licensed mental health clinical staff person must provide direct supervision for each non-licensed mental health clinical staff person. Direct supervision means that the licensed mental health professional has at least one hour per week of on-site face-to-face interaction with the non-licensed mental health clinical staff person for the purpose of overseeing and directing (as permitted by law within his or her State of Florida licensure) the mental health services that the non-licensed mental health clinical staff person is providing in the facility. Clinical Supervision must be documented on DJJ form MHSA 019.

d. Clinical Counselors/Therapists

Counselors/therapists who are licensed mental health professional or non-licensed mental health clinical staff person working under the direct supervision of a licensed mental health professional shall be on site daily [seven days of the week].

- 1) The counselor's caseload shall not exceed sixteen (16) youths.
- 2) Group counseling/therapy sessions shall not exceed ten participants with mental health diagnoses or exceed fifteen (15) participants with substance use diagnoses.

e. Substance Abuse Clinical Staff:

A substance abuse clinical staff person must be on-site seven days of the week in facilities wherein services are provided under Chapter 397.

f. Licensed Qualified Professional:

A qualified professional licensed under Chapter 458, 459, 490 or 491, F.S., [as specified in Rule 65D-30.0037(4) condition (c) or condition (d)] must

be on-site daily [seven days of the week] in DJJ facilities that are not licensed under Chapter 397, F.S., or wherein services are not provided by a service Provider licensed under Chapter 397, F.S. The licensed qualified professional must be on-site and provide a substance abuse service each day Substance Abuse Treatment Overlay Services are provided.

g. Psychiatry Services:

Psychiatric services must be provided in the facility once every two weeks (with no more than fourteen (14) days between visits) to meet the needs of the population and to provide psychiatric evaluation and medication management services, participate in treatment team meetings and family sessions (when possible). Psychiatric services provider(s) must be available twenty-four (24)-hours a day, seven days a week for emergency consultation services. Psychiatric services must be provided as specified in section 1) or 2) below:

- 1) A licensed psychiatrist (a physician licensed under Chapter 458 or 459, F.S., who is board certified in Child and Adolescent Psychiatry or Psychiatry by the American Board of Psychiatry and Neurology or has completed a training program in psychiatry approved by the American Board of Psychiatry and Neurology for entrance into its certifying examination). Preferably a board certified child and adolescent psychiatrist is responsible for psychiatric services within the program.
- 2) A licensed and certified psychiatric Advanced Practice Registered Nurse practitioner (APRN) under Chapter 464, F.S., with a master's degree or doctorate in psychiatric nursing or mental health nursing and two years post-master's clinical experience under the supervision of a physician would meet this definition as specified in Chapter 394.455 (35). The State Board of Nursing have legislative authority to identified APRN's who qualify for independent practice. However, the licensed and certified psychiatric nurse does not qualify for independent practice. The collaborative practice protocol with the supervising Psychiatrist must include the outline of minimal monthly on-site supervision and be maintained at the program site.

h. Psychologist:

A licensed psychologist under Chapter 490, F.S., must be on-site as needed to provide psychological evaluations and psychological services within the program, and also must be available for emergency consultation services. School psychologists may only assist with academic services and may not be used as the primary psychologist in a SAOS program. Services may include: psychometric assessment and evaluation, provision of therapeutic services, complex case consultation, behavior therapy and analysis, involvement in treatment planning, staff training and consultation.

2. Substance Abuse Clinical Staff Qualifications

- a. Substance abuse services for youth with co-occurring substance-related disorders must be provided in accordance with Rule 65D-30.0037(4) Florida Administrative Code, which states the following:  
*"Licensing of Department of Juvenile Justice Commitment Programs and Detention Facilities. In instances where substance use services are provided within Juvenile Justice Commitment programs and detention facilities, such services may be provided in accordance with any one of the four (4) conditions described below."*

- 1) *The services must be provided for the appropriate licensable service component as defined in subsection 65D-30.002(17), F.A.C.*
  - 2) *The services must be provided by employees of a service Provider licensed under Chapter 397.*
  - 3) *The services must be provided by employees of the commitment program or detention facility that are qualified professionals licensed under Chapters 458, 459, 490 or 491, F.S.*
  - 4) *The services must be provided by an individual who is an independent contractor who is licensed under Chapters 458, 459, 490, or 491, F.S.”*
- b. Licensed Qualified Professional.  
A “licensed qualified professional” is a person who is a physician licensed under Chapter 458 or 459, F.S., a psychologist licensed under Chapter 490; or a mental health counselor, clinical social worker or marriage and family therapist licensed under chapter 491, F.S. (see Rule 65D-30.0037(4) Florida Administrative Code.)
- c. A non-licensed substance abuse clinical staff person may provide substance abuse services in a Department facility or program only as an employee of a service provider licensed under chapter 397, F.S., or a facility licensed under Chapter 397. The non-licensed substance abuse clinical staff person must hold a Bachelor’s degree and be currently enrolled in a master’s degree program from an accredited university or college in the field of counseling, social work, psychology, or Related Therapeutic Services Field. Related therapeutic services field is one in which major course work includes the study of human behavior and development, counseling and assessment techniques, and individual, group or family therapy. from an accredited university or college with a major in psychology, social work, counseling or related therapeutic services field. A non-licensed substance abuse clinical staff person must also meet the training requirements provided in Rule 65D-30, F.A.C., and work under the direct supervision of a “qualified professional” as defined in section 397.311 F.S. Direct supervision means that the “qualified professional” as defined in Section 397.311 F.S., has at least one hour per week of on-site face-to-face interaction with the non-licensed substance abuse clinical staff person for the purpose of overseeing and directing the substance abuse services that the non-licensed substance abuse clinical staff person is providing in the facility.
3. Mental Health Clinical Staff Qualifications
- a. Licensed Mental Health Professional:  
A psychiatrist licensed under Chapter 458 or 459, F.S., who is board certified in child and adolescent psychiatry or psychiatry by the American Board of Psychiatry and Neurology or has completed a training program in psychiatry approved by the American Board of Psychiatry and Neurology for entrance into its certifying examination; a psychologist licensed under Chapter 490, F.S.; a mental health counselor, clinical social worker or marriage and family therapy licensed under Chapter 491, F.S.; or a psychiatric nurse as defined in Chapter 394.455(23), F.S.
  - b. Non-licensed Mental Health Clinical Staff  
A mental health clinical staff person, if not otherwise licensed, must have, at a minimum, a Bachelor’s degree from an accredited university or college with a major in psychology, social work, counseling or a related therapeutic services field and be currently enrolled in a master’s degree program from an accredited university or college in the field of counseling, social work, psychology, or Related Therapeutic Services Field. Related therapeutic services field is one in which major course work includes the study of

human behavior and development, counseling and assessment techniques, and individual, group or family therapy.

- 1) A non-licensed mental health clinical staff person providing mental health services in the program must meet one of the following qualifications:
    - i. Hold a Master's degree from an accredited university or college in the field of counseling, social work, psychology, or related therapeutic services field; or
    - ii. Hold a Bachelor's degree from an accredited university or college in the field of counseling, social work, psychology or related therapeutic services field and be currently enrolled in a master's degree program from an accredited university or college in the field of counseling, social work, psychology, or Related Therapeutic Services Field. Bachelor's level counselors must also have fifty-two (52) hours of pre-service training prior to working with youth. The fifty-two (52) hours of pre-service training must include a minimum of sixteen (16) hours of documented training in their duties and responsibilities. Pre-service training must include, but is not limited to: basic counseling skills, basic group skills, treatment model and program philosophy, therapeutic milieu, behavior management, client rights, crisis intervention, early intervention and de-escalation, documentation requirements, normal and abnormal adolescent development and typical behavior problems. When pre-service training has been successfully completed, the non-licensed person may begin working with youth.
  - 2) The non-licensed mental health clinical staff person must work under the direct supervision of a licensed mental health professional.
  - 3) The licensed mental health professional must assure that mental health clinical staff (whether licensed or non-licensed) working under their supervision are performing services that they are qualified to provide based on education, training and experience.
- c. Behavior Analyst Qualifications (if needed)
- 1) Behavioral Analysis Services must be provided by a Licensed Psychologist under Chapter 490, F.S., or a Licensed Mental Health Counselor, Licensed Clinical Social Worker or Licensed Marriage and Family Therapist under Chapter 491, F.S., with training and experience in behavioral analysis or behavioral therapy, or a Board Certified Behavior Analyst (BCBA) or a Board Certified Assistant Behavior Analyst (BCaBA). BCBAs and BCaBAs have obtained certification by the Behavior Analyst Certification Board Inc.(BACB) pursuant to section 393, F.S., and Rule 65G-4, F.A.C.
  - 2) BCaBAs must meet the consultation requirements pursuant to Rule 65G-4, F.A.C.
  - 3) A Licensed Mental Health Professional must provide weekly direct supervision to a BCBA or BCaBA who is not a Licensed Mental Health Professional that is providing behavior analysis services, behavioral therapy or behavioral interventions in the Department's facility/program. Clinical Supervision must be documented on DJJ form MHSA 019. In addition, the DMHCA is responsible for all mental health services in the facility, and the BCBA and BCaBA,

regardless of licensure status, shall report to and work under the guidance of the DMHCA.

- 4) A BCBA or BCaBA who is not a Licensed Mental Health Professional must meet all of the requirements listed above for Non-Licensed Clinical Staff to function as a non-licensed mental health clinical staff person in a DJJ facility/program.
- 5) The BACB assumed all credentialing responsibilities for the former certificants of the Florida Behavior Analysis Certification Program. This program has closed and all its certification responsibilities and certificants have been transferred to the BACB. Former Florida program certificants are permitted to continue using only the following designations: Florida Certified Behavior Analyst and FL-CBAs. These certificants have the responsibilities and privileges of the BCBA credential and must adhere to its ethics and maintenance requirements, as well as the supervision requirements in section c above.

E. Clinical Services

1. The Respondent must offer the following services:

- a. Mental health and substance abuse screening upon admission to determine if there are any immediate mental health or substance abuse needs;
- b. Suicide risk screening shall be conducted upon a youth's admission to the program and/or when a youth that had been on inactive status re-enters the program. Suicide prevention procedures and interventions shall be employed and documented immediately;
- c. Substance Abuse and Mental Health Assessments/Evaluations;
- d. Individualized substance abuse/mental health treatment planning and review;
- e. Individual therapy shall be provided at least twice monthly for all youth with availability for evenings and weekends. Individual therapy shall occur more frequently as needed. It is expected that some youth in the program will be prescribed a higher frequency of individual therapy, based on individualized needs;
- f. Group Counseling/Therapy must be provided four days per week for all youth. Youth with mental health treatment needs may replace one of the substance abuse groups with a mental health group weekly. Youth who do not have mental health service needs shall have four mental health groups per week. Group therapy sessions must adhere to any curriculum requirements that specify minimum service frequency and duration. Individual youth may be excused from clinical groups no more than twice monthly to participate in BMS incentives/rewards, educational/vocational off-campus activities or family day events. Groups do not have to occur on holidays. Note: Process Groups based on Evidence Based therapy models (CBT, Family Systems, Reality Therapy, Humanistic Therapy, Insight-oriented Therapy, Behavior Therapy, etc.) are allowable two times per week, and all other MH/SA group therapy services shall be Evidence Based therapy curricula. "Process Groups" are defined as a mental health or substance abuse group therapy session with no more than 10 youth per group and 15 youth per group respectively, wherein a therapist (mental health or substance abuse clinical staff person) provides a confidential environment for youth to receive multiple perspectives, support, encouragement and feedback from others, and can provide group members an opportunity to deepen their level of self-awareness and to acquire skills to improve functioning;
- g. Family therapy shall be provided monthly at a minimum for all youth, with availability for evenings and weekends as is convenient for

caregivers/family members. Sessions may include parents or legal guardian(s), siblings, the youth's child and the youth's co-parent (with co-parent's legal guardian approval if co-parent is a minor) as approved by treatment team and JPO, or other caregiver when clinically indicated and as allowable by law;

- h. Ability to provide daily [seven days a week] therapeutic activities (psychosocial skills training, psycho-education, supportive counseling, etc.) provided by mental health clinical staff;
  - i. Individualized behavior therapy, behavior modification and/or behavior analysis for youth exhibiting self-destructive or violent behavior;
  - j. Youth with substance abuse issues shall be provided the opportunity to participate in Alcoholics Anonymous (AA) and/or Narcotics Anonymous (NA) while in the program and shall be linked to appropriate recovery support services in their home communities during the transition phase;
  - k. Crisis intervention and crisis management;
  - l. Suicide prevention services;
  - m. Individualized transition planning;
  - n. Psychological services as needed;
  - o. Psychiatric services (including psychiatric evaluation, medication management, involvement in treatment planning) provided at least every two weeks for applicable youth;
  - p. Mental health treatment services for youth with co-occurring mental disorder(s);
  - q. Twenty-four (24) hour response capability with access to acute care setting and mental health and substance abuse emergency management services;
  - r. Routine admission/readmission as well as random urinalysis drug screening and positive screenings followed by appropriate clinical intervention and treatment planning. (These screenings may be performed by non-licensed staff). All drug testing must follow CLIA Waiver regulations if performed on site or collected by licensed staff to be sent to a laboratory and may have no disciplinary or sanction component;
2. Evidence-Based Treatment
- a. The Respondent shall provide evidence-based and/or promising mental health treatment and substance abuse treatment services for use with adolescents.
  - b. Evidence-based mental health and substance abuse treatment are those which have been independently evaluated using a sound methodology, including, but not limited to, random assignment, use of control groups, valid and reliable measures, low attrition and appropriate analysis. Such studies should provide evidence of statistically significant positive effects in mental health treatment or substance abuse treatment of adequate effect size and duration. In addition, there should be evidence that replication by different implementation teams at different sites is possible with the same positive outcomes. Lists of mental health and substance abuse treatments and programs meeting criteria to classify them as evidence-based or promising are available in several publications and websites such as the Substance Abuse and Mental Health Services Administration (SAMHSA) and National Institute on Drug Abuse (NIDA) site.
3. Documentation of Services
- a. Assessments/Evaluations which include the youth's DSM diagnoses, functional status and treatment needs, completed and/or reviewed and signed as reviewer by a licensed mental health professional;

- b. Individualized mental health/substance abuse treatment plans that include the signature of the LMHP, the youth and the parent or legal guardian, as allowed;
- c. Summary of treatment team meetings and reviews;
- d. Daily psychotherapy progress notes or weekly psychotherapy progress notes;
- e. Documentation of psychotropic medication management and review;
- f. Documentation of crisis intervention/emergency services; and
- g. Documentation of suicide prevention services.

F. General Considerations

1. Substance abuse treatment requires a therapeutic structure and clinical activities that promote long-term abstinence from drug use, and which address the full complexity of each youth's substance use. Treatment is targeted at preparing youth for return to the community drug-free and with the skills necessary to avoid relapse and maintain progress in all areas of their lives.
2. The Respondent must demonstrate the capability of providing a facility environment that is conducive to the delivery of substance abuse services (e.g., adequate space/design for therapy and individual and group activities, secure clinical records area, and appropriate area(s) for assessment). The Respondent must also demonstrate the capability of providing mental health services for youth diagnosed with a co-occurring mental disorder.
3. A qualified professional licensed under Chapters 458, 459, 490 or 491, F.S. must be on-site and provide a substance abuse service each day Substance Abuse Treatment Overlay Services (SAOS) are provided.
4. Substance abuse treatment shall be individualized and designed to meet the unique substance abuse treatment needs of each youth participating in the residential SAOS program. Substance abuse education shall be delivered on-site by substance abuse clinical staff who have been trained by the service provider to deliver substance abuse education activities/services. The service provider shall be responsible for providing a substance abuse education curriculum, substance abuse education lesson plans and/or substance abuse education activities developed specifically for juvenile offenders. Substance abuse services, including substance abuse education, must be provided by a qualified professional licensed under Chapter 458, 459, 490 or 491, F.S., or substance abuse clinical staff who are employees of a licensed service provider in accordance with Rule 65D-30 Florida Administrative Code.
5. The Respondent must demonstrate the capacity to provide on-going staff training on juvenile justice and mental health processes necessary to ensure a safe and effective treatment program and therapeutic environment.
6. The Respondent must develop facility operating procedures for implementation of mental health and substance abuse services as set forth in Rule 63N-1, F.A.C.
7. The Respondent shall take into consideration each youth's cultural and ethnic background and gender in all aspects of mental health and substance abuse screening, assessment and treatment planning. The Respondent shall ensure that treatment is based on these individualized needs.
8. The Respondent shall also develop working relationships with youths' home community mental health and substance abuse agencies or individuals to maintain a referral source for the youth returning to those communities.

<b>Substance Abuse Treatment Services Clinical Programming – Residential Facilities</b>	
Youth symptom severity	Mild to severe for substance-related disorder; mild co-occurring mental health disorder
Individual Therapy Requirements	At least 1x every week – More Often as Needed <ul style="list-style-type: none"> <li>• Availability to include evenings and weekends</li> </ul>
Group Therapy Requirements	Four total MHSA groups each week for all youth; youth with mental health service needs shall replace one substance abuse group with a mental health group <ul style="list-style-type: none"> <li>• At least one group must be evidenced based or promising practice</li> <li>• Process groups are allowable twice weekly</li> <li>• No group required on holidays</li> <li>• Group may be excused twice per month for incentives, field trips, etc.</li> <li>• Availability to include evenings and weekends</li> </ul>
Family Therapy Requirements	Once Monthly <ul style="list-style-type: none"> <li>• Availability to include evenings and weekends</li> </ul>
Psychiatric Requirements	1x every two weeks <ul style="list-style-type: none"> <li>• To include: <ul style="list-style-type: none"> <li>○ Psychiatric Evaluation</li> <li>○ Medication Management</li> <li>○ Involvement in Treatment Planning</li> </ul> </li> </ul>
Psychologist Requirements	As needed <ul style="list-style-type: none"> <li>• To include Any of the Following as Relevant: <ul style="list-style-type: none"> <li>○ Psychometric Assessment and Evaluation</li> <li>○ Provision of Therapeutic Services</li> <li>○ Complex Case Consultation</li> <li>○ Behavior Therapy and Analysis</li> <li>○ Involvement in Treatment Planning</li> <li>○ Staff Training and Consultation</li> </ul> </li> </ul>
Therapeutic Activities	Daily as Needed <ul style="list-style-type: none"> <li>• Available seven days a week</li> <li>• To include psychosocial skills training, psycho-education, supportive counseling, etc.</li> <li>• Provided by mental health clinical staff</li> </ul>
Therapist to Youth Ratio/Case Load	1:16
Minimum Therapist Qualifications	Master's degree student interns

**ATTACHMENT B**  
**GENERAL INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF PROPOSALS**

**I. SOLICITATION NUMBER** RFP #10700

**II. SOLICITATION TYPE**

Request for Proposal: The Department of Juvenile Justice (DJJ) currently contracts for the operation of the Melbourne Center for Personal Growth program, a thirty-two (32) bed non-secure program for boys who are committed to the Department and in need of Substance Abuse Treatment Overlay Services (SAOS). The program is currently located in a Provider owned building in the Central region.

The Department is seeking a twenty-eight (28) bed Residential Program for boys appropriate for non-secure residential placement, between the ages of thirteen (13) and eighteen (18) with innovations in delinquency programming and treatment services.

Basic Care and Custody of a residential program shall be provided in accordance with Florida Statutes (F.S.), Florida Administrative Rules and Department policy to meet the minimum requirements as described in Attachments A-1, in keeping with A-2, References and Definitions, A-3, Mental Health Overlay Services, or A-4, Substance Abuse Treatment Overlay Services (SAOS). Program services shall also include funding for twenty-eight (28) filled beds for boys in need of Mental Health Overlay Services as described in A-3 or Substance Abuse Treatment Overlay Services (SAOS) as described in A-4. The overlay beds may be flexible based on the needs of the Department. The Department shall determine the ratio of beds between MHOS and SAOS as needed and shall notify the Respondent in writing. The program shall be in a Respondent owned/leased building located in Florida.

**III. PROCUREMENT OFFICE**

Michele Cunniff, Procurement Manager  
 Bureau of Procurement and Contract Administration  
 Florida Department of Juvenile Justice  
 The Knight Building, Suite 1100  
 2737 Centerview Drive  
 Tallahassee, Florida 32399-3100  
 Telephone: (850) 717-2603  
 Fax: (850) 414-1625  
 E-Mail Address: [Michele.Cunniff@djj.state.fl.us](mailto:Michele.Cunniff@djj.state.fl.us)

**IV. GENERAL INFORMATION**

**A. Calendar of Events**

Listed below are the important actions and dates/times by which the actions must be taken or completed. All references to "days" in this document refer to calendar days unless otherwise specified. If the Department finds it necessary to change any of these dates and/or times, the change will be accomplished via an informational notice or addendum, and will be posted on the "MyFlorida" website [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu). All listed times are local time in Tallahassee, Florida (Eastern Daylight/Standard Time).

DATE	TIME	ACTION	WHERE
Thursday – July 8, 2021	Before or by 5:00 PM EDT	Release of solicitation	MyFlorida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs_www.main_menu">http://www.myflorida.com/apps/vbs/vbs_www.main_menu</a>
Friday – July 16, 2021	Before or by 5:00 PM EDT	Deadline for Written Questions	Send to <a href="mailto:Michele.Cunniff@djj.state.fl.us">Michele.Cunniff@djj.state.fl.us</a>
Tuesday – August 17, 2021	Before or by 5:00 PM EDT	Anticipated date that answers to written questions will be posted on the web site	MyFlorida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs_www.main_menu">http://www.myflorida.com/apps/vbs/vbs_www.main_menu</a>
Monday – August 23, 2021	Before or by 5:00 PM EDT	Deadline for Respondents to request access to the DJJ Bid Library	Send to: <a href="mailto:Michele.Cunniff@djj.state.fl.us">Michele.Cunniff@djj.state.fl.us</a>  See Section VI., C., 1., b. & c., below for DJJ Bid Library information.
Wednesday – August 25, 2021	Before or by 5:00 PM EDT	Deadline for Submission of Intent to Submit a Response (Attachment N)	Submit to the DJJ Bid Library
Tuesday – August 31, 2021	2:00 PM EDT	Proposals Due and Opened - Conference Call	Telephone 1-888-585-9008 and enter code 801-658-293# when directed.
Thursday – September 16, 2021	2:00 PM EDT	Evaluation Team Briefing Conference Call  (This meeting is open for public attendance via telephone)	Telephone 1-888-585-9008 and enter code 801-658-293# when directed.  A recording of the Conference Call will be available at: <a href="http://www.djj.state.fl.us/partners/contracting/conference-calls">http://www.djj.state.fl.us/partners/contracting/conference-calls</a> within forty-eight (48) hours of the Briefing being concluded, excluding weekends and holidays.
Monday – October 4, 2021	2:00 PM EDT	Evaluation Team Debriefing Conference Call  (This meeting is open for public attendance via telephone)	Telephone 1-888-585-9008 and enter code 801-658-293# when directed.  A recording of the Conference Call will be available at: <a href="http://www.djj.state.fl.us/partners/contracting/conference-calls">http://www.djj.state.fl.us/partners/contracting/conference-calls</a> within 48 hours of the Debriefing being concluded, excluding weekends and holidays.

