

Date: May 25, 2016

Solicitation #: 10402

Subject: The Department is issuing this ITN to obtain replies and further negotiate with a Respondent to design, develop, implement, and operate an optimized Day Treatment program for boys only placed on probation, post commitment probation, conditional release or minimum risk commitment by the court and who are assessed as moderate-high or high risk to re-offend. The Day Treatment program shall be based on the elements identified in Attachment A, and meeting the minimum requirements of Attachment A-1., with an educational component/alternative school in Circuit 19, St. Lucie County. Program services shall be delivered at a Respondent owned/Department approved facility that is modern, aesthetically pleasing, freshly painted with fixtures and furnishing in excellent condition, and located in a safe environment.

This Invitation to Negotiate (ITN) is issued by the State of Florida, Department of Juvenile Justice (Department or DJJ), to select a Respondent to provide the above-referenced services at the specified program. The ITN package consists of this transmittal letter with the following attachments and exhibits (some of which are not included, but are available electronically as noted):

PUR 1000(1)	General Contract Conditions - Incorporated by Reference ¹
PUR 1001(1)	General Instructions to Respondents - Incorporated by Reference ¹
Attachment A	Statement of Services Sought
Attachment A-1	Minimum Requirements for Optimized Day Treatment Program in Circuit 19
Attachment B	General Instructions for the Preparation and Submission of Replies
Attachment C	Special Conditions
Attachment D	Reserved
Attachment E	Reserved
Attachment F	Selection Methodology and Evaluation Criteria
Attachment G	Sample Contract ²
Attachment H	Budget Form Revised 03-2016 ² (Mandatory)
Attachment I	Supplier Qualified Report Request ²
Attachment J	Comparative Analysis Tool ³
Attachment K	Drug-Free Workplace Certification ²
Attachment L	Reserved
Attachment M	Notice of Intent to Attend Solicitation Conference Form (Non-Mandatory) ³
Attachment N	Notice of Intent to Submit a Reply (Non-Mandatory) ³
Attachment O	ITN Reply Cross Reference Table (Mandatory)
Attachment P	Written Reply Evaluation Questions
Attachment Q	Certification of Experience (Mandatory)
Attachment R	Client Contact List (Mandatory)
Attachment S	Price Sheet
Attachment T	Facility/Site Requirements Certification/Attestation for Respondents Proposing Use of the Respondent's Owned/Leased Facility (Mandatory)
Exhibit 1	ITN #10355 – Official Department Answers To Questions – 3/18/2016

¹ Available at:

http://dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources/purchasingforms

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

³ Uploaded as a separate document from the ITN and posted on the Vendor Bid System.

Respondents shall comply fully with the instructions on how to respond to the ITN. Respondents shall clearly identify and label replies as "**DJJ SOLICITATION ITN #10402**" on the envelope(s) containing the reply. The purpose of labeling the envelope is to put the Department's mailroom on notice that the package is a reply to a DJJ solicitation and should not be opened except by the Department's Bureau of Procurement and Contract Administration at the specified date and time.

Any person with a qualified disability shall not be denied equal access and effective communication regarding any solicitation documents or the attendance at any related meeting or reply/proposal opening. If

accommodations are needed because of a disability, please contact the Bureau of Procurement and Contract Administration at least five (5) business days prior to the meeting.

The definitions found in Rule 60A-1.001, Florida Administrative Code shall apply to this ITN and the contract(s) resulting from this ITN. The following additional terms are also defined:

1. "Department" means the Department of Juvenile Justice that has released the solicitation.
2. "Procurement Manager" means the Department's contracting personnel, as identified in the procurement.
3. "Prospective Provider" or "Provider" means the business organization or entity providing the services and commodities specified in the reply to this Invitation to Negotiate ("ITN").
4. "Respondent" means the entity that submits materials to the Department in accordance with these Instructions.
5. "Reply" means the material submitted by the Respondent in answering the solicitation.

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 provisions below. The twelve (12) month period shall begin with the effective date of termination for cause, as delineated in the termination letter from the Department.

1. If terminated for cause in the last twelve (12) month period preceding the Date Written Replies Are Due and Opened for this solicitation, the Respondent shall be ruled disqualified and therefore ineligible to submit a bid, proposal or reply to the solicitation.
2. If terminated for cause in the last twelve (12) month period preceding the Anticipated Date of Contract Award resulting from this solicitation, the Respondent shall be ruled disqualified and therefore ineligible to receive a contract award.
3. The above applies regardless of the business structure (for profit/not for profit) or the dates the Respondent or subsidiary were created.

Per chapter 985.632, F.S., the Department is required to evaluate its' programs annually to ensure program services are performed according to the minimum standards established in the Contract. If a current DJJ Provider fails to provide the contracted services according to the minimum standards established in the Contract, and the Department cancel's or terminates the Contract for this failure, the Respondent's bid, proposal or reply to a solicitation for the canceled service will be ruled disqualified. The Department is unable to contract with the Respondent for the canceled service for a period of twelve (12) months from the date of Contract termination. The Department will also rule a previous DJJ Provider ineligible to submit a bid, proposal or reply to a solicitation if the twelve (12) month period has not ended.

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 are 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,

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ATTACHMENT A STATEMENT OF SERVICES SOUGHT

I. INTRODUCTION/BACKGROUND

The Department does not currently have a contract for Day Treatment in Circuit 19. This ITN is to obtain replies from Respondents to provide an optimized day treatment program with an emphasis on services as further outlined in this Statement of Services Sought and meeting the minimum requirements of Attachment A-1. Day Treatment program youth need to be provided with both the opportunity and the support to develop, achieve, and maintain a lifestyle free of crime and to move into contributing roles in society. A program that provides the necessary services in a facility setting with a home-like environment run by staff that are also youth mentors and caregivers provides two basic needs which these youths may not be receiving in their own homes or communities. Youth anticipated to participate in this program will be probation, post commitment probation, conditional release or minimum risk commitment by the court and who are assessed as moderate-high or high risk to re-offend, as further defined herein.

The two (2) basic needs the Department has identified through research that will make this optimized day treatment program more successful are the right facility options and properly trained, compassionate staff. With those two (2) elements thoroughly developed in a program, and properly implemented components of the desired services as set forth in Section III., Overview of Services Sought, the Department has determined that an optimized day treatment program could really “turn around the lives of troubled youth”.

Day Treatment programs cannot be a place that keeps these kids for an hour after school and sends them home to the same communities with the same problems, without providing them with any other options than to go back to doing what probably resulted in their entry in the juvenile justice system in the first place. Day treatment programs need to help these youth plan for their future, help them learn about themselves and their communities, and provide them the support and opportunity to believe in their self-worth.

Based on the quality of the Day Treatment program proposed by Respondents and further negotiated by the Department, the overarching goal is for these youth to receive quality day treatment services, including, but not limited to: alternative school/education component, interventions, treatment, case management, and intensive supervision. A holistic approach that involves addressing key areas of risk in the youth's life is paramount to breaking down barriers and strengthening protective factors. These factors may be related to family, community and individual risk factors. The involvement of family and community supports is essential to building success.

II. DEFINITIONS

- A. Balanced and Restorative Justice Approach - A philosophy that focuses repairing harm caused to people and relationships by the criminal/delinquent act(s). Service(s) is 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.
- B. Chief Probation Officer (CPO) – The Department employee responsible for managing Probation program operations, and staff within each of Florida's twenty (20) judicial circuits.
- C. Community - Positive Achievement Change Tool (C-PACT) – The primary assessment instrument used by the JPO to determine the youth's risk to re-offend and identify criminogenic needs that require intervention. The Pre-Screen is completed and maintained for all youth who are referred to the Department. The Full Assessment is completed and maintained for all youth who have been placed under the jurisdiction of the Department by the court and have been identified as moderate-high or high risk to re-offend by the Pre-Screen.
- D. Conditional Release - Assessment and intervention services provided to youth who are released from residential commitment programs. Under the legal status of conditional release, the youth remains on commitment status and is subject to transfer back to a residential commitment program if noncompliant.
- E. Criminogenic Needs – Critical factors identified during the assessment process, statistically proven to predict future criminal behavior.
- F. Delinquency Interventions – Those research-proven strategies and tactics that provide delinquent youth with skills, training, and education to appropriately and responsibly respond

to environmental, social, and familial triggers previously resulting in delinquent, criminal, and/or anti-social behavior(s). The purpose of implementing a delinquency intervention is to prevent criminal and anti-social behavior; reduce recidivism for those already in the juvenile justice system and reduce youth dynamic/changeable risk factors (or criminogenic needs) proven to be the major cause(s) of juvenile criminal behavior.

- G. Diploma Option – Alternative routes to completion of high school education (e.g. GED).
- H. Direct Care Staff – Staff having direct contact with youth for the purpose of providing care, supervision, custody, or control in a detention facility, probation unit, day treatment program or commitment program within any restrictiveness level, operated by the department or by a provider under contract with the department.
- I. Evidence-Based Practice - Treatments and practices independently evaluated and found to reduce the likelihood of recidivism, or at least two (2) criminogenic needs with juvenile offenders. The evaluation must have used sound methodology, including, but not limited to, random assignment, use of control 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.
- J. Gender-Specific/Responsive Services - Services designed to meet the unique needs of boys and girls including 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; health and/or sexual education classes; and communication techniques utilizing a research based approach specific to boys/girls.
- K. Inactive Status – A youth who is prohibited from attending the Program and participating in day treatment services due to placement in a Detention Center or jail, or other treatment service (in-patient treatment) program. Youth who fail to attend and for whom a diligent search was conducted shall be considered an absconder once the *Affidavit of Diligent Search* is submitted to the JPO, who will complete the *Affidavit to Take Into Custody* and submit the documentation to the Court for approval.
- L. 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 service plan. The service needed should be provided at the specific level, intensity and duration needed by the individual family.
- M. Intervention – An action taken or facilitated to promote the reduction of a criminogenic need, and may include direct contact with youth, collateral contacts, referrals for services, monitoring progress, and following up with youth and family.
- N. Juvenile Justice Information System (JJIS) – The Department’s electronic information system, used to gather and store information on youth having contact with the Department.
- O. Juvenile Probation Officer (JPO) – An employee of the Department responsible for the intake of youth upon arrest and the supervision of youth on court ordered supervision in the community. The JPO serves as the primary case manager for the purpose of managing, coordinating, and monitoring the services provided and sanctions required for each youth. **When the duties of the JPO are part of a contracted service, the JPO will not be responsible for the duties required of a contracted Provider.**
- P. Juvenile Probation Officer Supervisor (JPOS) – An employee of the Department or a contracted provider who provides first line oversight and management of the JPO. The JPOS is responsible for overall direction and guidance of the services provided by the JPO including, but not limited to reviewing the progress of cases, documenting compliance with law and court orders, and approving YES Plans and revisions to YES Plans. **When the duties of the JPOS are part of a contracted service, the JPOS will not be responsible for the duties required of a contracted Provider.**
- Q. Minimum-Risk Commitment – Programs or program models at this commitment level work with youth who remain at home, and receive delinquency intervention services at least five (5) days per week at a day treatment program. Youth assessed and classified for programs at this commitment level represent a minimum-risk to themselves and public safety and do not require placement and/or services in a residential setting. Youth in this level have full access to, and reside in, the community.
- R. 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.

- S. Non-Residential Facility - Facilities designed to serve youth who present a minimum-risk to public safety in the least restrictive environment, allowing the youth to live at home and receive interventions focusing on delinquent behaviors. Non-residential facilities are also subject to Chapters 63D-9 and 63D-10, F.A.C., relative to the provision of assessment and intervention services.
- T. Performance Measures - Particular values (outcomes or outputs) used to measure program performance. They represent the data/information collected at the program level to measure the specific outputs and outcomes a program is designed to achieve.
- U. Practice 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.
- V. Preliminary Screening – The gathering of preliminary information to be used to determine a youth’s need for further evaluation or assessment or for referral for other substance abuse services through means such as psychosocial interviews, urine and breathalyzer screenings, and reviews of available educational, delinquency and dependency records of the youth.
- W. Probation – Assessment and intervention services provided to youth who are court-ordered to community supervision after the court has determined that the youth committed a delinquent act.
- X. Promising Practice: Practices 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.
- Y. Post-Commitment Probation - Assessment and intervention services provided to youth who are released from residential commitment programs. Under the legal status of post-commitment probation, the youth is legally transferred from commitment status to probation status, and is subject to court-ordered sanctions.
- Z. Effective Response System – A written plan developed in each circuit, in consultation with judges, the local state attorney, and public defenders that describes, in detail, the methodology for responding when youth under supervision violate a condition of their probation. These plans are based upon the principle that sanctions should be based upon the need to ensure public safety, the assessed criminogenic needs and risks of the youth, and how effective the sanction will be in moving the youth to compliant behavior.
- AA. Referral – referral occurs when the Department’s Juvenile Probation Officer (JPO) books a youth in the Probation Resource Booking (PRB) system.
- BB. Skill-Building - programs providing instruction, practice, incentives, and other such activities aimed at developing skills that help youth control his/her behavior and participate in normative pro-social functions. The main forms of this are: behavioral programs, cognitive-behavioral interventions, social skills training, challenge programs.
- CC. Sourcebook of Delinquency Interventions – Department developed quick reference to provide information related to interventions examined by the Department of Juvenile Justice; the criminogenic needs those interventions address; contact and training information; and the Department’s rank of those interventions.
- DD. 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.
- EE. Structured Activities - Any activity that allow youth to interact with positive peers, mentors, family members, employment, job search, community service and other approved services which enhance the treatment experience for the youth, as well as enhance the safety of the community.
- FF. System of Care - A comprehensive continuum of delinquency and related services provided in a specific geographic area that incorporate the local community’s priorities.
- GG. 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 youths in the juvenile justice system have experienced trauma(s) associated with abuse, violence, and/or fear.

- HH. 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.
- II. Treatment Services – Services delivered by clinicians in accordance with a mental health, substance abuse, physical health, or developmental disability treatment plan. This includes implementation of evidence-based and promising mental health and substance abuse practices specifically designed to be delivered by clinicians.
- JJ. Violation of Supervision – A noncompliant act committed by a youth that violates the conditions of the probation or post-commitment probation court order.
- KK. Youth-Empowered Success (YES) Plan – The document developed by the youth, parent(s)/guardians(s), and JPO to plan for the completion of court-ordered sanctions and address criminogenic needs.

III. OVERVIEW/STATEMENT OF SERVICES SOUGHT

- A. Alternative School in accordance with the St. Lucie County School Board (SLCSB)
 1. The Department will require the Respondent to provide (at the proposed facility), an academic-based educational component within the day treatment program that will encompass all requirements for an Alternative School as approved by the SLCSB. The Respondent shall contact the SLCSB Alternative School Program to determine the Alternative School requirements, which must be agreed to via an agreement with the SLCSB as soon as possible after Contract Award. The Respondent shall also work with the SLCSB to determine funding availability for the Alternative School at the day treatment program site.
 2. The Department desires an academic based/educational component that could serve youth who are thirteen (13) years of age to nineteen (19) years of age and enrolled in a middle (7th or 8th grade) or high school (9th – 12th) grade program. Youth who are not yet thirteen (13) years of age, but have entered the 7th grade may be admitted on a case-by-case basis with concurrence of the Day Treatment Program Executive Director and CPO.
 3. The Respondent’s proposed Day Treatment program offering educational services shall be considered a DJJ school by the Department and shall be deemed a provider of educational services as outlined pursuant to Florida Statute 1003.52.
- B. Smaller Day Treatment Facility/Home Like Environment
 1. The Department desires to keep the Circuit 19 Day Treatment program and facility small to create a more home-like environment, which has been shown to improve rapport between staff and youth, and is critical to ensuring that staff provide specialized attention to each youth. The number of program slots shall not exceed a maximum of twenty-four (24) and the case manager to youth ratio should not exceed 1:12; however, the Department desires as low a case load as feasible to ensure optimized services and special attention are delivered to each youth, with case managers primarily responsible for case management, supervision, and intervention.
 2. 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 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 Circuit 19 as further specified in this ITN. The Department does not have any current inventory of fixtures, furnishings or supplies for this program.
 3. Facilities located in or close to the target population neighborhoods improve the likelihood of family visiting and participating in program services and builds a sense of community, connecting youth with other support services in their area.
 4. The Respondent shall take into consideration the chart titled “Geographical Areas of Youth Population Density” in Section IV., of this Statement of Services Sought

that identifies neighborhoods with high densities of the target population when considering the proposed location of the Day Treatment Program facility.

5. The Respondent shall provide a daily activity schedule including activities provided on weekends that outlines all program services to include, but not be limited to: alternative school, individual and group interventions and treatment services, case management, supervision, structured activities/support services, transportation, food service delivery, mentoring, and family engagement, etc. Adjustments to the schedule, as negotiated, shall be submitted to the Department's Contract Manager prior to the start of program services. A copy of the weekly activity schedule and any permanent updates/revisions or changes to the schedule shall be submitted to the Department's Contract Manager.
6. The Department will provide a final site inspection of the proposed site with the highest ranking Respondent prior to posting of Contract Award in accordance with the site inspection requirements on Attachment T.

C. Transportation

1. Absolutely key to program success is transportation for youth. The Department is seeking a Respondent to propose a fully funded and functional transportation model that adheres to the Department's policy and procedures for Operating a Vehicle for the Purpose of Transporting Youth FDJJ 1920 and 1920P (dated 5/19/2014 available on the Department's website) and the minimum requirements outlined in Attachment A-1, Minimum Specifications for Optimized Day Treatment Services.
2. Youth shall be provided with Respondent delivered/provided transportation from their place of residence (home) to the facility/site for the alternative school and day treatment program services. This daily transportation should include door-to-door pick-up from, and drop-off at, the youth's place of residence.
3. Additionally, the Respondent shall provide transportation during the week and on the weekend for any youth being transported to and from off-site activities to include, but not be limited to: structured activities, support services, mentoring, school activities (off site) or community service activities that are part of the youth's service plan needs, including if a youth is participating in a Redirections services (Functional Family Therapy or Cognitive Behavioral Therapy) or either transporting the youth to the family home or to the therapy site in the community, with the alternative of making space available for the family and youth to receive Redirections at the Day Treatment Program site. See section III., E., 2., below.
4. The Respondent shall coordinate or provide transportation for mental health/substance abuse treatment services, (e.g., counseling, therapy) including any services a Day Treatment program participant is receiving unless the Respondent has arranged with the parent to provide transport or the Respondent offers space to deliver those services on site.
5. Any and all staff/subcontracted staff providing transportation to youth shall adhere to the Department's transportation policy.
6. The Respondent shall take into consideration the chart titled "Geographical Areas of Youth Population Density" in Section IV., of this Statement of Services Sought, which identifies neighborhoods with high densities of the target population when developing transportation plans, although the Department cannot guarantee referred youth will reside within the identified areas.
7. The Respondent shall also consider methods and costs involved with transporting individual youth or small groups of youth to therapy/interventions or other activities not located on-site or weekend activities.

