

INVITATION TO NEGOTIATE (ITN)

ADDENDUM #2

June 19, 2018

ITN Number: 10573

ITN Services: The Department of Juvenile Justice (Department or DJJ) is issuing this ITN to obtain replies and further negotiate with a Respondent to design, develop, implement, and operate ten (10) Facility Based Day Treatment (FBDT) programs located throughout the State in the County/Circuits identified below. The Department will make multiple awards by County/Circuit area. FBDT shall be made available for thirty (30) males and females placed on probation, post commitment probation, conditional release or minimum risk commitment by the court and who are assessed as moderate-high or a high risk to re-offend. The FBDT programs shall be based on the Attachment A of this ITN, meeting the minimum requirements of Attachment A-1, and must include a requirement for a fully funded transportation model.

Program services shall be delivered at an approved Respondent owned or leased facility that is modern, aesthetically pleasing, freshly painted with fixtures and furnishing in excellent condition, and located in a safe environment. Day Treatment services shall be provided in the geographical areas identified in the table below:

NORTH REGION CIRCUITS	CENTRAL REGION CIRCUITS	SOUTH REGION CIRCUITS
Duval County – Circuit 4	Orange County – Circuit 9	Miami Dade County North – Circuit 11
Volusia County – Circuit 7	Pinellas County – Circuit 6	Miami Dade County South – Circuit 11
Alachua County – Circuit 5	Polk County – Circuit 10	Broward County – Circuit 17
		St. Lucie County – Circuit 19

Respondents are encouraged to review the Quality Improvement Standards for Day Treatment Programs available on the Department’s website, to ensure proposed services are compliant with the standards established by the Department for service delivery.

UNSPSC Code: 85101506 – Substance abuse hospital services
93131700 – Health programs
93141507 – Social work administration services

Subject: This Addendum contains questions submitted by prospective Respondents and the Department’s answers, and updates to the ITN language.

Deletions are indicated by “~~strikethrough~~”. Additions, updates or replacements are indicated by underscore. All changes are highlighted yellow for quick reference.

REFERENCE: Revisions were made to the following pages in the document titled “ITN 10573 – FINAL – Addendum 2”:
• Page 1
• Page 2

- Page 6
- Page 7
- Page 9
- Page 22
- Page 26
- Page 29
- Page 30
- Page 39
- Page 41
- Pages 44-54
- Pages 59-60
- Page 71
- Page 74
- Page 75
- Page 77
- Page 85
- Page 113
- Page 134
- Page 145
- Page 146

REFERENCE: The Attachment J – Comparative Analysis Tool has been deleted, and is replaced with the new Attachment J – Comparative Analysis Tool Revised – which is attached to this addendum.

REFERENCE: The Exhibit 5 – Details of Proposed Delinquency Interventions has been deleted, and is replaced with the new Exhibit 5 – Details of Proposed Delinquency Interventions Revised – which is attached to this addendum.

Return of this Addendum is not mandatory; however, the Respondent is responsible for its contents and is requested to sign and submit this Addendum with its response to the ITN.

Protests must be filed with the General Counsel's Office, Department of Juvenile Justice, 2737 Centerview Drive, Tallahassee, Florida 32399-3100, within the time prescribed in section 120.57(3), Florida Statutes, and chapter 28-110, Florida Administrative Code. Notices delivered by hand delivery or delivery service shall be to the Agency Clerk, Office of the General Counsel, Florida Department of Juvenile Justice, 2737 Centerview Drive, Tallahassee, Florida 32399-3100, with a copy to the Department's Procurement Manager responsible for this solicitation.

Failure to file a protest within the time prescribed in section 120.57 (3), Florida Statutes, 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, Florida Statutes. Written notices, formal requests and proceedings must conform to the requirements set forth in chapter 28-110, Florida Administrative Code.