DATE	TIME	ACTION	WHERE
Monday – November 8, 2021	Before or by 5:00 PM EST	Notice of Intended Award	MyFlorida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs_main_menu">http://www.myflorida.com/apps/vbs/vbs_main_menu</a>
Saturday – January 15, 2022		Anticipated Contract Start Date	

- B. Time, Date and Place Proposals are Due  
Proposals must be received **NO LATER** than the date and time specified in the Calendar of Events (Attachment B, Section IV., A.), and submitted to the Department electronically, as outlined in Section VI., C., 1.  
**Caution:** A proposal received in the DJJ Bid Library after the exact time specified will not be considered, as specified by Attachment B.
- C. The Respondent must complete the Attachment E - Facility/Site Requirements Certification (For Respondents Proposing Use of a Provider Owned/Leased Facility). Site Visit Inspections for Respondent Owned/Leased facilities will be held by the Department as per Attachment E.
- D. The Department reserves the right to modify non-material terms of the RFP prior to execution of the Contract resulting from this RFP, when such modification is determined to be in the best interest of the State of Florida.
- F. Final Questions/Inquiries: Final questions or any other inquiries regarding the solicitation, shall be submitted in writing and sent to the Procurement Manager at Michele.Cunniff@djj.state.fl.us, or by mail or facsimile, and shall be received by the date specified for Deadline for Written Questions in the Calendar of Events (Attachment B, Section IV., A.). The Department will not accept questions for this solicitation after close of business on the date specified in the Calendar of Events. The Respondent is responsible for ensuring that the Procurement Manager receives the inquiry.
- G. Department's Official Answer to Questions: The Department's official response to all written questions will be posted at [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu) as an addendum to this solicitation on or about the date specified in the Calendar of Events.
- H. Evaluator Briefing Session  
The Department will hold an Evaluator Briefing Session at the date and time specified in the Calendar of Events. The purpose of the Evaluator Briefing Session is to ensure that evaluators fully understand the solicitation requirements and the evaluation and scoring process. This meeting is open for public attendance via telephone. A recording of the call will be available on the Department's website (<http://www.djj.state.fl.us/Providers/contracts/conference-calls/index.html>) within forty-eight (48) hours of the date listed on the Calendar of Events excluding weekends and holidays.
- I. Evaluator Debriefing Session  
The Department will hold an Evaluator Debriefing Session at the date and time specified in the Calendar of Events. The purpose of the Debriefing Session is to allow evaluators an opportunity to state the page number(s) in the technical proposals where information relied on for assessing a score was found, record the scores assessed for the technical proposals and provide a concise summary of comments for each category/consideration. A recording of the call will be available on the Department's website at <http://www.djj.state.fl.us/Providers/contracts/conference-calls/index.html> within forty-eight (48) hours of the date listed on the Calendar of Events excluding weekends and holidays.
- J. On or about the date specified in the Calendar of Events (Attachment B, Section IV., A.), the Department's Notice of Agency Decision will be posted on the Vendor Bid System website at [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu). Click on "Search

Advertisements,” and use the drop-down list under Advertisement Type and select Agency Decision, then under Agency, select the Department of Juvenile Justice. Click “Initiate Search,” select the RFP and double click on the RFP number. Call the Department’s Procurement Manager at the telephone number listed in Attachment B, Section III., with any questions regarding accessing the website.

- K. At every meeting subject to the Sunshine Law which relates to this procurement, the public shall be given reasonable opportunity to be heard.

## V. MANDATORY CRITERIA

The following requirement must be met by the Respondent to be considered responsive to this RFP. Although there are other criteria set forth in this RFP, these are the only criteria deemed by the Department to be mandatory. Mandatory criteria that is incomplete or inaccurate may not be considered a “minor irregularity” as defined in Attachment C, 17.

**Failure to meet these MANDATORY criteria shall result in a proposal not being evaluated and rejected as non-responsive.**

- A. It is **MANDATORY** that the Respondent submit its complete proposal within the time frame specified in the Calendar of Events (Attachment B, Section IV., A.). A proposal is considered complete if it contains all of the required documents listed in Attachment B, section XX.
- B. It is **MANDATORY** that the Respondent submit a completed Attachment D – Past Performance for Residential Commitment Programs Evaluation to demonstrate the Respondent’s knowledge and experience in operating similar programs by providing information requested on Attachment D, Part II and III (Attachment B, Section XX., F., 1.).
- C. It is **MANDATORY** that the Respondent submit a completed Attachment E – Facility/Site Requirements Certification (For Respondents Proposing Use of a Provider Owned/Leased Facility).

## VI. SOLICITATION INFORMATION

- A. The term “Provider” refers to:
  - 1. “Provider” is defined to also include: any and all subsidiaries of the prospective Provider where the prospective Provider owns 80% or more of the common stock of the subsidiary; the parent corporation of the prospective Provider where the parent owns 80% or more of the common stock of the prospective Provider; and any and all subsidiaries of the parent corporation of the prospective Provider where the parent owns 80% of the common stock of the prospective Provider and the parent’s subsidiaries.
  - 2. For all other purposes, the definition shall be as specified in Attachment C, 1.
- B. For the purposes of the Dun & Bradstreet (D&B) Supplier Qualifier Report (SQR) (if applicable): the proposing entity (“Provider”) named in the Transmittal Letter and the DUNS number listed there must match the company name and DUNS number listed on the D & B SQR.
- C. Respondents shall submit proposals in the following format:
  - 1. Electronic Upload of the Proposal(s):
    - a. The Department prefers Respondents to upload complete electronic proposals via the DJJ Bid Library, a private and secure online portal for solicitation documents, in SharePoint;
    - b. Respondents shall request to register for a DJJ Bid Library account no later than August 23, 2021 by contacting the Procurement Manager for this RFP: Michele Cuniff, via e-mail at: [Michele.Cuniff@dj.state.fl.us](mailto:Michele.Cuniff@dj.state.fl.us) or phone: (850) 717-2603;
    - c. Respondents are required to register their email address for access to the DJJ Bid Library using a **Microsoft** account;

- 1) If the Respondent's organization already uses a Microsoft account, that email address should be utilized in the registration request.
  - 2) If the Respondent's organization does not use a Microsoft account, a free account can be created through Microsoft at <https://signup.live.com/?lic=1>. *This step must be completed first, prior to submitting the DJJ Bid Library registration request.* The email address used to create the Microsoft account should be utilized in the registration request to your Procurement Manager.
  - 3) Access to the DJJ Bid Library is granted by each user's specific Microsoft account. The Respondent's organization may elect to register a single or general Microsoft account for all submissions. This allows multiple users, with the Microsoft account log-in information, to view each other's uploads to the DJJ Bid Library. It also allows other users to edit and delete each other's uploads. *This is the method recommended by the Department.*
  - 4) If the Respondent's organization elects to register multiple users with individual Microsoft accounts, each user **will not** be able to view, edit, or delete each other's submissions. If two users with individual accounts upload the same document, the Department will use the *most current version* of the document (by the established deadline for proposals), even if there are multiple uploaded versions of the same document.
  - 5) Once registered, the access link to the DJJ Bid Library will be emailed (sent from no-reply@sharepointonline.com. Check Spam, Clutter, or Junk folders).
- d. The complete Notice of Intent to Submit a Proposal (Attachment N) shall be uploaded to the DJJ Bid Library no later than the deadline specified in the Calendar of Events for this RFP.
  - e. The complete electronic proposal shall be uploaded to the DJJ Bid Library no later than the deadline specified in the calendar of events for this RFP. Any and all documents uploaded, edited, or modified in any way after this deadline will be deemed non-responsive;
  - f. The complete electronic proposal documents uploaded to the DJJ Bid Library must be in a "Checked-In" status at the time of Proposal opening to be accessible and available for review by Departmental staff. Any document that remains in a "Checked-Out" status will be deemed non-responsive.
  - g. The complete electronic proposal contains **all** documents as required per Attachment B., section XX., General Instructions for Preparation of the Proposal. Volumes 1, 2, and 3 shall be saved in Microsoft Word and/or Excel. The signed transmittal letter (Volume 1, Tab 1), the financial viability documentation (Volume 2, Tab 3), and Attachment D, Part II signed are the only documents which can be saved in a PDF format. The Attachment H – Budget (with Major Maintenance Fund) October 2020 (Volume 2, Tab 1) **must** be submitted in Excel;
  - h. In the event a Respondent needs technical assistance, the DJJ Bid Library Technical Assistant is Bryant Wombles, who can be reached via e-mail at: William.Wombles@djj.state.fl.us or phone: (850) 717-2606; and,
  - i. If the requirement for electronic submission through the DJJ Bid Library would cause the Respondent undue hardship, the Respondent shall contact the Procurement Manager for this solicitation.
2. Submission Alternative  
The Procurement Manager will provide instructions for an alternate method of submitting the proposal, only if submission via the DJJ Bid Library causes a hardship to the Respondent. The proposal must be prepared in accordance with

Attachment B, section XX., General Instructions for the Preparation and Submission of Proposals and submitted by the due date as indicated in the Calendar of Events (Attachment B., IV., B.).

3. Additional instructions concerning proposal submission:

- a. Email submissions are not permissible;
- b. See instructions for proposal preparation in Attachment B, Section XX., and submittal information in Attachment B, Section III., and Section IV., A.; and,
- c. Evaluation and review of the proposal will be based solely on information and documents submitted in the copies of Volumes 1, 2, and 3, unless otherwise indicated in the RFP.

- D. All dates in this procurement, and other RFP requirements, are subject to change. Modifications of the schedule or changes to the RFP shall be provided through an Addendum or Informational Notice, and posted on the Vendor Bid System website at: [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu). Prospective Respondents are responsible for checking the website for any changes.

## VII. RESPONDENT'S QUESTIONS

**INFORMATION WILL NOT BE AVAILABLE ORALLY.** All inquiries shall be in writing and be sent to the Procurement Manager at [Michele.Cunniff@dj.state.fl.us](mailto:Michele.Cunniff@dj.state.fl.us), or by mail or by facsimile (850-414-1625) and shall be received by the date specified in the Calendar of Events (Section IV., A.). The Respondent is responsible for ensuring that the Procurement Manager received the inquiry. The Department will not take any further questions for this RFP after close of business that day. The Department's responses to questions will be posted at [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu) as an addendum to this RFP on or about the date specified in the Calendar of Events (Section IV., A.). Any information communicated through oral communication shall not be binding on the Department and shall not be relied upon by any Respondent. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of this solicitation and the end of the seventy-two (72) hour period following the agency posting the Notice of Intended Award, excluding Saturdays, Sundays, and state holidays, any employee or manager of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the procurement documents. Violation of this provision may be grounds for rejecting a proposal.

## VIII. NUMBER OF AWARDS

The Department anticipates making a single award as a result of this solicitation. The award shall be made to responsive and responsible Respondent.

## IX. FAILURE TO EXECUTE CONTRACT

In the event no protest is filed within the prescribed timeframe, the Department will commence preparation of the Contracts with the intended Respondents. If, for any reason, the intended Respondent fails to execute a contract within fifteen (15) consecutive calendar days after a Contract has been presented to it for signature, or if the Department determines that the Respondent is ineligible to participate due to its being convicted of a Public Entity Crime, debarred, suspended or otherwise prohibited from receiving federal or state funds, the Department may (1) attempt to contract with the next ranked Respondent without posting of an additional Notice of Intended Award or Addendum; (2) reject all proposals and re-advertise the RFP; or (3) reject all proposals. If the Department and the next ranked Respondent fail to execute a contract, the Department may (1) attempt to contract with the next ranked Respondent sequentially until a Respondent willing to execute a Contract is found without posting of an additional Notice of Intended Award or Addendum; (2) reject all proposals and re-advertise the RFP; or (3) reject all proposals.

## X. VENDOR REGISTRATION

Prior to entering into a Contract with the Department, the selected Respondent(s) must be registered with the Florida Department of Management Services (DMS) Vendor Registration System. To access online registration, click on the DMS website at

[https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/myfloridamarketplace/mfm\\_p\\_vendors](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfm_p_vendors), and click on the Registration Requirements link. In order to register, you will need the following information:

- A. Company name;
- B. Tax ID type and number – Social Security Number (SSN) or Federal Employer Identification Number (FEIN);
- C. Tax filing information, including the business name on the 1099 or other tax form (where applicable);
- D. Location information:
  - 1. A business name for each company location (if different from the company name);
  - 2. A complete address for each location (including details for sending purchase orders, payments, and bills to each location);
  - 3. A contact person for each of the locations;
- E. Commodity codes that describe the products and/or services the company provides;
- F. CMBE information, if applicable; and,
- G. Complete the Substitute Form W-9 Process.

#### **XI. CONTRACT PERIOD AND RENEWAL**

The resulting Contract is expected to begin on **January 15, 2022**, and shall end at **11:59 p.m.** on **January 14, 2027**. The resulting Contract may be renewed. The Department may renew the Contract upon the same terms and conditions, the duration(s) of which may not exceed the term of the original Contract, or three years, whichever is longer, and in accordance with subsection 287.057(13), F.S., and 60A-1.048, F.A.C.

#### **XII. TYPE OF CONTRACT CONTEMPLATED**

A fixed price-unit rate Contract is anticipated from this solicitation. A copy of a sample Vendor contract containing all required terms and conditions is included as Attachment G.

#### **XIII. DESIGNATION OF CONTRACT UNDER THE FLORIDA SINGLE AUDIT ACT**

- A. All contracts with the Department are classified as either Recipient/Sub-Recipient, FSAA Exempt, or Vendor contracts. It is the Department's determination that this Contract is a **Vendor Contract**, pursuant to section 215.97, F.S.
- B. Statutory and rule requirements for the Provider for these types of contracts are specified in **Attachment G, Section VI. FINANCIAL TRANSACTIONS, AUDIT, REPORTING REQUIREMENTS**.

#### **XIV. TOTAL MAXIMUM PER DIEM AMOUNT**

<b>Total Maximum Per Diem Dollar Amount</b>	<b>\$245.00</b>
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The Total Maximum Per Diem Amount will be inclusive of all costs, except for the start-up costs, that will be associated with the resulting Contract.

#### **XV. FINANCIAL CONSEQUENCES**

- A. Financial consequences shall be assessed for Contract non-compliance or non-performance in accordance with the FDJJ Policy 2000 (Revised 01/31/19) for the following:
  - 1. Failure to submit an Outcome Based Corrective Action Plan (OBCAP) within thirty (30) calendar days of the finalized monitoring summary. This requires an acceptable OBCAP that clearly identified the root cause of the problem and outlines the process measures and outcomes that can be used to track the program's success at correcting the issues. This timeframe may exceed thirty (30) calendar days if agreed to and approved in advance by the Regional Director or designee. The number of deficiencies or the complexity of the OBCAP will determine this approval;

2. Failure to implement the OBCAP for identified deficiencies within the specified time frame(s); or
  3. Further failure to make acceptable progress in correcting deficiencies as outlined in the OBCAP within specified time frames.
- B. The Department's Contract Manager or Regional Program Monitor conducts verification within ten business days of date identified by the Respondent on the OBCAP in the Department's Program Monitoring and Management (PMM) system of when the deficiency would be corrected.
- C. The Department shall assess a financial consequence for noncompliance on the Respondent for each uncorrected deficiency identified in the OBCAP. After a failed second verification, the financial consequence(s) shall be assessed for each day the Respondent has not complied retroactive to the date of the Department's second verification site visit and shall continue to be imposed daily until each identified deficiency is remedied to full compliance with the OBCAP. Financial consequences for noncompliance can only be made as long as the language and calculations for financial consequences is in the original contract or amendment(s).
- D. The Respondent expressly agrees to the imposition of financial consequences as outlined below, in addition to all other remedies available to the Department by law.
- *Total contracted beds X filled bed per diem rate X 5.0% = Financial Consequence. Imposition of consequences shall be per deficiency per day.*
- E. Written notification to the Respondent, including the deficiency(ies), the conditions (including time frames) that must be in place to satisfy the deficiency(ies) or the Department's concerns, the amount of the financial consequence and the month the deduction shall be made on the invoice, will be drafted by the Department's Contract Manager. The Department's Contract Manager shall deduct the approved amount from the Respondent's next monthly invoice as specified in the written notification.
- F. If the Respondent has a grievance concerning the imposition of financial consequences for noncompliance, the Respondent shall follow the dispute process outlined in the resulting Contract, describing any extenuating circumstances that prevented them from correcting the deficiency(ies).
- G. If the Respondent fails to address the Department's concerns after second verification and after the imposition of financial consequences, absent documentation of extenuating circumstances, the Department may move to the cure process, demand corrective action, and advise the Respondent that failure to do so will result in suspension of services or contract termination.

## **XVI. OPTIONS**

The Department reserves the right to exercise the option below in the event the Department's needs change:

### Option for Changes in Contract Services

The Department has the option to modify the resulting Contract, including adding, reducing, or deleting services during the Contract term. The optioned services may not commence before execution of an amendment. Delivery of changed services shall be upon the terms, conditions, and rate agreed in the exercise of the options of the resulting Contract.

## **XVII. SUBCONTRACTING**

The Respondent shall not subcontract, assign, or transfer any of the services sought under this RFP, without the prior written consent of the Department.

The Department supports diversity in its procurement program and requests that Respondents use all subcontracting opportunities afforded by this solicitation to embrace diversity. The award of subcontracts by Respondents should reflect the full diversity of the citizens of the State of Florida. The Office of Supplier Diversity (OSD) website, <http://osd.dms.state.fl.us/>, includes a list of Certified Minority Business Enterprises (CMBEs) that could be offered utilization opportunities.

**XVIII. FAITH-BASED NON-DISCRIMINATION CLAUSE**

Pursuant to paragraph 985.601(3)(b), F.S., the Department intends that, whenever possible and reasonable, it will make every effort to consider qualified faith-based organizations on an equal basis with other private organizations when selecting Providers of services to juveniles.

**XIX. ELABORATE PROPOSALS**

It is not necessary to prepare proposals using elaborate artwork or other expensive visual presentation aids. Proposals should be prepared in accordance with the instructions herein. The Department is not responsible for and, therefore, shall not reimburse any costs incurred in the preparation or submission of the proposal submitted in response to this RFP. The Department shall be liable for payment only as provided in a fully executed Contract.

**XX. GENERAL INSTRUCTIONS FOR PREPARATION OF THE PROPOSAL**

The instructions for this RFP have been designed to help ensure that all proposals are reviewed and evaluated in a consistent manner, as well as to minimize costs and response time. **INFORMATION SUBMITTED IN VARIANCE WITH THESE INSTRUCTIONS MAY NOT BE REVIEWED OR EVALUATED.** All proposals must detail the services that will be delivered, the expected results and the recommended performance measures and contain the sections outlined below. Those sections are called "Tabs." A "Tab", as used here, is a section separator, offset and labeled, (Example: "Tab 1, Transmittal Letter"), so that each evaluator can easily turn to "Tabbed" sections during the evaluation process. Failure to have all copies properly "tabbed" makes it much more difficult for the Department to evaluate the proposal.

Proposals shall be submitted in black and white only, as documents throughout the proposal may be used to draft the resulting Contract(s) which cannot contain color for scanning purposes. Additionally, please limit the use of Respondent logos and labels to the Transmittal Letter and first page of the Technical Response.

Attachment C, #17, "Minor Irregularities / Right To Reject" may be utilized should a Respondent fail to submit any of the information required in the submission of Volume 1, Volume 2, or Volume 3, except those areas explicitly noted.

The proposal shall consist of the following parts:

A. Transmittal Letter – Volume 1, Tab 1

The proposal must contain a fully completed transmittal letter that meets the following criteria:

1. Submitted on the Respondent's letterhead;
2. Signed by an individual who has the authority to bind the Respondent;
3. Contain the Respondent's official name (the company name), address, telephone number, and email address;
4. Contain the name and title of the Respondent official who will sign any contract (this individual shall have the authority to bind the Respondent and shall be available to be contacted by telephone, email or attend meetings, as may be appropriate regarding the solicitation);
5. Contain the Respondent's Federal Employee Identification Number (including the State of Florida Vendor Sequence Number, if available). If not available, please make that statement, and the Department will collect the information prior to posting the Notice of Intended Award;
6. Contain the Respondent's DUNS Number, if applicable. If not applicable, please make that statement;
7. If the proposing entity is a "DBA" or "Doing Business As", the Respondent shall state the reason for it;
8. The Transmittal Letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that (insert Respondent's name) agrees

to all terms and conditions contained in the Request for Proposal for which this proposal is submitted”;

9. The Transmittal Letter must contain this exact statement: “On behalf of (insert Respondent’s name), this letter certifies that (insert Respondent’s name) has met all conditions and requirements of Attachment C, including that neither it nor its principals are presently debarred, suspended, or proposed for debarment, or have been declared ineligible or voluntarily excluded from participation in this Procurement/contract by any federal department or agency.” **If the Respondent is unable to certify to any part of this statement, such Respondent shall include an explanation in the Transmittal Letter.**
10. The Transmittal Letter must contain this exact statement: “On behalf of (insert Respondent’s name), this letter certifies that neither (insert Respondent’s name) nor anyone acting on its behalf have contacted anyone, between the release of the solicitation and the end of the seventy-two (72) hour period following the agency posting the Notice of Intended Award, excluding Saturday, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the solicitation documents”; and,
11. The Transmittal Letter must contain this exact statement: “On behalf of (insert Respondent’s name), this letter certifies that (insert Respondent’s name) is not listed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel; is not listed on the Scrutinized Companies with Activities in Sudan List; is not listed on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; is not engaged in business operations in Syria; and, is not engaged in business operations with the government of Venezuela or in any company doing business with the government of Venezuela. (pursuant to sections 215.472, 215.4725, 215.473, and 287.135, F.S.)”.
12. The Transmittal Letter must contain this exact statement: “On behalf of (insert Respondent’s name), this letter certifies that the Attachment H – Budget (with Major Maintenance Fund) October 2020 submitted is complete, reflects reasonable costs for the service being proposed, and all costs are necessary to provide the proposed services. I understand that the Attachment H – Budget (with Major Maintenance Fund) October 2020, which has been submitted by the date and time required in the RFP, will be evaluated on a pass/fail basis in accordance with Attachment F.

**B. Cross Reference Table - Volume 1, Tab 1**

In order to assist the Respondent in its development of a responsive proposal and to facilitate proposal evaluation by the Department, the Respondent shall provide a table that cross-references the contents of its proposal with the contents of the RFP. Please see Attachment O to this RFP for the cross-reference table. The Respondent shall insert the Attachment O in Volume 1, Tab 1, just after the Transmittal Letter. Remember to complete Attachment O in its entirety.

Respondents are advised that the Department’s ability to conduct a thorough review of proposals is dependent on the Respondent’s ability and willingness to submit proposals which are well ordered, detailed, comprehensive, and readable. Clarity of language and adequate, accessible documentation is essential, and is the responsibility of the Respondent. The Respondent shall ensure the proposal’s sections are properly and completely identified by citing all the applicable page numbers correlating to the requested documentation in Attachment O.