D. Individualized Treatment within a Group Treatment Model

1. The Department recognizes through research, that youth participating in day treatment services eventually return to their communities, so these youths cannot receive treatment and services that isolate them from the community. The Department is seeking a Respondent to deliver a Day Treatment program that recognizes that providing individual treatment alone, particularly when so many of our youth have problems dealing with others, basic and advanced social skills, the emotions of others, etc. is not optimizing the potential success of day treatment for the youth.

2. The Department desires the Respondent propose a program that utilizes the DJJ YES plan for service planning. Any additional individualized service needs identified through assessments, court orders, etc. should be documented as required in the youth's case file and incorporated into service planning.
3. In addition to meeting YES Plan requirements, in this optimized Day Treatment Program, the youth's YES plan shall be reviewed at a minimum, every thirty (30) days by the Case Manager with Supervisory staff review within two (2) days of the Case Manager's review. Reviews must be documented with dates and signatures.
4. Individualized case planning and management/client based services within group-based models serve the needs of the individual youth while ensuring that the youth can realistically apply the knowledge and skills learned while participating in the day treatment program in their daily lives while back in the community among peers, long after treatment ends.
5. Service planning shall include tracking of interventions and individualized treatments in the Department's JJIS Evidence-based Services (EBS) module to ensure youth are receiving high-quality interventions in the correct manner and dosage.

E. Delinquency Interventions

1. The Respondent shall deliver at least one (1) evidence-based delinquency intervention for youth assessed as high-risk that address the youth's criminogenic risk factors associated with delinquency. In addition, the Respondent may offer Promising Practices and Interventions with Demonstrated Effectiveness, as outlined in the Delinquency Intervention Source Book available at <http://www.djj.state.fl.us/docs/quality-improvement/sourcebook2015.pdf?sfvrsn=4/> Group Interventions such as Life Skills Training (LST) and Aggression Replacement Training (ART) shall also be made available during the week for program participants.
2. Respondents shall note that youth participating in Day Treatment may also receive DJJ Redirections Services (upon referral from the JPO) and FFT and CBT are/will be available in Circuit 19 through Redirection Providers. If a youth is participating in a Redirections Services therapy, the Respondent shall be responsible for either transporting the youth to the family home or to the therapy site in the community, with the alternative of making space available for the family and youth to receive Redirections at the Day Treatment Program site.
3. The Respondent shall be aware that every youth comes in with a different set of motivations, problems, histories, and underlying reasons for their behavior. It is important to provide a service where staff can be creative and flexible in creating an individualized service plan that is relevant to each youth and tailored to their specific needs and strengths. Interventions that cannot be provided at the center may be provided in collaboration with community organizations with intensive supervision and follow-up to ensure success.
4. The Department reserves the right to further negotiate delinquency interventions proposed. Approved delinquency interventions shall be set forth in the resulting Contract.

F. Supportive Relationships and Constant Supervision

1. The Department is seeking a Respondent to recruit, screen, and hire qualified staff that have the knowledge, skills, and abilities to deliver services in accordance with job descriptions AND be dedicated mentors, providing "round the clock" supportive relationships to program participants. To truly make this philosophy of "passion over paycheck" work, the Respondent must ensure the program is staffed with a sufficient number of staff that can provide services as needed by the youth, to include evening and weekends, with the ability to interact in the youth's home, with the youth's family and others within the youth's community, fully engaging the youth in experiences that motivate the youth for success.
2. All staff must be willing to deliver a hands on approach to their case load, with intensive interaction with youth, always knowing where each youth is during the school and program day, and ensuring the youth is transported from home to school to the program facility for service. This type of oversight will ensure that nearly every hour of these high-risk youth's day is spent either at school or at the day treatment facility, monitored by staff. Curfew checks, in person and by

telephone, and participating in program sanctioned outings with assigned youth on weekends are required to build the rapport and relationships that support the success of program participants.

3. A robust mentoring component, delivered by all staff, that is relationship based and ongoing, provided in a manner to help youth transition to adulthood by fostering a strong set of connections to pro-social adults and peers and a sense of belonging to their community in imperative. Each youth should have a minimum of one (1) mentoring activity conducted on a weekend each month. This can be Respondent staff mentors or an organized mentoring initiative, that results in connecting each youth to a mentor/pro-social adult from the community, to provide the minimum required mentoring to the youth while in the program and additional, follow-up mentoring upon the youth's program discharge and return to the community, with the overarching goal of a lifetime mentorship of these youth to help ensure success throughout their life.
4. Overall, mentoring services should strive to instill a sense of permanency in the youth's life and maintain a long-term view towards the youth's well-being. The hands-on approach to mentoring delivered to youth throughout program participation and voluntarily continued as possible after the youth returns to the community is instrumental in achieving the Department's goals.

G. Structured Activities, Skills Training and Support Services

1. The Department is seeking a Respondent to offer a variety of skilled activities/support services/skills training to capture the unique needs of each youth served and to assist youth with developing the skills necessary to improve pro-social decision making. Having a variety of options for structured activities, training, and support services available to each case manager for youth referrals allows the development of individually tailored plans for each youth that ensure we address all of a youth's needs. The Department intends to further negotiate the provision of specific structured activities, training, and support services.
2. Program staff shall ensure these are included in individualized service planning, which helps and assists youth in finding something the youth is truly interested in and sets measurable objectives and goals with achievable steps toward success. The Program staff shall provide concentrated assistance during the youth's participation, leading to the youth's greater awareness of what is available in the youth's community and beyond.
3. Providing a wide variety of structured activities, skills training, and support services strengthens the day treatment program's ability to develop a legitimate job candidate pool for youth participants seeking employment when returning to the community.
4. Examples of structured activities, skills training, and support services, the Department is seeking, include, but are not limited to, the following:
 - a. Life skills and character development to include community service, health awareness, leadership, citizenship, financial literacy, etc.;
 - b. Self-Awareness training on the youth's decision-making; including individual analysis of thought processes and emotions that have an impact on choices and delinquent behavior. This training includes instruction, practice, incentives, and other such activities aimed at developing skills that help youth control his/her behavior and participate in normative pro-social functions;
 - c. Recreation and fitness to include physicals, community or school related athletics, etc.;
 - d. Academic/Educational assistance to include credit retrieval, test prep, tutoring, college entrance assistance, etc.;
 - e. Pre-vocational or vocational services to help ensure the program serves as a catalyst for post-secondary plans;
 - f. Career Exploration services that cultivate career interests and exploration of required competencies and training needed for various careers;
 - g. Faith based program involvement (youth group, choir, faith-based mentorship);
 - h. Regularly scheduled employment with a verified employer; and

- i. Verified employability skills training and/or job search services for development of a job candidate pool.
- H. Focus on Aftercare
 - 1. The Department desires a Respondent to propose a day treatment program that has an overarching focus on aftercare. An optimized day treatment program itself is actually preparing the youth for the aftercare period. From the very beginning of program participation, the focus should be on planning for the youth's success in the future and life after day treatment. If provided correctly, by the time a youth leaves, they should have developed and acquired the skills needed to build a successful future and be a productive contributing member in their communities.
 - 2. The goal of day treatment is to stop the revolving door and the Department is seeking a Respondent that understands and embraces the fact that unless each youth is provided with a quality day treatment program that helps them realize their value and sets them up to success long after they have left the program.
 - 3. Therefore, services during day treatment shall also include transition planning, helping youth obtain internships or reenrolling in school, setting up extracurricular and free-time activities, placement in college, jobs, or the military, and requires monitoring and follow-up at set intervals to document a youth's progress.
- I. Family Involvement
 - 1. The Department is seeking a Respondent that proposes innovative means to secure family engagement and family involvement for the youth participating in day treatment services.
 - 2. Staff shall be considered mentors to youth involved in day treatment. This does not preclude the utilization of appropriately screened and trained volunteers from the community to act as additional mentors for these youth.
 - 3. With the optimized services components outlined above and sought by the Department, the final step of importance in providing a home-like environment for youth in day treatment is family involvement/family engagement. The harsh reality is that many of the youth in the criminal justice system come from broken families, so if the parents do not want to be involved, day treatment needs to satisfy the need that absence creates. If family involvement can be obtained, it can be critical to the success of the youth, so the caregivers/parents must be constantly made aware of opportunities to visit, as well as be provided with transportation, babysitting, or any other service that would facilitate contact with their children.
 - 4. Family involvement/engagement could be as simple as hosting a family pot-luck dinner or other family activity once a month, and a youth's mentor staff meeting informally with the youth and family at the family's convenience to get to know each other and what each individual brings to the table for the success of the youth.

IV. STATEMENT OF PURPOSE

- A. The Department is requesting a replies from Respondents who have the qualifications and experience to provide a Day Treatment program as specified in this ITN.
- B. This ITN may not provide a complete understanding of the required service needs, and may not contain all matters upon which a Contract resulting from this ITN shall be based. The absence of detailed descriptions in the Statement of Services Sought (Attachment A) or the Minimum Requirements for Optimized Day Treatment Program in Circuit 19 of Attachment A-1 as provided herein as to any details or the omission from that section of a detailed description on any point shall be understood as meaning that the Department will negotiate all services in its best interest and in furtherance of the objectives of this ITN.
- C. The Department intends to select one (1) Respondent proposing services in Circuit 19, St. Lucie County, to ensure provision of the most effective alternative school and day treatment program services for the target population.

V. FUNDING AVAILABILITY

- A. The Department has identified available funding for this ITN in the amount of **\$424,450.00** annually. The total dollar amount for the resulting Contract from this ITN will be negotiated, depending on, but not limited to the following: number of finalized program slots based on proposed staffing, an effective and efficient transportation solution, and other services to be provided as part of the optimized day treatment program.

- B. The resulting Contract will be a fixed price/unit rate Contract, and will be negotiated. Rates quoted shall be inclusive of all costs to operate a program with two hundred sixty-two (262) billable days annually, as desired by the Department. Services shall be provided two-hundred and fifty (250) days of scheduled Day Treatment Program operations per year, regardless of the Alternative School Planning Days as determined by the SLCSB. In addition, the Department will allow payment for one (1) weekend service day per month for a mentoring activity for each youth. This extra day monthly results in services for youth being delivered an additional twelve (12) days per year for a total of two-hundred sixty-two (262) billable days per year for each slot, when services are documented on the census as delivered and proof of services is provided with the invoice and/or maintained by the Respondent. Note: Each youth may receive services (i.e., mentoring) on any weekend day a month, but each youth can only be billed for one (1) day per month; however, the Department does not anticipate that all program youth will receive services the same weekend day each month, therefore, the weekend service day must be clearly documented for payment purposes.
- C. Respondents shall note that all expenditures under a resultant Contract must be directly related to youth served and shall be reasonable, allowable and necessary as outlined in the Reference Guide for State Expenditures located at http://www.myfloridacfo.com/aadir/reference_guide/.
- D. Final funding availability for services shall be determined by the Department at its sole discretion.

VI. DEMOGRAPHIC DATA

The following is historic and projected demographic data of male youth on Community Supervision in St. Lucie County.

C 19 Males on Community Supervision by PACT Risk Score (March 31, 2016)

Home County	Mod-High	High	Total
Indian River	11	4	15
Martin	12	5	17
Okeechobee	4	3	7
St Lucie	37	21	58
Total	64	33	97

Additionally, below is demographic information on the remaining counties within the Circuit.

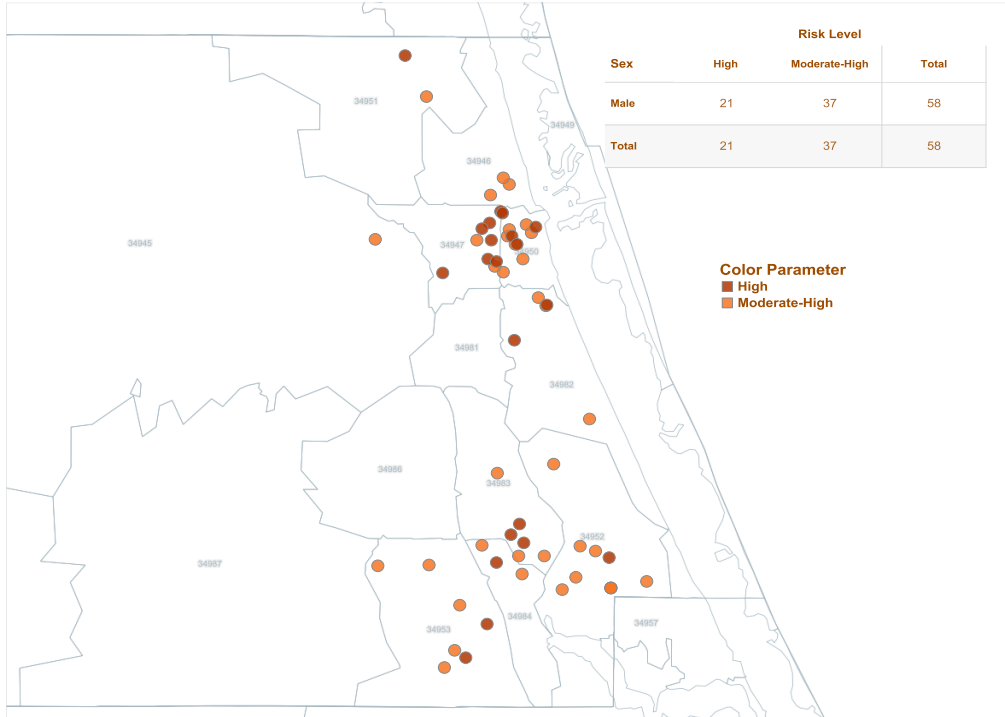
Males on Community Supervision by PACT Risk Score (March 31, 2016)

Home City	Mod-High	High	Total
FORT PIERCE	17	14	31
PORT SAINT LUCIE	20	7	27
Total	37	21	58

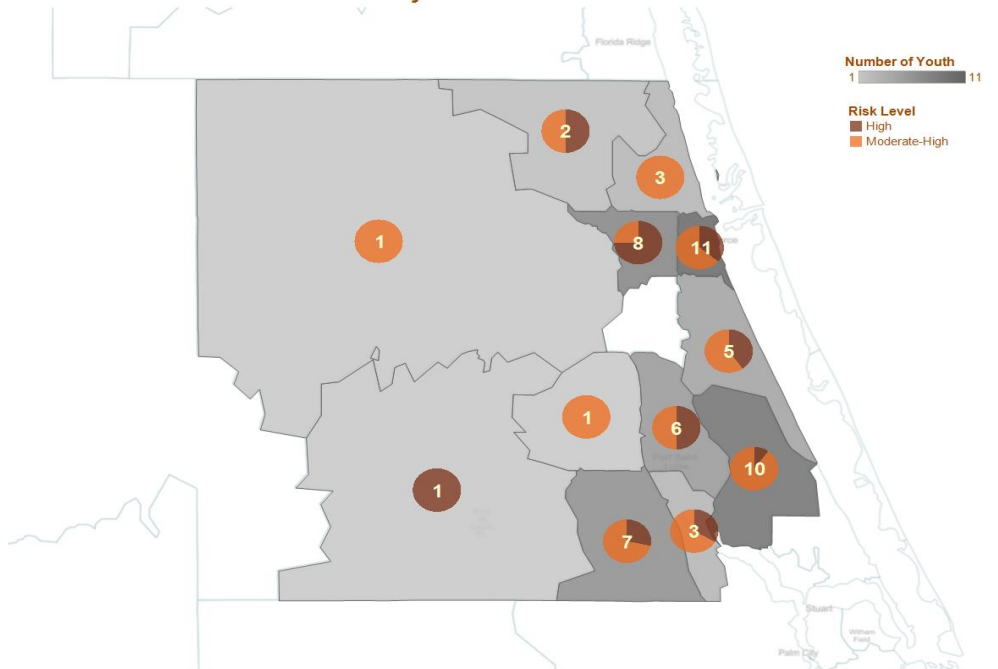
VII. GEOGRAPHICAL AREAS OF YOUTH POPULATION DENSITY

The first image shows youth served on community supervision during FY2015-16 that scored Moderate-High or High Risk on the PACT and their residence location in St. Lucie County. The second image shows the count by zip code. This information is provided for planning purposes and is not verified. Respondents should consider potential youth residence locations when siting the facility and developing comprehensive transportation plans for a catchment area.

**St Lucie County
Youth on Community Supervision
July 2015 - March 2016**



**St Lucie County
Youth on Community Supervision
July 2015 - March 2016**



VIII. YOUTH TO BE SERVED

- A. The Department will refer youth that have been placed on probation, post commitment probation, conditional release or minimum risk commitment by the court and who are assessed as moderate-high or high risk to re-offend and who reside in Circuit 19. Youth will have a heightened need for structured services, delinquency interventions, skills building, mental health and/or substance abuse treatment services, community supervision during traditional and non-traditional business hours, risk factors associated with negative peer associations, and substance use as well as anger or impulse controls issues, inappropriate decision-making and negative peer associations.
- B. Prior to referral, the Department will administer a full C-PACT to determine the youth's risk to re-offend.
- C. Any of the following youth may be referred at the sole discretion of the Department's CPO based on established Department criteria. The Department does NOT intend to utilize program slots for youth that are not assessed as in need and appropriate for Day Treatment. The goal is to ensure the right youth receives the rights services to reduce the risks to re-offend.
 - 1. youth who are assessed as moderate risk to re-offend who score high in one (1) or more of the following domains: Use of Free Time, Alcohol and Drug Use, School, Relationships, Anti-Social Attitudes, Aggression, Skills, and/or Mental Health; and/or resides in a home with family members who are involved in the criminal or juvenile justice system; and/or are gang-involved, suspected to be gang-involved, associate with gang members, or who exhibit behaviors commonly associated with gang members; and
 - 2. low-risk youth with a demonstrated history of failure to comply with the conditions of his/her court-ordered supervision.
- D. The maximum length of stay in the Program shall be limited to no more than one hundred eighty (180) consecutive days with the anticipated length of stay for each youth of four (4) to six (6) months, unless otherwise specified by court order. Exceptions to the length of stay requirements are set forth in Attachment A-1, Minimum Specifications for Optimized Day Treatment Program in Circuit 19.

IX. STAFFING/PERSONNEL

- A. In addition, to the minimum specifications for staffing/personnel and subcontracted staff set forth in Attachment A, 1, Minimum Specifications for Optimized Day Treatment Program in Circuit 19, the Respondent and all personnel provided under the resulting Contract, whether performance is as a Respondent, subcontractor, or any employee, agent or representative of the Respondent or subcontractor, shall continually maintain all licenses, protocols, and certifications that are necessary and appropriate or required by the Department or another local, state or federal agency, for the services to be performed or for the position held. All such personnel shall renew licenses or certifications pursuant to applicable law or rule. The Respondent shall provide copies of all current licenses or certificates required for the delivery of services under the resulting Contract, to the Department's Contract Manager, prior to the delivery of services.
- B. The Respondent shall provide full qualified and dedicated staff to provide the services described in this Statement of Services Sought. This should include staff, dedicated to the concept's outlined here, in particular mentoring and supportive relationships, as well as professional staff qualified to provide services. Staff to youth ratio set forth in their final staff plan provided during negotiations and made part of the resulting Contract that shall not be exceeded during the term of the resulting Contract. In addition, the Respondent shall maintain a plan for recruitment and retention of staff, and maintaining staffing level ratios, that specifically addresses handling of vacancies and absences.