Any person who files an action protesting a decision or intended decision pertaining to contracts administered by the department or agency pursuant to section 120.57(3), Florida Statutes, shall post with the department or the agency at the time of filing the formal written protest a bond payable to the department or agency in an amount equal to 1 percent (1%) of the estimated contract amount. The estimated contract amount shall be based upon the contract price submitted by the protestor or, if no contract price was submitted, the department or agency shall estimate the contract amount based on factors including, but not limited to, the price of previous or existing contracts for similar commodities or contractual services, the amount appropriated by the Legislature for the contract, or the fair market value of similar commodities or contractual services. The agency shall provide the estimated contract amount to the Respondent within seventy-two (72) hours, excluding Saturdays, Sundays, and state holidays, after the filing of the notice of protest by the Respondent. The estimated contract amount is not subject to protest pursuant to section 120.57(3), Florida Statutes. The bond shall be conditioned upon the payment of all costs and charges that

are adjudged against the protestor in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, the department or agency may, in either case, accept a cashier's check, official bank check, or money order in the amount of the bond. If, after completion of the administrative hearing process and any appellate court proceedings, the department or agency prevails, it shall recover all costs and charges which shall be included in the final order or judgment, excluding attorney's fees. This section shall not apply to protests filed by the Office of Supplier Diversity. Upon payment of such costs and charges by the protestor, the bond, cashier's check, official bank check, or money order shall be returned to the protestor. If, after the completion of the administrative hearing process and any appellate court proceedings, the protestor prevails, it shall recover all costs and charges which shall be included in the final order or judgment, excluding attorney's fees.

SIGNED BY: _____

NAME: _____

COMPANY: _____

TITLE: _____

DATE: _____

(Questions are presented in exact manner received.)

ECKERD CONNECTS (received 5/18/18)	
Question #1	Attachment A Scope of Services II. Definitions (I) Effective Response. Does the Department have established Effective Response Systems as defined in each service area (circuit) identified in the ITN?
Answer #1	Yes. Please see DJJ Policy PCI-13-003. A copy of the policy and the effective response matrix is attached to this addendum.
Question #2	ITN II.EE (Definition) for "Successful Program Completion" reads <i>Successful Program Completion - Satisfaction of all program services and interventions required to be delivered by the Respondent to the youth includes goals contained on the youth's individualized case plan, court-ordered sanctions, and daily program attendance. Youth achieving his/her goals and meeting attendance requirements for which the Department loses jurisdiction due to age, may be considered a successful completion.</i> Please clarify definition as it relates to completion of court orders. Additional clarification for "successful completion" is needed due to definition including additional requirements not referenced in ITN I.B. (4). See question 4.
Answer #2	"Successful Program Completion" means the following: <ul style="list-style-type: none"> • Completion of the court-ordered sanctions shall be the primary determinant when requesting termination of supervision. <ul style="list-style-type: none"> ○ A youth has successfully completed his or her YES Plan, ○ A youth has complied with all court-ordered sanctions, ○ The department has lost jurisdiction because the youth has reached the maximum age provided in statute, or ○ The department has lost jurisdiction based upon the maximum period of supervision applicable to the charge.
Question #3	ITN II L. Definition for "Inactive Status" reflects status to be utilized for youth who is prohibited from attending the FBDD program and participating in day treatment services due to placement in a Detention Center or jail, or other treatment service (in-patient treatment) program. What is the status classification for youth suspended or expelled? What is the expectation of the Department in regards to the delivery of interventions and treatment services for suspended and expelled youth?
Answer #3	Suspended or expelled youth are still "active" and the successful Respondent should maintain supervision of said youth. For example, the program should still make curfew checks, deliver youth to community service worksite, etc.
Question #4	ITN Attachment A-1, I.B (4) indicates each youth must receive an evidence based delinquency intervention, promising practice, or intervention with demonstrated effectiveness based upon risk level of the youth. I.B (10) indicates to be successfully discharged from the program, each youth admitted to the program shall successfully complete evidence based delinquency interventions and/or mental health and/or substance abuse services pursuant to individualized needs. Please clarify if youth assessed by risk and needs successfully completing promising practice, or interventions with demonstrated effectiveness or successfully completes treatment may also be released successfully from the program.
Answer #4	This program is for moderate high and high-risk youth. High risk youth are required to have an evidence based intervention by statute. Other interventions can be provided as part of the youth's YES Plan. See the revised definition of successful program completion in Answer #2 above.
Question #5	ITN III.A.3.c states <i>Group interventions such as Life Skills Training (LST) and Aggression Replacement Training (ART) shall also be made available during the week for FBDD Program participants.</i> Please clarify whether LST and ART are required interventions or are