**C. Drug-Free Workplace Certification & Tie Breaking Certifications – Volume 1, Tab 2**

The proposal may contain the Drug-Free Workplace Certification in accordance with section 287.087, Florida Statutes (if desired by the Respondent) for preference in the event of a tie in the scoring of a competitive solicitation. This is not a mandatory requirement. The form is labeled as Attachment K. The Respondent may also submit Attachment S (Tie-Breaking Certifications), which is not mandatory.

D. Technical Proposal - Volume 1, Tab 3**THIS SECTION IS SCORED AND ANY ERRORS OR OMISSIONS CANNOT BE WAIVED.**

The Technical Proposal (described below) must be typed, on letter-sized (8½" x 11") paper, using 12-point type, TIMES NEW ROMAN font, single-spaced, and 1-inch margins (top, bottom and sides). Each Respondent shall limit the Technical Proposal's narrative to no more than sixty (60) consecutive pages. Pages must be numbered in a logical, consistent fashion and must not exceed sixty (60) pages including attachments and exhibits (excluding Department-required Attachments, e.g. Organizational Chart, Activity Schedule, etc.) **Pages submitted in excess of the specified limit for the Technical Proposal's narrative will be removed prior to evaluation and will not be evaluated.** Any floorplans, exhibits, attachments, charts, tables, photos, maps, diagrams, or other resource materials that support the information provided in the Technical Proposal shall be referenced within the Technical Proposal's narrative, included as exhibits or attachments to the Technical Proposal, and presented at the end of the Technical Proposal. Such exhibits or attachments shall **not** be counted in the sixty (60) page limitation established for the Technical Proposal. Illegible proposals will not be evaluated, and pages submitted in excess of the specified limit will be removed prior to evaluation and will not be evaluated.

The Technical Proposal package shall contain the following sections in the following sequence: **(PLEASE NOTE THAT IT IS INSUFFICIENT FOR PROPOSALS TO MERELY RECITE OR REITERATE THE SERVICES TO BE SOUGHT):**

1. Proposal and the Innovative Program Services to be Provided  
Proposals must include a description of the services to be provided with an explanation of how the proposed services (whether required or optional) will specifically advance the Department's vision and major goals as outlined in the solicitation's Attachment A. The Respondent shall describe in detail the innovative nature of program services to include 1. Delinquency Programming, 2. Gender-specific Services, 3. Restorative Justice Principles and Programming, 4. Mental Health and Substance Abuse Treatment Services, 5. Behavioral Management System, 6. Pre-vocational and Vocational Services, 7. Recreational Therapy and Leisure Time Activities. Proposals must address additional requirements stated in the Attachment A, section V. Proposal and V., A. Innovative Program Services to be Provided.
2. Delinquency Programming  
The Respondent shall propose, required (and optionally, additional) delinquency programming for youth which utilizes evidence-based or promising practices designed to reduce the influence of specific risk factors and to increase specific protective factors related to re-offending behavior. The Respondent shall match youth to these delinquency interventions based on the results of a risk and needs assessment. The solicitation's Delinquency Interventions and Treatment Services table has not been altered. The Respondent must address additional requirements stated in the Attachment A, section V., A., 1. Delinquency Programming. The proposal must meet all requirements in Attachment A-1, Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.
3. Gender-specific Services  
The Respondent shall propose comprehensive gender-specific services in all its program components, delinquency interventions and treatment services. For each program component, delinquency intervention and treatment service, the proposed gender-specific services will systematically address the special needs of adolescents while empowering the youth voice. Proposed programming shall foster positive gender identity development, recognize the risk factors and issues most likely to impact adolescents and the protective factors and skill competencies that can minimize risk factors and enhance treatment services. The Respondent must address additional requirements stated in the Attachment A, section V., A., 2. Gender-Specific Services. The proposal must meet all requirements in

Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.

4. Restorative Justice Principles and Programming  
The Respondent shall propose comprehensive programming that reflects Restorative Justice principles and describe how it will implement restorative justice practices. The Respondent will describe how it will protect the public, hold offenders accountable, offer opportunities for competency development, demonstrate an understanding of restorative justice principles and the vocabulary of restorative practices, use restorative language, facilitate dialogue that promotes ideas for making things right when harm has occurred and use restorative practices such as nonviolent communication to contribute to the wellbeing of youth. The Respondent shall describe how it will foster a restorative community within the residential program. The Respondent shall state which Restorative Justice model will be used and describe with specific and concrete details of how the model will be implemented on a day-to-day basis, what training the staff will complete and how they will show comprehension and use of the stated objectives. The Respondent must address additional requirements stated in the Attachment A, section V., A., 3. Restorative Justice Principles, Practices and Restorative Programming. The proposal must meet all requirements in Attachment I-A Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.
5. Mental Health and Substance Abuse Treatment Services  
The Respondent shall describe its implementation plans for the required (and optionally, additional) evidence-based and/or promising practices for mental health and substance abuse treatment services. The Respondent must provide all the pertinent staffing details for the provision of these services. The Respondent must explain how these services will meet the requirements outlined in rule 63N-1, F.A.C. The description of the proposed services must include specific details and concrete examples of how the service components (e.g. curricula, activities, schedule) will meet the unique needs of the youth. The Respondent must address additional requirements stated in the Attachment A, section V., A., 4., Mental Health and Substance Abuse Treatment Services. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services, additional and related attachments and exceed minimum requirements where required.
6. Behavioral Management System  
The Respondent shall propose a behavioral management and a positive reinforcement system that fosters accountability. The Respondent shall describe how it will incorporate principles and practices related to trauma-informed care into the behavioral management system. The Respondent shall describe how it will ensure that all staff, including subcontractors and volunteers, will be fully trained in the implementation of the proposed behavioral management system. The Respondent must address additional requirements stated in the Attachment A, section V., A., 5., Behavioral Management System. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.
7. Pre-Vocational and Vocational Services  
The Respondent shall describe what additional (beyond what is required) pre-vocational and vocational services are proposed. The Respondent shall clearly articulate what distinguishes and differentiates these two types of services in its definition and the proposed services. The Respondent shall describe in detail, how the unique interests, aptitudes, and skills of the youth will be developed while building upon their existing strengths and in a manner supportive of their employability. The Respondent shall describe how its services will give youth an occupational advantage in their own community. The Respondent must address

additional requirements stated in the Attachment A, section V., A., 6., Pre-Vocational and Vocational Services. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services.

8. Recreational Therapy and Leisure Time Activities

The Respondent shall provide daily recreational and leisure time activities in ways that are physically challenging, educational, therapeutic and constructive. Recreational activities shall be separate and distinct from mental health and substance abuse treatment services, and therefore shall be clearly identified as having separate designated times on the daily activity schedule from mental health and substance abuse treatment services. The Respondent shall employ a Recreation Therapist to provide therapeutic recreational activities. The Recreation Therapist must have a bachelor's degree in recreational therapy or a bachelor's degree in a related field which included an internship or practicum experience. Certification as a recreational therapist is preferred. A minimum of one year of related experience working with youth is required. The Respondent must address additional requirements stated in the Attachment A, section V., A., 7., Recreational Therapy and Leisure Time Activities. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.

9. Living Environment

The Respondent shall propose a program that promotes mentoring, positive role modeling and positive one-on-one and small group interactions and interventions while maintaining an environment that promotes a therapeutic environment for the youth. The Respondent shall describe how it will ensure that the following components are implemented: input from youth on rules governing community living, the promotion of effective communication, relationship development, cultural diversity, the development of positive identify and respect for self and others, visitation and access to modes of communication, community interactions, appropriate clothing and a clean, safe and humane living environment. The Respondent must address additional requirements stated in the Attachment A, section V., B., Living Environment. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.

10. Community Involvement Opportunities and Pro-Social Activities

The Respondent shall describe what community involvement opportunities exist, what specific programs and activities will be implemented and will precisely outline how else it will engage with the community to provide youth with off-campus activities (as permitted and as set forth in Rule 63E-7, F.A.C. and pursuits that support transition back into the community. The Respondent must address additional requirements stated in the Attachment A, section V., C., Community Involvement Opportunities and Pro-Social Activities. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.

11. Discharge Planning and Transition Services

The Respondent shall provide a description of its discharge planning and transition services. The proposal shall include a detailed description of how discharge placement planning will begin at program admission. The Respondent shall employ a Transition Services Manager to coordinate these services. The Transition Services Manager must possess the stated qualifications and experience. The proposal shall include example of a self-sufficiency assessment, plan and a description of the services to be provided to include future economic self-sufficiency in both traditional and non-traditional setting, safe and affordable housing, conditional release, job training and retention, placement and child care, where appropriate. The Respondent must address additional requirements stated

in the Attachment A, section V., D., Discharge Policy and Transition Services. The proposal must meet all requirements in Attachment A-1, Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.

12. Staffing and Personnel

The Respondent shall describe how it will ensure that sufficiently qualified staff are available to provide program services and proper supervision of youth at all times including how it will cover any staff shortages of any duration (including breaks). The Respondent will affirm its understanding that neither supervisors nor facility administration staff will be included in the stated minimum staff to youth ratios while performing their regularly scheduled activities and that clinical staff will not be included in the stated minimum staff to youth ratios. The Respondent must address additional requirements stated in the Attachment A, section V., E., Staffing and Personnel. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.

13. Staffing Levels

The Respondent must provide a detailed staffing plan to include position titles, number of positions, qualifications, proposed working hours, duties/responsibilities and proposed salaries of all program staff. The Respondent must state the living wage of the county where program staff will work and explain how it was considered in proposed salaries. The plan must include licensure status of all proposed clinical staff and the details for the provision of clinical staff and clinical services to include weekends and evenings. The plan's details must be consistent with all other documents and exhibits in the proposal. The Respondent shall describe in detail how it will provide uninterrupted physical sight and sound presence and supervision of youth, twenty-four (24) hours per day, every day of the year with no less than the minimally acceptable ratio of staff to youth. The Respondent must state its unequivocal understanding that staff to youth ratios are always required in the presence of youth. The Respondent must address additional requirements stated in the Attachment A, section V., E., 1., Staffing Levels. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.

14. Health and Nursing Services

The Respondent shall describe its proposed health and nursing services and explain how these services will meet the requirements outlined in rule 63M-2, F.A.C. The description of the proposed services must include specific details and concrete examples of how the service components will meet the unique needs of the youth. The Respondent must explain how it will meet the requirements for the Health Services Administrator (HSA), the nursing services to be given on-site by Registered Nurses (RNs) licensed in the State of Florida and for the required number of hours. The Respondent must address additional requirements stated in the Attachment A, section V., E., 2., Health and Nursing Services. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.

15. Staff Training

The Respondent shall provide a detailed training plan showing that all full-time and part-time direct care staff shall be trained in accordance with Rule 63H, F.A.C. and in addition to the Department's learning management system training, direct care staff shall be trained in the solicitation's stated minimal requirements: ethics, stress management, gender-responsive services, behavioral management and modification, positive reinforcement strategies and techniques, emotional and behavioral development of children and adolescents, risk factors for delinquency, triggers and treatment, Physical development and common health issues,

restorative justice philosophy and practices, trauma responsive services, Post-traumatic Stress Disorder (PTSD), victimization, exploitation, domestic violence, trauma, and recovery issues, CPR and AED, universal precautions and bloodborne pathogens, emergency evacuation procedures for youth with a medical alert system, for intake staff: Facility Entry Physical Health Screening Form and administration of the Massachusetts Youth Screening Instrument-Second Edition (MAYSI-2), CAT/RAY and other required intake processes and procedures, risk factors and triggers relating to homicidal risk and prevention, immediate access to emergency medical, mental health, and substance abuse services, the program's treatment model, suicide prevention processes and procedures, Prison Rape Elimination Act, Motivational Interviewing. The Respondent shall articulate what additional training will be given and which staff will receive that training. The Respondent must address additional requirements stated in the Attachment A, section V., E., 3., Staff Training. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.

16. Management Capability

Describe the Respondent's organizational mission, history, background, experience and structure. Using concrete details, describe its quality assessment and improvement system. Submit its human resources development plan with the required components and with specific examples that illustrate each component. Describe the policies, processes and procedures for assessing its management capabilities and specifically how the need for corrections and improvements are identified and made. Explain how this organization is equipped to provide the unique services outlined in the solicitation's scope of services. Provide an organizational chart with linkage to the program level and one that is consistent with all other exhibits. Describe in detail which positions represent corporate staff and explain their roles and responsibilities including those that are exclusive to the residential program in question. The Respondent must address additional requirements stated in the Attachment A, section V., F., 1., Management Capability. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.

17. Program and Facility Readiness Plan

The Respondent shall include a program and facility readiness plan. The plan must clearly convey that thorough consideration has been given to each major component of a residential program such that the services will be available by the projected service date. The plan must describe in detail the objectives, activities, responsible party and the timeframe for the completion of each objective and all associated activities for each major component. The program and facility readiness plan must identify the critical path activities and describe, in detail, an alternate path in the event of delays or failures on the critical path. The Respondent must address each major component in attachment A, section V., F., 2., a. and the additional requirements stated in the Attachment A, section V., F., 2., Program and Facility Readiness. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services.

E. Financial Proposal – Volume 2

1. Budget – Tab 1

- a. The Respondent shall complete and submit Attachment H.
- b. The Attachment H must reflect proposed costs which are allowable, reasonable, and necessary to provide the proposed services.
- c. Once the Department has accepted the Attachment H after evaluating it in accordance with Attachment F, the Attachment H shall not be altered without prior written approval from the Department.

- d. Any projected cost not captured in the Attachment H will be the responsibility of the awarded Respondent.
2. CMBE Utilization Plan – Tab 2  
The Respondent shall describe its plan and/or methods to encourage diversity and utilize minority businesses in the performance of the services described in this solicitation. The information provided in this section shall address the plan described in the CMBE Utilization Plan of the RFP. The Respondent shall also include documentation supporting the CMBE Utilization Plan, for each Florida CMBE listed that the Respondent intends to utilize in the program procured. Florida CMBEs must meet all CMBE eligibility criteria and be certified as a CMBE by the Office of Supplier Diversity (OSD) of the Florida Department of Management Services. The documentation shall be a one-page letter supplied by the CMBE on its letterhead stationery, stating the intent of the CMBE to participate in the program and clearly identifying the Department Solicitation Number. No points will be awarded for the CMBE Utilization Plan.
3. Financial Viability Documentation – Tab 3
- a. It is required that the Respondent provide in Volume 2, under Tab 3, financial documentation, for either **Option #1 or Option #2** below sufficient to demonstrate its financial viability to perform the Contract resulting from this RFP (see Attachment F, I., A., 5., Financial Viability Evaluation Criteria). Documentation is reviewed on a pass/fail basis. If the Respondent fails to pass the option they selected, the proposal shall be rejected as non-responsive and not evaluated further. Failure to provide either option will result in disqualification of the proposal.
- 1) Option #1: D & B Supplier Qualifier Report  
If selecting this option, the Respondent shall submit a copy of the D&B Supplier Qualifier Report reflecting a Supplier Evaluation Risk (SER) rating dated within sixty (60) days of the release of this RFP. The Respondent's company name and DUNS Number must match the company name and DUNS number on the SQR. The Respondent may request the report from D&B by clicking the website noted for Attachment I (Supplier Qualifier Report Request) and follow the directions in the Attachment. The Respondent shall pay D&B to send the Supplier Qualifier Report (SQR) to the Respondent and the Department through electronic means. The cost of the preparation of the D&B report shall be the responsibility of the Respondent. In addition, it is the duty of the Respondent to ensure the timely submission of a D&B report that accurately reflects the proposing entity. If the Department cannot determine on the face of the documents that the SQR report is that of the proposing entity, then the Department may disqualify the submission. Respondents are advised to allow sufficient time before the proposal due date for the D&B processing.
- OR**
- 2) Option #2: Financial Audits  
If selecting this option, the Respondent shall submit the most recent available and applicable financial documentation that shall include the most recently issued audited financial statement (or if unaudited, reviewed financial statements, in accordance with "Statements on Standards for Accounting and Review Services" issued by the American Institute of Certified Public Accountants (SSARS). If the balance sheet date of the most recent, available audited or reviewed financial statements are earlier than sixteen (16) months from the issue date of the RFP, the Respondent must provide compiled financial statements in accordance with SSARS, with a balance sheet date no earlier than six months from the date

of the RFP, along with the most recently issued or reviewed financial statements, with a balance sheet date no earlier than twenty-four (24) months of the issue date of the RFP. The Department shall use its discretion in utilizing one or both financial statements to determine the given ratios and other financial information. The financial statements shall include the following:

- a) The accountant's reports on the financial statements;
- b) Balance sheet;
- c) Statement of income or activities;
- d) Statement of retained earnings (except for non-profit organizations);
- e) Statement of cash flows;
- f) Notes to financial statements;
- g) Any written management letter issued by the auditor to the Respondent's management, its board of directors or the audit committee; and
- h) If the Respondent is subject to the Federal Single Audit Act (for programs operating in the State of Florida) or the Florida Single Audit Act, include a copy of the most recently issued: Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements performed in Accordance with Government Auditing Standards; and Report on Compliance with Requirements Applicable to Each Major Program and State Project and on Internal Control over Compliance in Accordance with OMB Circular A-133 and Florida Single Audit Act;

**OR**

- i) If the Respondent is a sole proprietor or non-corporate entity, the Respondent shall provide financial documentation that is sufficient for the Department staff to determine the financial ratios, revenues, and equity indicated in Option 2 criteria including applicable financial statements, income tax returns and other documents;
- j) Failure to provide any of the aforementioned financial information may result in proposal disqualification;
- k) The Department acknowledges that privately held corporations and other business entities are not required by law to have audited financial statements. In the event the Respondent is a privately held corporation or other business entity whose financial statements are audited, such audited statements shall be provided;
- l) The Department also acknowledges that a Respondent may be a wholly-owned subsidiary of another corporation or exist in other business relationships where financial data is consolidated. Financial documentation is requested to assist the Department in determining whether the Respondent has the financial capability of performing the resulting Contract to be issued pursuant to this RFP. The Respondent MUST provide financial documentation sufficient to demonstrate such capability including wherever possible, financial information specific to the Respondent itself. At the Department's discretion, the consolidated financial information from a parent company that was submitted in lieu of the Respondent's financial information may be utilized; and

- m) If a Respondent submits a financial audit which is determined to have passed the financial viability criteria, the Department's Bureau of Procurement and Contract Administration will provide a letter to the Respondent that can be submitted in lieu of resubmitting financial audits/financial documentation in a future procurement, as long as the future RFPs Proposal Due Date is within twelve (12) months of the Respondent's last audited financial statement. The period of time for which the letter is valid will be based off the date the Respondent's audit was completed.

F. Provider Performance – Volume 3

1. Evaluation of Past Performance for Residential Commitment Programs - Tab 1

- a. The purpose of this section is for the Respondent to demonstrate its knowledge and experience in operating similar programs by providing information requested on Attachment D, Part II and III.
- b. Respondent demonstrating Past Performance in and outside of Florida shall include the information requested on Attachment D, Part II and III and all required supporting documentation.
  - 1) Respondents shall provide, if applicable, the information requested on Attachment D, Part II and III, Past Performance in the United States outside of the State of Florida (Part II); and information regarding programs operated by the Respondents that have attained professional accreditation (Part III).
  - 2) Respondents shall attach dated supporting documentation for Part II and III, if applicable.
  - 3) Failure to provide the information requested in Attachment D, Part II and III for this RFP or supporting documentation, if applicable, shall result in a zero (0) score for that Part.
  - 4) All documentation provided for Parts II or III of Attachment D must include the start and end dates, be current dated and valid at least through the start date of the Contract that results from this RFP. The documentation must state that the program is a residential commitment program and that it is run by the Respondent. The Department is not responsible for research to clarify the Respondent's documentation.
  - 5) Respondents shall include the information requested in Attachment D, Part II and III for this RFP and the required supporting documents in Volume III. Further instructions on how to complete this section may be found in Attachment D.

G. Additional Requirements to be Included with the Respondent's Proposal (Volume 3, Tab 2)

1. School Board Letter

The Respondent shall include a letter from the Superintendent of Schools in the district where the offered facility is located, stating that the school district is aware of the response and understands that if awarded, a DJJ school will be opening in their district.

2. Outside Party Agreements and Letters of Support

- a. The Respondent shall include letters of support and agreements with outside parties providing mental health and substance abuse services.
- b. Such letter and agreements must include a description of the services to be provided.
- c. All Respondent agreements with outside parties shall include within the agreement, evidence of compliance with all applicable rules (e.g. Rule 63N F.A.C., 63M F.A.C., and all related sections of those rules).

**XXI. ADDITIONAL REQUIREMENTS FOR RESPONDENTS SELECTED FOR CONTRACT AWARD**

Respondents selected for Contract award must submit the following information and/or documentation prior to Contract execution:

- A. Answers to the One Florida Initiative questions (found on pages 2-3 of this RFP);
- B. Prospective Provider's State of Florida Vendor Sequence Number; and
- C. The name, title, address, telephone number, and e-mail address of the prospective Provider's Contract Manager. Note: this is not the Department's assigned Contract Manager.

## ATTACHMENT C GENERAL INSTRUCTIONS TO RESPONDENTS – SPECIAL CONDITIONS

### CONTENTS

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### 1. DEFINITIONS

The definitions found in Rule 60A-1.001, Florida Administrative Code (F.A.C.) shall apply to this agreement. The following additional terms are also defined:

- (a) "Department" means the Department of Juvenile Justice that has released the solicitation.
- (b) "Procurement Manager" means the Department's contracting personnel, as identified in the procurement.
- (c) "Prospective Provider" or "Provider" means the business organization or entity providing the services and commodities specified in the response to this Request for Proposals ("RFP").
- (d) "Respondent" means the entity that submits materials to the Department in accordance with these Instructions.
- (e) "Proposal" means the material submitted by the Respondent in answering the solicitation.

### 2. GENERAL INSTRUCTIONS

Potential Respondents to the solicitation are encouraged to carefully review all the materials contained herein and prepare proposals accordingly.

### 3. SUBMISSION OF PROPOSALS

Proposals are required to be submitted according to the instructions in Attachment B of the solicitation.

### 4. TERMS AND CONDITIONS

All proposals are subject to the terms of the following sections of this solicitation, which, in case of conflict, shall have the order of precedence listed below:

- (a) Technical Proposal Specifications;
- (b) Special Conditions;
- (c) Instructions to Respondents (Attachment C);

- (d) Instructions to Respondents (PUR 1001[1]);
- (e) General Conditions (PUR 1000[1]); and,
- (f) Introductory Materials.

The Department objects to and shall not consider any additional terms or conditions submitted by a Respondent, including any appearing in documents attached as part of a Respondent's proposal. In submitting its proposal, a Respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a proposal, shall be grounds for rejecting a proposal.

**5. QUESTIONS**

Respondents shall address all questions to the Procurement Manager. Questions must be submitted according to the instructions in Attachment B of the solicitation.

**6. CONFLICT OF INTEREST**

This solicitation is subject to chapter 112, F.S. Respondents shall disclose within their proposal the name of any manager, director, employee or other agent who is also an employee of the State. Respondents shall also disclose the name of any state employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent or its affiliates.