X. ADDITIONAL REQUIREMENTS OF A RESULTANT CONTRACT FROM THIS ITN

- A. The resultant Contract will be a fixed price-unit rate based on available slots, with documentation of services provided. The determination of any additional service units/deliverables the successful Respondent(s) is required to perform shall be negotiated with final determination to be the sole discretion of the Department. Service units, Deliverables and required reports will be set forth in any resultant Contract.
- B. The deliverable/service unit for the resultant Contract is an available slot. A slot is defined as "available" only if the Respondent could accept a juvenile for admission to the program

and the youth could begin to receive all services described in the contract with forty-eight (48) hours' notice.

- C. Payment must be triggered by receipt of identified deliverables.
- D. The Respondent shall submit a monthly invoice with sufficient documentation to fully justify payment for the deliverables/service units delivered the previous month.
- E. Failure by the Respondent to promptly report and document deliverables as required shall result in a reduction in the monthly invoice.

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**ATTACHMENT A-1
MINIMUM REQUIREMENTS FOR
OPTIMIZED DAY TREATMENT PROGRAM IN CIRCUIT 19**

I. GENERAL DESCRIPTION

A. General Description of Services

1. The Department is issuing this ITN to obtain replies and further negotiate with a Respondent to design, develop, implement, and operate an optimized Day Treatment program for boys only, placed on probation, post commitment probation, conditional release or minimum risk commitment by the court and who are assessed as moderate-high or high risk to re-offend. The Day Treatment program shall be based on the elements identified in this Attachment, with an educational component/alternative school in Circuit 19, St. Lucie County. Program services shall be delivered at a Respondent owned/Department approved facility that is modern, aesthetically pleasing, freshly painted with fixtures and furnishing in excellent condition, and located in a safe environment.
2. The Respondent shall place an emphasis on providing transportation for youth to and from the school/program on a daily basis, and on individualized case planning within a group model, individualized case/management, the provision of evidence based delinquency interventions, mental health and substance abuse services, family engagement, intensive supervision, and mentoring/supportive relationships of these youth as set forth in Attachment A, Statement of Services Sought. Staff identified with the ability to develop and sustain hands on relationships with assigned youth are highly desired.
3. The Respondent shall operate the program two-hundred and sixty-two (262) days per year, with on-call services provided three-hundred-sixty-five (365) days per year. The Respondent shall provide direct services to youth on two-hundred and sixty-two (262) days which may include services any day of the week, Sunday through Saturday.
4. The academic-based educational component shall be provided in accordance with the SLCSB policy for alternative schools. It is the responsibility of the Respondent to determine how to meet school board requirements for alternative schools.
5. The Respondent shall deliver all services consistent with applicable federal and state laws, DJJ rules, policies and standards. Services shall be provided and billed two-hundred and sixty-two (262) calendar days per year with some services to be provided on weekends (mentoring and supportive relationships).

B. Services to be Provided

1. The Respondent shall deliver at least one (1) evidence-based delinquency intervention for youth assessed as high-risk that address the youth's criminogenic risk factors associated with delinquency. In addition, the Respondent may offer Promising Practices and Interventions with Demonstrated Effectiveness, as outlined in the Delinquency Intervention Source Book available at <http://www.djj.state.fl.us/docs/quality-improvement/sourcebook2015.pdf?sfvrsn=4/>. Group Interventions such as LifeSkills Training (LST) and Aggression Replacement Therapy (ART) shall also be made available during the week for program participations. Respondents shall note that youth participating in the Day Treatment program may also receive DJJ Redirections Services (upon referral from the JPO) and FFT and CBT are/will be available in Circuit 19 through Redirection Providers. If a youth is participating in a Redirections Services therapy, the Respondent shall be responsible for either transporting the youth to the family home or to the therapy site in the community, with the alternative of making space available for the family and youth to receive Redirections at the Day Treatment Program site.
 - a. Each youth must receive an evidence-based delinquency intervention each week, in the dosage and frequency that ensure fidelity of the intervention proposed. Additional hours of program activities shall include structured activities, support services, service planning, case-management, and supervision activities.

- b. Interventions shall be designed to address criminogenic risk factors such as those listed below with the goal of determining the youth's risks and needs and providing services to directly address those issues.
 - 1) Prior Offenses;
 - 2) Family Factors;
 - 3) Education and Employment;
 - 4) Peer Relations;
 - 5) Leisure and Recreation;
 - 6) Personality and Behavior; and
 - 7) Attitudes and Orientation.
2. The Respondent shall utilize the C-PACT risk/needs assessment tool in order to identify the youth's individual criminogenic risk factors that need to be addressed.
3. The Provider shall also provide or arrange for delivery of evidence-based and/or promising mental health and substance abuse treatment. Mental health and substance abuse services must be provided by individuals meeting the education, licensure, degree requirements, and applicable Florida rule requirements, and DJJ Rule, Chapter 63N-1, F.A.C. requirements.
4. Each youth identified as in need of mental health and substance abuse treatment services much receive these services in accordance with DJJ Rule, Chapter 63N-1, F.A.C.
5. The Respondent shall be responsible for addressing dynamic criminogenic risk factors through effective case management, providing evidence-based delinquency interventions, and mental health and substance abuse treatment, and identifying and removing roadblocks to treatments. The Respondent shall develop a written means for ensuring fidelity in the delivery of all evidence-based programs and mental health and substance abuse treatment services.
6. Treatment roadblocks shall be addressed through:
 - a. Identification of youth, family or environmental characteristics that block engagement in mental health and substance abuse treatment through a risk and needs assessment;
 - b. Delivering individualized mental health and/or substance abuse treatment, and delinquency services in a style and manner that is consistent with the ability and learning style and individualized needs of the youth; and
 - c. Utilizing a method that is supported by research literature and accepted by the Department.
7. To be successfully discharged from the program, each youth admitted to the Respondent's program shall successfully complete evidence-based delinquency interventions and/or mental health and/or substance abuse treatment services pursuant to individualized needs as identified via screening and assessment and specified in the resulting Contract. Each youth must receive evidence based delinquency interventions in accordance with the fidelity of the model, other structured activities, and support services according to assessed needs
8. The Respondent shall deliver case management activities to include the administration of a needs assessment utilizing the Department's C-PACT, development of the Department's YES Plan, services planning based on a youth's individualized needs assessments, performance monitoring, and data gathering, analysis, and reporting.
9. The Respondent shall deliver structured activities and support services beyond the evidence-based delinquency intervention to include a community service and/or restitution component. Structured activities shall include employment readiness, academic remediation, life skills training, and experiential education that allow youth to interact with positive peers, mentors, and family members to enhance the intervention experience for the youth, as well as employment, job search, community service and other approved services. Structured activities may be on or off the facility site, and shall be monitored by facility staff. Any structured activity as assigned by the treatment team pursuant to the youth's individualized case plan shall be permissible dependent upon the youth's progress in the program.
10. The Respondent shall implement a Behavior Management System to provide constructive discipline, train youth in effective conflict resolution, and conduct daily performance evaluations. Program staff shall maintain order and safety through

services that adhere to a behavior management system that delivers services correlating directly to the C-PACT domains of the individual youth.

11. In addition, the Respondent shall deliver academic remediation, and provide vocational training to youth admitted to the Program who has completed his/her high school diploma, or who are not enrolled in an educational curriculum. Youth who complete vocational training prior to admission or while participating in the Program, and/or who are appropriate for employment due to interest or need, shall receive employability skills training and assistance from the Respondent in securing sustainable employment at a livable wage.
12. All youth shall be required to complete Respondent identified and supervised community service activities that are developmentally and age appropriate.
13. Skills Training shall be provided to assist youth in decreasing criminogenic behaviors and increasing interpersonal skills, problem-solving skills, coping skills and, life skills that will enable the youth to:
 - a. Function in society in a meaningful, positive way;
 - b. Become stronger in character, remorseful and empathetic;
 - c. Practice positive decision making;
 - d. Become more connected to the community and recognizing the potential to be positive members of the community; and
 - e. Practice opportunities to lead, belong, mentor, contribute, and make meaningful choices.

C. Balanced and Restorative Justice Approach

The Department's referrals will include youth of different gender and race; therefore, the Respondent's services shall address the different ethnicities, races, and gender-specific needs of all youth. Services shall be delivered consistent with the Balanced and Restorative Justice Approach adopted by the Department.

1. Restorative Justice

Restorative Justice is a philosophy that view crimes by focusing on repairing the harm caused to people and relationships as a result of the criminal activity. The Respondent's service provision shall reflect the Restorative Justice philosophy. Independent living skills shall facilitate skills valued by others in the community and should assist offenders in functioning in society in a meaningful, positive way; becoming stronger in character; showing remorse and empathy towards others; connecting within the community and recognizing potential to be positive members of the community; and practicing opportunities to lead, belong, mentor, contribute and make meaningful choices.

2. Gender-Specific Services

The Respondent shall provide gender specific services/programming with components and treatment services that are designed to comprehensively meet the special needs of adolescent boys. Programming shall foster positive gender identity development, recognize the risk factors and issues most likely to impact adolescents and protective factors and skill competencies that can deter future delinquency and enhance treatment services. Gender specific treatment and delinquency services shall include but are not limited to:

- a. Mental health and substance abuse services that address adolescents' issues and individualized treatment needs such as addiction, co-occurring disorders and their behavioral effects, depression, post-traumatic stress disorder and trauma relating to physical or sexual abuse, neglect, emotional abuse, or domestic violence. Mental health services that address gender identity issues. Mental health services that use effective interventions such as behavioral, cognitive, affective/dynamic, and systems perspectives to address the needs of individual adolescents.
- b. Promotion of positive relationships including those with family members, friends, and staff.
- c. Communication skills, assertiveness and appropriate expression of anger, using evidence-based approaches shown to be affective for adolescents.
- d. A safe environment, free from verbal harassment, harassment secondary to gender identity issues, bullying, teasing, violence, racism, sexism and sexual abuse and ongoing staff assessment to ensure a trauma free environment.

- e. An environment in which adolescents feel safe to share their feelings and discuss their problems, protected from harm by self, peers, and staff.
 - f. Education about adolescents' physical and sexual health including sexually transmitted diseases, contraception, exercise, and personal health care.
 - g. Education programs, mutual support and mentoring opportunities, events and speakers to share experiences of adolescents from various ethnic, racial and socio-economic backgrounds.
 - h. An environment that acknowledges the contributions of adolescents through posters, murals, books, magazines, and videos.
 - i. Sexual decision making and how to communicate personal limits.
 - j. Parenting education which includes prenatal care for female adolescents.
3. Minority Services
The Respondent's services shall be provided to youth in a manner that addresses the factors that impact disproportionate minority contact with the juvenile justice system. The Respondent shall provide a service that fosters positive identity development; recognizes the risk factors and issues most likely to impact minority youth; and the protective factors and skill competencies that can deter future delinquency. Services shall be culturally sensitive and include events that recognize the contributions of people from various ethnic, racial and socio-economic backgrounds.
- D. Authority for Specific Contracted Program Services
Program components shall be in compliance with chapter 985, F.S., Rule 63D-5.001-.007, Supervision; 63D-6.001-.008, Non-Residential Programs; and Rule 63D-7.001- 009, Post-Residential Supervision, DJJ Rule, Chapter 63N-1, F.A.C.
- E. Service Limits
The Respondent shall provide supervision and services to admitted youth until such time as the following conditions are met:
Until a youth is terminated from the system; or
Until a youth is placed on demand status after completing all court-ordered sanctions other than payment of restitution; or
If a youth is approved for an administrative transfer, or is accepted into detention until placement, or are admitted into their residential placement; or
Until a youth has successfully completed the program and is returned to the supervision of the JPO.
- F. Major Goal(s) of the Service
- 1. The Department's goal for this optimized Day Treatment services is to deliver a program for high-risk youth that focuses on mentoring and supportive relationships, accompanied by interventions for the youth that prevent recidivism and continued involvement in the juvenile justice system using programs/practices that build protective factors, implement appropriate and effective individualized case planning and treatment, and address the individualized needs of the youth, the family while enhancing public safety and ultimately preparing the youth for success when they return to the community in which they reside..
 - 2. Effective programs facilitate a measurable and positive change in youth behavior, provide youth with effective services, to include interventions, skills and treatment with demonstrated success with the adolescent population, reduce favorable attitudes towards delinquent/criminal behavior(s), and provide youth with skills and tools to support these changes with the goal of preventing recidivism and/or future criminal involvement. Because the target population is at heightened risk for placement in a secure residential commitment program, services include strategies and techniques to engage the youth and his/her family by identifying their individual needs, providing mental health and substance abuse treatment when the need is identified, and providing available resources to support services.
 - 3. Success in achieving these goals will be measured through the number and percentage of youth: 1) arrested for an offense committed while participating in the Respondent's program (ODS); 2) with an adjudication or adjudication withheld for an offense committed while under program supervision (ODS); 3) arrested for an offense committed within twelve (12) months of program completion; and 4)

with an adjudication, adjudication withheld, or an adult conviction for an offense committed within twelve (12) months of program completion.

II. YOUTH TO BE SERVED

A. General Description of the Youth to be Served

1. The Respondent's program shall provide Day Treatment services as specified herein to boys placed on probation, post commitment probation, conditional release or minimum risk commitment by the court and who are assessed as moderate-high or high risk to re-offend and who reside in Circuit 19, St. Lucie County. Youth will have a heightened need for structured services, mental health and/or substance abuse treatment services, and community supervision during traditional and non-traditional business hours, risk factors associated with negative peer associations, risk factors associated with substance use, vocational skill building, academic remediation, and/or life skills training. Specific risk factors of youth appropriate for the Program include anger or impulse controls issues, inappropriate decision-making and negative peer associations.
2. Slots during any time period may be increased based on enrollment or the need of the community with each additional slot being paid pursuant to the per diem outlined in the resulting Contract. Slots may not be decreased unless and until renegotiated between the Respondent and the Department.

B. Youth Eligibility

1. The Department will refer youth that have been placed on probation, post commitment probation, conditional release or minimum risk commitment by the court and who are assessed as moderate-high or high risk to re-offend and who reside in Circuit 19. Youth will have a heightened need for structured services, delinquency interventions, skills building, mental health and/or substance abuse treatment services, community supervision during traditional and non-traditional business hours, risk factors associated with negative peer associations, and substance use as well as anger or impulse controls issues, inappropriate decision-making and negative peer associations.
2. Prior to referral, the Department will administer a full C-PACT to determine the youth's risk to re-offend.
3. Any of the following youth may be referred at the sole discretion of the Department's CPO based on established Department criteria. The Department will not make referrals of youth who are not assessed as in need and appropriate for Day Treatment services. The goal is to ensure the right youth receives the rights services to reduce the risks to re-offend.
 - a. Youth who are assessed as moderate risk to re-offend who score high in one (1) or more of the following domains: Use of Free Time, Alcohol and Drug Use, School, Relationships, Anti-Social Attitudes, Aggression, Skills, and/or Mental Health; and/or resides in a home with family members who are involved in the criminal or juvenile justice system; and/or are gang-involved, suspected to be gang-involved, associate with gang members, or who exhibit behaviors commonly associated with gang members;
 - b. Low-risk youth with a demonstrated history of failure to comply with the conditions of his/her court-ordered supervision.

C. Youth Referral/Determination for Services

1. The Department will forward referrals to the Respondent utilizing the JJIS Probation Resource Booking (PRB) Module. Note: The Department will provide training in JJIS prior to the start date of the resulting Contract to ensure the Respondent's staff possesses the necessary training and permissions to access JJIS (documented by completing the Respondent JJIS Access Agreement Form).
2. The Respondent shall have access, through JJIS to the following forms and information, when available.
 - a. Expanded Face Sheet;
 - b. School information (e.g. FCAT scores, Individual Education Plans [IEPs], 504 Plans, IQ scores or ratings [e.g. "normal"], grades, behavior and attendance records;
 - c. Arrest affidavit, violation of probation or transfer request;
 - d. Victim statements;

- e. Positive Achievement Change Tool (PACT) Mental Health and Substance Abuse Report and Referral Form;
 - f. PACT Overview Report;
 - g. Release of Information forms;
 - h. Prior assessments available to the Department (i.e. SAMH-2, Psychological Evaluation, Bio-Psychosocial Assessment, or predisposition Comprehensive Evaluation);
 - i. Prior medical information available to the Department (i.e. medical history and/or results of a medical exam after obtaining release when necessary);
 - j. Prior mental health information available to the Department (i.e., Baker Acts, Marchman Acts, prior inpatient and/or outpatient treatment);
 - k. History of employment and vocational training;
 - l. Most recent Pre-Disposition Report (PDR); and
 - m. Signed Authority for Evaluation and Treatment (AET) form.
3. All referrals must be contacted and admission initiated within two (2) business days of the date of the Department's referral in JJIS.
 4. The Respondent is responsible for completing admission and entering placement of youth in JJIS within five (5) business days of initial face-to-face contact with the youth.
 5. Upon admission, each youth shall be immediately enrolled in a Department-identified evidence-based delinquency intervention, promising practice or practice with demonstrated effectiveness as outlined in the DJJ Delinquency Intervention Source Book that meets his/her assessed needs. Youth identified as High-Risk must have an evidence-based delinquency intervention.
 6. Youth identified with mental health and/or substance abuse treatment needs shall receive treatment provided by the Respondent or through community referrals coordinated with the JPO, based on an individualized mental health and/or substance abuse treatment plan.
 7. If the Program is at capacity, the Respondent shall send written documentation to the Department's Contract Manager and Circuit CPO stating the Program is at capacity along with the anticipated date a slot will be available. No youth shall be placed on a Waiting List.
 8. Any referral disputes shall be forwarded in writing within two (2) business days of receipt of referral to the Department's Contract Manager listed in the resulting Contract with copy to the CPO in the applicable Circuit.
 9. If the Respondent determines, after Program admission, that a youth is not appropriate for Day Treatment services, the Respondent shall submit to the CPO, a written request explaining why the youth is not appropriate for program services. The Respondent shall provide services detailed in the resulting Contract while awaiting the Department's decision. The decision of the Department's CPO in the Circuit of service is final.
 10. In the event, an admitted youth refuses to attend the program, the Respondent shall contact the JPO and the JPO Supervisor within twenty-four (24) hours of the youth's refusal to attend the Program. In the event, the Program has not been contacted by the JPO or JPO Supervisor within an additional twenty-four (24) hours, the Program shall contact the CPO.
 11. The Respondent and the JPO shall coordinate together to engage the youth and the youth's family to ensure a referred and admitted youth will attend the program.
 12. If the Department determines admissions to the program must be suspended due to safety, security, staffing or other programming concerns, the Department will notify the Respondent, in writing, of the suspension of admissions until the Department determines the suspension can be removed and admissions resumed.
- D. Specify Limits on Youth to be Served
1. The maximum length of stay in the Program shall be limited to no more than one hundred eighty (180) consecutive days with the anticipated length of stay for each youth of four to six (6) months, unless otherwise specified by court order.
 2. Any requests for extension shall be made in writing to the CPO in the circuit fourteen (14) days before the one hundred eighty (180) days in the program expires.

3. The Chief will have five (5) working days to respond in writing to the Program. The length of an extension will be determined on a case-by-case basis.