	only examples of interventions that must be selected by the FBDT provider using Exhibit 4, Pick List of DJJ Approved Delinquency Interventions.
Answer #5	They are examples. Any intervention on the Picklist is acceptable to the Department, as long as there is at least one Evidence Based Intervention for high risk youth.
Question #6	ITN III 4. I. references FAC which requires an update to the YES plan and supervisory review once every 90 calendar days and a PACT assessment not be more than six months old while on supervision. ITN III 4 c. requires a YES plan be updated every 30 days followed by a supervisory review within (2) days of the case managers review. ITN III 4 j. further stipulates the case manager shall update the youths' risk and needs assessment prior to the supervisory review. ITN III. 7.j.1 states progress or lack of progress shall be monitored and updated in the supervision plan as needed or a minimum of every 60 days. Is it the intent for the provider to complete an updated CPACT, YES Plan and Supervisory review every 30 days while the youth is under supervision of the day treatment provider?
Answer #6	Yes, that is the intent of the Department.
Question #7	FAC 63 D 12.05 requires progress reports every 90 days following review of the YES plan. ITN III 7.j requires progress reports be submitted monthly to the youth's JPO. Please verify the expectation of progress reports being submitted to the assigned JPO in 30-day intervals and if this is inclusive of reports for CNR placed youth?
Answer #7	Regardless of the rule, it is the Departments intent with the ITN requirements to have the Provider submit a FBDT youth's progress report to the youth's JPO every thirty (30) days for all youth participating in FBDT Services. Please note that the Department does not use the term CNR (Committed Non-Residential) any longer.
Question #8	Attachment A Scope of Services II. <i>Definitions</i> differentiates between ISP and YES plans. ITN III 3. b. and 4.f.3 reference ISP and ITN 4.b.c. and f 1. and 2 reference YES plans. Are separate and distinct ISP and YES plans required?
Answer #8	No. The youth's individual service planning shall be completed on the DJJ YES Plan. See the revision to the definitions of the ITN. M. <u>Individualized Service Planning</u> Individual Services planning involves determining the specific services to be delivered in accordance with strengths and needs identified, both by the youth and through valid professional assessments, and set forth in the Department's YES plan. The services needed by the youth should be provided at the specific level, intensity and duration needed by the youth. The DJJ YES plan is a document developed by the youth, parent(s)/guardians(s), and Day Treatment provider to plan for the completion of service needs and any court ordered sanctions, as applicable. See the definition for the YES Plan in LL below.
Question #9	ITN III. 3.c. <i>Other Training Required</i> identifies approximately 20 additional trainings required to be completed <i>prior to the delivery of services to Department youth</i> . Several of these trainings are governed and facilitated by the Department at varying intervals. Please clarify prior to delivery of services – Is this relative to case management functions or all staff (including transporters and support staff) prior to any service delivery within the scope of work?
Answer #9	This language has been revised in the ITN by this addendum (see Attachment A-1, section III., C., 3., e., for Other Required Training). Respondent staff providing services shall complete other required training as per the specifications for each training class listed. Note that some training, as specified, is not needed for staff who are not providing direct care for youth. Other training is required for "all staff" for the safety of youth, such as suicide prevention and emergency planning. Training can be done by the Respondent or is available