**7. CONVICTED VENDORS**

A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime is prohibited from doing any of the following for a period of thirty-six (36) months from the date of being placed on the convicted vendor list:

- (a) submitting a proposal on a contract to provide any goods or services to a public entity;
- (b) submitting a proposal on a contract with a public entity for the construction or repair of a public building or public work;
- (c) submitting a proposal on leases of real property to public entity;
- (d) being awarded or performing work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and
- (e) transacting business with any public entity in excess of the Category Two threshold amount (\$35,000) provided in section 287.017, F.S.

**8. DISCRIMINATORY VENDORS**

An entity or affiliate placed on the discriminatory vendor list pursuant to section 287.134, F.S., may not:

- (a) submit a proposal on a contract to provide any goods or services to a public entity;
- (b) submit a proposal on a contract with a public entity for the construction or repair of a public building or public work;
- (c) submit a proposal on leases or real property to a public entity;
- (d) be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; and,
- (e) transact business with any public entity.

**9. SCRUTINIZED COMPANIES LIST**

In submitting a proposal, the Respondent certifies that it is not on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, F.S., or is engaged in a boycott of Israel; or on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, F.S.; engaged in business operations in Syria pursuant to section 287.135, F.S., or engaged in business operations with the government of Venezuela or in any company doing business with the government of Venezuela pursuant to s. 215.472(3). The Department may, at its option, terminate the Contract if the Provider is found to have submitted a false certification as provided under subsection 287.135(5), F.S., or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Syria, or to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, or to be engaged in business operations with the government of Venezuela or in any company doing business with the government of Venezuela.

**10. RESPONDENT'S REPRESENTATION AND AUTHORIZATION**

In submitting a proposal, each Respondent understands, represents, and acknowledges the following (if the Respondent cannot so certify to any of following, the Respondent shall submit with its proposal a written explanation of why it cannot do so):

- (a) The Respondent is not currently under suspension or debarment by the State or any other governmental authority;
- (b) To the best of the knowledge of the person signing the proposal, the Respondent, its affiliates, subsidiaries, directors, managers, and employees have not in the last ten years been convicted or found liable for any act prohibited by law in any public contract;
- (c) The Respondent currently has no delinquent obligations to the State, including a claim by the State for liquidated damages under the contract resulting from this solicitation and/or any other contract;
- (d) The submission is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal;
- (e) The prices and amounts have been arrived at independently and without consultation, communication, or agreement with any other Respondent or potential Respondent; neither the prices nor amounts, actual or approximated, have been disclosed to any Respondent or potential Respondent, and they will not be disclosed before the solicitation opening;
- (f) The Respondent has fully informed the Department in writing of all convictions of the firm, its affiliates (as defined in paragraph 287.133(1)(a), F.S.), and all directors, managers and employees of the firm and its affiliates for violation of state or federal antitrust laws with respect to a public contract. This includes disclosure of the names of current employees who were convicted of public entity crimes while in the employ of another company;
- (g) Neither the Respondent nor any person associated with it in the capacity of owner, partner, director, manager, principal, investigator, project director, manager, auditor, or position involving the administration of federal funds:
  - 1) Has within the preceding three years been convicted of or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged with: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal or state or local government transaction or public contract; violation of antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
  - 2) Has within a three-year period preceding this certification had one or more federal, state, or local government contracts terminated for cause or default;
- (h) The product offered by the Respondent will conform to the specifications without exception;
- (i) The Respondent has read and understands the Contract terms and conditions (Attachment G), and the submission is made in conformance with those terms and conditions;
- (j) If an award is made to the Respondent, the Respondent agrees to be legally bound to the Contract that is formed with the State;
- (k) The Respondent has made a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the proposal, and has been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in the proposal;
- (l) The Respondent shall indemnify, defend and hold harmless the Department and its employees against any cost, damage, or expense, which may be incurred or be caused by any error in the Respondent's preparation of its proposal; and,
- (m) All information provided by and representations made by the Respondents are material and important and will be relied upon by the Department in awarding the Contract. Any misstatement shall be treated as fraudulent concealment from the Department of the true facts relating to submission of the proposal. A misrepresentation shall be punishable under law, including, but not limited to, Chapter 817, F.S.

**11. PERFORMANCE QUALIFICATIONS**

The Department reserves the right to investigate or inspect at any time whether the services, qualifications, or facilities offered by a Respondent meet the anticipated Contract requirements. The Respondent shall at all times during the resulting Contract term remain responsive and responsible. The Respondent must be prepared, if requested by the Department, to present evidence of experience, ability, and financial standing, as well as a statement as to plant, machinery, and capacity of the Respondent for the delivery of services. If the Department determines that the conditions of the solicitation documents are not complied with, or that the services proposed to be furnished do not meet the specified requirements, or that the qualifications, financial standing, or facilities are not satisfactory, or that performance is untimely, the Department may reject the proposal. The Respondent may be disqualified from receiving awards if the Respondent, or anyone in the Respondent's employment, has previously failed to perform satisfactorily in connection with public competitive solicitations or contracts. This paragraph shall not mean or imply that it is obligatory upon the Department to make an investigation either before or after award of the resulting Contract, but should the Department elect to do so, the Respondent is not relieved from fulfilling all resulting Contract requirements.

**12. PUBLIC OPENING**

Proposals shall be opened on the date, time, and at the location indicated in Attachment B. Respondents may, but are not required to, attend. The Department may choose not to announce prices or release other materials pursuant to subsection 119.07(6), F.S. Any person requiring a special accommodation because of a disability should contact the Procurement Manager at least five workdays prior to the solicitation opening. If you are hearing or speech impaired, please contact the Department by using the Florida Relay Service at (800) 955-8771 (TDD).

**13. METHODOLOGY FOR AGENCY DECISION**

As per 287.057(1)(b)4., F.S., "the Contract shall be awarded by written notice to the responsible and responsive vendor whose proposal is determined in writing to be the most advantageous to the state, taking into consideration the price and other criteria set forth in the request for proposals." The Department will use the following information to determine Contract award:

- (a) Technical Proposal Cumulative Score (as outlined in Attachments F and P);
- (b) The Respondent's in-state and out-of-state past performance (as outlined in Attachment D); and,
- (c) Meets Financial Proposal Evaluation Criteria (see Attachments B, F, and H).

**14. ELECTRONIC POSTING OF NOTICE OF AGENCY DECISION**

On or about the date indicated in Attachment B, the Department shall electronically post a notice of intended award at [http://myflorida.com/apps/vbs/vbs\\_main\\_menu](http://myflorida.com/apps/vbs/vbs_main_menu). If the notice of award is delayed, in lieu of posting the notice of intended award the Department shall post a notice of the delay and a revised date for posting the notice of intended award. Any person who is adversely affected by the decision shall file with the Department a notice of protest within seventy-two (72) hours after the electronic posting. The Department shall not provide tabulations or notices of award by telephone.

**15. FIRM RESPONSE**

The Department may make an award within 120 days after the date of the opening, during which period proposals shall remain firm and shall not be withdrawn. If an award is not made within 120 days, the proposal shall remain firm until either the Department awards the Contract or the Department receives written notice from the Respondent that the proposal is withdrawn.

**16. CLARIFICATIONS / REVISIONS**

Before award, the Department reserves the right to seek clarifications or request any information deemed necessary for proper evaluation of submissions from all Respondents deemed eligible for Contract award. Failure to provide the requested information may result in rejection of the proposal.

**17. MINOR IRREGULARITIES / RIGHT TO REJECT**

The Department reserves the right to accept or reject any and all proposals, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if the Department determines that doing so will serve the State's best interests. The Department may reject any proposal not submitted in the manner specified by the solicitation documents.

**18. CONTRACT FORMATION**

The Department shall issue a notice of award, if any, to the successful Respondent(s) by posting on the Vendor Bid System; however, no Contract shall be formed between the Respondent and the Department until the Department signs the Contract. The Department shall not be liable for any costs incurred by a Respondent in preparing or producing its proposal or for any work performed before the Contract is effective.

**19. CONTRACT OVERLAP**

Respondents shall identify any services covered by this solicitation that they are currently authorized to furnish under any state term contract. By entering into the Contract, a Provider authorizes the Department to eliminate duplication between agreements in the manner the Department deems to be in its best interest.

**20. PUBLIC RECORDS**

Article 1, Section 24, Florida Constitution, guarantees every person access to public records. Florida law generously defines what constitutes a public record in section 119.07, F.S. As such, all proposals to a competitive solicitation are public records unless exempt by law.

**21. CONFIDENTIAL, PROPRIETARY, OR TRADE SECRET MATERIAL**

The Department takes its public records responsibilities, as provided under chapter 119, F.S., and Article I, Section 24 of the Florida Constitution, very seriously. If the Respondent considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, trade secret or otherwise not subject to disclosure pursuant to chapter 119, F.S., the Florida Constitution or other authority, the Respondent must also simultaneously provide the Department with a separate redacted copy of its proposal and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Department's solicitation name, number, and the name of the Respondent on the cover, and shall be clearly titled "Redacted Copy." The redacted copy shall be provided to the Department at the same time the Respondent submits its proposal to the solicitation in the DJJ Bid Library and must only exclude or redact those exact portions which are claimed confidential, proprietary, or trade secret.

The Respondent shall be responsible for defending its determination that the redacted portions of its proposal are confidential, trade secret or otherwise not subject to disclosure. Further, the Respondent shall protect, defend, and indemnify the Department for any and all claims arising from or relating to Respondent's determination that the redacted portions of its proposal are confidential, proprietary, trade secret or otherwise not subject to disclosure.

If the Respondent fails to submit a Redacted Copy with its proposal in the DJJ Bid Library, the Department is authorized to produce the entire documents, data or records submitted by the Respondent in answer to a public records request for these records.

**22. PROTESTS**

Any protest concerning this solicitation shall be made in accordance with subsections 120.57(3) and 287.042(2), F.S., and Rule 28-110, F.A.C. Questions to the Procurement Manager shall not constitute formal notice of a protest. It is the Department's intent to ensure that specifications are written to obtain the best value for the State and those specifications are written to ensure competitiveness, fairness, necessity and reasonableness in the solicitation process.

- (a) Paragraph 120.57(3)(b), F.S., and Rule 28-110.003, F.A.C., require that a Notice of Protest of the solicitation documents shall be made within seventy-two (72) hours after the posting of the solicitation.
- (b) Paragraph 120.57(3)(a), F.S., requires the following statement to be included in the solicitation: "Failure to file a protest within the time prescribed in section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, F.S."
- (c) Rule 28-110.005, F.A.C., requires the following statement to be included in the solicitation: "Failure to file a protest within the time prescribed in section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, F.S."

**23. CAPTIONS AND NUMBERING**

The captions, section numbers, article numbers, title and headings appearing in this solicitation are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of such articles or sections of this solicitation, nor in any way affect this solicitation and shall not be construed to create a conflict with the provisions of this solicitation.

**24. CONTACT DURING SOLICITATION**

Pursuant to subsection 287.057(23), F.S.: "Respondents to this solicitation or persons acting on their behalf may not contact, between the release of this solicitation and the end of the seventy-two (72) hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response."

**25. SPECIAL CONDITIONS**

Pursuant to Rule 60A-1.002(7), F.A.C., an agency may attach additional contractual and technical terms and conditions. These "special conditions" shall take precedence over Form PUR 1000 and PUR 1001 unless the conflicting term is statutorily required, in which case the term contained in the form shall take precedence.

**26. COOPERATION WITH INSPECTOR GENERAL**

It is the duty of every state officer, employee, agency, special district, board, commission, contractor, and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to this section. By submitting a proposal to this solicitation, the Respondent acknowledges its understanding and willingness to comply with this requirement.

**27. UNSUCCESSFUL CONTRACT AWARD**

After award, should the awarded Respondent(s) fail to update, revise, or otherwise alter its original response submission correctly or in a timely manner (including all attachments and exhibits not scored), the Department reserves the right to cease drafting the resulting Contract with the first awarded Respondent and move to the next highest ranked Respondent(s), without having to post another Notice of Award.

**ATTACHMENT D**  
**PAST PERFORMANCE FOR RESIDENTIAL COMMITMENT PROGRAMS EVALUATION**  
**DESCRIPTION**

This attachment describes the past performance assessment methodology for entities (Respondent) responding to a solicitation for residential commitment services published by the Florida Department of Juvenile Justice. Specific and detailed instructions are found in Attachment D, Instructions.

Respondents who operate, or have operated, a juvenile justice residential commitment program in the state of Florida within the past two years from the date of solicitation posting, shall have its past performance scored on the basis of Parts I, II and III of Attachment D.

Respondents who do not operate, or have not operated, a juvenile justice residential commitment program in the state of Florida within the past two years from the date of solicitation posting, shall have its past performance scored on the basis of Parts II and III of Attachment D.

The Department will complete Part I of Attachment D for those Respondents subject to in-state evaluation using data from the past two years (past two fiscal years for Physical Interventions).

The Respondent must submit all required information for the complete Part II and Part III of Attachment D. All supporting documentation must be included to receive these points. Disclosure of any unfavorable program performance (as described in Part II of Attachment D, Instructions) is mandatory.

The Department will verify that all submitted information is considered; however, the Department is not responsible for conducting additional research for information not submitted and documented by the Respondent.

Respondents shall submit the required information and documents for this solicitation in the hard copy or electronic submittal of Volume 3. The Respondent must ensure the document submission contains the required information and does not exceed the solicitation requirement for total number of pages submitted. Documents submitted in other sections of the response or those that exceed the total number of pages allowed shall be considered non-responsive.

<b>PART I</b>	<b>Maximum Points</b>	<b>Description</b>
Verified Child Abuse/Neglect Incidents	Unlimited	Points will be deducted as follows:
		- 8 points for each verified incident of child abuse or neglect
Failure to Report Reportable Incidents	Unlimited	Points will be determined as follows:
		+ 25 points for a rate within 2 standard deviations below the mean + 15 points for a rate within 1 standard deviation below mean + 5 points for a rate within 1 standard deviation above the mean - 10 points for a rate within 2 standard deviations above the mean - 20 points for a rate within 3 standard deviations above the mean
Escapes	Unlimited	Points will be deducted as follows:
		- 10 points per incident, per escape due to a finding of failure to provide supervision or violation of policy or rule contributing to the escape for each non-secure program
		- 25 points per incident, per escape due to a finding of failure to provide supervision or violation of policy or rule contributing to the escape for each secure program

Substantiated Excessive/Unnecessary Force	Unlimited	Points will be determined as follows:
		+ 25 points for a rate within 2 standard deviations below the mean + 15 points for a rate within 1 standard deviation below mean + 5 points for a rate within 1 standard deviation above the mean - 10 points for a rate within 2 standard deviations above the mean - 20 points for a rate within 3 standard deviations above the mean
Physical Interventions	Unlimited	Points will be determined as follows (per fiscal year):
		+ 10 points for a rate within 2 standard deviations below the mean + 5 points for a rate within 1 standard deviation below mean + 5 points for a rate within 1 standard deviation above the mean - 5 points for a rate within 2 standard deviations above the mean - 10 points for a rate within 3 standard deviations above the mean
Cure Notices	Unlimited	Points will be deducted as follows:
		- 15 points per notice
Major/Critical Deficiencies	Unlimited	Points will be determined as follows:
		+ 25 points for a rate 2 standard deviations below the mean + 15 points for a rate 1 standard deviation below mean + 5 points for a rate 1 standard deviations above the mean - 10 points for a rate 2 standard deviations above the mean - 20 points for a rate 3 standard deviations above the mean
	<b>Unlimited</b>	<b>Total possible points for Part I</b>
<b>PART II</b>		
Critical Performance Indicators		Points will be deducted as follows:
		-25 points for a "Yes" response to Critical Performance Indicators, 2.a. -15 points for a "Yes" response to Critical Performance Indicators, 2.b.
	<b>- 40</b>	<b>Total possible points for Part II</b>
<b>PART III</b>		
Certifications	+ 15	Points will be determined as follows:
		+ 5 points each for up to three accredited programs
	<b>15 points</b>	<b>Total possible points for Part III</b>

**ATTACHMENT D**  
**PAST PERFORMANCE FOR RESIDENTIAL COMMITMENT PROGRAMS EVALUATION**  
**INSTRUCTIONS**

**PART I: Performance in the State of Florida**

**Instructions:** The Department will complete this section using data from the past two years preceding the posting date of the solicitation. Data from the last two full fiscal years will be used for the Physical Interventions calculations. The Department may exclude any program or provider with less than six continuous months of collected data in the Juvenile Justice Information System (JJIS).

**PART II: Critical Performance Indicators**

**Instructions:** The submission of the information and the attestation of its precision and accuracy is a mandatory requirement. It is imperative to read the footnotes to ensure correct responses. A full account of all contracts, regardless of where the contracted services are (or were) provided and as further described in question 1., is required. If in doubt about the need to include certain details, the rule of thumb is “include it.”

- List each juvenile residential commitment contract the Respondent has, or has had, with a governmental entity, in the United States, within the three-year range<sup>1</sup>. The contract list shall include all juvenile residential commitment contracts held by the Respondent’s primary company and all juvenile residential commitment contracts held by the Respondent’s secondary company<sup>2</sup>.

The list is not to be constrained by the size of *Table 1*. Use additional pages as necessary to accommodate all the required information.

Contract List							
Company Name	Contract Number <sup>3</sup>	Program Name <sup>4</sup>	Governing Entity	State of Program Operation	Contract Start Date	Contract End Date	If the contract has ended, explain why.

*Table 1 Contract List*

- The following questions relate to each contract on the contract list and as described in question #1. Answer each question with “Yes” or “No” and affirm with “Yes”, that each stated answer reflects consideration of each contract on the contract list.

Critical Performance Indicator Questions		
Questions	Answer	Affirmation
a. Has a contracted program been closed, or a contract terminated related to safety, security, health or service delivery issues?		
b. Has a primary or secondary company’s eligibility to provide juvenile residential commitment services been suspended, revoked, not renewed or otherwise lost for cause? <sup>5</sup>		

*Table 2 Critical Indicators*

<sup>1</sup> The three-year range begins three years previous to the posting date of this solicitation.

<sup>2</sup> The Respondent is the primary company. A secondary company is one where one or more principals of the primary company have received compensation from this company.

<sup>3</sup> In the absence of a contract number, an identifier recognizable by the contracting entity must be submitted.

<sup>4</sup> In the absence of a program name, a description recognizable by the contracting entity must be submitted.

<sup>5</sup> Cause is defined as breach, misfeasance, malfeasance, or other inappropriate action.

3. Complete the attestation.

I, \_\_\_\_\_, hereby confirm that I have completed the list of all contracted residential commitment programs (question #1) and have answered the critical performance indicator questions and affirmation.

I have comprehensively listed the residential contracts as instructed and have answered the questions accurately and completely.

I attest that the above statement is true, complete and valid.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PART III: Evaluation Questionnaire for Accreditation in the United States**

**Instructions:**

The Respondent must submit all of the required documentation for each entity submitted for consideration for points in this section. Failure to submit all of the required documentation will result in zero (0) points being awarded for that particular entity. It is incumbent upon the Respondent to clearly articulate its responses. The Department will not conduct research to clarify the Respondent's submission; however, the Department takes very seriously any information it receives that contradicts the Respondent's submission and will require an explanation of the Respondent should that occur.

**Questions:**

1. Does the Respondent currently operate a residential commitment juvenile justice program ("accredited entity") in the United States which is being offered as part of its solicitation response and is that accredited entity in good standing without restrictions by an accrediting organization listed in Table 3? Enter either Yes or No? Click or tap here to enter text.
2. The term "accredited entity" refers to the accredited juvenile justice organization, program, facility or service.

<b>Respondent:</b>	Replace this text with the Respondent's organization.
<b>Accredited Entity #1:</b>	Replace this text with the name of accredited entity #1
<b>Accredited Entity #2:</b>	Replace this text with the name of accredited entity #2
<b>Accredited Entity #3</b>	Replace this text with the name of accredited entity #3

3. Information and documentation to be submitted:
  - a. Must provide the name of the prospective Respondent's organization.
  - b. Must provide the name of the accredited entity.
  - c. If the accredited entity name is different than the name on the Respondent's proposal, must provide documentation attesting that both entities are part of the same organizational structure. (If not applicable, just state "not applicable.")
  - d. Must provide evidence the accreditation award for each accredited entity. The following are acceptable forms of documentation:
    - i. An official letter of the accreditation status;
    - ii. An official accreditation report; or
    - iii. A copy of the original accreditation certificate
  - e. Must provide documentation that establishes the accredited entity as a residential commitment juvenile justice program.
  - f. Must provide documentation that establishes the residential commitment juvenile justice program as an included component of its accreditation award.

- g. Must provide documentation that establishes the accredited entity is physically located in the United States.
- h. Must provide documentation that establishes that the Respondent operated the accredited entity when the accreditation certification was awarded.
- i. Must provide documentation that establishes that the accreditation period is valid at least through the estimated start date of the contract that results from this solicitation.
- j. Must provide documentation that establishes that the accreditation certificate is in good standing and without restrictions.

<b><u>Accrediting Organizations</u></b>	
<b>1. American Correctional Association (ACA)</b>	<p>Accredits correctional agencies/facilities that hold at least one of the following: 1) pretrial or pre-sentence adults or juveniles; convicted adults or juveniles adjudicated delinquent; and/or adult or juvenile offenders sentenced to community supervision.</p> <p>The accreditation certificate states the Facility (Organization Name) and does not list the programs within that facility. The accreditation certificate will identify the type of facility/program for which it is being accredited (i.e., Juvenile Correction Facility, Juvenile Community Residential Facility). There are some accreditation certificates that are awarded specifically to programs found within facilities. The only applicable example for the Department of a program that is eligible for individual program accreditation is Therapeutic Communities.</p> <p>Defines a “program” as the plan or system through which a correction agency works to meet its goals; <i>often this program requires a distinct physical setting</i> such as a correction institution, community residential facility, group home or foster home. On the ACA Compliance Report, it states “Facility/Program.”</p> <p>Evidence of Accreditation: Accreditation certificate.</p>
<b>2. Commission on Accreditation of Rehabilitation Facilities (CARF)</b>	<p>Accredits human service respondents and networks (respondent organizations) for their specific programs and services. The organization is provided a main accreditation certificate (organization’s name, which is the main physical site name) and it will list all programs/services accredited at all locations. When certificates are requested for additional physical sites, the certificates will list the organization’s name (the main physical site name), the additional physical site name, and the programs for that site location only.</p> <p>Defines a “program” as a system of activities performed for the benefit of persons served; a subunit of the Customer Service categories.</p> <p>Evidence of Accreditation: An official notification letter and an accreditation certificate.</p>
<b>3. Council on Accreditation (COA)</b>	<p>Accredits child- and family-service and behavioral healthcare organizations. Originally known as an accrediting body for family and children’s agencies, COA currently accredits 38 different service areas and over 60 types of programs. Among the service areas are substance abuse treatment, adult day care, services for the homeless, foster care, and inter-country adoption. Organizations are eligible for COA accreditation if they provide human services. An organization that does not provide human services, but where its consumers (communities, stakeholders, members, other organizations, or agencies) provide human services may also be eligible for accreditation.</p> <p>COA accredits organizations and services, not specific programs. COA accreditation applies to the entire organization and the services that it provides. An organization’s accreditation includes all of its programs that fall under the service areas listed in the COA letter. COA does not separately accredit services provided in residential and non-residential settings, nor does it separately accredit services provided to adults or juveniles.</p>

Defines a “program” as a system of services offered by an organization. For example, an organization providing a mental health service may offer several mental health programs to different populations, e.g., a mental health program for adolescent teens. The word "program" can be used interchangeably with the word "service" or to describe specific programs.