III. SERVICE TASKS

A. Tasks to be Performed

The following service tasks shall be delivered to youth admitted to the Program as part of Day Treatment services.

1. Program Orientation

- a. The Respondent shall conduct an Orientation and Facility Tour for all youth and his/her parent(s) within twenty-four (24) hours of the youth's admission to the Program to include, but not be limited to the following:
 - 1) Delivery of handbook or brochure detailing Program goals and services;
 - 2) Review of the service planning process;
 - 3) Telephone usage guidelines (including calls to the Florida Abuse Hotline);
 - 4) Program's policy on searches, youth's rights, incident and grievance reporting, the transportation plan;
 - 5) A copy of the Program Schedule;
 - 6) Name, title, contact information for key staff;
 - 7) Review of the State of Florida's Child Abuse Reporting procedures;
 - 8) Program's goals, expectations of the youth and his/her parents;
 - 9) Emergency procedures;
 - 10) Dress code, and
 - 11) Identify how the youth will be transported to and from the Program each day (Respondent vehicle, bus, private vehicle).
- b. Youth shall also be advised that the average length of length of stay in the Program is four (4) to six (6) months and successful completion requires the completion of goals contained on his/her YES Plan.
- c. The Respondent's staff shall make face-to-face contact with the youth within twenty-four (24) hours of release from the residential program for youth admitted who are on Conditional Release or Post Commitment Probation and begin Program Orientation activities.
- d. Proof of Program Orientation and the discussion between the youth and staff shall be documented by the signature of the youth, participating family member, and staff member and maintained in his/her file.

2. Screening and Needs Assessment

- a. The Respondent shall complete a C-PACT within seven (7) calendar days of admission, at ninety (90) calendar days of Program participation, and within three (3) calendar days of Program completion.
- b. The Respondent shall obtain and review a copy of the C-PACT (administered by the Department prior to referral) and all youth admitted to the Program must have a new C-PACT Full Assessment completed prior to the development of the YES Plan.
- c. In addition to the C-PACT, the Respondent shall complete the PACT Mental Health & Substance Abuse Screening Report and referral form, the Respondent's Intake Screening for Suicide Risk, and the Healthcare Admission Screening.
- d. The Massachusetts Youth Screening Instrument, Second Version (MAYSI-2) shall be administered to the youth upon initial intake on the day of the youth's admission to the Day Treatment program as set forth in Rule 63N-1.0053, F.A.C.
- e. Youth identified with suicide risk factors on the PACT, MAYSI-2 or by staff observations shall be referred for an Assessment of Suicide Risk or for emergency mental health services as set forth in DJJ Rule, Chapter 63N-1, F.A. C.
- f. Youth identified as in need of further mental health and/or substance abuse evaluation on the PACT or MAYSI-2 must be referred for comprehensive mental health and/or substance abuse evaluation as set forth in Rule 63N-1, F.A.C.

- g. Youth shall be screened for health-related conditions at the time of admission to determine if the youth has any conditions requiring medical attention. Screening may be performed by non-licensed staff during the admission process.
 - h. Based on the risks and needs identified by the needs assessment, PACT and/or MAYSI-2 instruments, Bio-Psychosocial, the Respondent shall provide or refer the youth for Mental Health or Substance Abuse treatment services (individual, family group). For additional requirements regarding referral for Mental Health and Substance Abuse Services are in accordance with the requirements of this Attachment A-1.
 - i. The Respondent shall provide or arrange for the provision of in-home crisis resolution and intensive intervention services to the youth and family to reduce personal distress and the chance of future crisis situations through the implementation of preventative strategies.
 - j. The Respondent shall link the youth and his/her family to appropriate services provided within the program and within the youth's local community as indicated by risk factors and treatment needs identified in appropriate assessments.
 - k. A copy of all screenings and assessments administered to the youth shall be maintained in his/her file or individual healthcare records as set forth in Rule 63D and Rule 63N-1, F.A.C.
3. Evidence-based Delinquency Interventions
 The Respondent shall deliver at least one (1) Evidence-based Practice (EBP) delinquency intervention for youth assessed as high-risk that address the youth's criminogenic risk factors associated with delinquency. In addition, the Respondent may offer, for other program youth, delinquency interventions that are Promising Practices (PP) and Practices with Demonstrated Effectiveness (PDE). All interventions will be negotiated and will be reflected by modality name in the resulting Contract.
- a. Group Interventions such as LifeSkills Training (LST) and Aggression Replacement Training (ART) shall also be made available during the week for program participants.
 - b. For delinquency intervention groups provided in a closed group format, when the youth is admitted after the beginning of a cycle, the youth may participate in other service tasks and be enrolled in the next immediate cycle of the closed group intervention.
 - c. The youth may also receive additional delinquency interventions which may include, but are not limited to: behavior modification, educational enhancement services, structured activities, life skills, employability skills, court order sanctions compliance activities, and restorative justice activities.
 - d. To maximize youth access to delinquency interventions, the Respondent shall stagger cycles and schedule sufficient groups to accommodate the allocated number of slots for the program site.
 - e. The Respondent shall maintain fidelity to all aspects of delinquency interventions to be delivered including staff training requirements.
 - f. The Respondent shall enter the requested data on their Delinquency Interventions (EBP, PP or PDE's) into the EBS module of the Department's JJIS system.
 - g. Delinquency interventions provided to youth per the service plan (EBP, PP or PDE's) shall be differentiated from evidence-based mental health treatment and substance abuse treatment services. An evidence-based curriculum specifically designed for use by clinical staff, designed for youths with mental disorder or substance abuse or delivered in response to a youth's individualized mental health and/or substance abuse treatment plan shall be delivered by a mental health or substance abuse clinician meeting the qualifications set forth in the Mental Health and Substance Abuse Services below (Attachment A-1., Section III., A., 8.).
4. Service Planning

- a. All youth referred to Day Treatment require a PACT Full Assessment prior to the development of the initial YES Plan.
 - 1) The initial program for a youth's YES Plan shall be developed within fourteen (14) calendar days of placement in the program and must be signed by all parties, including the youth, parent(s)/guardian(s), case manager, and case manager supervisor.
 - 2) The youth and parent(s)/guardian(s) shall participate in the development of the YES Plan. The youth and parent(s)/guardian(s) shall participate in the development of action steps and target dates for the completion of all sanctions and goals. The case manager shall document the development process in the case notes.
- b. Court-ordered sanctions shall be documented in JJIS in the Youth Requirements module. Each Youth Requirement shall contain at least one (1) specific action step for the youth, parent(s)/guardian(s), and JPO that clearly defines who is responsible, what action should be taken, and how often the action should be taken.
- c. For youth who are moderate-high or high risk to re-offend, at least one (1) of the top three (3) criminogenic needs shall be addressed by creating a Goal in JJIS. Each goal shall contain at least one (1) specific action step for the youth, parent(s)/ guardian(s), and JPO that clearly defines who is responsible, what action should be taken, and how often the action should be taken.
- d. The YES Plan shall include any Structured Activity, Skills Training or Support Services to be performed by or delivered to the youth.
- e. The Department requires that the YES Plan is signed by all participating parties and maintained in the youth's case file.
- f. A monthly review of the YES Plan shall be conducted by the case manager every thirty (30) days with the youth, his/her parent(s)/legal guardian(s), with the Treatment Team, which includes all service professionals.
- g. The case manager supervisor shall also conduct a supervisory case review of each case within two (2) days of completion of the case manager's review.
 - 1) The case manager shall update the youth's risk and needs assessment prior to the supervisory case review.
 - 2) The case manager shall update Youth Requirements and Goals in JJIS prior to the supervisory case review, to include closing completed or terminated sanctions and goals, updating action steps for pending sanctions and goals to reflect the youth's progress, or adding sanctions or goals to address additional needs identified during the course of supervision.
- h. The case manager supervisor shall ensure that the youth is receiving appropriate supervision and interventions.
- i. Additional guidance on the YES Plan can be found in Chapters 63D-9, 63D-10, 63-12 and 63E-7, F.A.C.
- j. Part of Service Planning shall include the completion of Community Service Activities. The required number of hours and the type of service activities shall be included on the youth's YES Plan.
- k. The Respondent staff shall identify, schedule, and supervise youth participation in service activities, and document youth participation via the youth's completion of a time record with his/her name, unique identification number, date of service, and signature on a record of attendance for each service activity.
- l. When appropriate and consistent with the Department's goals for Day Treatment services, the Respondent staff may identify, schedule, and supervise leisure activities that promote responsible decision-making, allow youth to develop positive peer associations, and extend the Respondent's opportunities to supervise the youth's activities in the

community. Assigned mentors may also participate or attend such leisure activities.

5. Case Management

- a. The Respondent shall employ case management strategies that include delivering services aggressively to the youth, rather than passively offering services. This will require the Respondent's case managers to seek out the youth and his/her family in the local community, at home, or on the job.
- b. Case Manager to youth ratio for staffing levels should be a minimum of 1:12, (i.e., at least one (1) case manager for every twelve (12) youth/program participants).
- c. Case management activities include participation in treatment team planning, service referrals, file maintenance, service coordination, report preparation and distribution, acquiring relevant court, medical, mental health, substance abuse, education records, and existing assessments and evaluations.

6. Youth Case Files, Records and Documentation

- a. The Respondent shall, upon admission to the Day Treatment program, develop a case file for each youth and shall ensure documentation of services rendered, to include, but not be limited to:
 - 1) Community referrals;
 - 2) Signed consent/participation agreement;
 - 3) The youth's YES supervision plan and other service planning documents;
 - 4) Case notes; and
 - 5) Supervision plan.
- b. The Respondent's staff shall document all program activities either in the JJIS system or in the case notes to include: attendance dates, delinquency intervention, case management activities (including face-to-face interaction and telephone contact with the youth, parent(s), and service Providers), review of written or verbal reports from collateral sources, such as educational institutions, employers, counselors, electronic databases, etc., and other activities that document program participation and contact with the youth.
- c. Case notes shall demonstrate compliance (or attempted compliance) with youth, parent/guardian, and staff action steps contained in the youth's service plan. The Respondent's staff shall respond to non-compliance in a manner that is consistent with DJJ's Effective Response Plan.

7. Community Supervision

- a. The Respondent shall conduct curfew checks utilizing staggered schedules during traditional and non-traditional business hours.
- b. The Respondent's staff is responsible for performing curfew checks, conducting collateral contacts with the youth at his/her school, and place of employment, and with the youth's parent(s), and other service professionals as well as documenting curfew monitoring in the youth's file case notes.
- c. In-person and telephonic curfew checks may be performed.
- d. The Respondent shall conduct a monthly home visit with the youth and family, monitor the youth's progress with treatment, restitution payments and community service projects as well as updating the treatment plan.
- e. The process for youth curfew checks shall be determined by assessing the risk of the youth as per the C-PACT.
- f. The Respondent shall notify the Department's JPO when a youth violates his/her curfew and/or other goals. The JPO and the Respondent's staff shall ensure additional sanctions for non-compliance will be consistent with the local Effective Response Matrix.
- g. For any youth who has a Structured Activity schedule incorporated into the YES Plan, the program shall maintain a schedule of the activity, location of the activity and contact information during the schedule activity.
- h. Program staff shall also have face-to-face contact with the sponsor of the Structured Activity no less than once per month so long as the youth is

- participating in the activity, and shall have, at minimum, telephonic contact with the sponsor of the Structured Activity one (1) time per week.
- i. The Respondent shall utilize their effective response system for youth not attending their structured activities, document absences, and use of effective responses in case notes.
 - j. The Respondent shall submit monthly progress reports to the youth's JPO, which may be e-mailed, as best practice.
 - 1) The progress or lack of progress of each youth shall be monitored and updated in the supervision plan as necessary or at a minimum of every sixty (60) days by the Respondent.
 - 2) The Respondent's supervision plan for the youth shall reflect the completion of all required sanctions.
 - k. The Respondent shall track all new complaints and violations until disposition by the court in consultation with the JPO.
 - l. The Respondent shall follow appropriate transfer procedures on youth with technical and/or law violations.
8. Mental Health and Substance Abuse Services
 The Respondent shall provide or arrange for a broad spectrum of mental health and substance abuse services in accordance with the DJJ Rule, Chapter 63N-1, Florida Administrative Code. The Respondent shall ensure that the youth in the program 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).
- a. All Respondent agreements with outside parties to provide Mental Health and Substance Abuse Services shall include within the agreement compliance with the DJJ Rule, Chapter 63N-1, F.A.C. and applicable sections of Rule 63M-2, F.A.C. The Respondent shall provide a detailed facility schedule to indicate the hours and days that licensed mental health staff will be on site, including weekends and evenings, and a facility schedule of all mental health and substance abuse services being provided.
 - b. Mental Health and Substance Abuse Services shall include:
 - 1) Mental health and substance abuse screening upon admission to determine if there are any immediate mental health or substance abuse needs.
 - 2) Comprehensive mental health and substance abuse evaluation or updated comprehensive evaluation performed by qualified professionals for those youth identified by screening as in need of further evaluation.
 - 3) Psychotherapy or professional counseling (i.e., individual, group, and family therapy).
 - 4) Suicide Prevention Services
 - 5) 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.
 - 6) Crisis Intervention and Emergency mental health or substance abuse procedures.
 - 7) The Respondent shall provide or arrange for mental health and substance abuse treatment services delivered to program youth that are evidence-based and/or promising mental health and substance abuse treatment services approved for use with adolescents.
 - 8) Evidence-based mental health and substance treatment are those which have been independently evaluated using 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 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 a number of publications and websites. Some of these sites, including the SAMHSA and NIDA site, offer free curricula that are evidence-based treatments.

<http://nrepp.samhsa.gov>

<http://www.nattc.org/index.html>

<http://www.nida.nih.gov/researchers.html>

- 9) 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. When co-existing mental health and substance-related disorders exist, the Respondent shall provide or arrange for integrated treatment tailored to address co-occurring mental health disorders and substance-related disorders.
- 10) The Respondent shall designate either a Designated Mental Health Clinician Authority or a Clinical Coordinator to be responsible for coordinating and verifying implementation of Necessary and Appropriate Mental Health and Substance Abuse Treatment services in the facility/program.
 - a) If a Designated Mental Health Clinician Authority is to be utilized, a single licensed mental health professional as the Designated Mental Health Clinician Authority within the facility/program, to be accountable for ensuring appropriate coordination, implementation, and oversight of mental health and substance abuse services in the facility.
 - b) 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 Authority.
 - c) There shall be clear organizational lines of authority and communication between the Designated Mental Health Authority and the clinical staff who are delivering on-site mental health and substance abuse services in the program.
 - d) If a clinical coordinator is to be utilized, a Licensed Mental Health Professional or a non-licensed Mental Health Clinical Staff Person, who has received training specifically in mental health and substance abuse services coordination, shall be responsible for coordinating and verifying implementation of Necessary and Appropriate Mental Health and Substance Abuse Treatment Services in the facility or program where they have been named coordinator.
- 11) The Respondent shall also develop working relationships with local mental health and substance abuse agencies or individuals in order to maintain a referral source for the youth.
- 12) An initial and individualized mental health and/or substance abuse treatment plan shall be developed for youth identified as in need of treatment that includes individualized mental health and/or substance abuse treatment goals and objectives.
- 13) Individual counseling sessions shall focus on the youth's symptoms of mental disorder and/or substance abuse and strengths and needs identified in the youth's initial or

- individualized mental health and/or substance abuse treatment plan.
- 14) Mental health and substance abuse group counseling (including psychosocial skills training) shall be designed specifically for youth with mental disorder and/or substance use disorder.
 - 15) A Licensed Mental Health Professional shall supervise mental health (individual and group) conducted by non-licensed mental health clinical staff to program youth at the program site. Each non-licensed mental health clinical staff person shall work under the direct supervision of the licensed mental health professional as set forth in Rule 63N-1, F.A.C.
 - 16) Supervision of the non-licensed mental health mental health clinical staff shall be provided by a Licensed Mental Health Professional as set forth in Rule 63N-1, F.A.C.
 - 17) The Licensed Mental Health Professional is responsible for developing and completing a weekly Direct Supervision Log which documents his/her direct supervision of non-licensed mental health clinical staff as set forth in Rule 63N-1, F.A.C.
 - 18) Substance abuse counseling (individual and group) will be provided in accordance with the licensure requirements set forth in Rule 63N-1, F.A.C., and Rule 65D-30-30.003(15) F.A.C., and the resulting Contract.
 - 19) Substance abuse counseling shall be provided by a Licensed Qualified Professional or by a non-licensed substance abuse clinical staff person who is employed in a facility licensed under chapter 397, F.S., or employed by a service Provider licensed under chapter 397, F.S. The non-licensed substance abuse clinical person shall work under the direct supervision of a qualified professional under section 397.311(26), F.S., as set forth in Rule 63N-1, F.A.C.
 - 20) Direct supervision of substance abuse clinical staff shall also be provided and documented on a weekly basis as set forth in Rule 63N-1, F.A.C.
 - 21) Youth identified with psychiatric services needs shall be referred to the local community mental health centers for psychiatric care or medication management for the youth.
9. Youth Employment
- a. 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 program schedule.
 - 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.
10. Behavioral Management System
Program staff shall maintain order and safety through services that adhere to a behavior management system that delivers services that correlate to the C-PACT domains where the youth has identified risk and/or needs, provide constructive discipline, ensure a reward to punishment ratio of 4:1, train youth in effective conflict resolution, conduct daily performance evaluations, and impose consequences consistent with the local circuit's Effective Response Matrix.
11. Food Services/Meals and Snacks
- a. The Respondent shall be responsible for the provision of nutritious, well-balanced breakfast, lunch and afternoon snacks in accordance with United States Department of Agriculture Child Nutrition Programs (CNP) and the SLCSB requirements for CNP meals. Food services must be provided as a condition of the resulting Contract. CNP are stipulated in Federal Regulation

Title 7, Subtitle B, Chapter II, Subchapter A, Parts 210, 220, 235, and 245 (<http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=7:4.1.1.1.1>).