	in the Department's Learning Management System, but all topics and subtopics shall be included on the Respondent's training plan.
Question #10	ITN III A. 1. In reference to the edit which reflects clarification that FBDT program must operate a DJJ Alternative year round school – Is there an option for a youth who is at grade level and not in need of credit recovery, to only be required to either attend the delinquency intervention portion of the daily schedule or be monitored by the assigned Case Manager in the community? This would reward and allow youth to have the opportunity to build vocational skills through securing summer employment and/or life skills through participation in a community sponsored league.
Answer #10	The Respondent should seek written permission from the school district and the Chief Probation Officer on a case by case basis if this option is needed and could only be used for a youth who is on grade level and is not in need of credit recovery and has a job. The Case Manager would have to monitor all other requirements of the YES Plan, community supervision, perform contacts and curfew checks, as per the ITN.
Question #11	ITN III A. 1. e. When the local county school is not in session, the Respondent may operate the FBDT program during the usual local county school hours. Activities that the Respondent may choose to provide would include, but not be limited to: mentoring, tutoring, and recreation. Does "not in session" include all non-student days, e.g. Memorial Day, Fair Day, winter/spring break, teacher back to school days and grading?
Answer #11	Yes. Any days identified by the Local School District for their calendar would be considered non-educational days when school is not in session; however, program services for youth, including transportation to and from the facility and other services as per the weekly schedule, should occur. Additional services shall be offered during the time frames that the school/educational component is not in session.
Question #12	Is there a required file format for the budget narrative? Is an excel table budget narrative acceptable provided all line item cost calculations are clearly explained?
Answer #12	There are no budget narratives required. However, there may be further discussion during negotiations about the budget submitted with the Respondent's reply.
Question #13	Is there a maximum page limit for the budget narrative?
Answer #13	See Answer #12.
Question #14	Are we required to submit a budget for for all 5 years or only for our year 1 budget?
Answer #14	The budget template (Attachment H) is for one year of program costs. Since the resulting Contracts will be five years, the annual budget accepted by the negotiation team will be multiplied by 5 to arrive at the total contract amount.
Question #15	Will existing DJJ equipment (computers, desks, printers, etc.) be transitioned to awarded providers?
Answer #15	Per Attachment A, section III., A., 2., b., "...The Department does not have any current inventory of fixtures, furnishings or supplies for this program."
SOUTHWEST KEY (received 5/24/18)	
Question #16	Does the respondent have to be a registered Private Alternative School to apply? Can the respondent submit a proposal, and apply to become a registered Private Alternative School if awarded a contract?
Answer #16	No. These schools will be provided through the local school district and the district has the option to contract with a provider for the educational services.