Evidence of Accreditation: An email communication stating that the organization has achieved accreditation (sent within 7 days of the decision being made); a formal notification letter (sent within 2 weeks); a plaque; and a Final Accreditation Report (FAR), which provides a complete set of ratings for all applicable standards, as well as a list of the organization’s strengths and areas for improvement (45 days after receiving the formal notification letter).

#### **4. Joint Commission (formerly JCAHO)**

Evaluates and accredits healthcare organizations and programs.

An organization will receive an accreditation certificate with the organization’s name and the program or service that was accredited. The organization receives a stand-alone certificate for each of its individual programs/services that were accredited.

If you visit the Joint Commission’s “Quality Check” website, it will tell you: 1) if an organization is accredited or not, and for which programs/services; 2) detailed information about the individual program/service area that was accredited; and 3) list an organization’s physical site locations and the accredited programs/services areas per location.

Defines a “program” in terms of health care settings.

Evidence of Accreditation: An official accreditation report and an official accreditation decision.

*Table 3 Accrediting Organizations*

**ATTACHMENT E**  
**FACILITY / SITE REQUIREMENTS CERTIFICATION (FOR RESPONDENT PROPOSED OWNED /**  
**LEASED FACILITY)**

**FOR RESPONDENTS PROPOSING USE OF THEIR OWNED/LEASED FACILITY**  
**OR**  
**FOR RESPONDENTS PROPOSING USE OF AN OWNED/LEASED FACILITY NOT CURRENTLY**  
**OWNED/LEASED BY THE RESPONDENT**

Submission of this form and the supporting documentation is a requirement for the Respondent to be deemed responsive to this RFP, unless the site is currently being used for a Department of Juvenile Justice (DJJ) program. Each item listed below is a program facility/site requirement for a DJJ program. The Respondent shall certify, by initialing next to each requirement below, that the proposed facility fully meets or will meet these requirements at the time of proposal submission or will fully meet these requirements prior to the start of contract services. The Department may or may not elect to conduct a site inspection on the date and time indicated in the RFP Calendar of Events.

All facilities and property provided for services must meet the requirements stated in this Attachment.

Please indicate program facility/site status by circling one (e.g., IS or WILL; HAS or WILL HAVE, etc.) status for each of the following requirements listed below and initialing to signify compliance with the requirement, and attach the required letters or documentation for each requirement:

	<b>Program Facility/Site Requirement</b>	<b>Respondent's Initials</b>
<b>1</b>	The proposed facility <b>does / will</b> meet all state, county, and city zoning, permitting and licensing, as well as any other requirements necessary to operate the facility.	
<b>2</b>	The proposed facility <b>is / will be</b> ready to commence program operations prior to the Department scheduled site inspection.	
<b>3</b>	The proposed facility <b>has / will have</b> working electricity in all areas to be used by program participants.	
<b>4</b>	The proposed facility <b>has / will have</b> working air conditioning and will maintain air conditioning in all areas to be used by program participants.	
<b>5</b>	The proposed facility <b>has / will have</b> a working heating system and will maintain heating in all areas to be used by program participants.	
<b>6</b>	The proposed facility <b>has / will have</b> adequate space to accommodate program activities.	
<b>7</b>	The proposed facility <b>has / will have</b> adequate space and facilities to meet bathroom and dining needs for the number of youth proposed to be served.	
<b>8</b>	The proposed facility <b>complies / will comply</b> with all applicable Florida Administrative Code requirements, Rules of the State Fire Marshal, and applicable Uniform Fire Safety Standards found in Chapter 633, Florida Statutes.	
<b>9</b>	The proposed facility <b>is / will be</b> in current compliance with the Florida American with Disabilities Accessibility Implementation Act before occupancy.	

10	The proposed facility <b>has / will have</b> office space available that allows for confidential business to be conducted. The office space includes access to a telephone and computer hook-up.	
11	The proposed facility <b>has / will have</b> a written evacuation plan that includes diagrammed evacuation routes covering emergencies such as fire, natural disasters, hurricanes, and other severe weather. This plan <b>is / will be</b> maintained on-site and provided to the Department at the scheduled site inspection and to the Department's Contract Manager on an annual basis thereafter.	
12	The proposed facility <b>is / will be</b> accessible to public or other means of transportation.	
13	The proposed building or site <b>is available / will be available</b> and suitable for use for the program to be procured by this RFP by the anticipated Contract start date of services.	
14	If the Respondent does not own the proposed site(s), the Respondent has <u>attached</u> additional documentation demonstrating the proposed building or site <b>is available / or will be available</b> and is suitable for use for the program being procured by this RFP. If unable to obtain a letter, a signed affidavit shall be inserted in its place attesting to the attempt to obtain the letter and signed by the person who signs the Written Proposal Transmittal Letter. If only an affidavit is submitted, and the Respondent is determined to be the highest-ranking Respondent, prior to notice of Final Agency Decision, the Procurement Manager shall request, and the Respondent shall submit, within ten business days of the request date, a letter from the facility owner/leasing agent indicating the proposed facility/site is available for services by the anticipated Contract start date.	
15	The Respondent shall <u>attach</u> a letter from the local government(s) that the facility or site complies with any specified comprehensive plan, zoning codes, ordinances and other requirements. If the Respondent is unable to obtain a letter, a signed affidavit shall be inserted in its place attesting to the attempt to obtain the letter and signed by the person who signs the transmittal letter. If only an affidavit is submitted, and the Respondent is determined to be the highest-ranking Respondent, prior to notice of Final Agency Decision, the Procurement Manager shall request, and the Respondent shall submit, within ten business days of the request date, a letter from the facility owner/leasing agent indicating the proposed facility/site is available for services by the anticipated Contract start date.	
16	The Respondent shall <u>attach</u> narrative information on how or if the facility or site will be renovated, maintained or otherwise made suitable for the Department for this program and provide a timeline for any renovations. <u>If no changes are anticipated, the Respondent shall so state.</u>	
17	The Respondent further agrees to be responsible for all costs associated with repairs and maintenance of the program facility and shall ensure that funds are available and dedicated to ensuring the total safety, maintenance, upkeep, appearance, and sanitation of the facility and grounds.	

<b>18</b>	The Respondent agrees that the proposed facility <b>is / will be</b> in working order (passing all occupancy inspections) and is located within the targeted zip code as specified in this RFP.	
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The following items are informational only:

<b>19</b>	Name of Proposer's Organization	
<b>20</b>	County and Circuit of Proposed Facility	
<b>21</b>	Street Address (Location) of Proposed Facility City, State, Zip	
<b>22</b>	Total Number of Proposed Beds	

**ATTESTATION:** I, \_\_\_\_\_, certify, as the Respondent, that I understand and agree that the contracted or proposed facility for the site within the area proposed for this RFP, shall meet all of the facility and/or site requirements as outlined in this RFP and the time frames as specified in the RFP. The site and/or facility shall meet all requirements to the full satisfaction of the Department, as determined by the Department, prior to the start of Contract services.

**Respondent's Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### **Site Inspection**

Prior to posting a Notice of Intended Award, the Department may conduct a site inspection to ensure that the proposed site meets all requirements of the Department and the RFP. The Respondent's owned/leased site/facility shall meet all requirements to the satisfaction of the Department, as determined by the Department.

The Respondent with whom the Department proposes an award shall be provided advance notice by telephone of the specific date for the site inspection. Reasonable attempts will be made to contact the Respondent between the hours of 8:00 a.m. and 5:00 p.m. Eastern Time, Monday through Friday, no less than twenty-four (24) hours prior to the visit. Therefore, it is the responsibility of the Respondent to provide notice of any change in contact information, including telephone number, to the Procurement Manager.

## ATTACHMENT F SELECTION METHODOLOGY AND EVALUATION CRITERIA

### A. APPLICATION OF MANDATORY REQUIREMENTS

A Respondent must comply with all Mandatory Requirements in order to be considered for selection under this RFP. The mandatory requirements for this RFP are set forth in Attachment B, Section V., of this RFP. If the Department determines that a Respondent has failed to meet any of the Mandatory Requirements that Respondent's proposal will not be evaluated.

1. The Procurement Manager will examine each proposal to determine whether the proposal meets the Mandatory Requirements specified in Attachment B, Section V., of this RFP.
2. A proposal that fails to meet the Mandatory Requirements will be deemed nonresponsive and will not be evaluated.
3. All Respondents whose proposal meets the Mandatory criteria as outlined in Attachment B, will have their written proposal and in-state and out-of-state past performance scored. The in-state and out-of-state scored past performance components will be completed and assessed in accordance with Attachment D.
4. Meeting the Mandatory Requirements alone will not impact any ranking in the evaluation process.
5. Financial Viability Mandatory Evaluation Criteria.
  - a. It is **REQUIRED** that the Respondent submits financial documentation, as described in Attachment B, Section XX, E., 3., of this RFP, that is sufficient to demonstrate its financial viability to perform the Contract resulting from this RFP. Documentation is reviewed on a **PASS/FAIL** basis. If the Respondent fails to pass the option they selected, the proposal shall be rejected as non-responsive and not evaluated further.
  - b. The Department will utilize one of the following criteria to determine financial viability to perform a Contract resulting from this RFP.
    - 1) Option #1 D & B Supplier Evaluation Risk (SER) Evaluation Criteria  
Dunn & Bradstreet Supplier Evaluation Risk (SER) score must be  $\leq 5$  (on a scale of 1-10). The SER score is provided by D & B on the Supplier Qualifier Report (SQR) which must be requested by the Respondent.
    - 2) Option #2 Financial Audit Documentation Criteria  
A Certified Public Accountant (CPA) employed by DJJ will review the Respondent's financial documentation and assess all of the following criteria. At least two of the following four minimum acceptable standards shall be met. Respondent shall have one from a) or b) **and** one from c) or d) below:
      - a) Current ratio:  $\geq 1.0:1$  or  $(1.0)$   
Computation:  $\text{Total current assets} \div \text{total current liabilities}$
      - b) Debt to tangible net worth:  $\leq 6:1$   
Computation:  $\text{Total liabilities} \div \text{tangible net worth (net worth minus intangible assets)}$
      - c) Minimum existing sales:  $\geq$  the maximum annual contract dollar amount for services proposed under this RFP.
      - d) Total equity:  $\geq 10\%$  of minimum sales or revenue as determined in c. above.

### B. EVALUATION CRITERIA AND TOTAL POSSIBLE POINTS

1. The criteria and total possible points for evaluating the Written Narrative Proposal is identified in the chart below.
2. Past Performance: Criteria for the scoring of Past Performance are explained in Attachment D.

3. Definitions for above terms:
  - a. Respondent Written Narrative Score = Score of a specific Respondent's Written Narrative
  - b. Maximum Written Narrative Score = 327 points

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	<b>MAXIMUM POINTS PER SECTION</b>	
	<b><i>Prospective Respondents who operate DJJ contracted residential programs in Florida</i></b>	<b><i>Prospective Respondents who do NOT operate DJJ contracted residential programs in Florida</i></b>
<b>WRITTEN PROPOSAL EVALUATION CRITERIA</b>		
<b><i>Written Narrative Proposal</i></b>		
A. Proposal and the Innovative Program Services to be Provided	45	45
A.1. Delinquency Programming	45	45
A.2. Gender-specific Services	15	15
A.3. Restorative Justice Principles and Programming	15	15
A.4. Mental Health and Substance Abuse Treatment Services	15	15
A.5. Behavioral Management System	30	30
A.6. Pre-vocational and Vocational Services	15	15
A.7. Recreational Therapy and Leisure Time Activities	15	15
B. Living Environment	15	15
C. Community Involvement Opportunities and Pro-Social Activities	15	15
D. Discharge Planning and Transition Services	15	15
E. Staffing and Personnel	21	21
E.1. Staffing Levels	15	15
E.2. Health and Nursing Services	15	15
E.3. Staff Training	15	15
F.1. Management Capability	12	12
F.2. Program and Facility Readiness Plan	9	9
<b><i>Maximum Written Narrative Score</i></b>	<b>327</b>	<b>327</b>

Section	Sub-section	Criteria	Highest raw score possible	Weight	Maximum weighted score
V., Proposal	A.	Proposal and the Innovative Program Services to be Provided	3	X 15	45
	A.1.	Delinquency Programming	3	X 15	45
	A.2.	Gender-specific Services	3	X 5	15
	A.3.	Restorative Justice Principles and Programming	3	X 5	15
	A.4.	Mental Health and Substance Abuse Treatment Services	3	X 5	15
	A.5.	Behavioral Management System	3	X 10	30
	A.6.	Pre-vocational and Vocational Services	3	X 5	15
	A.7.	Recreational Therapy and Leisure Time Activities	3	X 5	15
	B.	Living Environment	3	X 5	15
	C.	Community Involvement Opportunities and Pro-Social Activities	3	X 5	15
	D.	Discharge Planning and Transition Services	3	X 5	15
	E.	Staffing and Personnel	3	X 7	21
	E.1.	Staffing Levels	3	X 5	15
	E.2.	Health and Nursing Services	3	X 5	15
	E.3.	Staff Training	3	X 5	15
	F.1.	Management Capability	3	X 4	12
	F.2.	Program and Facility Readiness Plan	3	X 3	9
	<b>Total maximum points possible</b>				<b>327</b>

**C. Evaluation Methodology****Evaluation of Written Proposals**

All proposals that meet the Mandatory Requirements and are determined to be otherwise responsive will be evaluated using the following process:

1. The Department's evaluators will evaluate and score each written narrative proposal based on the information requested in Attachment B, Section XX., D. and in accordance with the methodology and evaluation criteria provided in Attachment F, and Attachment P, Written Evaluation Questions/Considerations, of this RFP.
2. A debriefing meeting of the evaluators will be held in accordance with the Attachment B, Section IV., I., to review the results of the evaluation of the written proposals.
3. The Procurement Manager will total each category score (i.e., Category A above = 45 points) for the Written Narrative and then average each category score by the number of evaluators (category total will not exceed the maximum number of available points per category). The averaged total for the Written Narrative will be added to the Past Performance score, for a cumulative total score.
4. Based on the total maximum points scored for the Written Narrative and Past Performance, the Procurement Manager will determine a ranking of Respondents, with the Respondent scoring the highest cumulative points receiving a ranking of "1", the second highest a ranking of "2", etc.

**D. Financial Proposal - Evaluation Criteria**

1. The Attachment H – Budget – will be evaluated by the Department for the following criteria:
  - a. The per diem in the Attachment H, Budget document is at, or under, the maximum amount listed in Section XIV., Total Maximum Per Diem Amount.
  - b. Staff listed in the budget includes all required staff listed in Attachment A-1, Section I., C., Staffing Qualification and Key Personnel.
  - c. In accordance with Attachment A, Section V., E., Staffing and Personnel, the Attachment H reflects all the direct care staff.
  - d. The instructions for completing the Attachment H have been followed.
2. A Respondent must meet all of the criteria in 1., above, in order to "pass" the evaluation of the financial proposal. Failure of a Respondent to meet all of the above criteria shall result in a "fail" status, and the proposal shall be deemed non-responsive and not moved forward for the evaluation and scoring of the technical proposal.
3. Once an Attachment H – Budget has passed the evaluation, the Department may request the Respondent to correct errors or omissions not related to the evaluated criteria stated above, and/or respond to concerns identified by the Department relating to the proposed costs and/or narrative provided in the Attachment H - Budget. The Respondent is required to submit the corrected Attachment H – Budget, and answer any questions concerning the Attachment H – Budget, within the timeframe established by the Department.
4. The Department reserves the right to require changes to the Attachment H – Budget after the Department has reviewed the proposed costs for being allowable, reasonable, and necessary.
5. Should a Respondent fail to capture a proposed cost in the Attachment H – Budget that is essential for successful operation of the services being procured by this RFP, the Department requires the Respondent to assume responsibility for any errors or omissions related to the proposed cost. The Department may ask the Respondent to reflect such a cost in the Attachment H – Budget as a "Matching / In-Kind Fund".

**E. Application of Points**

To determine the highest scoring Respondent, the Respondent with the highest Maximum Overall Points for the technical proposal and past performance will be ranked first, the Respondent with the second highest Maximum Overall Points for the technical proposal and past performance will be ranked second, etc.

**ATTACHMENT G**  
**SAMPLE VENDOR CONTRACT**

**THIS DOCUMENT IS AVAILABLE ONLINE AT THE WEBSITE PROVIDED ON PAGE 1 OF THIS RFP.**

**ATTACHMENT G IS FOR INFORMATIONAL PURPOSES ONLY AND WILL BE CHANGED AND COMPLETED AFTER  
THE POSTING OF THE NOTICE OF INTENDED AWARD.**

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**ATTACHMENT O**  
**RFP CROSS REFERENCE TABLE**

<b>RFP DOCUMENTATION</b> (TO BE COMPLETED BY DEPARTMENT)		<b>LOCATION IN PROPOSAL</b> (TO BE COMPLETED IN ITS ENTIRETY BY RESPONDENT)	
<b>SECTION/PART</b>	<b>SUBJECT</b>	<b>PAGE NUMBERS</b>	<b>SECTIONS/PARTS</b>
	<b>GENERAL PROPOSAL MANDATORY</b>		
Attachment B Section XX., F., 1.	Attachment D – Past Performance for Residential Commitment Programs Evaluation <b>(Mandatory)</b>		
Attachment B, Section IV., C.	Attachment E – Facility / Site Requirements Certification (For Respondents Proposing Use of a Provider Owned/Leased Facility) <b>(Mandatory)</b>		
	<b>GENERAL PROPOSAL REQUIREMENTS</b>		
Attachment B Section XX., A.	Transmittal Letter		
Attachment B Section XX., B.	Attachment O – Cross Reference Table		
Attachment B, Section XX., C.	Attachment K - Certificate of Drug-Free Workplace & Attachment S – Tie Breaking Certifications		
Attachment B Section XX., E., 1.	Attachment H – Budget		
Attachment B, Section XX., E., 2.	CMBE Utilization Plan		
Attachment B, Section XX., E., 3. and Attachment F, A.	Financial Viability Documentation		
Attachment B, Section XX., G., 1.	School Board Letter		

Attachment B, Section XX., G., 2.	Outside Party Agreements and Letter of Support		
Attachment A., V., G., 1.	Daily Activity Schedule		
Attachment A., V., G., 2.	Self-Sufficient Plan		
Attachment A., V., G.,3.	Staffing and Personnel Plan		
Attachment A., V., G., 4.	Staff Training Plan		
Attachment A., V., G., 5.	Organizational Chart		
Attachment A., V., G., 6.	Human Resource Development Plan		
Attachment A., V., G., 7.	Program and Facility Readiness Plan		
Attachment A., V., A.	Exhibit 7: Delinquency Interventions and Treatment Sessions Table		
Attachment A., V., A., 1., e.	Exhibit 8: Designation and Request to Change form		

Technical Proposal			
<p><b>*PLEASE NOTE:</b> The Respondent is requested to provide evidence of existing documentation (plans, resumes, charts, etc.) as requested in this cross-reference table and addressed below. If evidentiary documentation is not currently available, provide evidence of intent or plan to implement and identify as such. This will include proposed plans, schedules, proposed staff contracts, job description etc. Include all relevant information that will assist DJJ in evaluating your technical proposal. Failure to provide information as requested may result in 0 points being assessed for that portion of the technical proposal evaluation. If the Respondent is selected for Contract award, the proposed service and all elements thereof will be incorporated by reference into the resulting Contract, unless they do not otherwise meet the terms and conditions of this RFP.</p>			
	<b>1. PROPOSAL AND THE INNOVATIVE PROGRAM SERVICES TO BE PROVIDED</b>		
Attachment B Section XX., D., 1.	Proposals must include a description of the services to be provided with an explanation of how the proposed services (whether required or optional) will specifically advance the Department's vision and major goals as outlined in the solicitation's Attachment A. The Respondent shall describe in detail the innovative nature of program services to include 1. Delinquency Programming, 2. Gender-specific Services, 3. Restorative Justice Principles and Programming, 4. Mental Health and Substance Abuse Treatment Services, 5. Behavioral Management System, 6. Pre-vocational and Vocational Services, 7. Recreational Therapy and Leisure Time Activities. Proposals must address additional requirements stated in the Attachment A, section V. Proposal and V., A. Innovative Program Services to be Provided.		
	<b>2. DELINQUENCY PROGRAMMING</b>		
Attachment B Section XX., D., 2.	The Respondent shall propose, required (and optionally, additional) delinquency programming for youth which utilizes evidence-based or promising practices designed to reduce the influence of specific risk factors and to increase specific protective factors related to re-offending behavior. The Respondent shall match youth to these delinquency interventions based on the results of a risk and needs assessment. The solicitation's Delinquency Interventions and Treatment Services table has not been altered. The Respondent must address additional requirements stated in the Attachment A, section V., A., 1. Delinquency Programming. The proposal must meet all requirements in Attachment A-1, Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.		
	<b>3. GENDER-SPECIFIC SERVICES</b>		
Attachment B Section XX., D., 3.	The Respondent shall propose comprehensive gender-specific services in all its program components, delinquency interventions and treatment services. For each program component, delinquency intervention and		