- b. Meals and snacks shall be prepared on-site by the Respondent or prepared off-site by a participating CNP food service establishment. Sites of meal preparation and service shall operate in accordance with all applicable state and county licensing requirements.
 - c. In addition to serving ample, balanced meals, the Respondent shall prioritize Food Safety Practices in order to protect the health and well-being of the youths served. Regulated food safety practices in all food service facilities are stipulated in Florida Statute 509.039.
 - d. Food services shall be included in the cost of the resulting Contract and shall not be reimbursed separately from the resulting Contract. Recipient sites will select a bidding process resulting in the most economical procurement of foods and beverages. The Respondent shall prioritize the use of USDA commodities and adhere to requirements resulting in meal reimbursements for all meals served. Respondents are encouraged to seek funds through the Florida Department of Agriculture or other sources (such as staff meal sales).
 - e. Meals are provided to program participants at scheduled times reflected in the Program Facility Schedule. Meals shall be served in accordance with CNP meal requirements (individual trays) unless otherwise approved and authorized by CNP for meal counts. If meal counts are not an issue, the Respondent may serve family style. A Registered Dietitian trained in CNP requirements shall approve the menu and serve as a Food Service Staff resource for nutrition related inquiries such as viable menu substitutions for food allergies, cultural, ethical and religious preferences, and medical conditions affected by nutrient intake.
 - f. Nutritious, well-balanced meals and snacks shall be prepared and served in a manner that ensures the needs of each youth are taken into consideration. Youth surveys will be administered quarterly.
 - g. The Registered Dietitian Nutritionist shall be licensed in accordance with chapter 468, Florida Statutes.
 - h. Supervisory staff will be trained in NSP activities such as meal counts, submitting for reimbursement, and other record keeping in the event of USDA reviews to ensure continued CNP participation and renewals.
 - i. The CPO or other designated staff shall review, consider, and approve in writing any requests for changes in the Food Service Delivery presented by the Respondent.
 - j. Any disagreements on Food Service Delivery shall be resolved by the Probation Regional Director whose decision is final.
12. Transportation
The Respondent shall ensure the following tasks for the transportation for program participants are met throughout the term of the resulting Contract.
- a. The Respondent shall provide youth transport and daily transportation services to any from the day treatment program including to the school site in the morning and from the day treatment program site to the youth's home/place of residence after program services in accordance with the Department's policy for Operating a Vehicle for the Purpose of Transporting Youth FDJJ 1920 and 1920P dated 5/19/2014. The Respondent's approved Transportation plan shall be incorporated by reference into the resulting Contract.
 - b. Youth shall be transported by a Respondent leased or owned vehicle, an approved staff vehicle (vehicle must be inspected by the Program Director, have working seat belts, and be driven by a licensed and approved staff member) or public transportation
 - c. Total transportation time between the youth's home and the Program facility shall not exceed ninety (90) minutes each way unless mutually agreed to by the Respondent and the Circuit Chief in writing.
 - d. Transportation services shall be provided as a condition of receipt of funds under the resulting Contract, but transportation services shall be included in

- the cost of the resulting Contract and shall not be reimbursed separately from the resulting Contract.
- e. The Respondent shall undertake efforts to minimize the amount of time any individual youth spends in transit to the program and may request the youth not be admitted due to transportation difficulties. Such permission must be requested in writing to the CPO and shall be approved in writing (email acceptable).
 - f. The CPO or other designated staff shall review, consider and approve in writing any requests for changes based on transportation difficulties presented by the Respondent.
 - g. Any disagreements shall be resolved by the Regional Director whose decision is final.
13. JJIS and Data Requirements
The Respondent shall ensure the following tasks for the Department's Juvenile Justice Information System and for data collection requirements are met throughout the term of the resulting Contract.
- a. The Respondent and subcontracted service providers shall utilize the Department's JJIS for data entry and shall monitor accuracy at all times.
 - b. The Youth Placement- Facility module shall be utilized to handle all referral acceptance, rejection, and placement. Referrals made by the Department must be reviewed and either accepted or rejected (Respondent shall determine they will or will not work with the referred youth) within two (2) business days of referral. Placements shall be documented in JJIS within five (5) business days of initial face to face placement of the youth in program.
 - c. The Evidence-Based Intervention/Treatment module in the JJIS shall be utilized to track all evidence-based services delivered.
 - d. The Youth Release module in the JJIS shall be used to complete all releases and is an up to date census for all youth currently being served. All youth receiving services from a subcontractor (program) must appear on the youth release module listing. Youth must be entered as "released" from the services in JJIS within twenty-four (24) hours of program discharge/release.
 - e. The Respondent shall keep their own reports on all referrals (both accepted and rejected), placements (admissions), and releases with dates and reasons notated for each youth.
 - f. Within the JJIS System, staff verification data shall be maintained by the Respondent utilizing the Staff Verification System (SVS) module.
 - g. At a minimum, the following data shall be collected and reported in JJIS throughout the term of the resulting Contract:
 - 1) Date of Youth admission for service, and date of discharge/release.
 - 2) Release reason for each youth admitted.
 - 3) The Respondent shall be responsible for the accuracy of the information inputted into the Juvenile Justice Information System. This responsibility is based on the Department's capability to provide access and utilization to the Respondent.
 - 4) The Respondent shall designate a lead staff person responsible for ensuring JJIS data entry, including admission and release dates. This staff person shall also be the main contact for the Department's Data Integrity Officer and the Office of Program Accountability.
 - 5) NOTE: The Department's Data Integrity Officer (DIO) will attempt to facilitate JJIS training prior to the anticipated Contract start date. The Data Reporting requirement is based on the Department's capability to provide access and utilization of JJIS to the successful Respondent(s).
 - 6) The Respondent shall complete all required forms and training required prior to being given access the Juvenile Justice Information System.

- 7) The Respondent shall notify the DIO and the Department's Contract Manager any staff separations that have JJIS access within twenty-four (24) hours so access to JJIS can be terminated.
- 8) The Respondent shall comply with all Training standards for minimum data entry requirements and JJIS Business rules for applicable programs types such as: Critical and Special Alerts training.
- 9) All required forms and Business rules are located: <http://www.djj.state.fl.us/partners/data-integrity-jjis>.

14. Medication Management

- a. The Respondent shall develop a procedure and process for medication management. This includes verification of prescribed medications upon admission, appropriate storage of medications at the program, and the delivery of medications by direct care staff assisting youth with self-administration of oral medications.
- b. The Respondent shall develop a medical alert system and shall identify youth upon admission and daily thereafter, with medical issues that affect the security and safety of the youth in the program and enter such information in the Medical Alert system. A medical alert system is a method/process by which the Respondent documents any medical issues currently being experienced by a program youth and shall be updated as necessary. The medical alert system shall be checked on a daily basis by all Respondent staff for updates and current medical alerts and all youth identified with alerts shall be closely monitored.
- c. The program shall have a comprehensive procedure and process for the provision of Episodic Care, First Aid, and Emergency Care. The program shall be capable of facilitating an appropriate response to an emergency situation.
- d. All procedures in this section shall be provided to the Department's Contract Manager for approval by the Office of Health Services within ten (10) days of the resulting Contract's execution.

B. Task Service Limits

1. Absconder and Jail Policy

- a. If the Respondent has reasonable cause to believe that the youth has absconded from supervision, the Respondent must immediately notify the assigned JPO.
- b. A diligent search, which includes contact with the youth's parent(s) or legal guardian, other family members and known friends, shall be conducted by the Respondent whenever there is cause to believe a youth has absconded.
- c. If the youth is not located in the search, an affidavit to request a pick up order shall be requested by the Respondent to the Department. Once the Respondent receives the warrant, or after ten (10) days from the date the youth absconded, whichever comes first, the Respondent may not invoice the Department for the absconder and shall remove the youth from the JJIS program census. See additional requirements in Deliverables, Section IV, of this Attachment.
- d. Once the absconded youth is apprehended, the Respondent shall again become responsible for the youth and may add the youth to its JJIS program census and begin invoicing as of the date the Respondent resumes services to that youth. JJIS input is based on the Department's capability of providing accessibility of JJIS to the Respondent.
- e. Once a youth is incarcerated in jail, communication shall occur between the Respondent and the JPO immediately upon learning of the youth's incarceration. If the youth is not released from jail within ten (10) days, the Respondent shall not further invoice the Department for the jailed youth and shall remove the youth from the JJIS program census. The Respondent shall also notify the JPO.
- f. Once the youth is released from jail, the Respondent becomes responsible for the youth and may add the youth back to its JJIS program census and

begin invoicing as of the date the Respondent resumes services to that youth.

- g. 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 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.

C. Staffing/Personnel

The Respondent and all personnel provided under the resulting Contract, whether performance is as a Respondent, subcontractor, or any employee, agent or representative of the Respondent or subcontractor, shall continually maintain all licenses, protocols, and certifications that are necessary and appropriate or required by the Department or another local, state or federal agency, for the services to be performed or for the position held. All such personnel shall renew licenses or certifications pursuant to applicable law or rule. The Respondent shall provide copies of all current licenses or certificates required for the delivery of services under the resulting Contract, to the Department's Contract Manager, prior to the delivery of services.

1. Staffing Levels

The Respondent shall provide sufficient staff to operate the Day Treatment program, with the case managers to youth ratio a minimum of 1:12 (case managers to youth/program participants). This case management staff to youth ratio shall not be exceeded during the term of the resulting Contract. The Respondent's staffing plan shall identify all program staff, as applicable, including Program Directors, Supervisors, Therapists, Administrative Workers, Transportation staff, Food Service Staff, (or similar titles, as applicable). In addition, the Respondent shall maintain a plan for recruitment and retention of staff, and maintaining staffing level ratios that specifically addresses handling of vacancies and absences. Staff shall be culturally diverse and to the extent necessary, there shall be bilingual staff available and able to meet the unique cultural and gender specific needs of the Day Treatment program participants.

2. Minimum Staff Qualifications

The following minimum qualification requirements for staff must be met. Resumes/CV's shall be maintained in each individual employee's personnel file, along with the individual's job description and training documentation.

a. Direct Care Staff

All Direct Care Staff, as defined in this ITN, shall be at least twenty-one (21) years of age and possess sufficient education and aptitude to pass the Department's required training programs. Documentation of compliance with these requirements shall be maintained in the employee's personnel file.

b. Case Managers

Case Managers, or similarly titled staff, shall possess a Bachelor's degree, or an Associate's degree with two (2) years of experience working with youth or four (4) years of experience working with youth. A combination of education and appropriate experience shall meet this qualification. Degrees must be conferred from an accredited college or university. Documentation of compliance with these requirements shall be maintained in the employee's personnel file.

c. Program Director

The Program Director must possess, at a minimum, a Bachelor's degree from an accredited college or university. Equivalent experience working with youth may be substituted on a year-for-year basis, subject to the approval of the Department's Regional Director, with input from the CPO and notification to the Assistant Secretary for Probation and Community Intervention. The Program Director shall have a minimum of one (1) year of supervisory/management experience.

- d. Mental Health Services Staff
- 1) Licensed Mental Health Staff:
 - a) Mental Health Services shall be provided by a licensed mental health professional or a non-licensed mental health clinical staff person working under the direct supervision of a licensed mental health professional. A Licensed Mental Health Professional is a psychiatrist licensed pursuant to 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 pursuant to chapter 490, F.S., a mental health counselor, clinical social worker, or marriage and family therapist licensed pursuant to chapter 491, F.S., or a psychiatric nurse as defined in section 394.455(23), F.S.
 - b) A mental health clinical staff, 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 related human services field, defined as one in which major course work includes the study of human behavior and development, counseling and interviewing techniques, and individual, group or family therapy.
 - 2) Non-Licensed Mental Health Staff:
 - a) A non-licensed mental health clinical staff person providing mental health services to Department youth shall 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 human services field;
 - ii. Hold a Bachelor's degree from an accredited university or college in the field of counseling, social work, psychology or related human services field and have two (2) years clinical experience assessing, counseling, and treating youth with serious emotional disturbance or substance abuse problems; or
 - iii. Hold a Bachelor's degree from an accredited university or college in the field of counseling, social work, psychology or related human services field and have fifty-two (52) hours of pre-service training in the areas described below prior to working with youths, and be trained for one (1) year by a mental health staff person who holds a Master's degree as set forth in Rule 63N-1, F.A.C. The fifty-two (52) hours of pre-service clinical training must include a minimum of sixteen (16) hours of documented training in their duties and responsibilities.
 - b) Pre-service training must cover, at a minimum, the following components: 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.

- c) Direct supervision means that the licensed mental health professional has at least one (1) 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 the mental health services that are being provided.
 - d) Clinical supervisors must assure that clinical staff working under their supervision are performing services that they are qualified to provide based on education, training, and experience.
 - e) A copy of the licensed mental health professional's current license must be provided to the Department's Contract Manager prior to execution of the resulting Contract and maintained in the Department's Contract Manager's file and the employee's personnel file.
- e. Substance Abuse Services Staff
 Substance Abuse Services shall be provided in accordance with the licensure requirements set forth in chapter 397, F.S., and Rule 65D-30 F.A.C. Rule 65D-30.003(15) states the following:
- a) *"The services must be provided in a facility that is licensed under chapter 397, Florida Statutes, for the appropriate licensable service component as defined in subsection 65D-30.002(16), Florida Administrative Code.*
 - b) *The services must be provided by employees of a service provider licensed under chapter 397, Florida Statutes.*
 - c) *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.*
 - d) *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".*
- f. Thus, Substance Abuse services must be provided by employees of a service Provider licensed under chapter 397, F.S., or in a facility licensed under chapter 397, F.S. [as specified in condition (a) or (b) of Rule 65D-30.003 (15), F.A.C.], or by a qualified professional licensed under chapters 458, 459, 490 or 491, F.S., (a physician licensed pursuant to chapter 458 or 459, F.S.; a psychologist licensed pursuant to chapter 490, F.S.; or a mental health counselor, clinical social worker or marriage and family therapist licensed pursuant to chapter 491, F.S.) [as specified in conditions (c) or (d), of Rule 65D-30.003 (15), Florida Administrative Code].
- g. 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.s, or a facility licensed under chapter 397, F.S. 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, Florida Administrative Code, and work under the direct supervision of a qualified professional under section 397.311(26), F.S. Related human services field is one in which major course work includes the study of human behavior and development, counseling and interviewing techniques, and individual, group or family therapy.
- h. Licensure Documentation
 A copy of the Respondent's chapter 397, F.S., license or licensed qualified professional's license under chapter 458, 459, 490 or 491, F.S., must be provided to the Department's Contract Manager prior to execution of the resulting Contract and maintained in the Department's Contract Manager's file and the employee's personnel file.
3. Respondent Staff Training Requirements

a. Training Plan

The Provider 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 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 onset 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>.

b. Direct Care Staff Training

1) This is considered a non-residential contracted program under the Direct Care Staff Rule. All Respondent direct care staff shall receive training consistent with the Department's Direct Care Staff Training Rule 63H-2.001-.008, F.A.C., prior to having supervisory responsibility for Department youth, and complete in-service training requirements. Training shall be specific to the functions and responsibilities of each staff member. Training must be provided by qualified personnel for the specific topic.

2) In addition, the Respondent shall ensure staff successfully complete training requirements as detailed in FDJJ 1520, Employee Training Procedures; Rule 63H-1.001-.016, F.A.C., pertaining to Chapters 63D-9 and 63D-10, F.A.C., pertaining to FDJJ 1205, Provider Access to the JJIS and JJIS Data Procedures, and the State's SVS, pursuant to the Department's directive (October 31, 2005). Note: At least one (1) individual on the Respondent's staff shall be trained in the following JJIS components: SVS, Program Management and Monitoring (PMM) and the Department's Learning Management System (SkillPro) to ensure all data requirements are maintained.

c. Motivational Interviewing (MI) (two (2) days)

1) All staff having direct contact with youth shall complete Motivational Interviewing training prior to PACT and YES Plan training.

2) A Respondent may conduct their own MI training, as long as they have a Department approved Qualified Trainer who follows the training protocol/trainer agreement issued by the Department and the trainer meets Qualified Trainer qualifications. Documentation of MI Training shall be maintained for each employee.

3) MI training is provided by the Department at a variety of locations across the state and enrollment shall be coordinated with the Department.

d. Interventions/Modality Training

The Respondent shall ensure all staff providing delinquency interventions (evidence-based, promising practice, or interventions with demonstrated effectiveness) are trained in the specific modality to be delivered prior to the start of services to be delivered under the resulting Contract. Only trained qualified staff as per the resulting Contract shall deliver interventions services.

e. DJJ Learning Management System (LMS) Training Requirements (Web-Based On-Line Training)

All staff must complete available training in the DJJ LMS and shall document training provided. The Respondent is required to utilize the LMS for tracking training provided through the on-line LMS, if the training topic is available: Note: If a course topic is not available in the DJJ LMS then the Respondent's training may be utilized and documentation of such training shall be maintained and provided upon request to the Department. System requirements to access SkillPro are available on the Department's website.

f. Other required training

The Respondent shall also provide or ensure provision of the following training to staff or subcontracted staff for completion prior to the delivery of services to Department youth, available as specified below:

- 1) Overview of the Florida's Juvenile Justice System and Day Treatment services (On-line in the LMS System);
- 2) Education Overview (On-line in the LMS System);
- 3) CCC the eight (8) hour Face-to-Face/Instructor Led;
- 4) Client Confidentiality;
- 5) Professionalism and Ethics (On-line in the LMS System);
- 6) Gang-Awareness (On-line) and Gender-Responsive Programming (face-to-face/instructor-led);
- 7) Restorative Justice Philosophy (On-line in the LMS System);
- 8) Human Diversity (On-line in the LMS System);
- 9) Suicide prevention processes and procedures in accordance with Rule 63N-1.0091 F.A.C., which requires each facility and program (including Day Treatment Programs) to provide six (6) hours of staff training annually on suicide prevention and implementation of suicide precautions. Two (2) hours online plus four (4) hours Instructor led;
- 10) Emergency planning in accordance with, Rule 63N-1.011 F.A. C., which requires each detention center, residential commitment program and Day Treatment program to train staff on immediate response to mental health and substance abuse emergencies and must provide semi-annual training on emergency response procedures;
- 11) Adolescent Behavior (face-to-face/instructor led)
Training in Adolescent Behavior is required for staff who work with youth in DJJ care. This course is essential to understanding the brain development and its influences on adolescent behavior, traits of cognitive and social/emotional development, and behaviors commonly exhibited by delinquent youth;
- 12) Trauma-Informed Care (On-line in the LMS System)
Training in Trauma Informed Care is required for staff who work with youth in DJJ care. This course will assist staff in recognizing trauma and trauma triggers in youth, identifying physical warning signs that indicate a youth may lose control, identify behaviors for officers to demonstrate trauma informed practice, and issues and behaviors associated with trauma histories;
- 13) MAYSI-2 Training (On-line in the LMS System);
- 14) Victimization and Sexually Aggressive Behavior (On-line in the LMS System);
- 15) PREA (Prison Rape Elimination Act) (On-line in the LMS System);
- 16) PREA for Mental Health and Medical Professionals (On-line in the LMS System);
- 17) Civil Rights Training (On-line in the LMS System); and
- 18) Self-Administration of oral medications by non-licensed staff. This training shall be provided by a Registered Nurse.

g. Training Costs

The Respondent is responsible for all training costs associated with the resulting Contract. Respondent staff training shall be accomplished in accordance with the requirements contained herein, and shall be coordinated with the Department. Any training to be provided by the Department shall be coordinated with the Department's Redirections Program Operations staff.

h. Training Documentation

All staff delivering services to Department youth must have in his/her personnel file, maintained by the Respondent, the following:

- 1) Documentation demonstrating successful completion of Department required training, documentation of required training for the delinquency intervention to be provided;

- 2) Documentation of a background screening conducted by the Department's Office of the Inspector General;
- 3) Documentation of the minimum education and professional qualifications for the applicable position; and
- 4) Documentation of the completion of minimum training topics, with the number of hours earned shall be maintained in each employee's personnel file and updated on a yearly basis.
Copies of such documentation shall be provided upon request of the Contract Manager or Monitor.