Question #17	Is there a preferred ratio of student to mental health staff for those youth who would qualify for mental health services?
Answer #17	The caseloads should not exceed 16 youth.
Question #18	Since it is a 250-day program, will the respondent be required to have certified teachers for the full 250 days, or as the ITN states, can the program offer alternative educational services provided by non-certified teachers?
Answer #18	Teachers must be certified and approved by the School District. We do not understand the question, as we cannot find in the ITN where it reads that non-certified teachers are authorized.
Question #19	If a youth has graduated, and is now working on employment readiness in the FBDT, and is hired for partial day employment while in the FBDT program, can the youth be allowed to attend his or her work?
Answer #19	Yes, as per Attachment A-1, section III., A., 13., Youth Employment: in the event the youth is or becomes gainfully employed, the youth's delinquency intervention, treatment and structured activities/support services shall be based on the individualized needs of the youth through assessment, and may be provided outside the scope of the FBDT program weekly schedule.
Question #20	If we currently have a contract with the State of Florida DJJ for another service, like FFT only, can you confirm that Attachment R is not required?
Answer #20	Attachment R is not required for Respondent's currently conducting business with the Department.
Question #21	If the respondent was selected to move into final negotiations, but along the way the facility submitted in the proposal is no longer available, will the respondent be allowed to select another facility that meets the full criteria and is equally desirable?
Answer #21	Yes; however, all of the requirements for the initial and final site inspections as stated in the ITN will still apply.
Question #22	If a school district representative is not open to agreeing to contract for the respondent's educational service, or state that they will provide the services themselves, but say they will provide a letter of cooperation, is that acceptable?
Answer #22	Yes. Per Attachment A, section III., A., 1., a., "...The Respondent shall contact the local county school district to determine funding availability for the DJJ Alternative School at the FBDT Program site, and the preference of the local county school district for providing the education directly through school district teachers or if they choose to contract for the educational services and support the FBDT program. All terms and conditions including site approval shall be set forth in the agreement with the local county school district."
Question #23	Can we include some food expense in the budget if the NSLP does not cover all the food expenses?
Answer #23	Yes. Food expenses to the program are allowable. See Attachment H, "Program Contractors and Facilities" tab, row 22, "Food – prepared in-house or catered".
Question #24	Is the <i>Healthcare Admission Screening</i> a DJJ screening tool (p. 26)?
Answer #24	No, the Healthcare Admission Screening is not a DJJ tool, and is being removed from Attachment A-1, section III., A., 2., c., via this addendum. The Respondent may use the Residential tool "Facility Entry Physical Health screening form", or a similar form, at this time. The Facility Entry Physical Health screening form is available at this link. http://www.djj.state.fl.us/docs/department-forms/hs-010-facility-entry-physical-health-screening-63m-2.pdf?sfvrsn=2
Question #25	Is the respondent required to do curfew checks every day, or is it up to the respondent to determine the frequency based on the proposed program model (p. 30)?

Answer #25	See the revision to the ITN language in Attachment A-1, section III., A., 7., a.: 7. <u>Community Supervision</u> a. The Respondent shall conduct <u>a minimum of two curfew</u> checks <u>a week</u> utilizing staggered schedules during traditional and non-traditional business hours.
Question #26	Is the respondent responsible for ensuring that all program requirements are being met by the youth before the youth can work (p. 35)?
Answer #26	Yes. As per the ITN, Attachment A-1, section III., A., 13., Youth Employment: b. The youth may attain employability status, if the youth has satisfied the requirements set forth by the C- PACT, YES Plan, consistent attendance, consistent active participation in delinquency interventions, complying with curfew, and demonstration of positive behavior changes in the Program and the community.
Question #27	Does the respondent need to become licensed to operate a Day Treatment program or can the substance abuse services be provided by a qualified licensed professional instead of having the whole facility licensed (p. 44)?
Answer #27	There is no license requirement to operate a Day Treatment Program. The Respondent has the option to choose regarding the provision of Substance Abuse Services. Substance abuse services must be provided as set forth in Chapter 397.405, F.S., which provides that individuals licensed under Chapters 490 or 491, F.S., are exempt from the licensing provisions. If non-licensed substance abuse staff are to be utilized in the facility, then the licensing components of Chapter 397 must be followed.
Question #28	Please confirm that all property over \$1,000 bought with the funding received belongs to the state (p. 50).
Answer #28	Yes, all property purchased with DJJ funds that is over \$1,000.00 is considered the property of the State of Florida.
Question #29	Does the implementation plan have to provide all the tasks with timelines as if the program was starting on January 1, 2019 or June 1, 2019? Please clarify?
Answer #29	The implementation timeline should demonstrate all tasks to be completed as stated in Attachment B, section XX., E., 1., p., <u>prior</u> to the start of services to youth, which is anticipated to be June 1, 2019.
Question #30	Could you provide examples of what kind of other additional documentation is needed (if a respondent is planning to lease a building) in order to demonstrate that the facility is on the market for sale or lease and will be available upon award of resulting contract (p. 97)?
Answer #30	No examples are available. The Respondent should provide any reasonable evidence that the proposed facility is available and the Respondent is able to fulfill the terms and conditions of the resulting Contract.
Question #31	Is the respondent supposed to fill in "is/will" on Attachment E: Facility/Site Requirements Certification and Attestation, page 97, on #9 which only says <i>Reserved</i> ? Please clarify.
Answer #31	No. #9 does not contain an "is/will" statement; therefore, it is not required.
Question #32	Is the following documentation required with submission of the proposal, or upon execution of the contract, if awarded? Please clarify. Procedure for Technical Violations Service Schedule Chart Training Plan CMBE Utilization Plan
Answer #32	With regards to the technical violations, see the revised ITN language in Attachment A-1, section III., B., 1., g., which now states: "The Respondent shall submit to the JPO for processing an affidavit of violation regarding any youth in the Program who commits a new law violation or who absconds. The Respondent shall submit a request to transfer for minimum risk youth directly to the Commitment Manager. The Respondent shall submit a notice of technical violation for any youth in the Program who commits a technical violation

