

EXHIBIT A – SPECIAL PROVISIONS

The following provisions supplement or modify the provisions of Items 1 through 9 of the Integrated Standard Contract, as provided herein:

A-1. ENGAGEMENT, TERM AND CONTRACT DOCUMENT

A-1.1 Contract Terms

This is a three (3) year term and may be renewed.

A-2. STATEMENT OF WORK

There are no additional provisions to this Section of the Standard Contract.

A-3. PAYMENT, INVOICE AND RELATED TERMS

There are no additional provisions to this Section of the Standard Contract.

A-4. GENERAL TERMS AND CONDITIONS GOVERNING PERFORMANCE

There are no additional provisions to this Section of the Standard Contract.

A-5. RECORDS, AUDITS AND DATA SECURITY

There are no additional provisions to this Section of the Standard Contract.

A-6. PENALTIES, TERMINATION AND DISPUTE RESOLUTION

There are no additional provisions to this Section of the Standard Contract.

A-7. OTHER TERMS

There are no additional provisions to this Section of the Standard Contract.

A-8. FEDERAL FUNDS APPLICABILITY

There are no additional provisions to this Section of the Standard Contract.

A-9. CLIENT SERVICES APPLICABILITY

There are no additional provisions to this Section of the Standard Contract.

EXHIBIT B - SCOPE OF WORK

B-1. SCOPE OF SERVICE

The provider shall assist the State Mental Health Treatment Facilities (SMHTF) under the direction of the Chief Hospital Administrator (CHA) with current and future revenue projects. The provider will work to facilitate and improve current policies/procedures that are associated with revenue of the SMHTF. The provider will also assist in helping to improve the allocation and assignment of the SMHTF budget to better assist the SMHTF in current and future projects. The provider will work to increase the process with Medicare and Medicaid in relation to revenue, the provider will provide feedback to hospital administrators on ways to increase revenue and budget efficiency. The provider shall report to the Chief Hospital Administrator (CHA) or designee and present to the SMHTF CHA or designee an invoice with a time sheet for review by the CHA to approve.

- Florida State Hospital (FSH) Administration Building 100 N, Main Street Chattahoochee, Florida 32324
- Northeast Florida State Hospital (NEFSH) 7487 South State Road 121 Macclenny, Florida 32065
- North Florida Evaluation and Treatment Center (NFETC) 1200 NE 55th Blvd, Gainesville, FL 32641

B-2. MAJOR CONTRACT GOALS

- Increase the amount of revenue that is generated among Florida State Hospital, Northeast Florida State Hospital, and South Florida State Hospital.
- Work to establish process that will increase reimbursements for the Medicare programs at each facility
- Work to establish process that will increase reimbursements for the Medicaid programs at each facility
- Manage and direct all revenue related projects that are being implemented at each facility.
- Provide feedback to Hospital Administrators on the budget and revenue projects that will be sought
- Coordinate with General Services to assist in projects
- Help to prioritize projects based upon Substance Abuse and Mental Health Treatment Facilities (SAMHTF)
- Develop budgetary practices for SAMHTF that align with the Administrator Services Budget (ASB) Office

B-3. SERVICE AREA/LOCATIONS/TIMES

B-3.1 The Provider shall perform services at all three facilities listed in Section B-1. The Provider must be available to the Department's Contract Manager (through telephone and email) Monday through Friday, from 8:00 AM to 4:30 PM, local time in Tallahassee, Florida, with the exception of state recognized holidays.

B-4. CLIENTS TO BE SERVED

This is a non-client contract.

B-5. CLIENT ELIGIBILITY

This is a non-client contract.

B-6. CLIENT DETERMINATION

This is a non-client contract.

B-7. EQUIPMENT

The Provider will be responsible for supplying, at its own expense, all equipment necessary to perform and complete the terms of the contract including but not limited to computers, telephones, copier and fax machine including supplies and maintenance, as well as needed office supplies.

B-8. CONTRACT LIMITS

The Department shall pay the Provider for the delivery of service units provided in accordance with the terms of this contract for a total dollar amount not to exceed \$500,000.00, subject to the availability of funds, for the period beginning February 1, 2020 through January 30, 2023.