4. Staffing Back-Up Plan and Requested Changes to Approved Staff

- a. Changes to staffing levels, positions and qualifications required in the resulting Contract are not authorized unless requested by the Respondent in writing (email acceptable) and approved in writing (email acceptable) by the Department's Contract Manager and the Probation Program Office. Final Staffing shall be negotiated and set forth in the resulting Contract.
- b. The Respondent shall have and utilize a written back-up plan for staffing vacancies to ensure provision of adequate qualified staff to fill-in for staff who may be absent from work (e.g., unexpected emergency, illness, or vacation) to ensure services to youth will not be canceled or rescheduled.
- c. The Respondent agrees to notify the Department's Contract Manager in writing (e-mail acceptable) within seven (7) working days when a staffing position becomes vacant. Planned staffing changes that may affect service delivery, as stipulated in the resulting Contract, must be presented in writing to the Department's Contract Manager at least thirty (30) calendar days prior to the implementation of the change.
- d. The Department expects during the time of the vacancies, the youth receiving services under the resulting Contract shall receive services uninterrupted and the Respondent shall ensure the position is filled within sixty (60) days.

5. Staff Background Checks

- a. The Respondent and all staff shall comply with the Department's Statewide Procedure on Background Screening for Employees, Vendors, and Volunteers that is available on the Department's website. The Respondent and all staff shall comply with the requirements for background screening pursuant to chapters 39, 435, 984 and 985, F.S., and the Department's background screening policy. Failure to comply with the Department's background screening requirements may result in termination of the resulting Contract.
- b. A background screening shall be completed in accordance with the Department's Background Screening Policy and Procedures on all newly hired staff, including subcontractor staff, and provided to the Department's Contract Manager prior to the initiation of employment to provide services under the resulting Contract.
- c. The Respondent shall ensure staff, including subcontractor staff, obtain the required five-year background re-screening every five (5) years from the date of their approval to work at the facility in accordance with the Department's statewide procedure. Five-year re-screenings shall not be completed more than twelve (12) months prior to the original screening approval date. Results of re-screenings shall be provided to the Department's Contract Manager.
- d. The Respondent shall notify the Background Screening Unit when their employee or subcontractor employees are no longer providing services under the resulting Contract.

D. Service Times and Location

1. Service Location

- a. The Respondent shall locate the facility-based Day Treatment services program in Circuit 19, St. Lucie County. The final address of the facility will be set forth in the resultant Contract.
- b. The Program shall be provided in a Respondent-owned or leased facility. The facility shall have adequate space to provide services and maintaining

confidential records. In addition, the facility shall be aesthetically pleasing, and in updated condition, with fresh paint, floorings, fixtures and furnishings.

- c. The Respondent shall pay for all costs associated with local, state and federal licenses, permits and inspection fees required to provide services. All required permits, zoning and licenses shall be current, maintained on-site, and a copy submitted to the Department's Contract Manager.
2. Service Times
- a. Day Treatment Program Services shall be provided, at a minimum, five (5) days per week, which days shall not be limited to Monday through Friday and shall operate two hundred sixty-two (262) days per year (two hundred fifty (250) week days plus twelve (12) weekend days/one (1) per month) with on-call services provided three hundred sixty-five (365) days per year. The two hundred sixty-two (262) days is provided to allow for weekend service days.
 - b. Optimized Day Treatment Services as negotiated, to include program interventions and treatment, skills building, transportation, mentoring and relationship building, and family engagement shall be provided during traditional and non-traditional business hours and on weekends to accommodate the youth and his/her parents.
3. Changes to Service Locations/Times
- The Respondent may make changes to the facility location and service times only upon written notification to the Department's Contract Manager with a copy to the CPO, prior to any changes. Changes may be implemented only upon written approval (email acceptable) from the Department's Contract Manager with a copy to the CPO.

E. Property

1. Non-Expendable Tangible Personal Property

- a. 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:
 - 1) Expenditure of funds provided by the Department under a cost-reimbursement Contract.
 - 2) Expenditure of funds provided by the Department as pre-operational.
 - 3) Expenditure of funds provided by the Department as operational expense dollars.
- b. All state-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, shall be accounted for in accordance with chapter 10.300, Rules of the Auditor General. All such property, including replacements to state-furnished property that is lost, destroyed, exhausted or determined surplus under the terms of the resulting Contract, shall be returned to the Department upon Contract termination. Any replacements shall be in equal or greater value when returned to the Department.
- c. Upon delivery of Department-Furnished Property to the Respondent, the Respondent assumes the risk and responsibility for its loss and damage.
- d. All state-furnished property with a cost of \$100 or more, but less than \$1,000 shall be accounted for by the Respondent using a system developed by the Respondent and approved by the Department. The Respondent property accountability system shall contain, at a minimum: item number; item description; physical location of the property; serial or manufacturer's number; name, make, or name of manufacturer; model year; date purchased; method of procurement; and condition of property. The system shall be designed to reflect any changes to the status of property such as condition or disposition. All such property shall be either returned to the Department upon Contract termination or disposed of as instructed by the Department. Any replacements shall be in equal or greater value when returned to the Department.

- e. The Respondent shall submit to the Department's Contract Manager, on a quarterly basis, a listing of all items purchased that quarter for the program. The listing shall include a statement as to whether the items were purchased with Department or Respondent funds and include supporting documentation of funds used.
 - f. The Respondent shall not dispose of state-furnished property without the written permission of the Department. Department policies and procedures shall be followed when disposing of state-furnished property.
 - g. The Respondent shall not use any state-furnished property for any purpose except the delivery of services identified in the resulting Contract.
 - h. The Respondent shall submit a final inventory report for approval by the Department at conclusion of the resulting Contract.
 - i. The Respondent shall submit an annual joint inventory report of all state-furnished property and all Respondent-owned property located at the facility to the Department's Contract Manager.
 - j. The Respondent shall report annually to the Department's Contract Manager an inventory of all State-titled vehicles or other vehicles purchased with State funds. The Respondent shall maintain a monthly vehicle log for each vehicle and submit the completed log to the Department's Contract Manager by the 5th day of each month. When utilizing State-furnished vehicles the Respondent shall comply with the Department's Vehicle Operations Policy and Fleet Management Manual.
 - k. The Department found it necessary to purchase property through the Respondent as opposed to direct acquisition for the following reason(s):
 - 1) The property is solely intended for use by the Respondent in the delivery of the contracted services or the same or different Respondents under subsequent continuing contracts intend continued use of this property throughout its useful life. It is not intended for direct use by Department staff.
 - 2) The property is critical to the delivery of the contracted services and the Department more appropriately identifies the cost as a contract cost rather than Operating Capital Outlay.
 - 3) Direct purchase by the Respondent is more efficient than Department purchase, which would include additional costs for storage, delivery, retrieval, disposal, etc.
- F. Facility Standards, Property, Maintenance and Repair
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.
- G. 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.

IV. DELIVERABLES

- A. The deliverable/service unit for the resulting Contract is an available slot. A slot is defined as "available" only if the Respondent could accept a juvenile for admission to the program and the youth could begin to receive all services described in the contract with forty-eight (48) hours' notice. The Respondent shall make the contracted number of slots continuously available throughout the term of the resulting Contract.
- B. The youth placed in an available slot shall be reflected on the monthly census documenting program participation. Documentation of all service tasks performed shall be reflected in the Department's JJIS system and/or in the youth's program case file as a case note.

Program participants shall receive some type of documented services on billed service days.

- C. Absconded or Detained Youth
1. Absconded Youth - If the youth is an absconder and not apprehended within ten (10) business days, the Respondent shall remove the youth from the JJIS program and notify the JPO.
 2. Incarcerated Youth - If the youth is incarcerated and not released from jail or detention within ten (10) business day, the Respondent shall remove the youth from the JJIS program and notify the JPO.
- D. All absences for absconded or detained youth shall be closed in JJIS system at ten (10) business days and removed from the Respondent's census.

V. REPORTING

- A. Contract Management
The following are the Contract Managers for the respective parties. All matters shall be directed to the Contract Managers for action or disposition. Any and all notices shall be delivered to the parties at the following addresses:

Respondent	Department
<i>Contact Name: TBD</i>	<i>Contract Manager Name: TBD</i>
<i>Organization Name:</i>	<i>Department of Juvenile Justice</i>
<i>Street Address</i>	<i>Street Address</i>
<i>City, State Zip</i>	<i>City, State Zip</i>
<i>Telephone</i>	<i>Telephone</i>
<i>Fax</i>	<i>Fax</i>
<i>E-mail Address:</i>	<i>E-mail Address:</i>

After execution of the resulting Contract, any changes in the information contained in this section will be provided to the other party in writing, shall be sent by United States Postal Service or other delivery service with proof of delivery, and a copy of the written notification shall be maintained in the official Contract record. All notices required by the resulting Contract or other communication regarding the resulting Contract shall be sent by United States Postal Service or other delivery service with proof of delivery.

- B. Reports
The Respondent shall submit written reports with all required documentation within the timeframes listed in the chart below to become eligible for payment and shall submit the progress or performance reports throughout the term of the resulting Contract as follows:
1. Sample Invoice
A properly prepared invoice shall be submitted directly to the Contract Manager within ten (10) business days following the end of the month for which services were rendered. Payment of the invoice shall be pursuant to section 215.422, Florida Statutes and any interest due shall be paid pursuant to section 55.03(1), Florida Statutes. 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. The Vendor Ombudsman may be contacted at 850-413-5516.
 - a. Payment must be triggered by receipt of identified deliverables.
 - b. The Respondent shall submit a monthly invoice accompanied by the Youth Census. The Respondent shall report, in accordance with Department policy, all youth admissions, releases and inactive status in JJIS as required.
 - c. Failure by the Respondent to promptly report and document deliverables as required shall result in a reduction in the monthly invoice.
 - d. The Respondent shall not receive payment for services rendered prior to the execution date or after the termination date of the resulting Contract.
 - e. Invoices for amounts due under the resulting Contract shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.
 - f. It is the responsibility of the Respondent to notify the Department when contract slots are not available. It is further the responsibility of the Respondent to reduce the monthly invoice when slots are not available;

- however, the Department reserves the right to reduce the monthly invoice if the Respondent fails to do so and it determines a position was vacant.
- g. For any staffing position on the Staffing Plan that becomes vacant and remains vacant for over sixty (60) days, shall result in a reduction in the monthly invoice. The amount of the monthly deduction shall be 'vacant position' monthly salary plus 28% for fringe and benefits, which shall be pro-rated by the number of days the position remains vacant after sixty (60) days.
2. Sample Youth Census Report
A complete list of youth who were provided services required under the terms and conditions of the resulting Contract during the service period detailed on the invoice shall be furnished. At a minimum, the Youth Census Report shall include the youth's name, juvenile justice identification number, and indicate the dates that the youth was active. Prior to the submission of the monthly Youth Census Report, the Respondent shall confirm the accuracy of youth census data in JJIS.
3. 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 expiration. 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.
4. Subcontract(s)
A copy of all subcontracted agreements entered into by the Respondent and a subcontractor for services required of the Respondent via the resulting Contract, shall be submitted to the Department in advance for review. A signed copy of the subcontract reviewed 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.
5. 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.
6. Staff Hire Report:
The Respondent shall provide a complete list of staff hired to fill vacant positions to include their full legal name, the position title, position number, date of hire, date of background screening, and position description. If any position filled requires specific licensing, certification, or education as required in the resulting contract, a copy of the license, certification, and/or education credentials shall be provided with the Staff Hire Report. The Respondent shall use the Department required exhibit form for the staff hire report submission. A copy can be found at <http://www.djj.state.fl.us/partners/contract-management>.
7. Staff Vacancy Report
The Respondent shall provide a complete list of all vacant program positions required by the resulting Contract, and include the position title, position number, date of vacancy, and position description. The Respondent shall provide to the Department's Contract Manager with an explanation for vacancies, which exceed ninety (90) calendar days. Services shall be provided to all Department youth by qualified Respondent staff regardless of whether a position(s) is vacant. Format of this report can be determined by the Department's Contract Manager. A position shall not be deemed vacant when an employee is temporarily absent due to paid vacation, paid sick leave, management and professional conferences, in-service training, or other temporary leave conditions. Furthermore, a position shall be deemed not to be vacant if filled through the use of contract services or temporary employees.
8. 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. Training plans will be approved by SD&T to ensure compliance with Rule 63H. If applicable, the plan should also include any specialized training outlined in the resulting Contract. A plan must be submitted at the onset 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>.

9. Minority Business Enterprise (MBE) Report
The Respondent shall submit to the Department's Contract Manager, along with each monthly invoice, a copy of the Florida MBE Utilization Report – available at: <http://www.djj.state.fl.us/Respondents/contracts/index.html> 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.
10. Continuity of Operations Plan (COOP)
Prior to the delivery of service, the Respondent shall submit a COOP, which provides for the continuity of Contract services in the event of a manmade/natural disaster/emergency. The Department approved Plan format can be found on the Department's website. Additional information can be found in *FDJJ 1050, Continuity of Operations Plans*.
11. Youth Monthly Progress Report
The Respondent shall submit a monthly progress report for each youth admitted to the program which details the services provided over the past thirty (30) calendar days, the types of services provided to the youth and his/her family, the number of days the youth and his/her family received services, the youth's progress in meeting the treatment goals and sanctions contained in the YES Plan or other treatment plan, and a summary of the youth's efforts. This report shall be uploaded in the document library in the Department's JJIS under "Provider Services Documents" in appropriate folders.
12. Incident Reports
The Respondent shall comply with Departmental Policy FDJJ 2020 regarding the Central Communications Center (CCC). The Respondent shall report incidents ensuring that all designated incident types are reported to the CCC immediately or at least within two (2) hours of learning of the incident.
13. Youth Services Received Report
The Respondent shall submit a Monthly Youth Services Received Report to the Department's Contract Manager, comprising a complete list of Contract required services indicating the youth and date which services were provided and received during the month. The Respondent and the Department's Contract Manager shall work jointly to determine the best format for this report that will clearly support service delivery and document services.
14. Delinquency Intervention Fidelity Monitoring Report
The Respondent shall submit a quarterly basis, to the Department's Contract Manager any fidelity monitoring reporting (self-analysis or third party monitoring) conducted on the delinquency intervention delivered as part of the Day Treatment Program. In addition, the fidelity monitoring instrument utilized should be provided with the report. The report shall include identification of the intervention being delivered, the type and frequency, duration, and staff conducting fidelity monitoring activities, any corrective actions, and training for each intervention/modality delivered. If a monitoring was not conducted, the Respondent should indicate quarterly "none conducted" via email to the Department's Contract Manager.

REPORT LIST	FREQUENCY	DUE DATES	DUE TO DEPARTMENT
Sample Invoice	Monthly	10 th day of the following reporting month	Contract Manager
Sample Youth Census Report	Monthly	10 th day of the following reporting month	Contract Manager
Organizational Chart	Upon Contract execution; annually; and upon changes	Prior to the delivery of services and July 1	Contract Manager

Proof of Insurance Coverage	Annually	Prior to the delivery of services and prior to expiration of insurance	Contract Manager
Copy of Subcontracts	Upon execution	Upon execution	Contract Manager
Staff Hiring Report	Monthly	10 th day of the following reporting month	Contract Manager
Staff Vacancy Report	Monthly	10 th day of the following reporting month	Contract Manager
Staff Training Plan	Upon Execution and Annually Thereafter	Upon Execution annually thereafter in January of each year.	Contract Manager
MBE Utilization Report	Monthly	10 th day of the following reporting month	Contract Manager
Continuity of Operations Plan (COOP)	Annually	Prior to delivery of services and July 1	Contract Manager
Monthly Youth Progress Report	Monthly per each participating youth	10 th day of the following reporting month	Uploaded to JJIS
Incident Report	Upon Each Occurrence	Immediately, within two (2) hours of occurrence	Central Communications Center (CCC)
Youth Services Received Report	Monthly	10 th day of the following reporting month with the invoice and Youth Census Report	Contract Manager
Delinquency Intervention Fidelity Monitoring Report	Quarterly	10 th day of the month of the contract term quarter.	Contract Manager

C. Report Receipt and Documentation

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.

VI. **PERFORMANCE MEASURES**

A. Performance Outcomes

Listed below are key Performance Measures (Outcomes), with minimum standards of performance, deemed most crucial to the success of the overall desired service delivery. The Respondent shall ensure that the stated performance measure and standards (level of performance) are met. The Respondent's performance data shall be collected, beginning the second month after which service has been fully implemented. The Department will determine the Respondent's outcome standard annually.

1. **GOAL:** 100% of youth released from the program will not receive Offense During Service (ODS).
MEASURE: This percentage is calculated by dividing the number of youth that did not receive ODS by the total number of youth released. ODS is defined as any new law offense that occurred during placement and resulted in adjudication or adjudication withheld. The Comprehensive Accountability Report (CAR) includes

the percentage of youth that did received ODS, therefore this measure is the reverse of what is published in the CAR.

MINIMUM STANDARD: The percentage of youth released from the program that shall not receive ODS shall be at or above the last CAR of similarly classified services (greater or lesser depending on the measure).

2. **GOAL:** 100% of youth will not recidivate within one year of program completion.
MEASURE: This percentage is calculated by dividing the number of youth that did not recidivate by the total number of youth that completed program services. Recidivism is defined as an adjudication, adjudication withheld, or an adult conviction for any new violation of law within twelve (12) months of program completion. The CAR includes the percentage of program completions that did recidivate, so therefore this measure is the reverse of what is published in the CAR.
MINIMUM STANDARD: The percentage of youth that shall not recidivate within one (1) year of program completion shall be at or above the last CAR of similarly classified services (greater or lesser depending on the measure)

B. Performance Evaluation

1. The Respondent, throughout the term of the resulting Contract, shall document compliance with required service tasks, performance and provide documentation of such for inspection via contract management, annual program monitoring, quality improvement inspections, and deliver findings in applicable reports.
2. The evaluation will use the process and data collected throughout the duration of the resulting Contract to determine the effectiveness of the contracted services.
3. The results may be used in evaluation of the service needs or the Respondent's performance when considering future Contract renewals and funding.