	<p>treatment service, the proposed gender-specific services will systematically address the special needs of adolescents while empowering the youth voice. Proposed programming shall foster positive gender identity development, recognize the risk factors and issues most likely to impact adolescents and the protective factors and skill competencies that can minimize risk factors and enhance treatment services. The Respondent must address additional requirements stated in the Attachment A, section V., A., 2. Gender-Specific Services. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.</p>		
	<b>4. RESTORATIVE JUSTICE PRINCIPLES AND PROGRAMMING</b>		
Attachment B Section XX., D., 4.	<p>The Respondent shall propose comprehensive programming that reflects Restorative Justice principles and describe how it will implement restorative justice practices. The Respondent will describe how it will protect the public, hold offenders accountable, offer opportunities for competency development, demonstrate an understanding of restorative justice principles and the vocabulary of restorative practices, use restorative language, facilitate dialogue that promotes ideas for making things right when harm has occurred and use restorative practices such as nonviolent communication to contribute to the wellbeing of youth. The Respondent shall describe how it will foster a restorative community within the residential program. The Respondent shall state which Restorative Justice model will be used and describe with specific and concrete details of how the model will be implemented on a day-to-day basis, what training the staff will complete and how they will show comprehension and use of the stated objectives. The Respondent must address additional requirements stated in the Attachment A, section V., A., 3. Restorative Justice Principles, Practices and Restorative Programming. The proposal must meet all requirements in Attachment I-A Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.</p>		
	<b>5. MENTAL HEALTH AND SUBSTANCE ABUSE TREATMENT SERVICES</b>		
Attachment B Section XX., D., 5.	<p>The Respondent shall describe its implementation plans for the required (and optionally, additional) evidence-based and/or promising practices for mental health and substance abuse treatment services. The Respondent must provide all the pertinent staffing details for the provision of these services. The Respondent must explain how these services will meet the requirements outlined in rule 63N-1, F.A.C. The</p>		

	description of the proposed services must include specific details and concrete examples of how the service components (e.g. curricula, activities, schedule) will meet the unique needs of the youth. The Respondent must address additional requirements stated in the Attachment A, section V., A., 4. Mental Health and Substance Abuse Treatment Services. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services, additional and related attachments and exceed minimum requirements where required.		
	<b>6. BEHAVIORAL MANAGEMENT SYSTEM</b>		
Attachment B Section XX., D., 6.	The Respondent shall propose a behavioral management and a positive reinforcement system that fosters accountability. The Respondent shall describe how it will incorporate principles and practices related to trauma-informed care into the behavioral management system. The Respondent shall describe how it will ensure that all staff, including subcontractors and volunteers, will be fully trained in the implementation of the proposed behavioral management system. The Respondent must address additional requirements stated in the Attachment A, section V., A., 5. Behavioral Management System. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.		
	<b>7. PRE-VOCATIONAL AND VOCATIONAL SERVICES</b>		
Attachment B Section XX., D., 7.	The Respondent shall describe what additional (beyond what is required) pre-vocational and vocational services are proposed. The Respondent shall clearly articulate what distinguishes and differentiates these two types of services in its definition and the proposed services. The Respondent shall describe in detail, how the unique interests, aptitudes, and skills of the youth will be developed while building upon their existing strengths and in a manner supportive of their employability. The Respondent shall describe how its services will give youth an occupational advantage in their own community. The Respondent must address additional requirements stated in the Attachment A, section V., A., 6. Pre-Vocational and Vocational Services. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services.		
	<b>8. RECREATIONAL THERAPY AND LEISURE TIME ACTIVITIES</b>		
Attachment B Section XX., D., 8.	The Respondent shall provide daily recreational and leisure time activities in ways that are physically challenging, educational, therapeutic and constructive. Recreational activities shall be separate and distinct		

	from mental health and substance abuse treatment services, and therefore shall be clearly identified as having separate designated times on the daily activity schedule from mental health and substance abuse treatment services. The Respondent shall employ a Recreation Therapist to provide therapeutic recreational activities. The Recreation Therapist must have a bachelor's degree in recreational therapy or a bachelor's degree in a related field which included an internship or practicum experience. Certification as a recreational therapist is preferred. A minimum of one year of related experience working with youth is required. The Respondent must address additional requirements stated in the Attachment A, section V., A., 7. Recreational Therapy and Leisure Time Activities. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.		
	<b>9. LIVING ENVIRONMENT</b>		
Attachment B Section XX., D., 9.	The Respondent shall propose a program that promotes mentoring, positive role modeling and positive one-on-one and small group interactions and interventions while maintaining an environment that promotes a therapeutic environment for the youth. The Respondent shall describe how it will ensure that the following components are implemented: input from youth on rules governing community living, the promotion of effective communication, relationship development, cultural diversity, the development of positive identify and respect for self and others, visitation and access to modes of communication, community interactions, appropriate clothing and a clean, safe and humane living environment. The Respondent must address additional requirements stated in the Attachment A, section V., B. Living Environment. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.		
	<b>10. COMMUNITY INVOLVEMENT OPPORTUNITIES AND PRO-SOCIAL ACTIVITIES</b>		
Attachment B Section XX., D., 10.	The Respondent shall describe what community involvement opportunities exist, what specific programs and activities will be implemented and will precisely outline how else it will engage with the community to provide youth with off-campus activities (as permitted and as set forth in Rule 63E-7, F.A.C. and pursuits that support transition		

	back into the community. The Respondent must address additional requirements stated in the Attachment A, section V., C. Community Involvement Opportunities and Pro-Social Activities. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.		
	<b>11. DISCHARGE PLANNING AND TRANSITION SERVICES</b>		
Attachment B Section XX., D., 11.	The Respondent shall provide a description of its discharge planning and transition services. The proposal shall include a detailed description of how discharge placement planning will begin at program admission. The Respondent shall employ a Transition Services Manager to coordinate these services. The Transition Services Manager must possess the stated qualifications and experience. The proposal shall include example of a self-sufficiency assessment, plan and a description of the services to be provided to include future economic self-sufficiency in both traditional and non-traditional setting, safe and affordable housing, conditional release, job training and retention, placement and child care, where appropriate. The Respondent must address additional requirements stated in the Attachment A, section V., D., Discharge Policy and Transition Services. The proposal must meet all requirements in Attachment A-1, Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.		
	<b>12. STAFFING AND PERSONNEL</b>		
Attachment B Section XX., D., 12.	The Respondent shall describe how it will ensure that sufficiently qualified staff are available to provide program services and proper supervision of youth at all times including how it will cover any staff shortages of any duration (including breaks). The Respondent will affirm its understanding that neither supervisors nor facility administration staff will be included in the stated minimum staff to youth ratios while performing their regularly scheduled activities and that clinical staff will not be included in the stated minimum staff to youth ratios. The Respondent must address additional requirements stated in the Attachment A, section V., E. Staffing and Personnel. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.		

	<b>13. STAFFING LEVELS</b>		
Attachment B Section XX., D., 13.	The Respondent must provide a detailed staffing plan to include position titles, number of positions, qualifications, proposed working hours, duties/responsibilities and proposed salaries of all program staff. The Respondent must state the living wage of the county where program staff will work and explain how it was considered in proposed salaries. The plan must include licensure status of all proposed clinical staff and the details for the provision of clinical staff and clinical services to include weekends and evenings. The plan's details must be consistent with all other documents and exhibits in the proposal. The Respondent shall describe in detail how it will provide uninterrupted physical sight and sound presence and supervision of youth, twenty-four (24) hours per day, every day of the year with no less than the minimally acceptable ratio of staff to youth. The Respondent must state its unequivocal understanding that staff to youth ratios are always required in the presence of youth. The Respondent must address additional requirements stated in the Attachment A, section V., E., 1. Staffing Levels. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.		
	<b>14. HEALTH AND NURSING SERVICES</b>		
Attachment B Section XX., D., 14.	The Respondent shall describe its proposed health and nursing services and explain how these services will meet the requirements outlined in rule 63M-2, F.A.C. The description of the proposed services must include specific details and concrete examples of how the service components will meet the unique needs of the youth. The Respondent must explain how it will meet the requirements for the Health Services Administrator (HSA), the nursing services to be given on-site by Registered Nurses (RNs) licensed in the State of Florida and for the required number of hours. The Respondent must address additional requirements stated in the Attachment A, section V., E., 2. Health and Nursing Services. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.		
	<b>15. STAFF TRAINING</b>		
Attachment B Section XX., D., 15.	The Respondent shall provide a detailed training plan showing that all full-time and part-time direct care staff shall be trained in accordance with Rule 63H, F.A.C. and in addition to the Department's learning management system training, direct care staff shall be trained in the solicitation's stated minimal requirements: ethics, stress management,		

	<p>gender-responsive services, behavioral management and modification, positive reinforcement strategies and techniques, emotional and behavioral development of children and adolescents, risk factors for delinquency, triggers and treatment, Physical development and common health issues, restorative justice philosophy and practices, trauma responsive services, Post-traumatic Stress Disorder (PTSD), victimization, exploitation, domestic violence, trauma, and recovery issues, CPR and AED, universal precautions and bloodborne pathogens, emergency evacuation procedures for youth with a medical alert system, for intake staff: Facility Entry Physical Health Screening Form and administration of the Massachusetts Youth Screening Instrument-Second Edition (MAYSI-2), CAT/RAY and other required intake processes and procedures, risk factors and triggers relating to homicidal risk and prevention, immediate access to emergency medical, mental health, and substance abuse services, the program's treatment model, suicide prevention processes and procedures, Prison Rape Elimination Act, Motivational Interviewing. The Respondent shall articulate what additional training will be given and which staff will receive that training. The Respondent must address additional requirements stated in the Attachment A, section V., E., 3. Staff Training. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.</p>		
	<b>16. MANAGEMENT CAPABILITY</b>		
Attachment B Section XX., D., 16.	<p>Describe the Respondent's organizational mission, history, background, experience and structure. Using concrete details, describe its quality assessment and improvement system. Submit its human resources development plan with the required components and with specific examples that illustrate each component. Describe the policies, processes and procedures for assessing its management capabilities and specifically how the need for corrections and improvements are identified and made. Explain how this organization is equipped to provide the unique services outlined in the solicitation's scope of services. Provide an organizational chart with linkage to the program level and one that is consistent with all other exhibits. Describe in detail which positions represent corporate staff and explain their roles and responsibilities including those that are exclusive to the residential program in question. The Respondent must address additional requirements stated in the Attachment A, section V., F., 1. Management Capability. The proposal must meet all requirements in Attachment A-1 Minimum Requirements</p>		

	for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.		
	<b>17. PROGRAM AND FACILITY READINESS PLAN</b>		
Attachment B Section XX., D., 17.	The Respondent shall include a program and facility readiness plan. The plan must clearly convey that thorough consideration has been given to each major component of a residential program such that the services will be available by the projected service date. The plan must describe in detail the objectives, activities, responsible party and the timeframe for the completion of each objective and all associated activities for each major component. The program and facility readiness plan must identify the critical path activities and describe, in detail, an alternate path in the event of delays or failures on the critical path. The Respondent must address each major component in attachment A, section V., F., 2., a. and the additional requirements stated in the Attachment A, section V., F., 2. Program and Facility Readiness. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services.		

**ATTACHMENT P**  
**WRITTEN EVALUATION QUESTIONS/CONSIDERATIONS**

**A. Proposal and the Innovative Program Services to be Provided**

Proposals must include a description of the services to be provided with an explanation of how the proposed services (whether required or optional) will specifically advance the Department's vision and major goals as outlined in the solicitation's Attachment A. The Respondent shall describe in detail the innovative nature of program services to include 1. Delinquency Programming, 2. Gender-specific Services, 3. Restorative Justice Principles and Programming, 4. Mental Health and Substance Abuse Treatment Services, 5. Behavioral Management System, 6. Pre-vocational and Vocational Services, 7. Recreational Therapy and Leisure Time Activities. Proposals must address additional requirements stated in the Attachment A, section V. Proposal and V., A., Innovative Program Services to be Provided.

<b>RATING CRITERIA EXPLANATION</b>	<b>Maximum # of Points</b>	<b>Proposal page number(s)</b>	<b>Notes and Comments</b>
The Respondent has included a thorough description of the services to be provided with an explanation of how the proposed services will specifically advance the Department's vision and major goals as outlined in the solicitation's Attachment A. The Respondent has described, in detail, with clarity, using many concrete and specific examples, the innovative nature of the program services. The Respondent has proposed services that exceed the minimum requirements and are clearly aligned with the Department's mission and major goals. The Respondent has thoroughly addressed the additional requirements in the Attachment A, section V. Proposal and V., A., Innovative Program Services to be Provided.	3 points		
The Respondent has included an adequate description of the services to be provided with an adequate explanation of how the proposed services will specifically advance the Department's vision and major goals as outlined in the solicitation's Attachment A. The Respondent has described, with adequate detail and clarity, using several concrete and specific examples, the innovative nature of the program services. The Respondent has proposed services that meet the minimum requirements and are adequately aligned with the Department's mission and major goals. The Respondent has adequately addressed the additional requirements in the State of Purpose, section V. Proposal and V., A., Innovative Program Services to be Provided.	2 points		
The Respondent has included a mediocre description of the services to be provided with an unexceptional explanation of how the proposed services will specifically advance the Department's vision and major goals as outlined in the solicitation's Attachment A. The Respondent has described, with little detail and clarity, using a few concrete and specific examples, the innovative nature of the program services. The Respondent has proposed services that do not consistently meet all the minimum requirements and do not consistently align with the Department's mission and major goals. The Respondent has addressed, with a mediocre description, the additional requirements in the State of Purpose, section V. Proposal and V., A., Innovative Program Services to be Provided.	1 point		
The Respondent has not included a description of the services to be provided with an explanation of how the proposed services will specifically advance the Department's vision and major goals as outlined in the solicitation's Attachment A or,	0 points		

<p>such a description is included but it poorly articulates the advancement of vision and major goals. The Respondent has not proposed and described, with enough detail and clarity, or a sufficient number of concrete and specific examples, the innovative nature of the program services. The Respondent has proposed services that do not meet all the minimum requirements and do not align with the Department's mission and major goals. The Respondent has not addressed the additional requirements in the State of Purpose, section V. Proposal and V., A., Innovative Program Services to be Provided.</p>			
<b>FINAL SCORE:</b> _____ <b>(0-3)</b> <b>INITIALS &amp; DATE:</b> _____			

<b>A.1. Delinquency Programming</b> The Respondent shall propose, required (and optionally, additional) delinquency programming for youth which utilizes evidence-based or promising practices designed to reduce the influence of specific risk factors and to increase specific protective factors related to re-offending behavior. The Respondent shall match youth to these delinquency interventions based on the results of a risk and needs assessment. The solicitation's Delinquency Interventions and Treatment Services table has not been altered. The Respondent must address additional requirements stated in the Attachment A, section V., A., 1., Delinquency Programming. The proposal must meet all requirements in Attachment A-1, Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.			
<b>RATING CRITERIA EXPLANATION</b>	<b>Maximum # of Points</b>	<b>Proposal page number(s)</b>	<b>Notes and Comments</b>
The Respondent has proposed the required delinquency programming for youth which utilizes evidence-based or promising practices that are clearly designed to reduce the influence of specific risk factors and to increase specific protective factors related to re-offending behavior. The Respondent has clearly described its process for matching youth to delinquency interventions that are based on the results of a risk and needs assessment. The solicitation's Delinquency Interventions and Treatment Services table has not been altered. The Respondent has thoroughly addressed the additional requirements in the Attachment A, section V., A., 1., Delinquency Programming and Attachment A-1.	3 points		
The Respondent has proposed the required delinquency programming for youth which utilizes evidence-based or promising practices that are clearly designed to reduce the influence of specific risk factors and to increase specific protective factors related to re-offending behavior. The Respondent has adequately described its process for matching youth to delinquency interventions that are based on the results of a risk and needs assessment. The solicitation's Delinquency Interventions and Treatment Services table has minor revisions. The Respondent has adequately addressed the additional requirements in the Attachment A, section V., A., 1., Delinquency Programming and Attachment A-1.	2 points		
The Respondent has proposed some of the required delinquency programming for youth which utilizes evidence-based or promising practices that are clearly designed to reduce the influence of specific risk factors and to increase specific protective factors related to re-offending behavior. The Respondent has not adequately described its process for matching youth to delinquency interventions that are based on the results of a risk and needs assessment. The solicitation's Delinquency Interventions and Treatment Services table has major revisions. The Respondent has not adequately addressed the additional requirements in the Attachment A, section V., A., 1., Delinquency Programming or Attachment A-1.	1 point		
The Respondent has not proposed the required delinquency programming for youth which utilizes evidence-based or promising practices that have designed to reduce the influence of specific risk factors and to increase specific protective factors related to re-offending behavior. The Respondent has failed to describe its process for matching youth to delinquency interventions that are based on the results of a risk and needs assessment. The solicitation's Delinquency Interventions and	0 points		

Treatment Services table has erroneous revisions. The Respondent has failed to address the additional requirements in the Attachment A, section V., A., 1., Delinquency Programming or Attachment A-1.			
<b>FINAL SCORE:</b> _____ <b>(0-3)</b> <b>INITIALS &amp; DATE:</b> _____			

<b>A.2. Gender-specific Services</b> The Respondent shall propose comprehensive gender-specific services in all its program components, delinquency interventions and treatment services. For each program component, delinquency intervention and treatment service, the proposed gender-specific services will systematically address the special needs of adolescents while empowering the youth voice. Proposed programming shall foster positive gender identity development, recognize the risk factors and issues most likely to impact adolescents and the protective factors and skill competencies that can minimize risk factors and enhance treatment services. The Respondent must address additional requirements stated in the Attachment A, section V., A., 2., Gender-Specific Services. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.			
<b>RATING CRITERIA EXPLANATION</b>	<b>Maximum # of Points</b>	<b>Proposal page number(s)</b>	<b>Notes and Comments</b>
The Respondent has clearly described its proposed comprehensive gender-specific services for all its program components, delinquency interventions and treatment services. The proposal clearly articulates how the special needs of adolescents will systematically be addressed while empowering the youth voice. The proposed programming details and gives specific examples how it will foster positive gender identity development, how it will recognize risk factors and issues most likely to impact adolescents and how it will identify and enhance the protective factors and skill competencies that can minimize risk factors and enhance treatment services. The Respondent has thoroughly addressed the additional requirements stated in the Attachment A, section V., A., 2., Gender-Specific Services and Attachment A-1.	3 points		
The Respondent has adequately described proposed comprehensive gender-specific services for all its program components, delinquency interventions and treatment services. The proposal adequately articulates how the special needs of adolescents will systematically be addressed while empowering the youth voice. The proposed programming is somewhat detailed and gives some examples of how it will foster positive gender identity development, how it will recognize risk factors and issues most likely to impact adolescents and how it will identify and enhance the protective factors and skill competencies that can minimize risk factors and enhance treatment services. The Respondent has adequately addressed the additional requirements stated in the Attachment A, section V., A., 2., Gender-Specific Services and Attachment A-1.	2 points		
The Respondent has not adequately described its proposed comprehensive gender-specific services for all its program components, delinquency interventions and treatment services. The proposal does not adequately articulate how the special needs of adolescents will systematically be addressed while empowering the youth voice. The proposed programming is not sufficiently detailed and doesn't give many examples of how it will foster positive gender identity development, how it will recognize risk factors and issues most likely to impact adolescents and how it will identify and enhance the protective factors and skill competencies that can minimize risk factors and enhance treatment services. The Respondent has not adequately addressed the additional requirements stated in the Attachment A, section V., A., 2., Gender-Specific Services or Attachment A-1.	1 point		
The Respondent has failed to describe its proposed comprehensive gender-specific services for all its program components, delinquency interventions and treatment services. The proposal does not articulate how the special needs of adolescents will systematically be addressed while empowering the youth voice. The proposed programming is not detailed and doesn't give examples of how it will foster positive gender identity development, how it will recognize risk factors and issues most likely to impact adolescents and	0 points		

how it will identify and enhance the protective factors and skill competencies that can minimize risk factors and enhance treatment services. The Respondent has not addressed the additional requirements stated in the Attachment A, section V., A., 2., Gender-Specific Services or Attachment A-1.			
<b>FINAL SCORE:</b> _____ <b>(0-3)</b> <b>INITIALS &amp; DATE:</b> _____			

**A.3. Restorative Justice Principles and Programming**

The Respondent shall propose comprehensive programming that reflects Restorative Justice principles and describe how it will implement restorative justice practices. The Respondent will describe how it will protect the public, hold offenders accountable, offer opportunities for competency development, demonstrate an understanding of restorative justice principles and the vocabulary of restorative practices, use restorative language, facilitate dialogue that promotes ideas for making things right when harm has occurred and use restorative practices such as nonviolent communication to contribute to the wellbeing of youth. The Respondent shall describe how it will foster a restorative community within the residential program. The Respondent shall state which Restorative Justice model will be used and describe with specific and concrete details of how the model will be implemented on a day-to-day basis, what training the staff will complete and how they will show comprehension and use of the stated objectives. The Respondent must address additional requirements stated in the Attachment A, section V., A., 3., Restorative Justice Principles, Practices and Restorative Programming. The proposal must meet all requirements in Attachment I-A Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.

<b>RATING CRITERIA EXPLANATION</b>	<b>Maximum # of Points</b>	<b>Proposal page number(s)</b>	<b>Notes and Comments</b>
The Respondent has clearly described its proposed comprehensive programming that reflects Restorative Justice principles and described how it will implement restorative justice practices. The Respondent has clearly described how it will protect the public, hold offenders accountable, offer opportunities for competency development, demonstrate an understanding of restorative justice principles and the vocabulary of restorative practices, use restorative language, facilitate dialogue that promotes ideas for making things right when harm has occurred and use restorative practices such as nonviolent communication to contribute to the wellbeing of youth. The Respondent has clearly described how it will foster a restorative community within the residential program. The Respondent has stated which Restorative Justice model will be used and clearly described with specific and concrete details of how the model will be implemented on a day-to-day basis, what training the staff will complete and how they will show comprehension and use of the stated objectives. The Respondent has thoroughly addressed the additional requirements stated in the Attachment A, section V., A., 3., Restorative Justice Principles, Practices and Restorative Programming and Attachment A-1.	3 points		
The Respondent has adequately described its proposed comprehensive programming that reflects Restorative Justice principles and described how it will implement restorative justice practices. The Respondent has adequately described how it will protect the public, hold offenders accountable, offer opportunities for competency development, demonstrate an understanding of restorative justice principles and the vocabulary of restorative practices, use restorative language, facilitate dialogue that promotes ideas for making things right when harm has occurred and use restorative practices such as nonviolent communication to contribute to the wellbeing of youth. The Respondent has adequately described how it will foster a restorative community within the residential program. The Respondent has stated which Restorative Justice model will be used and adequately described with a modicum of specific and concrete details of how the model will be implemented on a day-to-day basis, what training the staff will complete and how they will show comprehension and use of the stated objectives. The Respondent has adequately addressed the additional requirements	2 points		

stated in the Attachment A, section V., A., 3., Restorative Justice Principles, Practices and Restorative Programming.			
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**A.3. Restorative Justice Principles and Programming, continued**

The Respondent shall propose comprehensive programming that reflects Restorative Justice principles and describe how it will implement restorative justice practices. The Respondent will describe how it will protect the public, hold offenders accountable, offer opportunities for competency development, demonstrate an understanding of restorative justice principles and the vocabulary of restorative practices, use restorative language, facilitate dialogue that promotes ideas for making things right when harm has occurred and use restorative practices such as nonviolent communication to contribute to the wellbeing of youth. The Respondent shall describe how it will foster a restorative community within the residential program. The Respondent shall state which Restorative Justice model will be used and describe with specific and concrete details of how the model will be implemented on a day-to-day basis, what training the staff will complete and how they will show comprehension and use of the stated objectives. The Respondent must address additional requirements stated in the Attachment A, section V., A., 3., Restorative Justice Principles, Practices and Restorative Programming. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.