	<p>along with a recommendation regarding the need to submit an affidavit of violation to the JPO. A procedure for processing technical violations based on local judicial practice shall be included in the Individual Facility Plan shall be submitted to the Chief of the Circuit with a copy to the Department’s Contract Manager within thirty (30) days of contract execution, and updates provided as changes occur.”</p> <p>With regards to the Service Schedule Chart, per Attachment A-1, III., D., 2., d., “The Respondent shall provide a monthly Service Schedule Chart for each FBDT location, which shall include daily and weekly activities, including activities provided on weekends that outlines all program services to include, but not be limited to: the DJJ alternative school, individual and group delinquency interventions and treatment services, case management, supervision, structured activities/support services, transportation, food service delivery, mentoring, and family engagement, etc., to the Department’s Contract Manager within thirty (30) days of the execution of the resulting Contract. The Service Schedule Chart with issue date, for each location, shall be posted at the FBDT program to be available for viewing by the youth and visitors at all times.”</p> <p>With regards to the Training Plan, it is required with the Respondent’s reply to the ITN as per Attachment B, section XX., E., 1., o. “Staffing and Personnel - Describe the Respondent’s number and type of proposed program staff that will operate and deliver the FBDT program services as specified in the ITN. Include the youth to staff ratio’s to be maintained for case managers and caseload for therapeutic staff. The Respondent’s proposed staffing plan shall identify all program staff, as applicable, including Program Directors, Case Managers, Supervisors, Mental Health Clinical Staff, Substance Abuse Clinical Staff, Administrative Workers, Transportation staff, Food Service Staff, etc. If the Respondent is proposing FBDT services in more than one circuit, a staffing plan must be submitted for each proposed site location. Describe the qualifications of all staff positions proposed, and include job descriptions for each type of position. Provide a staff training plan that outlines all DJJ required Direct Services Staff training, Respondent employee training and modality/intervention required training that must occur to provide services as specified in the ITN. List each topic, and how it will be delivered (Learning Management System, Instructor Led). Indicate how training documentation will be maintained and submitted to the Department’s Office of Staff Development & Training...”</p> <p>AND it is required for the resulting contract as per Attachment A-1, section III., C., 3., “Respondent Staff Training - 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 shall be approved by the Department’s Office of Staff Development & Training (SD&T) to ensure compliance with Rule 63H, F.A.C. If applicable, the plan should also include any specialized training outlined in the resulting Contract. A plan must be submitted at the execution of the resulting Contract as well as annually each January. The Respondent shall use the Department’s Training Plan template to develop its plan. A copy of the template can be found at http://www.djj.state.fl.us/partners/contract-management.</p> <p>With regards to the CMBE Utilization Plan, it is required with the Respondent’s reply in Volume 2, Tab 3, as per Attachment B, section XX., I., 4.</p>
<p>Question #33</p>	<p>Do we need to submit a CMBE Utilization Plan even if we do not plan to subcontract? Please clarify (p. 82)?</p>
<p>Answer #33</p>	<p>A CMBE Utilization Plan must be submitted as per Attachment B, section XX., I., 4. This Plan should include all entities the Respondent does, or will do, business with as a result of this FBDT program. If any entity is a Certified Minority Business Enterprise, they must be listed in this CMBE Utilization Plan, so the Department can report the use of the CMBE to the DMS Office of Supplier Diversity. Additionally, the CMBE must submit to the Respondent a letter on its letterhead stationary, stating the intent of the CMBE to participate in the program and clearly identifying the Department Solicitation Number [ITN 10573]. The Respondent must include this letter with its CMBE Utilization Plan.</p>