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

- I. **SOLICITATION NUMBER** ITN #10402
- II. **SOLICITATION TYPE** The Department is issuing this ITN to obtain replies and further negotiate with a Respondent to design, develop, implement and operate a Day Treatment (DT) program for boys only, with an educational component/alternative school, in Circuit 19, specifically located in St. Lucie County, for youth placed on probation, post commitment probation, conditional release or minimum risk commitment by the court and who are assessed as a moderate-high or high risk to re-offend. The Respondent shall propose an optimized day treatment program that places an emphasis on the following: 1) providing an educational component (alternative school); 2) Respondent delivered transportation for youth to and from their home to the school/program and back home on a daily basis; 3) an individualized case planning model (similar to the Youth Empowered Success (YES) plan) with case/management; 4) mental health and substance abuse treatment and interventions as assessed as needed by the youth; 5) pursuance of active family involvement/engagement; 6) intensive supervision of these youth to include a high level of mentoring/supportive relationships; and, 7) aftercare/follow-up for the youth referred to this program. The educational component shall be provided in accordance with St. Lucie County School Board requirements for alternative schools. Additionally, the Respondent shall deliver one (1) or more evidence-based delinquency interventions that address the criminogenic risk factors associated with delinquency, and provide skills to improve pro-social decision-making, and offer structured activities and support services as further defined in Attachment A, Statement of Services Sought, and Attachment A-1, Minimum Requirements for Optimized Day Treatment Program in Circuit 19. The Respondent shall deliver all services consistent with applicable federal and state laws and in particular Rule 63D, F.A.C., nine (9) through twelve (12), which establishes the standards and procedures for the provision of facility-based nonresidential services and Rule 63N-1, F.A.C., for provision of mental health and substance abuse treatment services. Services shall be provided two hundred sixty-two (262) days per year [two hundred fifty (250) week days plus twelve (12) weekend days consisting of one (1) day per month per youth (does not have to be the same weekend day for all youth)] to allow for individualized program services to be delivered on weekends to meet youth service plans. Program services shall be delivered at a Department approved facility in Circuit 19, St. Lucie County that is Respondent owned/leased.
- III. **PROCUREMENT OFFICE** Jennifer A. Rechichi, Procurement Manager
Bureau of Procurement & Contract Administration
Florida Department of Juvenile Justice
The Knight Building, Suite 1100
2737 Centerview Drive
Tallahassee, Florida 32399-3100
Telephone #: (850) 717-2608

Fax #: (850) 414-1625

E-Mail Address: jennifer.rechichi@djj.state.fl.us**IV. GENERAL INFORMATION****A. Summary of ITN Process**

The evaluation and negotiation phases of the Department's ITN process will consist of two (2) components.

1. Written Reply Evaluations: All Respondents meeting Mandatory requirements shall have their Written Reply evaluated and scored.
2. Negotiations: Based on the ranking of the Written Replies, one (1) or more Respondents shall be required to negotiate with the Department. Respondents will be selected to move forward in ranking order, but may not be scheduled to negotiate in ranking order. Additional negotiations may be held if determined necessary by the Department.

B. 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 by an informational notice and will be posted on the "MyFlorida" website http://www.myflorida.com/apps/vbs/vbs_www_main_menu. All listed times are local time in Tallahassee, Florida (Eastern Daylight/Standard Time).

DATE	TIME	ACTION	WHERE
Wednesday, May 25, 2016	COB	Release of solicitation	My Florida.com web site http://www.myflorida.com/apps/vbs/vbs_www_main_menu
Thursday, June 2, 2016	COB	Deadline for Submission of Intent to Attend Solicitation Conference Form (Attachment M)	Send to jennifer.rechichi@djj.state.fl.us
Thursday, June 2, 2016	COB	Deadline for Submission of Initial questions for the Solicitation Conference	Send to jennifer.rechichi@djj.state.fl.us
Thursday, June 9, 2016	2:00 PM EDT	Solicitation Conference / Conference Call (This is a public meeting)	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to the lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 2662476963# when directed. The agenda can be found at: http://www.myflorida.com/apps/vbs/vbs_www_main_menu under the solicitation #10402
Friday, June 10, 2016	COB	Solicitation Question Deadline – this is the final date and time	Send to jennifer.rechichi@djj.state.fl.us

		written questions will be accepted.	
Wednesday, June 22, 2016	COB	Anticipated date that answers to written questions will be posted on the web site	MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_www_main_menu under the solicitation #10402.
Tuesday, July 5, 2016	2:00 PM EDT	Written Replies Due and Opened	Attention: Jennifer A. Rechichi, Procurement Manager DJJ Bureau of Procurement and Contract Administration 2737 Centerview Drive, Suite 1100 Tallahassee, FL 32399-3100
Tuesday, July 12, 2016	10:00 AM EDT	Evaluator Briefing <i>(public meeting / recorded)</i>	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 2662476963# when directed. A recording of the Conference Call will be available at http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls within forty-eighty (48) hours of briefing.
Tuesday, August 2, 2016	2:00 PM EDT	Debriefing #1 Meeting to Record Scores of Written Narrative Reply Evaluations <i>(public meeting / recorded)</i>	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and Code 2662476963# when directed. A recording of the debriefing will be available at http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls within forty-eight (48) hours of the debriefing.
Wednesday, August 10, 2016	2:00 PM EDT	Debriefing #2 Meeting of the Evaluation Team to determine number of Respondents to move forward to Negotiations <i>(public meeting / recorded)</i>	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 2662476963# when directed. A recording of the debriefing will be available at http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls within forty-eight (48) hours of the debriefing.

Monday through Wednesday, August 22-24, 2016	TBD	<p>Negotiations</p> <p>Final dates and times to be communicated to Respondent(s) selected for negotiations</p> <p><i>(not open to the public but recorded)</i></p>	<p>Specific room location TBD</p> <p>Respondents shall go to the Knight Building, DJJ Headquarters 2737 Centerview Drive Tallahassee, FL 32399-3100</p> <p>(go to the lobby for directions)</p>
Thursday, August 25, 2016	2:00 PM EDT	<p>Debriefing #3</p> <p>Meeting of Negotiation Team to determine the Respondents to move forward to round 2 of negotiations or to be part of the Comparative Analysis</p> <p><i>(public meeting / recorded)</i></p>	<p>Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 2662476963# when directed. A recording of the debriefing will be available at http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls within forty-eight (48) hours of the debriefing.</p>
Wednesday through Friday, August 31-September 2, 2016	TBD	<p>Negotiations – Round Two (optional)</p> <p><i>(not open to the public but recorded)</i></p>	<p>Negotiations are anticipated to be held in Tallahassee, Florida.</p> <p>Final location subject to change at Department discretion.</p>
Tuesday, September 6, 2016	2:00 PM EDT	<p>Debriefing #4</p> <p>Meeting of Negotiation Team to determine Respondent(s) that will move forward and be part of the Comparative Analysis Tool (if applicable)</p> <p><i>(public meeting / recorded)</i></p>	<p>Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 2662476963# when directed. A recording of the debriefing will be available at http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls within forty-eight (48) hours of the debriefing.</p>
Friday, September 9, 2016	2:00 PM EDT	<p>Debriefing #5</p> <p>Meeting of Negotiation Team to complete Comparative Analysis Tool to determine which Respondent moves to Memorandum of Negotiation (MON)</p>	<p>Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 2662476963# when directed.</p>

		<i>(public meeting / recorded)</i>	A recording of the debriefing will be available at http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls Within forty-eight (48) hours of the debriefing.
Monday, September 12, 2016	2:00 PM EDT	Site Inspection	See Section IV., D., below, for site inspection information.
Wednesday, October 5, 2016	2:00 PM EDT	Debriefing #6 Meeting of Negotiation Team to Recommend Contract Award <i>(public meeting / recorded)</i>	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 2662476963# when directed. A recording of the debriefing will be available at http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls within forty-eight (48) hours of the debriefing.
Thursday, November 3, 2016	COB	Anticipated posting date of Notice of Final Agency Decision (Anticipated Date of Contract Award)	MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_main_menu
Thursday, December 1, 2016		Anticipated Contract Execution Date	
Sunday, January 1, 2017		Start of Services to Youth	This date coincides with the SLCB Second Semester.

C. Time, Date and Place Replies are Due

Replies must be received **NO LATER** than the date and time specified in the Calendar of Events (Section IV. B.), and submitted to the Department of Juvenile Justice (Department or DJJ) at the address identified in Section III of this Attachment.

Caution: A reply received at the designated office after the exact time specified will not be considered, as specified in Attachment B.

D. Program Facility/Site Inspection

The Department will conduct program facility/site inspection(s) with the highest ranking proposed Respondent prior to posting the Final Agency Decision, to ensure that the proposed Respondent's site(s) meets all requirements of the Department and the ITN. The proposed Respondent's site(s)/facility(ies) shall meet all requirements to the satisfaction of the Department, as determined by the Department.

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

After completion of the inspection, the Department shall address any specific deficiencies in a written report and may allow the proposed Provider ten (10) days to correct identified deficiencies. An inspection confirming that all deficiencies have been corrected will then be conducted. Failure to correct deficiencies after ten (10) days of receipt of the report of

site inspection results may result in rejection of highest ranking proposed Provider as non-responsible and the Department will award to the second highest ranking proposed Respondent. The Department must approve proposed sites/facilities prior to posting the Final Agency Decision for the ITN.

E. Solicitation Conference

The Department may conduct a solicitation conference on the date and at the time specified in the Calendar of Events. The purpose of the conference is to discuss the contents of the solicitation and take Respondents' questions and clarify areas of misunderstanding or ambiguity.

If no interest in the solicitation conference is indicated by a Respondent, the Department has the option of canceling the conference by placing a notice of cancellation of the conference on the MyFlorida.com website at http://www.myflorida.com/apps/vbs/vbs_www.main_menu under the solicitation number. If the conference is cancelled, questions and answers will be posted in the form of an addendum on or before the date specified in the Calendar of Events. Respondents interested in the Solicitation Conference shall take note of the following:

1. Notice of "Intent to Attend Solicitation Conference": Respondents interested in participating in a conference are encouraged to submit a notice of "Intent to Attend Conference" (Attachment M to this ITN) by the date and time specified in the Calendar of Events to the Procurement Manager by fax or e-mail. This is not a mandatory requirement.
2. Questions for Solicitation Conference: Any questions to be asked at the solicitation conference shall be submitted in writing and sent to the Procurement Manager at jennifer.rechichi@dji.state.fl.us, by mail or by facsimile and shall be received by the date specified for Solicitation Questions in the Calendar of Events (Section IV. B.)
3. Final Questions/Inquiries: Final questions after the solicitation conference, or any other inquiries regarding the solicitation, shall be submitted in writing and sent to the Procurement Manager at jennifer.rechichi@dji.state.fl.us, by mail or by facsimile and shall be received by the date specified for Final Deadline for Questions in the Calendar of Events (Section IV. B.) The Department will not accept questions on this solicitation after close of business on the date specified. The Respondent is responsible for ensuring that the Procurement Manager receives the inquiry.
4. Non-Binding Communication: The Department will accept verbal questions during the Solicitation Conference and will make a reasonable effort to provide answers at that time. Impromptu questions will be permitted and spontaneous answers provided; however, the Department will issue written answers **ONLY** to questions subsequently submitted in writing as indicated in Attachment B, VII. Any information communicated through oral communication shall not be binding on the Department and shall not be relied upon by any Respondent. Questions shall be submitted in writing in accordance with the deadline for questions in the Calendar of Events (Section IV, B.) The Department's formal answers to all questions will be posted in the form of an addendum to the solicitation document on the MyFlorida.com website at: http://www.myflorida.com/apps/vbs/vbs_www.main_menu.
5. 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_www.main_menu as an addendum to this solicitation on or about the date specified in the Calendar of Events (Section IV. B.)

F. Evaluator Briefing Meeting

The Department will hold an Evaluator Briefing at the date and time specified in the Calendar of Events. The purpose of the Evaluator's Briefing is to ensure that evaluators have received all materials necessary for evaluation and fully understand the solicitation requirements and the evaluation and scoring process. This meeting is open for public attendance. A recording of the meeting will be available at:

<http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls> within forty-eight (48) hours of the end of the Briefing.

G. Debriefing Meetings

The Department will hold Evaluator/Negotiator Debriefing Sessions in accordance with the Calendar of Events. These meetings are open for public attendance. A recording of the meeting will be available on the Department's website at: <http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls> within forty-eight (48) hours of the end of the Debriefing Meeting(s). Debriefing meetings will be held as follows:

1. There will be an Evaluation Team meeting (Debriefing #1) of the written replies to allow evaluators an opportunity to identify the page number(s) in the replies where information relied on for assessing a score was found and to record the scores assessed for the written replies. Discussions, strengths, weaknesses or other comments on replies will not be made by evaluators. Additional information on the evaluation process is contained in Attachment F of the ITN.
2. There will be an Evaluation Team meeting (Debriefing #2) to determine the number of Respondents, selected in ranking order, that will move forward for Negotiations as stated in subsection H, below.
3. The Negotiation Team will meet (Debriefing #3) to determine the number of Respondents to move to the second round of negotiations or if the team is ready to complete the Comparative Analysis Tool (Attachment J).
4. There will be a Negotiation Team meeting (Debriefing #4) to determine the number of Respondents, selected in ranking order, that will move forward and be part of the Comparative Analysis Tool. For more information about the Comparative Analysis Tool, see Attachment F., section E., 1. Or, depending on the results of Debriefing #3, the team will meet to complete the Comparative Analysis Tool.
5. The Negotiation Team will meet (Debriefing #5) to complete the Comparative Analysis Tool (Attachment J), or to review the completed Memorandum of Negotiation which documents the terms and conditions negotiated with the Respondent who was recommended for award as a result of Debriefing #4.
6. The Negotiation Team will meet (Debriefing #6) to review the completed Memorandum of Negotiation which documents the terms and conditions negotiated with the Respondent who was recommended for award as a result of Debriefing #5.
7. Additional information on the negotiation process is contained in Attachment F of the ITN.

H. Negotiations

1. The Department shall require one or more ranking Respondents (who are moved forward in ranking order) to provide a presentation at the beginning of round one negotiations. The presentation is to be provided at the beginning of the Negotiation session. The contents and structure of the Presentation are outlined in Section XX., E. of Attachment B.
2. If the team determines a second round of negotiations is necessary, the Negotiation team will determine which of the Respondents will move forward to a second round of negotiations.
3. Prior to any negotiations, the Department may request supplemental documentation / information from Respondents to assist with negotiations.

I. Posting of Agency Decision

On or about the date(s) specified in the Calendar of Events (Section IV. B.), the Department will post on the "MyFlorida" website at http://myflorida.com/apps/vbs/vbs_main_menu the Final Notice of Agency Decision. Click on "Search Advertisements," and use the drop down list to select the Department of Juvenile Justice. Click "Initiate Search," select the ITN and click on the ITN number. Call the Department's Procurement Manager at the telephone number listed in Attachment B, Section III., if there are any questions regarding accessing the website.

V. MANDATORY REQUIREMENTS

The following requirements must be met by the Respondent in order to be considered responsive to this ITN. Although there are other criteria set forth in this ITN, these are the only requirements deemed by the Department to be mandatory. Failure to meet these requirements will result in a reply not being evaluated and rejected as non-responsive.

- A. It is **MANDATORY** that the Respondent submit its reply within the time frame specified in the Calendar of Events (Attachment B, Section IV. B.)
- B. It is **MANDATORY** that the Respondent draft and submit a fully completed, signed Transmittal Letter that contains all the information required by Section XX. A. in Volume 1, Tab 1.
- C. **It is MANDATORY that the Respondent submit a completed and signed Attachment Q-Certification of Experience Form** that includes a statement certifying that the Respondent has experience of at least two (2) years within the last five (5) years relevant to providing services in the development, implementation, and/or delivering of programs to at-risk and/or delinquent youth.
- D. It is **MANDATORY** that the Respondent submit Attachment R (Client Contact List) with a minimum of three (3) client contacts. This list is a part of the technical response, and is required in order for the reply to be considered complete.
- E. It is **MANDATORY** that the Respondent submit a completed and signed Budget Form Revised 03-2016².
- F. It is **MANDATORY** that the Respondent submit a completed Attachment O (ITN Reply Cross Reference Table).
- G. It is **MANDATORY** that the Respondent sign and submit with the Transmittal Letter in Volume 1, Tab 1, the **Attachment T, (Facility/Site Requirements Certification and Attestation)** with attachments and letters as required for the proposed Respondent's Owned/Leased Site in Circuit 19.
- H. It is **MANDATORY** that the Respondent provide financial documentation, as described in section XX., F., 3., of this ITN, that is sufficient to demonstrate its financial viability to perform the Contract resulting from this ITN. Documentation is reviewed on a pass/fail basis. If the prospective Respondent fails to pass the option they selected, the reply shall be rejected as non-responsive and not evaluated further.

VI. SOLICITATION INFORMATION

- A. The term "Respondent" refers to:
 - 1. For purposes of Attachment F, "Respondent" is defined to also include: any and all subsidiaries of the Respondent where the Respondent owns eighty percent (80%) or more of the common stock of the subsidiary; the parent corporation of the Respondent where the parent owns eighty percent (80%) or more of the common stock of the Respondent; and any and all subsidiaries of the parent corporation of the Respondent where the parent owns eighty percent (80%) of the common stock of the Respondent and the parent's subsidiaries.
 - 2. For the purposes of the Dun & Bradstreet SQR: the proposing entity ("Respondent") 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.
 - 3. For all other purposes, the definition shall be as specified on the introductory page of this ITN.
- B. Respondents shall submit replies in one of the following formats:
 - 1. Hardcopy & Electronic Reply
 - a. An original (which shall be identified as "Original" on the cover, and shall bear an original signature(s) on the Respondent's Transmittal Letter) and seven (7) copies of the Respondent's Volume 1 reply.
 - b. An original (which shall also be identified as "Original" on the cover and shall bear an original signature(s) on Attachment H (Budget Form Revised 03-2016) and two (2) copies of the Respondent's Volume 2 reply.
 - c. A CD-ROM that contains the complete reply (Volumes 1 and 2) saved in Microsoft Word, Excel, and/or PowerPoint. The signed transmittal letter

(Volume 1, Tab 1), and the financial viability documentation (Volume 2, Tab 2 only) can be saved in PDF. 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.

OR

2. Electronic Reply

- a. A CD-ROM that contains the complete reply (Volumes 1 and 2) saved in Microsoft Word, Excel, and/or PowerPoint. The transmittal letter (Volume 1, Tab 1), and the financial viability documentation (Volume 2, Tab 2 only) can be saved in PDF. 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.

Additional instructions concerning reply submission:

3. Use of legible reproductions of signed originals is authorized for all copies of the reply unless specifically noted.
 4. E-mail submissions are not permissible.
 5. See instructions for reply preparation in Attachment B, Section XX.
 6. Evaluation and review of the reply will be based solely on information and documents submitted in the copies of Volumes 1 and 2.
- C. All dates in this procurement, and other ITN requirements, are subject to change. Modifications of the schedule or changes to the ITN shall be provided through an addendum or informational notice, and posted on the MyFlorida.com website at: http://www.myflorida.com/apps/vbs/vbs_main_menu. Respondents are responsible for checking the website for any changes.

VII. RESPONDENTS QUESTIONS

All inquiries shall be in writing and be sent to the Procurement Manager at jennifer.rechichi@djj.state.fl.us, by mail or by facsimile and shall be received by the date specified in the Calendar of Events (Section IV. B.) The Respondent is responsible for ensuring that the Procurement Manager received the inquiry. The Department will not take any further questions regarding the ITN document after close of business that day. The Department's responses to questions will be posted at: http://myflorida.com/apps/vbs/vbs_main_menu as an addendum to this ITN on or about the date specified in the Calendar of Events (Section IV. B.) 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 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 procurement documents. Violation of this provision may be grounds for rejecting a reply.

VIII. NUMBER OF AWARDS

The Department anticipates awarding one (1) contract as a result of this solicitation. The award shall be made to a responsive and responsible Respondent.

IX. FAILURE TO EXECUTE CONTRACT

In the event no protest is filed within the prescribed timeframe, the Department will commence discussions to finalize the resulting Contract with the intended Respondent. If, for any reason, the Department and the intended Respondent fail to enter into the Contract, 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 second ranked Respondent without posting of an additional Notice of Agency Decision or Addendum; (2) reject all replies and re-advertise the ITN; or (3) reject all replies. If the Department and the second 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 Agency Decision or Addendum; (2) reject all replies and re-advertise the ITN; or (3) reject all replies.