RATING CRITERIA EXPLANATION	Maximum # of Points	Proposal page number(s)	Notes and Comments
The Respondent has not adequately described its proposed comprehensive programming that reflects Restorative Justice principles and described how it will implement restorative justice practices. The Respondent has not adequately described how it will protect the public, hold offenders accountable, offer opportunities for competency development, demonstrate an understanding of restorative justice principles and the vocabulary of restorative practices, use restorative language, facilitate dialogue that promotes ideas for making things right when harm has occurred and use restorative practices such as nonviolent communication to contribute to the wellbeing of youth. The Respondent has not adequately described how it will foster a restorative community within the residential program. The Respondent has not stated which Restorative Justice model will be used and not adequately described with specific and concrete details of how the model will be implemented on a day-to-day basis, what training the staff will complete and how they will show comprehension and use of the stated objectives. The Respondent has not adequately addressed the additional requirements stated in the Attachment A, section V., A., 3., Restorative Justice Principles, Practices and Restorative Programming or Attachment A-1.	1 point		
The Respondent has failed to describe its proposed comprehensive programming that reflects Restorative Justice principles and failed to describe how it will implement restorative justice practices. The Respondent has failed to describe how it will protect the public, hold offenders accountable, offer opportunities for competency development, demonstrate an understanding of restorative justice principles and the vocabulary of restorative practices, use restorative language, facilitate dialogue that promotes ideas for making things right when harm has occurred and use restorative practices such as nonviolent communication to contribute to the wellbeing of youth. The Respondent has failed to describe how it will foster a restorative community within the residential program. The Respondent has not stated which Restorative Justice model will be used and has failed to describe with specific and concrete details of how the model will be implemented on a day-to-day basis, what training the staff will complete and how they will show comprehension and use of the stated objectives. The Respondent has failed to address the additional requirements stated in the Attachment A, section V., A.,	0 points		

3., Restorative Justice Principles, Practices and Restorative Programming.			
<b>FINAL SCORE:</b> _____ (0-3) <b>INITIALS &amp; DATE:</b> _____			

**A.4. Mental Health and Substance Abuse Treatment Services**

The Respondent shall describe its implementation plans for the required (and optionally, additional) evidence-based and/or promising practices for mental health and substance abuse treatment services. The Respondent must provide all the pertinent staffing details for the provision of these services. The Respondent must explain how these services will meet the requirements outlined in rule 63N-1, F.A.C. The description of the proposed services must include specific details and concrete examples of how the service components (e.g. curricula, activities, schedule) will meet the unique needs of the youth. The Respondent must address additional requirements stated in the Attachment A, section V., A., 4., Mental Health and Substance Abuse Treatment Services. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services, additional and related attachments and exceed minimum requirements where required.

<b>RATING CRITERIA EXPLANATION</b>	<b>Maximum # of Points</b>	<b>Proposal page number(s)</b>	<b>Notes and Comments</b>
The Respondent has clearly described its implementation plans for the required (and optionally, additional) evidence-based and/or promising practices for mental health and substance abuse treatment services. The Respondent has given pertinent staffing details for the provision of these services. The Respondent has explained how these services will meet the requirements outlined in rule 63N-1, F.A.C. The description of the proposed services includes specific details and concrete examples of how the service components (e.g. curricula, activities, schedule) will meet the unique needs of the youth. The Respondent has thoroughly addressed the additional requirements stated in the Attachment A, section V., A., 4., Mental Health and Substance Abuse Treatment Services, and Attachment A-1 and additional and related attachments.	3 points		
The Respondent has adequately described its implementation plans for the required (and optionally, additional) evidence-based and/or promising practices for mental health and substance abuse treatment services. The Respondent has given some pertinent staffing details for the provision of these services. The Respondent has adequately explained how these services will meet the requirements outlined in rule 63N-1, F.A.C. The description of the proposed services includes adequate detail and some concrete examples of how the service components (e.g. curricula, activities, schedule) will meet the unique needs of the youth. The Respondent has adequately addressed the additional requirements stated in the Attachment A, section V., A., 4., Mental Health and Substance Abuse Treatment Services, and A-1 and additional and related attachments.	2 points		
The Respondent has not adequately described its implementation plans for the required (and optionally, additional) evidence-based and/or promising practices for mental health and substance abuse treatment services. The Respondent has not given pertinent staffing details for the provision of these services. The Respondent has not adequately explained how these services will meet the requirements outlined in rule 63N-1, F.A.C. The description of the proposed services does not include adequate detail and concrete examples of how the service components (e.g. curricula, activities, schedule) will meet the unique needs of the youth. The Respondent has not adequately addressed the additional requirements stated in the Attachment A, section V., A., 4., Mental Health and Substance Abuse Treatment Services or Attachment A-1 and additional and related attachments.	1 point		
The Respondent has failed to describe its implantation plans for the required (and optionally, additional) evidence-based and/or promising practices for mental health and substance abuse treatment services. The Respondent has failed to give pertinent staffing details for the provision of these services. The Respondent has failed to explain how these services will meet the requirements outlined in rule 63N-1, F.A.C. The description of the proposed	0 points		

services does not include detail and concrete examples of how the service components (e.g. curricula, activities, schedule) will meet the unique needs of the youth. The Respondent has failed to address the additional requirements stated in the Attachment A, section V., A., 4., Mental Health and Substance Abuse Treatment Services or Attachment A-1 and additional and related attachments.			
<b>FINAL SCORE:</b> _____ <b>(0-3)</b> <b>INITIALS &amp; DATE:</b> _____			

<b>A.5. Behavioral Management System</b> The Respondent shall propose a behavioral management and a positive reinforcement system that fosters accountability. The Respondent shall describe how it will incorporate principles and practices related to trauma-informed care into the behavioral management system. The Respondent shall describe how it will ensure that all staff, including subcontractors and volunteers, will be fully trained in the implementation of the proposed behavioral management system. The Respondent must address additional requirements stated in the Attachment A, section V., A., 5., Behavioral Management System. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.			
<b>RATING CRITERIA EXPLANATION</b>	<b>Maximum # of Points</b>	<b>Proposal page number(s)</b>	<b>Notes and Comments</b>
The Respondent has thoroughly articulated a proposal for a behavioral management and a positive reinforcement system that fosters accountability and has described, in detail and with clarity, how it will incorporate principles and practices related to trauma-informed care, problem behavior identification, individualized behavior plans, smart consequences and incentives and rewards for positive behaviors. The Respondent has described, in detail and with clarity, how it will ensure that all staff, including subcontractors, volunteers and educators will be fully trained in the implementation of the proposed behavioral management system. The Respondent has thoroughly addressed the additional requirements stated in the Attachment A, section V., A., 5., Behavioral Management System and Attachment A-1.	3 points		
The Respondent has adequately articulated a proposal for a behavioral management and a positive reinforcement system that fosters accountability and has described, with adequate detail and with clarity, how it will incorporate principles and practices related to trauma-informed care, problem behavior identification, individualized behavior plans, smart consequences and incentives and rewards for positive behaviors. The Respondent has described, with adequate detail and with clarity, how it will ensure that all staff, including subcontractors, volunteers and educators will be fully trained in the implementation of the proposed behavioral management system. The Respondent has adequately addressed the additional requirements stated in the Attachment A, section V., A., 5., Behavioral Management System and Attachment A-1.	2 points		
The Respondent has not adequately articulated a proposal for a behavioral management and a positive reinforcement system that fosters accountability and has described, with minimal detail and with clarity, how it will incorporate principles and practices related to trauma-informed care problem behavior identification, individualized behavior plans, smart consequences and incentives and rewards for positive behaviors. The Respondent has described, with minimal detail and with clarity, how it will ensure that all staff, including subcontractors, volunteers and educators will be fully trained in the implementation of the proposed behavioral management system. The Respondent has not adequately addressed the additional requirements stated in the Attachment A, section V., A., 5., Behavioral Management System or Attachment A-1.	1 point		
The Respondent has failed to articulate a proposal for a behavioral management and a positive reinforcement system that fosters accountability and has failed to describe, with detail and with clarity, how it will incorporate principles and practices related to trauma-informed care problem behavior identification, individualized behavior plans, smart consequences and incentives and rewards for positive behaviors. The Respondent has failed to describe, with detail and with clarity, how it will ensure that all staff, including subcontractors, volunteers and educators	0 points		

will be fully trained in the implementation of the proposed behavioral management system. The Respondent has failed to address the additional requirements stated in the Attachment A, section V., A., 5., Behavioral Management System or Attachment A-1.			
<b>FINAL SCORE:</b> _____ <b>(0-3)</b> <b>INITIALS &amp; DATE:</b> _____			

**A.6. Pre-vocational and Vocational Services**

The Respondent shall describe what additional (beyond what is required) pre-vocational and vocational services are proposed. The Respondent shall clearly articulate what distinguishes and differentiates these two types of services in its definition and the proposed services. The Respondent shall describe in detail, how the unique interests, aptitudes, and skills of the youth will be developed while building upon their existing strengths and in a manner supportive of their employability. The Respondent shall describe how its services will give youth an occupational advantage in their own community. The Respondent must address additional requirements stated in the Attachment A, section V., A., 6., Pre-Vocational and Vocational Services. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services.

<b>RATING CRITERIA EXPLANATION</b>	<b>Maximum # of Points</b>	<b>Proposal page number(s)</b>	<b>Notes and Comments</b>
The Respondent has proposed additional pre-vocational and vocational services and has clearly articulated what distinguishes and differentiates these two types of services in its definition and the proposed services. The Respondent has described in detail, how the unique interests, aptitudes, and skills of the youth will be developed while building upon their existing strengths and in a manner supportive of their employability. The Respondent has described, with clarity and with detail, how its services will give youth an occupational advantage in their own community. The Respondent has thoroughly addressed the additional requirements stated in the Attachment A, section V., A., 6., Pre-Vocational and Vocational Services and Attachment A-1.	3 points		
The Respondent has proposed additional pre-vocational and vocational services and has articulated, with some clarity, what distinguishes and differentiates these two types of services, in its definition and the proposed services. The Respondent has described, with some detail, how the unique interests, aptitudes, and skills of the youth will be developed while building upon their existing strengths and in a manner supportive of their employability. The Respondent has described, with some clarity and with some detail, how its services will give youth an occupational advantage in their own community. The Respondent has adequately addressed the additional requirements stated in the Attachment A, section V., A., 6., Pre-Vocational and Vocational Services and Attachment A-1.	2 points		
The Respondent has proposed additional pre-vocational and vocational services and has articulated, with little clarity, what distinguishes and differentiates these two types of services, in its definition and the proposed services. The Respondent has described, with little detail, how the unique interests, aptitudes, and skills of the youth will be developed while building upon their existing strengths and in a manner supportive of their employability. The Respondent has described, with little clarity and with little detail, how its services will give youth an occupational advantage in their own community. The Respondent has not adequately addressed the additional requirements stated in the Attachment A, section V., A., 6., Pre-Vocational and Vocational Services or Attachment A-1.	1 point		
The Respondent has not proposed pre-vocational and vocational services and has not articulated, with clarity, what distinguishes and differentiates these two types of services, in its definition and the proposed services. The Respondent has not described in detail, how the unique interests, aptitudes, and skills of the youth will be	0 points		

developed while building upon their existing strengths and in a manner supportive of their employability. The Respondent has not described, with clarity and with detail, how its services will give youth an occupational advantage in their own community. The Respondent has failed to address the additional requirements stated in the Attachment A, section V., A., 6., Pre-Vocational and Vocational Services or Attachment A-1.			
<b>FINAL SCORE:</b> _____ <b>(0-3)</b> <b>INITIALS &amp; DATE:</b> _____			

**A.7. Recreational Therapy and Leisure Time Activities**

The Respondent shall provide daily recreational and leisure time activities in ways that are physically challenging, educational, therapeutic and constructive. Recreational activities shall be separate and distinct from mental health and substance abuse treatment services, and therefore shall be clearly identified as having separate designated times on the daily activity schedule from mental health and substance abuse treatment services. The Respondent shall employ a Recreation Therapist to provide therapeutic recreational activities. The Recreation Therapist must have a bachelor's degree in recreational therapy or a bachelor's degree in a related field which included an internship or practicum experience. Certification as a recreational therapist is preferred. A minimum of one year of related experience working with youth is required. The Respondent must address additional requirements stated in the Attachment A, section V., A., 7., Recreational Therapy and Leisure Time Activities. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.

<b>RATING CRITERIA EXPLANATION</b>	<b>Maximum # of Points</b>	<b>Proposal page number(s)</b>	<b>Notes and Comments</b>
The Respondent has proposed daily recreational and leisure time activities that are physically challenging, educational, therapeutic and constructive. Recreational activities are shown to be separate and distinct from mental health and substance abuse treatment services and are clearly identified as having separate designated times on the daily activity schedule from mental health and substance abuse treatment services. The Respondent has offered to employ a recreation therapist who has a bachelor's degree in recreational therapy, has certification as a recreational therapist and has one year of related experience working with youth. The Respondent has thoroughly addressed the additional requirements stated in the Attachment A, section V., A., 7., Recreational Therapy and Leisure Time Activities and Attachment A-1.	3 points		
The Respondent has proposed daily recreational and leisure time activities that are physically challenging, educational, therapeutic and constructive. Recreational activities are shown to be separate and distinct from mental health and substance abuse treatment services and are clearly identified as having separate designated times on the daily activity schedule from mental health and substance abuse treatment services. The Respondent has offered to employ a recreation therapist who has a bachelor's degree in recreational therapy. The Respondent has adequately addressed the additional requirements stated in the Attachment A, section V., A., 7., Recreational Therapy and Leisure Time Activities and Attachment A-1.	2 points		
The Respondent has proposed daily recreational and leisure time activities that are physically challenging, educational, therapeutic and constructive. Recreational activities are shown to be separate and distinct from mental health and substance abuse treatment services and are clearly identified as having separate designated times on the daily activity schedule from mental health and substance abuse treatment services. The Respondent has offered to employ a recreation therapist who has a bachelor's degree in a related field which included an internship or practicum experience and has one year of related experience working with youth. The Respondent has not adequately addressed the additional requirements stated in the Attachment A, section V., A., 7., Recreational Therapy and Leisure Time Activities or Attachment A-1.	1 point		
The Respondent has not proposed daily recreational and leisure time activities that are physically challenging, educational, therapeutic and constructive. Recreational activities have not been shown to be separate and distinct from mental health and substance abuse treatment services and are clearly identified as having separate designated times on the daily activity schedule from mental health and substance abuse treatment	0 points		

services. The Respondent has not offered to employ a recreation therapist who has a bachelor's degree in recreational therapy or a bachelor's degree in a related field which included an internship or practicum experience or the requisite one year of related experience working with youth. The Respondent has failed to address the additional requirements stated in the Attachment A, section V., A., 7., Recreational Therapy and Leisure Time Activities or Attachment A-1.			
<b>FINAL SCORE:</b> _____ <b>(0-3)</b> <b>INITIALS &amp; DATE:</b> _____			

**B. Living Environment**

The Respondent shall propose a program that promotes mentoring, positive role modeling and positive one-on-one and small group interactions and interventions while maintaining an environment that promotes a therapeutic environment for the youth. The Respondent shall describe how it will ensure that the following components are implemented: input from youth on rules governing community living, the promotion of effective communication, relationship development, cultural diversity, the development of positive identify and respect for self and others, visitation and access to modes of communication, community interactions, appropriate clothing and a clean, safe and humane living environment. The Respondent must address additional requirements stated in the Attachment A, section V., B., Living Environment. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.

<b>RATING CRITERIA EXPLANATION</b>	<b>Maximum # of Points</b>	<b>Proposal page number(s)</b>	<b>Notes and Comments</b>
The Respondent has proposed and clearly articulated its plans for the creation and maintenance of a living environment that promotes mentoring, positive role modeling and positive one-on-one and small group interactions and interventions while maintaining an environment that promotes a therapeutic environment for the youth. The Respondent has thoroughly, clearly and in detail, described how it will ensure that the components (briefly described above) will be implemented. The Respondent has thoroughly addressed the additional requirements stated in the Attachment A, section V., B., Living Environment and Attachment A-1.	3 points		
The Respondent has proposed and sufficiently articulated its plans for the creation and maintenance of a living environment that promotes mentoring, positive role modeling and positive one-on-one and small group interactions and interventions while maintaining an environment that promotes a therapeutic environment for the youth. The Respondent has adequately described how it will ensure that the components (briefly described above) will be implemented. The Respondent has adequately addressed the additional requirements stated in the Attachment A, section V., B., Living Environment and Attachment A-1.	2 points		
The Respondent has proposed and not adequately articulated its plans for the creation and maintenance of a living environment that promotes mentoring, positive role modeling and positive one-on-one and small group interactions and interventions while maintaining an environment that promotes a therapeutic environment for the youth. The Respondent has minimally described how it will ensure that the components (briefly described above) will be implemented. The Respondent has not adequately addressed the additional requirements stated in the Attachment A, section V., B., Living Environment or Attachment A-1.	1 point		
The Respondent has failed to adequately articulate its plans for the creation and maintenance of a living environment that promotes mentoring, positive role modeling and positive one-on-one and small group interactions and interventions while maintaining an environment that promotes a	0 points		

therapeutic environment for the youth. The Respondent has not adequately described how it will ensure that the components (briefly described above) will be implemented. The Respondent has failed to address the additional requirements stated in the Attachment A, section V., B., Living Environment or Attachment A-1.			
<b>FINAL SCORE:</b> _____ <b>(0-3)</b>		<b>INITIALS &amp; DATE:</b> _____	

<b>C. Community Involvement Opportunities and Pro-Social Activities</b>			
The Respondent shall describe what community involvement opportunities exist, what specific programs and activities will be implemented and will precisely outline how else it will engage with the community to provide youth with off-campus activities (as permitted and as set forth in Rule 63E-7, F.A.C. and pursuits that support transition back into the community). The Respondent must address additional requirements stated in the Attachment A, section V., C., Community Involvement Opportunities and Pro-Social Activities. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.			
<b>RATING CRITERIA EXPLANATION</b>	<b>Maximum # of Points</b>	<b>Proposal page number(s)</b>	<b>Notes and Comments</b>
The Respondent has described, clearly and with explicit details, what community involvement opportunities exist, which specific programs and activities will be implemented and has precisely outlined how else it will engage with the community to provide youth with off-campus activities (as permitted and as set forth in Rule 63E-7, F.A.C.) and pursuits that support transition back into the community. The Respondent has thoroughly addressed the additional requirements stated in the Attachment A, section V., C., Community Involvement Opportunities and Pro-Social Activities and Attachment A-1.	3 points		
The Respondent has described, with adequate clarity and detail, what community involvement opportunities exist, which specific programs and activities will be implemented and has adequately described how else it will engage with the community to provide youth with off-campus activities (as permitted and as set forth in Rule 63E-7, F.A.C.) and pursuits that support transition back into the community. The Respondent has adequately addressed the additional requirements stated in the Attachment A, section V., C., Community Involvement Opportunities and Pro-Social Activities and Attachment A-1.	2 points		
The Respondent has described, with a modicum of clarity and detail, what community involvement opportunities exist, which specific programs and activities will be implemented and has minimally described how else it will engage with the community to provide youth with off-campus activities (as permitted and as set forth in Rule 63E-7, F.A.C.) and pursuits that support transition back into the community. The Respondent has not adequately addressed the additional requirements stated in the Attachment A, section V., C., Community Involvement Opportunities and Pro-Social Activities or Attachment A-1.	1 point		
The Respondent has not described, with clarity and detail, what community involvement opportunities exist, which specific programs and activities will be implemented and has not described how else it will engage with the community to provide youth with off-campus activities (as permitted and as set forth in Rule 63E-7, F.A.C.) and pursuits that support transition back into the community. The Respondent has failed to address the additional requirements stated in the	0 points		

Attachment A, section V., C., Community Involvement Opportunities and Pro-Social Activities or Attachment A-1.			
<b>FINAL SCORE:</b> _____ <b>(0-3)</b>		<b>INITIALS &amp; DATE:</b> _____	

**D. Discharge Planning and Transition Services**

The Respondent shall provide a description of its discharge planning and transition services. The proposal shall include a detailed description of how discharge placement planning will begin at program admission. The Respondent shall employ a Transition Services Manager to coordinate these services. The Transition Services Manager must possess the stated qualifications and experience. The proposal shall include example of a self-sufficiency assessment, plan and a description of the services to be provided to include future economic self-sufficiency in both traditional and non-traditional setting, safe and affordable housing, conditional release, job training and retention, placement and childcare, where appropriate. The Respondent must address additional requirements stated in the Attachment A, section V., D., Discharge Policy and Transition Services. The proposal must meet all requirements in Attachment A-1, Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.

RATING CRITERIA EXPLANATION	Maximum # of Points	Proposal page number(s)	Notes and Comments
<p>The Respondent has provided, with clarity and precision, a description of its discharge planning and transition services. The proposal includes a detailed description of how discharge placement planning will begin at program admission. The Respondent has stated that it will employ a Transition Services Manager to coordinate these services. The proposal states that the Transition Services Manager will exceed the stated qualifications and required experience. The proposal includes a detailed example of a self-sufficiency assessment, plan and a description of the services to be provided which exceed the minimum requirements: future economic self-sufficiency in both traditional and non-traditional setting, safe and affordable housing, conditional release, job training and retention, placement and child care, where appropriate. The Respondent has thoroughly addressed the additional requirements stated in the Attachment A, section V., D., Discharge Policy and Transition Services and Attachment A-1.</p>	3 points		
<p>The Respondent has provided, with some clarity and precision, a description of its discharge planning and transition services. The proposal includes a somewhat detailed description of how discharge placement planning will begin at program admission. The Respondent has stated that it will employ a Transition Services Manager to coordinate these services. The proposal states that the Transition Services Manager will possess the stated qualifications and required experience. The proposal includes an example, with some detail, of a self-sufficiency assessment, plan and a description of the services to be provided which include the minimum requirements: future economic self-sufficiency in both traditional and non-traditional setting, safe and affordable housing, conditional release, job training and retention, placement and child care, where appropriate. The Respondent has adequately addressed the additional requirements stated in the Attachment A, section V., D., Discharge Policy and Transition Services and Attachment A-1.</p>	2 points		

**D. Discharge Planning and Transition Services, continued**

The Respondent shall provide a description of its discharge planning and transition services. The proposal shall include a detailed description of how discharge placement planning will begin at program admission. The Respondent shall employ a Transition Services Manager to coordinate these services. The Transition Services Manager must possess the stated qualifications and experience. The proposal shall include example of a self-sufficiency assessment, plan and a description of the services to be provided at a minimum to include future economic self-sufficiency in both traditional and non-traditional setting, safe and affordable housing, conditional release, job training and retention, placement and child care, where appropriate. The Respondent must address additional requirements stated in the Attachment A, section V., D., Discharge Policy and Transition Services. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.

RATING CRITERIA EXPLANATION	Maximum # of Points	Proposal page number(s)	Notes and Comments
<p>The Respondent has provided, with a modicum of clarity and precision, a description of its discharge planning and transition services. The proposal includes a modicum of detail describing how discharge placement planning will begin at program admission. The Respondent has stated that it will employ a Transition Services Manager to coordinate these services. The proposal states that the Transition Services Manager will possess the stated qualifications and required experience. The proposal includes an example, with a modicum of detail, a self-sufficiency assessment, plan and a description of the services to be provided which include the minimum requirements: future economic self-sufficiency in both traditional and non-traditional setting, safe and affordable housing, conditional release, job training and retention, placement and child care, where appropriate. The Respondent has adequately addressed the additional requirements stated in the Attachment A, section V., D., Discharge Policy and Transition Services or Attachment A-1.</p>	1 point		
<p>The Respondent has not provided, with clarity and precision, a description of its discharge planning and transition services. The proposal does not include details describing how discharge placement planning will begin at program admission. The Respondent has not stated that it will employ a Transition Services Manager to coordinate these services. The proposal fails to state that the Transition Services Manager will possess the stated qualifications and required experience. The proposal does not include a detailed example of a self-sufficiency assessment, plan and or a description of the services to be provided which include the minimum requirements: future economic self-sufficiency in both traditional and non-traditional setting, safe and affordable housing, conditional release, job training and retention, placement and child care, where appropriate. The Respondent has failed to address the additional requirements stated in the Attachment A, section V., D., Discharge Policy and Transition Services or Attachment A-1.</p>	0 points		

**FINAL SCORE:** \_\_\_\_\_ **(0-3)**

**INITIALS & DATE:** \_\_\_\_\_

**E. Staffing and Personnel**

The Respondent shall describe how it will ensure that sufficiently qualified staff are available to provide program services and proper supervision of youth at all times including how it will cover any staff shortages of any duration (including breaks). The Respondent will affirm its understanding that neither supervisors nor facility administration staff will be included in the stated minimum staff to youth ratios while performing their regularly scheduled activities and that clinical staff will not be included in the stated minimum staff to youth ratios. The Respondent must address additional requirements stated in the Attachment A, section V., E., Staffing and Personnel. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.