Question #34	We have not been able to locate Attachment H in the PDF File F25477_ITN_10573_Addendum_FINAL, nor on the MyFlorida.com website under the solicitation #10573. Please clarify.
Answer #34	Page 1 of the revised ITN, denotes a footnote next to Attachment H – “Budget for Probation Services – April 2018 ² ” which refers the Respondent to this website http://www.djj.state.fl.us/partners/procurement-and-contract-administration . The Attachment H in an Excel version is available at the website. The ITN specifically requires an Excel version of Attachment H, as per Attachment B, section VI., B., 1., d., which states “A CD-ROM that contains the complete reply (Volumes 1, 2 and 3) saved in Microsoft Word and/or Excel. The signed transmittal letter (Volume 1, Tab 1), and the financial viability documentation (Volume 2, Tab 2 only) can be saved in PDF. The Attachment H must be submitted in Excel at a minimum. It is the intention of the Department to use the CD-ROM for purposes of electronic storage of the submission, so it must contain the complete reply.”
Question #35	We are requesting clarification on the requirement for the respondent to have a facility/ multiple facility leased as an approved option by the Department. On page 9, section b, in the Final Addendum #1, the requirement states. “The facility shall be a respondent owned/Department owned facility...” Later on, page 51, section F, in the updated amendment 1, the requirement states “The FBDT facility should be responded owned or leased”
Question #35	Page 9 (Attachment A, section III., A., 2., b.) states “A smaller facility should result in smaller case management caseloads, which will improve service delivery and program effectiveness, as well as limit the number of staff involved with the youth. The facility shall be a Respondent owned/Department approved facility that is modern, aesthetically pleasing, freshly painted with fixtures and furnishing in excellent condition, located in a safe environment, and shall be located in close proximity to the target population in the identified counties as further specified in this ITN. The Department does not have any current inventory of fixtures, furnishings or supplies for this program.”
Question #36	Based on the remote locations of potential sites of the highest areas of need for services, we are requesting clarification if the facility is allowed or disallowed to be near or in a strip mall. On page 9, section c, in the Final Addendum #1, the requirement states: “The facility (facilities) should not be located in strip malls...” - On page 65, section f, in the updated amendment, the requirement states: “Provide a detailed description and photographs of the proposed facility site location and the surrounding neighborhood for your proposed facility site, demonstrated that the facility is not located in a strip mall... ” The text highlighted in yellow has since been redacted from the requirements.
Answer #36	The Department does not encourage, and prefers not to have, Day Treatment programs located in strip malls. However, please see the revisions to pages 9 and 128 to strike through the “in strip malls” phrase.
AMikids, Inc. (received 5/24/18)	
Question #37	Page 22 of the ITN indicates that ODS will be measured in two ways: arrest during service AND adjudication or adjudication withheld. However, the Outcome stated on p.57 defines ODS as any new law offense that occurred during placement and resulted in adjudication or adjudication withheld. Please confirm which definition of ODS will be used for program outcomes.
Answer #37	Please see the revision to the ITN, in Attachment A-1, section I., F., 3., which now states: “Success in achieving these goals will be measured through the number and percentage of youth: a. arrested for an offense committed while participating in the Respondent's Program (Offense During Service (ODS));