EXHIBIT C - TASK LIST

The Provider shall perform all functions necessary for the proper delivery of services including, but not limited to, the following:

C-1. SERVICE TASKS

- C-1.1** Increase the amount of revenue that is generated among Florida State Hospital, Northeast Florida State Hospital, and South Florida State Hospital.
- C-1.2** Work to establish process that will increase reimbursements for the Medicare programs at each facility
- C-1.3** Work to establish process that will increase reimbursements for the Medicaid programs at each facility
- C-1.4** Manage and direct all revenue related projects that are being implemented at each facility
- C-1.5** Provide feedback to Hospital Administrators on the budget and revenue projects that will be sought
- C-1.6** Prioritize FY19-20 budget to begin aligning with the Joint Commission anti-ligature standards. B-2.10
- C-1.7** Coordinate with General Services to assist in projects
- C-1.8** Help to prioritize projects based upon Substance Abuse and Mental Health Treatment Facilities (SAMHTF)
- C-1.9** Develop budgetary practices for SAMHTF that align with the Administrator Services Budget (ASB) Office

C-2. ADMINISTRATIVE TASKS

C-2.1.1. Staffing

The Provider shall maintain an adequate administrative organizational structure and support staff sufficient to discharge its contractual responsibilities.

C-2.1.2. Professional Qualifications

The provider shall have the knowledge, expertise, and experience required to oversee revenue program and budgetary issues that are presented in the operations of the State Mental Health Treatment Facilities.

C-2.1.3. Subcontracting

The Provider may not enter into written subcontract(s) for performance of any function under the contract.

C-2.1.4. Records and Documentation

Where the contract requires the delivery of reports to the department, mere receipt by the department shall not be construed to mean or imply acceptance of those reports. It is specifically intended by the parties that acceptance of required reports shall constitute a separate act. The department, at its option, may allow additional time within which the provider may remedy the objections noted by the department or the department may, after having given the provider a reasonable opportunity to complete, make adequate or acceptable, and declare this agreement to be in default.

C-2.1.5. Reports (programmatic and to support payment)

The provider shall submit a timesheet approved by CHA, an invoice, and summary of progress of the Major Contact Goals, B.2, completed during the dates of service for the invoice.

Reporting Title	Reporting Frequency	Report Due Date	Number of Copies	Address(es) to receive report
Invoice, approved timesheet, and summary of progress of the Major Contract Goals, B.2, that were completed during the dates of service for the submitted invoice	Invoices can be submitted up twice per month	No later than two (2) weeks following the conclusion of the month the services were provided	One	Financial Operations Center Attn: Ricky Goodman 7487 S SR 121 Macclenny, FL 32063 MHTF.ACCOUNTS.PAYABLE@MYFLFAMILIES.COM

C-3. STANDARD CONTRACT REQUIREMENTS Provider will perform all acts required by Sections 4, 5, 7, 8 and 9 of the Standard Contract.

EXHIBIT D – DELIVERABLES

D-1. A unit of service is an hour of time worked on service tasks in accordance with Section C-1 and reported on the summary of progress of Major Contract goals. Submission of invoices can be submitted up to twice per month, this also includes the summary of progress of Major Contract goals for the State Mental Health Treatment Facilities listed in Section B-2 that are being addressed.

D-2.

D-3.

D-4.

D-5.

D-6.

D-7.

EXHIBIT E – MINIMUM PERFORMANCE MEASURES

E-1. MINIMUM PERFORMANCE MEASURES

E-1.1 Performance Measures - 100% of Invoices will be received and accepted by the SMHTF Chief Hospital Administrator or designee no later than the due date per Section C-2.4 and C-2.5.

E-2. PERFORMANCE EVALUATION METHODOLOGY

Monthly Service Reports submitted within fourteen (14) days of

= minimum 95 % POE Reports Delivered Timely

Monthly Service Reports required to be submitted within fourteen (14) days

E-3.

E-4.

E-5.

E-6.

EXHIBIT F - METHOD OF PAYMENT

- F-1.
- F-2.
- F-3.
- F-4.
- F-5. **REFER TO EXHIBIT F1**

EXHIBIT F1 –ADDITIONAL FINANCIAL CONSEQUENCES

The following financial consequences apply in addition to the Financial Consequences provided in Section 6.1 of this Contract

F1-1.

F1-2.

F1-3.

F1-4.

F1-5.

ATTACHMENT 1

1.

ATTACHMENT 2

1.