<b>RATING CRITERIA EXPLANATION</b>	<b>Maximum # of Points</b>	<b>Proposal page number(s)</b>	<b>Notes and Comments</b>
The Respondent has clearly described how it will ensure that sufficiently qualified staff are available to provide program services and proper supervision of youth at all times including how it will cover any staff shortages of any duration (including breaks) with specific examples. The Respondent has clearly affirmed its understanding that neither supervisors nor facility administration staff will be included in the stated minimum staff to youth ratios while performing their regularly scheduled activities and that clinical staff will not be included in the stated minimal staff to youth ratios. The Respondent has thoroughly addressed the additional requirements stated in the Attachment A, section V., E., Staffing and Personnel and Attachment A-1.	3 points		
The Respondent has adequately described how it will ensure that sufficiently qualified staff are available to provide program services and proper supervision of youth at all times including how it will cover any staff shortages of any duration (including breaks) with adequate examples. The Respondent has adequately affirmed its understanding that neither supervisors nor facility administration staff will be included in the stated minimum staff to youth ratios while performing their regularly scheduled activities and that clinical staff will not be included in the stated minimal staff to youth ratios. The Respondent has adequately addressed the additional requirements stated in the Attachment A, section V., E., Staffing and Personnel and Attachment A-1.	2 points		
The Respondent has not adequately described how it will ensure that sufficiently qualified staff are available to provide program services and proper supervision of youth at all times including how it will cover any staff shortages of any duration (including breaks) with mediocre examples. The Respondent has not adequately affirmed its understanding that neither supervisors nor facility administration staff will be included in the stated minimum staff to youth ratios while performing their regularly scheduled activities and that clinical staff will not be included in the stated minimal staff to youth ratios. The Respondent has not adequately addressed the additional requirements stated in the Attachment A, section V., E., Staffing and Personnel or Attachment A-1.	1 point		

<p>The Respondent has not described how it will ensure that sufficiently qualified staff are available to provide program services and proper supervision of youth at all times including how it will cover any staff shortages of any duration (including breaks) without examples. The Respondent has not affirmed its understanding that neither supervisors nor facility administration staff will be included in the stated minimum staff to youth ratios while performing their regularly scheduled activities and that clinical staff will not be included in the stated minimal staff to youth ratios. The Respondent has failed to address the additional requirements stated in the Attachment A, section V., E., Staffing and Personnel or Attachment A-1.</p>	0 points		
<b>FINAL SCORE:</b> _____ <b>(0-3)</b>		<b>INITIALS &amp; DATE:</b> _____	

**E.1. Staffing Levels**

The Respondent must provide a detailed staffing plan to include position titles, number of positions, qualifications, proposed working hours, duties/responsibilities and proposed salaries of all program staff. The Respondent must state the living wage of the county where program staff will work and explain how it was considered in proposed salaries. The plan must include licensure status of all proposed clinical staff and the details for the provision of clinical staff and clinical services to include weekends and evenings. The plan's details must be consistent with all other documents and exhibits in the proposal. The Respondent shall describe in detail how it will provide uninterrupted physical sight and sound presence and supervision of youth, twenty-four (24) hours per day, every day of the year with no less than the minimally acceptable ratio of staff to youth. The Respondent must state its unequivocal understanding that staff to youth ratios are always required in the presence of youth. The Respondent must address additional requirements stated in the Attachment A, section V., E., 1., Staffing Levels. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.

<b>RATING CRITERIA EXPLANATION</b>	<b>Maximum # of Points</b>	<b>Proposal page number(s)</b>	<b>Notes and Comments</b>
The Respondent has provided a detailed staffing plan which includes position titles, number of positions, qualifications, proposed working hours, duties/responsibilities and proposed salaries of all program staff. The Respondent has stated the living wage of the county where staff will work and explained how it was considered in the proposed salaries, specifically. The plan includes the licensure status of all proposed clinical staff and the details for the provision of clinical staff and clinical services to include weekends and evenings. The plan's details are consistent with all other documents and exhibits in the proposal. The Respondent has described in detail how it will provide uninterrupted physical sight and sound <u>presence</u> and supervision of youth, twenty-four (24) hours per day, every day of the year with no less than the minimally acceptable ratio of staff to youth. The Respondent has unequivocally stated its understanding that staff to youth ratios are always required in the presence of youth. The Respondent has thoroughly addressed the additional requirements stated in the Attachment A, section V., E., 1., Staffing Levels and Attachment A-1.	3 points		
The Respondent has provided a somewhat detailed staffing plan which includes most of the following: position titles, number of positions, qualifications, proposed working hours, duties/responsibilities and proposed salaries of all program staff. The Respondent has stated the living wage of the county where staff will work and explained how it was considered in the proposed salaries, with some specificity. The plan includes the licensure status of all proposed clinical staff and the details for the provision of clinical staff and clinical services to include weekends and evenings. The plan's details are mostly consistent with all other documents and exhibits in the proposal. The Respondent has described with some detail how it will provide uninterrupted physical sight and sound <u>presence</u> and supervision of youth, twenty-four (24) hours per day, every day of the year with no less than the minimally acceptable ratio of staff to youth. The Respondent has stated, with some ambiguity, its understanding that staff to youth ratios are always required in the presence of youth. The Respondent has adequately addressed the additional requirements stated in the Attachment A, section V., E., 1., Staffing Levels and Attachment A-1.	2 points		

**E.1. Staffing Levels, continued**

The Respondent must provide a detailed staffing plan to include position titles, number of positions, qualifications, proposed working hours, duties/responsibilities and proposed salaries of all program staff. The Respondent must state the living wage of the county where program staff will work and explain how it was considered in proposed salaries. The plan must include licensure status of all proposed clinical staff and the details for the provision of clinical staff and clinical services to include weekends and evenings. The plan's details must be consistent with all other documents and exhibits in the proposal. The Respondent shall describe in detail how it will provide uninterrupted physical sight and sound presence and supervision of youth, twenty-four (24) hours per day, every day of the year with no less than the minimally acceptable ratio of staff to youth. The Respondent must state its unequivocal understanding that staff to youth ratios are always required in the presence of youth. The Respondent must address additional requirements stated in the Attachment A, section V., E., 1., Staffing Levels. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.

<b>RATING CRITERIA EXPLANATION</b>	<b>Maximum # of Points</b>	<b>Proposal page number(s)</b>	<b>Notes and Comments</b>
The Respondent has provided an inadequately detailed staffing plan which does not include most of the following: position titles, number of positions, qualifications, proposed working hours, duties/responsibilities and proposed salaries of all program staff. The Respondent has the stated the living wage of the county where staff will work and explained how it was considered in the proposed salaries, with little specificity. The plan includes the licensure status of all proposed clinical staff and the details for the provision of clinical staff and clinical services to include weekends and evenings. The plan's details are not consistent with all other documents and exhibits in the proposal. The Respondent has described with little detail how it will provide uninterrupted physical sight and sound <u>presence</u> and supervision of youth, twenty-four (24) hours per day, every day of the year with no less than the minimally acceptable ratio of staff to youth. The Respondent has stated, with some ambiguity, its understanding that staff to youth ratios are always required in the presence of youth The Respondent has not adequately addressed the additional requirements stated in the Attachment A, section V., E., 1., Staffing Levels or Attachment A-1.	1 point		
The Respondent has provided an inadequately detailed staffing plan which does not include most of the following: position titles, number of positions, qualifications, proposed working hours, duties/responsibilities and proposed salaries of all program staff. The Respondent has the stated the living wage of the county where staff will work and explained how it was considered in the proposed salaries, with no specificity. The plan includes the licensure status of all proposed clinical staff and the details for the provision of clinical staff and clinical services to include weekends and evenings. The plan's details are not consistent with all other documents and exhibits in the proposal. The Respondent has described with little detail how it will provide uninterrupted physical sight and sound presence and supervision of youth, twenty-four (24) hours per day, every day of the year with no less than the minimally acceptable ratio of staff to youth. The Respondent has stated, with some ambiguity, its understanding that staff to youth ratios are always required in the <u>presence</u> of youth. The Respondent has failed to state its understanding that staff to youth ratios are always required in the presence of youth. The Respondent has failed to address the additional requirements	0 points		

stated in the Attachment A, section V., E., 1., Staffing Levels or Attachment A-1.			
<b>FINAL SCORE:</b> _____ <b>(0-3)</b> <b>INITIALS &amp; DATE:</b> _____			

<b>E.2. Health and Nursing Services</b> The Respondent shall describe its proposed health and nursing services and explain how these services will meet the requirements outlined in rule 63M-2, F.A.C. The description of the proposed services must include specific details and concrete examples of how the service components will meet the unique needs of the youth. The Respondent must explain how it will meet the requirements for the Health Services Administrator (HSA), the nursing services to be given on-site by Registered Nurses (RNs) licensed in the State of Florida and for the required number of hours. The Respondent must address additional requirements stated in the Attachment A, section V., E., 2., Health and Nursing Services. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.			
<b>RATING CRITERIA EXPLANATION</b>	<b>Maximum # of Points</b>	<b>Proposal page number(s)</b>	<b>Notes and Comments</b>
The Respondent has clearly and completely described its proposed health and nursing services and has explained how these services will meet the requirements outlined in rule 63M-2, F.A.C. The description of the proposed services includes specific details and concrete examples of how the service components will meet the unique needs of the youth. The Respondent has clearly explained how it will meet the requirements for the HSA, the on-site nursing services by RNs licensed in the State of Florida and for the required number of hours. The Respondent has thoroughly addressed the additional requirements stated in the Attachment A, section V., E., 2., Health and Nursing Services and Attachment A-1.	3 points		
The Respondent has sufficiently described its proposed health and nursing services and has explained how these services will meet the requirements outlined in rule 63M-2, F.A.C. The description of the proposed services includes some detail and some concrete examples of how the service components will meet the unique needs of the youth. The Respondent has adequately explained how it will meet the requirements for the HSA, the on-site nursing services by RNs licensed in the State of Florida and for the required number of hours. The Respondent has adequately addressed the additional requirements stated in the Attachment A, section V., E., 2., Health and Nursing Services and Attachment A-1.	2 points		
The Respondent has not adequately described its proposed health and nursing services and has explained how these services will meet the requirements outlined in rule 63M-2, F.A.C. The description of the proposed services does not include sufficient detail and sufficient concrete examples of how the service components will meet the unique needs of the youth. The Respondent has not adequately explained how it will meet the requirements for the HSA, the on-site nursing services by RNs licensed in the State of Florida and for the required number of hours. The Respondent has not adequately addressed the additional requirements stated in the Attachment A, section V., E., 2., Health and Nursing Services or Attachment A-1.	1 point		
The Respondent has failed to describe its proposed health and nursing services and has explained how these services will meet the requirements outlined in rule 63M-2, F.A.C. The description of the proposed services does not include details and concrete examples of how the service components will meet the unique needs of the youth. The Respondent has not explained how it will meet the requirements for the HSA, the on-site nursing services	0 points		

by RNs licensed in the State of Florida and for the required number of hours. The Respondent has failed to address the additional requirements stated in the Attachment A, section V., E., 2., Health and Nursing Services or Attachment A-1.			
<b>FINAL SCORE:</b> _____ (0-3)		<b>INITIALS &amp; DATE:</b> _____	

**E.3. Staff Training**

The Respondent shall provide a detailed training plan showing that all full-time and part-time direct care staff shall be trained in accordance with Rule 63H, F.A.C. and in addition to the Department's learning management system training, direct care staff shall be trained in the solicitation's stated minimal requirements: ethics, stress management, gender-responsive services, behavioral management and modification, positive reinforcement strategies and techniques, emotional and behavioral development of children and adolescents, risk factors for delinquency, triggers and treatment, Physical development and common health issues, restorative justice philosophy and practices, trauma responsive services, Post-traumatic Stress Disorder (PTSD), victimization, exploitation, domestic violence, trauma, and recovery issues, CPR and AED, universal precautions and bloodborne pathogens, emergency evacuation procedures for youth with a medical alert system, for intake staff: Facility Entry Physical Health Screening Form and administration of the Massachusetts Youth Screening Instrument-Second Edition (MAYSI-2), CAT/RAY and other required intake processes and procedures, risk factors and triggers relating to homicidal risk and prevention, immediate access to emergency medical, mental health, and substance abuse services, the program's treatment model, suicide prevention processes and procedures, Prison Rape Elimination Act, Motivational Interviewing. The Respondent shall articulate what additional training will be given and which staff will receive that training. The Respondent must address additional requirements stated in the Attachment A, section V., E., 3., Staff Training. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.

<b>RATING CRITERIA EXPLANATION</b>	<b>Maximum # of Points</b>	<b>Proposal page number(s)</b>	<b>Notes and Comments</b>
The Respondent provided a detailed training plan showing that all full-time and part-time direct care staff shall be trained in accordance with Rule 63H, F.A.C. and in addition to the Department's learning management system training, clearly shown how direct care staff shall be trained in the solicitation's stated minimal requirements (see bold text above). The Respondent has articulated what additional training will be given and which staff will receive that training. The Respondent has thoroughly addressed the additional requirements stated in the Attachment A, section V., E., 3., Staff Training and Attachment A-1.	3 points		
The Respondent provided an adequately detailed training plan showing that all full-time and part-time direct care staff shall be trained in accordance with Rule 63H, F.A.C. and in addition to the Department's learning management system training, adequately shown how direct care staff shall be trained in the solicitation's stated minimal requirements (see bold text above). The Respondent has adequately articulated what additional training will be given and which staff will receive that training. The Respondent has adequately addressed the additional requirements stated in the Attachment A, section V., E., 3., Staff Training and Attachment A-1.	2 points		
The Respondent provided a vague training plan showing with little detail that all full-time and part-time direct care staff shall be trained in accordance with Rule 63H, F.A.C. and in addition to the Department's learning management system training, shown with little clarity how direct care staff shall be trained in the solicitation's stated minimal requirements (see bold text above). The Respondent has vaguely articulated what additional training will be given and which staff will receive that training. The Respondent has not adequately addressed the additional requirements stated in the Attachment A, section V., E., 3., Staff Training or Attachment A-1.	1 point		
The Respondent not provided a detailed training plan showing that all full-time and part-time direct care staff shall be trained in accordance with Rule 63H, F.A.C. and in addition to the Department's learning management system training, failed to show how direct care staff shall be trained in the solicitation's stated	0 points		

minimal requirements (see bold text above). The Respondent has not articulated what additional training will be given and which staff will receive that training. The Respondent has failed to address the additional requirements stated in the Attachment A, section V., E., 3., Staff Training or Attachment A-1.			
<b>FINAL SCORE:</b> _____ <b>(0-3)</b> <b>INITIALS &amp; DATE:</b> _____			

**F. 1. Management Capability**

Describe the Respondent's organizational mission, history, background, experience and structure. Using concrete details, describe its quality assessment and improvement system. Submit its human resources development plan with the required components and with specific examples that illustrate each component. Describe the policies, processes and procedures for assessing its management capabilities and specifically how the need for corrections and improvements are identified and made. Explain how this organization is equipped to provide the unique services outlined in the solicitation's scope of services. Provide an organizational chart with linkage to the program level and one that is consistent with all other exhibits. Describe in detail which positions represent corporate staff and explain their roles and responsibilities including those that are exclusive to the residential program in question. The Respondent must address additional requirements stated in the Attachment A, section V., F., 1., Management Capability. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.

<b>RATING CRITERIA EXPLANATION</b>	<b>Maximum # of Points</b>	<b>Proposal page number(s)</b>	<b>Notes and Comments</b>
The Respondent has clearly described its organizational mission, history, background, experience and structure. The Respondent has provided concrete details to describe its quality assessment and improvement system. The Respondent has submitted its human resources development plan with the required components and with specific examples. The Respondent has described the policies, processes and procedures for assessing its management capabilities and specifically articulated how the need for corrections and improvements are identified and made. The Respondent has clearly explained how this organization is equipped to provide the unique services outlined in the solicitation's scope of services. The Respondent has provided an organizational chart with linkage to the program level and that is consistent with all other exhibits. The Respondent has described in detail which positions represent corporate staff and has explained their roles and responsibilities including those that are exclusive to the residential program in question. The Respondent has thoroughly addressed the additional requirements stated in the Attachment A, section V., F., 1., Management Capability and Attachment A-1.	3 points		
The Respondent has adequately described its organizational mission, history, background, experience and structure. The Respondent has provided in adequate detail to describe its quality assessment and improvement system. The Respondent has submitted its human resources development plan with some required components and some specific examples. The Respondent has adequately described the policies, processes and procedures for assessing its management capabilities and adequately articulated how the need for corrections and improvements are identified and made. The Respondent has adequately explained how this organization is equipped to provide the unique services outlined in the solicitation's scope of services. The Respondent has provided an organizational chart with linkage to the program level that is adequately consistent with all other exhibits. The Respondent has adequately described which positions represent corporate staff and has explained their roles and responsibilities including those that are exclusive to the residential program in question. The Respondent has adequately addressed the additional requirements stated in the Attachment A, section V., F., 1., Management Capability and Attachment A-1.	2 points		
The Respondent has minimally described its organizational mission, history, background, experience and structure. The Respondent has provided minimal detail to describe its quality assessment and improvement system. The Respondent has submitted its human resources development plan and minimally addressed the required components and examples. The Respondent has minimally described	1 point		

<p>the policies, processes and procedures for assessing its management capabilities and minimally articulated how the need for corrections and improvements are identified and made. The Respondent has not adequately explained how this organization is equipped to provide the unique services outlined in the solicitation's scope of services. The Respondent has provided an organizational chart with linkage to the program level that is not consistent with all other exhibits. The Respondent has not adequately described which positions represent corporate staff and has explained their roles and responsibilities including those that are exclusive to the residential program in question. The Respondent has not adequately addressed the additional requirements stated in the Attachment A, section V., F., 1., Management Capability or Attachment A-1.</p>			
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**F.1. Management Capabilities, continued**

Describe the Respondent's organizational mission, history, background, experience and structure. Using concrete details, describe its quality assessment and improvement system. Submit its human resources development plan with the required components and with specific examples that illustrate each component. Describe the policies, processes and procedures for assessing its management capabilities and specifically how the need for corrections and improvements are identified and made. Explain how this organization is equipped to provide the unique services outlined in the solicitation's scope of services. Provide an organizational chart with linkage to the program level and one that is consistent with all other exhibits. Describe in detail which positions represent corporate staff and explain their roles and responsibilities including those that are exclusive to the residential program in question. The Respondent must address additional requirements stated in the Attachment A, section V., F., 1., Management Capability. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services and exceed minimum requirements where required.

RATING CRITERIA EXPLANATION	Maximum # of Points	Proposal page number(s)	Notes and Comments
The Respondent has not described its organizational mission, history, background, experience and structure. The Respondent has failed to give concrete details to describe its quality assessment and improvement system. The Respondent has failed to submit its human resources development plan. The Respondent has failed to describe the policies, processes and procedures for assessing its management capabilities and failed to articulate how the need for corrections and improvements are identified and made. The Respondent has failed to explain how this organization is equipped to provide the unique services outlined in the solicitation's scope of services. The Respondent has not provided an organizational chart with linkage to the program level that is consistent with all other exhibits. The Respondent has failed to describe which positions represent corporate staff and has not explained their roles and responsibilities including those that are exclusive to the residential program in question. The Respondent has failed to address the additional requirements stated in the Attachment A, section V., F., 1., Management Capability or Attachment A-1.	0 points		

**FINAL SCORE:** \_\_\_\_\_ (0-3)

**INITIALS & DATE:** \_\_\_\_\_

**F.2. Program and Facility Readiness Plan**

The Respondent shall include a program and facility readiness plan. The plan must clearly convey that thorough consideration has been given to each major component of a residential program such that the services will be available by the projected service date. The plan must describe in detail the objectives, activities, responsible party and the timeframe for the completion of each objective and all associated activities for each major component. The program and facility readiness plan must identify the critical path activities and describe, in detail, an alternate path in the event of delays or failures on the critical path. The Respondent must address each major component in attachment A, section V., F., 2., a. and the additional requirements stated in the Attachment A, section V., F., 2., Program and Facility Readiness. The proposal must meet all requirements in Attachment A-1 Minimum Requirements for Program Operations/Basic Care and Custody Services.

<b>RATING CRITERIA EXPLANATION</b>	<b>Maximum # of Points</b>	<b>Proposal page number(s)</b>	<b>Notes and Comments</b>
The Respondent has included a program and facility readiness plan. The plan clearly conveys that thorough consideration has been given to each major component of a residential program such that the services will be available by the projected service date. The plan describes in detail the objectives, activities, responsible party and the timeframe for the completion of each objective and all associated activities for each major component. The program and facility readiness plan identify the critical path activities and describes, in detail, an alternate path should there be failures on the critical path. The Respondent has thoroughly addressed the additional requirements stated in the Attachment A, section V., F., 2., Program and Facility Readiness and Attachment A-1.	3 points		
The Respondent has included a program and facility readiness plan. The plan adequately conveys that consideration has been given to each major component of a residential program such that the services will be available by the projected service date. The plan describes with adequate detail the objectives, activities, responsible party and the timeframe for the completion of each objective and all associated activities for each major component. The program and facility readiness plan identify the critical path activities and adequately describes an alternate path should there be failures on the critical path. The Respondent has adequately addressed the additional requirements stated in the Attachment A, section V., F., 2., Program and Facility Readiness and Attachment A-1.	2 points		
The Respondent has included a program and facility readiness plan. The plan does not adequately convey that consideration has been given to each major component of a residential program such that the services will be available by the projected service date. The plan does not adequately describe with sufficient detail the objectives, activities, responsible party and the timeframe for the completion of each objective and all associated activities for each major component. The program and facility readiness plan do not adequately identify the critical path activities and does not adequately describe an alternate path should there be failures on the critical path. The Respondent has not adequately addressed the additional requirements stated in the Attachment A, section V., F., 2., Program and Facility Readiness or Attachment A-1.	1 point		
The Respondent has not included a program and facility readiness plan. The plan fails convey that consideration has been given to each major component of a residential program such that the services will be available by the projected service date. The plan fails to describe with sufficient detail the objectives, activities, responsible party and the timeframe for the completion of each objective and all associated activities for each major component. The program and facility	0 points		

readiness plan fail to identify the critical path activities and fails to describe an alternate path should there be failures on the critical path. The Respondent has failed to address the additional requirements stated in the Attachment A, section V., F., 2., Program and Facility Readiness or Attachment A-1.			
<b>FINAL SCORE:</b> _____ (0-3)		<b>INITIALS &amp; DATE:</b> _____	