	<p>b. with an adjudication or adjudication withheld for an offense committed while under Program supervision (ODS);</p> <p>a. <u>Who committed a new violation of law while participating in the Respondent's Program (Offense During Service {ODS}.</u></p> <p>b. <u>ODS is the percentage of releases adjudicated for an offense during supervision. 'Any' includes any lawful offense or non-law violation; 'Lawful Offenses' includes only misdemeanor or felony offenses.</u></p> <p>c. Arrested for an offense committed within twelve (12) months of Program completion; and,</p> <p>d. <u>With adjudication, adjudication withheld, or an adult conviction for an offense adult conviction for an offense committed within twelve (12) months of Program completion.</u></p>
Question #38	In Exhibit 4 Pick List of DJJ approved Delinquency Interventions is states: The respondent is required to provide at least one Evidence-Based intervention or Treatment. Then it continues to list several Promising Practices . . . Are we allowed to provide promising practices or only EB Interventions?
Answer #38	At least one evidence-based intervention is required for a high-risk youth. Other interventions that can be delivered are indicated on the Pick-List of approved delinquency interventions.
Question #39	Can we use options from the Source Book or are we limited to the Exhibit 4 Pick List, (e.g. Skillstreaming the Adolescent)?
Answer #39	The Respondents shall use the interventions listed in Exhibit 4 for their proposed FBDT Programs, as these have been approved for use. Other interventions in the Source Book are not approved for this ITN.
Question #40	Is there a time that DJJ is requiring we keep the kids till each evening?
Answer #40	No. The end time for program services is somewhat negotiable. The desire is to keep youth until about 6:30 PM, which would still allow for drive time and to be home by 8:00 PM.
Question #41	Can we enroll over 30 Probation/Committed/CR/PCP youth, not asking DJJ for additional dollars, in order to attempt to capture additional dollars from the School district for FTE purposes, to ensure we provide a sound educational component?
Answer #41	No. Thirty (30) DJJ-referred youth is allowed for FBDT Programs.
Question #42	Please confirm that the Day Treatment Alternative School will be allowed up to 20 teacher planning days per year, as described in Rule 6A-6.05281.
Answer #42	The Alternative School/Educational Component shall follow the local school district calendar which should indicate allowable teacher planning days.
Question #43	Since bidders may bid on any combination of one or all circuits, what will be the Department's method of negotiation with multiple providers?
Answer #43	There will be individual negotiations with each Respondent moved forward for negotiations, for each circuit or circuits for which replies are received.
Question #44	For school holidays – Spring Break, Holiday Break – must the program provide DJJ services or Alternative School services during those breaks?
Answer #44	Although the Alternative Educational component (school) is not in sessions for those days, youth must attend the Day Treatment program and receive all other services. The Program can use the regular alternative school educational component time for mentoring, structured activities and other various program activities.
Question #45	Are there non-recurring DJJ funds available to both previous providers and new providers for start-up costs?
Answer #45	There are no startup funds available for any Respondent under this ITN.

Question #46	This question pertains to the organization of a proposal bidding on multiple circuits. Would the Department prefer exhibits organized by type (e.g. all daily activity schedules together), or by circuit (e.g. all exhibits for circuit 11 together)?
Answer #46	By circuit.
Question #47	Attachment E requires documentation that proposed sites are on the market for sale/lease and will be available to the Respondent upon award of the resulting contract. Due to the significant time between the ITN response (July 9, 2018) and the date services are to begin (June 3, 2019), the market is not willing to commit that the site will be available upon award of the contract. How will this be taken in to account? Will it impact the written reply evaluation?
Answer #47	Please see Answer #21. This will not impact the written reply evaluation.
Question #48	In some instances, the reference to an appropriate facility removed the "strip mall" reference. Please confirm that the removal applies to all references to strip mall, as it still appears on page 128 in the "3 point" description.
Answer #48	See answer #36.
Question #49	With the elimination of attachment Q, will the Department utilize another method to ensure that successful Respondents have experience working with delinquent youth?
Answer #49	Yes. The Department is scoring the Respondent's Past Performance (Attachment D) which allots points for current non-residential commitment programs in Florida, and the Respondent's History of Performance (Attachment F, D., 2.) will document a Respondent's experience of providing similar services in other jurisdictions outside of Florida.