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, log on to www.myflorida.com, and click on the 'MyFloridaMarketPlace / e-Pro' link under 'Hot Topics'. Once on the 'MyFloridaMarketPlace' website, click on the 'Online Vendor Registration' link to begin registration. In order to register, the following information is necessary:

- 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. The company's CMBE (Certified Minority Business Enterprises) information
- G. State-issued sequence number —available from DMS by faxing a request on company letterhead to 850-414-8331.

XI. CONTRACT PERIOD AND RENEWAL

The resulting Contract is expected to be a five (5) year term, beginning on **December 1, 2016** and shall end at **11:59 p.m. on November 30, 2021**.

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 (3) years, whichever is longer. Exercise of the renewal option is at the Department's sole discretion and shall be contingent, at a minimum, upon satisfactory performance, subject to the availability of funds and other factors deemed relevant by the Department.

XII. TYPE OF CONTRACT CONTEMPLATED

The payment methodology for the resultant Contract will be a fixed price/unit rate and will be negotiated. A copy of a sample 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. The Department determines the program's classification using the Florida Single Audit Checklist for Non-State Organizations. It is the Department's determination that the Contract resulting from this solicitation is a Vendor contract, pursuant to Section 215.97(2)(q), Florida Statutes.
- B. Statutory and rule requirements for the Respondent for both types of contract are specified in Attachment G, Section VI. FINANCIAL AND AUDIT REQUIREMENTS.

XIV. FUNDING AMOUNT

- A. Please see Overview/Statement of Services sought, Attachment A., Section V., Funding Availability.
- B. The Department reserves the right to negotiate a Contract and/or per diem rates for bed, slots, and services based on the services to be provided. The final funding available for contracted services is determined by the Department at its sole discretion.

XV. FINANCIAL CONSEQUENCES

- A. Financial consequences shall be assessed for Contract non-compliance or non-performance in accordance with the FDJJ Policy #2000, and the Department Contract Monitoring Guidelines, Chapter 2, (available on the Department's website) for the following:
1. failure to submit a Corrective Action Plan (CAP) within the specified time frame(s);
 2. failure to implement the CAP for identified deficiencies within the specified time frame(s); and/or
 3. upon further failure to make acceptable progress in correcting deficiencies as outlined in the CAP within the specified time frame(s).
- B. By executing a resulting Contract, 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 and/or slots X per diem slot rate X 5.0% = Financial Consequence. Imposition of consequences shall be per deficiency per day.
- C. Upon the Department's decision to impose financial consequences, written notification will be sent to the Respondent. Notification will outline the deficiency(ies) for which financial consequences are being imposed, the conditions (including time frames) that must be in place to satisfy the deficiency(ies) and/or the Department's concerns, the amount of the financial consequence and the month the deduction shall be made on the invoice. The Department's Contract Manager shall deduct the amount of financial consequences imposed from the Respondent's next monthly invoice as specified in the written notification.
- D. If the Respondent has a grievance concerning the imposition of financial consequences for noncompliance, the Respondent shall follow the dispute process that is outlined in the resulting Contract, outlining any extenuating circumstances that prevented them from correcting the deficiency(ies).

XVI. RESERVED**XVII. SUBCONTRACTING**

- A. The Respondent shall not subcontract, assign, or transfer any of the services sought under this ITN, without the prior written consent of the Department.
- B. 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 subcontracting opportunities.

XVIII. FAITH-BASED NON-DISCRIMINATION CLAUSE

Pursuant to section 985.404(3)(b) and (c), Florida Statutes, 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 respondents of services to juveniles.

XIX. ELABORATE REPLIES

It is not necessary to prepare replies using elaborate brochures and artwork, expensive paper and bindings, or other expensive visual presentation aids. Replies 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 reply submitted in response to this ITN. The Department shall be liable for payment only as provided in a fully executed Contract.

XX. GENERAL INSTRUCTIONS FOR PREPARATION OF THE REPLY

The instructions for this ITN have been designed to help ensure that all replies are reviewed in a consistent manner, as well as to minimize costs and response time. **INFORMATION SUBMITTED IN VARIANCE WITH THESE INSTRUCTIONS MAY NOT BE REVIEWED.**

All replies must 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 the Department can easily turn to "Tabbed" sections during the review process. Failure to have all copies properly "tabbed" makes it much more difficult for the Department to review the reply. Failure of the Respondent to provide any of the information required in the hard copy and/or electronic copy of the ITN Reply (Volume 1 or 2, as specified), and/or in the correct Volume and Tab as detailed below, shall result in no points being awarded for that element of the evaluation/review.

The Reply shall consist of the following sections:

A. Transmittal Letter – Volume 1, Tab 1

It is **MANDATORY** that the reply contains a fully completed transmittal letter that must be drafted, signed and submitted on the Respondent's letterhead by an individual who has the authority to bind the Respondent and provide all of the following information:

1. The Respondent's official name (the company name), address, telephone number, the name and title of the Respondent's 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 or attend meetings, as may be appropriate regarding the solicitation), Federal Employee Identification Number (including the State of Florida Vendor Sequence Number, if available), and DUNS Number. The company name and DUNS Number must match the company name and DUNS number on the SQR. If the State of Florida Vendor Sequence Number is not available, please make that statement, and the Department will collect the information prior to Contract award.
2. If the proposing entity is a "DBA" or "Doing Business As", the Respondent shall state the reason for it.
3. The 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 Invitation to Negotiate for which this reply is submitted."
4. The 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 and subsequent contract by any federal department or agency."
5. The Statement: "On behalf of (*insert Respondent's name*), this letter certifies that neither (*insert Respondent's name*) or anyone acting on its behalf, have contacted anyone, between the release of the solicitation and due date of this solicitation, 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."
6. The Statement: "On behalf of (*insert Respondent's name*), this letter certifies that (*insert Respondent's name*) agrees to 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/release dates and for updating the projected release dates of youth at a minimum of once per week if required by this ITN"
7. The statement: "On behalf of (*insert Respondent's name*), this letter certifies that it is not listed on either 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, Florida Statutes."

B. Cross Reference Table - Volume 1, Tab 1

In order to assist the Respondent in its development of a responsive submittal (i.e. reply), the Respondent shall provide a table that cross-references the contents of its reply with the contents of the ITN (see Attachment O to this ITN for the cross-reference table.) This is a **MANDATORY** requirement. The Respondent shall insert the cross-reference table in Volume 1, Tab 1, just after the Transmittal Letter. Respondents are advised that the Department's ability to conduct a thorough review of replies is dependent on the Respondents

ability and willingness to submit replies 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 sections of the reply are properly identified by specific page number(s), specific to the requested documentation in Attachment O.

C. Certificate of a Drug-Free Workplace – Volume 1, Tab 1

The reply may contain the certification of a drug-free workplace 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 certification form (Attachment K) is available at: <http://www.djj.state.fl.us/partners/procurement-and-contract-administration>.

D. Technical Response - Volume 1, Tab 2

The Technical Response shall contain the following sections in the following sequence, and Respondents must provide thorough and specific replies in the narrative for how they propose to address each of the requirements as specified in Paragraph one (1) below. Respondent's replies must follow the format described in this section.

1. Written Narrative Response

The written narrative portion of the response shall be submitted on the CD-ROM in "PDF" format AND a Microsoft Word format. Prior to converting to a "PDF", the response must be typed, on letter-sized (8-1/2" x 11") paper, using 12-point type, **TIMES NEW ROMAN** font, single-spaced, and 1-inch margins (top, bottom and sides). Pages must be numbered in a logical, consistent fashion and must not exceed sixty (60) pages including attachment and exhibits (excluding Department-required Attachments, e.g. Organizational Chart, Activity Schedule, etc.) Any floorplans, exhibits, attachments, charts, tables, photos, maps, diagrams, or other resource materials that support the information provided in the written response shall be referenced within the written response narrative and shall be numbered for reference and presented at the end of the written response. Illegible responses will not be evaluated, and pages submitted in excess of the specified limit will be removed prior to evaluation and will not be evaluated.

a. Introductory Statement

Provide an introductory statement of the general program strategy and methodologies that will be used to achieve the goals of the Day Treatment Program. Explain what makes the Respondent's organization's proposed program an optimized program, explaining the anticipated long term results that will benefit program participants. There are no points awarded for this category.

b. Management Competencies and Capabilities

Describe in narrative format your organization's approach to plan, control, and manage oversight of day treatment program services and the alternative school including how management will ensure that staff to youth ratios and therapist caseloads are maintained at appropriate, effective and manageable levels, training is consistent with Department requirements, and staff possess qualifications and professional experience to provide services as specified in this ITN. Provide a copy of your organizations corporate organizational chart and description of the corporate organizational structure, and a program organizational chart for the proposed Day Treatment Program in Circuit 19, illustrating lines of supervision. Describe your organizations past experiences providing management and oversight of programs delivering services to at-risk or delinquent youth, similar to the services sought in this ITN.

c. Overview of Minimum Service Requirements

Describe your organization 's understanding and approach to tasks that will ensure compliance with the minimum service requirements set forth in the ITN, including all rules and regulations, specifically addressing all sections of Attachment A-1 of the ITN document.

- d. Understanding of Target Population
Describe your organization's understanding of the needs of the target population, including criminogenic risk factors, status, specialized gender needs, and other components that contribute to delinquency and your approach to identifying and meeting the needs of the target population.
- e. Alternative School/Educational Component
Describe your organization's approach to providing the educational component at the Day Treatment Program and your agreement to work directly with the SLCSB to ensure all requirements for the Alternative School will be complied with by Program start date. Identify how SLCSB funds used to pay for the educational component needs, including staff, space and resources, will be tracked and kept separate from DJJ Day Treatment funds and resources to the extent possible.
- f. Smaller Day Treatment Facility/Home Environment
Describe your organization's approach to providing services in a smaller facility, offering more of a home-like environment geared toward optimized services and program effectiveness. Explain how rapport between staff and a small program caseload will be conducted and special individualized attention will be provided to each program participant. Provide a copy of the daily activity schedule, including weekends that illustrates that required activities and tasks will be provided and how staff will deliver intensive interaction to youth daily throughout their program participation.
- g. Transportation
Describe your organization's plan for transportation that demonstrates a fully funded transportation program and understanding of how transportation is a critical need to support an optimized day treatment program. Provide a sample description of proposed days, times, and locations for scheduled pick-up and delivery, methods of transportation (vehicles, buses, staff cars, and whether program owned/leased vehicles, insurance, staff requirements for transporting youth, and how compliance with DJJ policy on transportation will be met. Address how weekend activities, community referrals, and outside appointments during program hours will be coordinated and staff responsible for such coordination. (Note: DJJ Transportation policy is available on the Department's website).
- h. Individualized Treatment/Service Planning
Describe your organization's approach to service planning, including criteria and components to be addressed, documentation to be reviewed, staff responsible for service planning, review frequency, and how intervention and treatment will be documented. Explain how your approach is individualized and how addressing service needs of the youth in this manner will optimize program delivery and the benefits to be achieved through the methods described. Describe your organization's approach to treatment planning as set forth in Rule 63N-1, F.A.C.
- i. Delinquency Interventions
Describe in detail, your proposed delinquency intervention, including Evidence-based Practices (EPB), Promising Practices (PP) and Practices with Demonstrated Effectiveness. Include description, frequency, duration, staff qualifications, group or individual. Include your understanding of how your proposed intervention services will be delivered in accordance with the modality of the curriculum, how services will be monitored for fidelity, how criminogenic risk factors of youth are addressed by the modality, and how road blocks to treatment will be addressed.
- j. Mental Health/Substance Abuse Treatment
Describe your approach to ensuring youth receive necessary and appropriate mental health and/or substance abuse treatment services as

determined necessary through assessments as set forth in Rule 63N-1, F.A.C. Will services be provided on-site by the Respondent staff or through subcontracted mental health/substance abuse providers or through referrals in the community? Address transportation and documentation of services provided to youth in accordance with the requirements set forth in the ITN, statutes, rules and regulations.

k. Supportive Relationships/Constant Supervision

Describe the proposed program approach to ensure each youth will receive round the clock supportive relationships through case management, supervision, on site and off site, including weekends. Describe interaction with youth and family during traditional and non-traditional work hours. Describe example of information and resources to be offered to youth and families as part of the supportive relationship. Describe the frequency, duration, contents, methods to be employed by Respondent staff in delivering supportive relationships and constant supervision.

l. Mentoring

The Respondent shall outline the details of their mentoring plan in the reply, including their definition of a mentoring relationship, a mentors minimum qualifications, a single mentor's "caseload", the ratio of mentors to youth (suggested ratio of not more than one (1) mentor to five (5) youth), a list of anticipated types of activities for mentors to participate in - such as school activities, faith-based activities, individualized or group activities initiated and scheduled with the youth and families by the mentoring, (activities where the mentor and youth just spent quality time together, such as fishing, sporting events, civic events (concerts) etc.) to further develop pro-social skills). The Respondent must outline how mentoring time spent with youth will be documented, and the minimum number of hours of mentoring that is to be provided by fully committed mentors recruited by the Respondent. Each youth should have a minimum of one (1) mentoring activity conducted on a weekend each month, inclusive of the optimized hours of mentoring delivered.

m. Structured Activities/Skills Training and Support Services

Describe your organization's proposed structured activities, skills training and support services that are to be provided to program youth and how case managers will make referrals that will allow for each youth's individualized needs to be addressed through these services. Outline time frames within the daily/weekly schedule that these activities will be available for youth. Explain your understanding of the linkages between these activities, aftercare in the community and development of good employment candidates, outlining the anticipated benefits to youth for the selected services.

n. Focus on Aftercare

Describe the service task and proposed activities that demonstrate how your organization will ensure that youth participating in day treatment program will be prepared for the aftercare period following discharge. (Transition planning, skills development, productive, contributing member of the community, and explains how these tasks will further the Department's overarching goal of reducing recidivism and turning around the lives of these youth.)

o. Family Involvement

Explain your understanding of the need for and the benefits of family involvement for the target population. Describe the service tasks and proposed activities that demonstrate how your organization will support family engagement and your understanding of the needs for the family unit that will assist the youth in when residing in the community after program

discharge. Outline any specific family engagement activities that will be employed, with the frequency and tasks.

p. Staffing and Personnel

Describe the Respondent's number and type of proposed program staff that will operate and deliver Day Treatment program services as specified in the ITN, including 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 and Substance Abuse Clinical Staff, Administrative Workers, Transportation staff, Food Service Staff, etc. Describe the qualifications of all staff positions proposed, 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, how it will be delivered (LMS/Instructor Led). Indicate how training documentation will be maintained and submitted to the Department's Staff Training and Development Office. Describe your operational approach to the recruitment, training, supervision and retention of staff/ to provide services and describe your backup plan for ensuring staff absences and vacancies will be filled to ensure uninterrupted services for Day Treatment Youth. Describe your organization's approach to recruitment of culturally diverse and bilingual staff able to meet the unique cultural and gender specific needs of the proposed population.

q. Implementation Plan

Describe your understanding of the tasks involved, with dates and time frames, necessary for program service implementation as soon as possible, but not later than December 1, 2016, specifically addressing key pre-operational points, including but not limited to the following:

- 1) finalizing site arrangements and ordering fixtures and furnishings for the program facility.
- 2) developing agreements with the St. Lucie County School Board,
- 3) advertising, hiring, background screening (DJJ and SLCSB as applicable).
- 4) training staffing for direct care and other training, including training in any modalities to be delivered.
- 5) identifying local subcontractors for any services not on site, and executing subcontracts.
- 6) compliance with all pre-operational requirements outlined in the ITN needed prior to service delivery.

2. Presentation (included with Negotiations)

The Presentation must be presented at the beginning of round one (1) Negotiations and submitted as PowerPoint file with eight (8) hard copies of the entire power point presentation to be submitted to the Procurement Manager at the time of presentation. The Presentation should address the components listed below, at a minimum. Additional information about the Negotiation process is found in Attachment F., Section D., 4.

- a. Present an overview of the specific program services and activities that the Respondent believes will make your proposed program an optimized day treatment program for DJJ youth. Include any component of your proposed service delivery that further the Department's goal for the target population and move toward success after program completion. Discuss how the program plans to engage youth and their families to attend and participate. Explain in detail why the Respondent thinks Day Treatment services as proposed will assist in stopping the "revolving door" for youth returning to the criminal justice system.

- b. Indicate the delinquency interventions proposed and present the reasons behind your choice and outline any previous successes or failures your organization has had with delivering the proposed types of EBP's, PP's, or PDE. Discuss your organization's understanding of core criminogenic needs (identify/address how program services will address each of those needs that may be found in youth).
- c. Provide an overview of your mentoring plan for youth, outlining the details in your reply; discuss the resources to be utilized within the community for additional mentoring of youth, how community mentors (volunteers) will be identified and determined qualified (experience), screened, oriented to the population and fully committed to the youth that they are partnered with a goal of building rapport, and what types of activities on-site and off-site will mentors be participating in.
- d. Provide an overview with pictures and floorplans of your proposed facility outlining how it meets the objectives of a smaller facility, with a home like environment for a smaller group of program participants. Explain how they will maximize their space without minimizing the quality of service being provided. Outline any special activities such as family meals, special family day activities, etc. that will be offered to help promote family engagement at the facility.
- e. Present your past experience working with Alternative Schools, including your knowledge of State education requirements (in general) to be provided with specific details regarding the Day Treatment Educational component, i.e. class structure, size, how school planning days will be handled for program participants. Describe the general classroom set up, resources, computers, etc.
- f. Present an overview of your proposed transportation plan, that meets the requirements of Attachment A, with pick-up from and delivery to, the youth's home and to appointments off site that are part of the youth's service plan, and for activities on weekends.
- g. Discuss your proposed implementation timeline that allows for program operations to youth for direct services, that meets the requirement of Attachment B., Section XI, including implementation of the Alternative School.

F. Financial Reply (Volume 2)

1. Budget– Volume 2, Tab 1

- a. It is **MANDATORY** that the Respondent complete and submit in Tab 1 of Volume 2 a signed Attachment H-Budget Form Revised 03-2016. The Department will negotiate a fixed price-rate agreement with the successful Respondent, ensuring that all budgeted costs are reasonable, allowable and necessary for program operations. The price proposed in the initial reply shall be reviewed by the Negotiation Team based on proposed costs being reasonable, allowable, and necessary for program operation and further negotiated. Please ensure that all costs are covered, all titles/positions (including number or how many) match as outlined in the reply and specific line item detail is included. Please include a predicate for expenses and/or copies of any subcontracts for outside services (i.e. food service).

2. Financial Viability Documentation – Volume 2, Tab 2

- a. It is **MANDATORY** that the Respondent provide in Volume 2, under Tab 2, financial documentation, for either **Option #1 or Option #2** below sufficient to demonstrate its financial viability to perform the Contract resulting from this ITN (see Attachment F., A., 4., Financial Viability Criteria Mandatory Evaluation Criteria). Documentation is reviewed on a pass/fail basis. If the Respondent fails to pass the option they selected, the reply shall be rejected as non-responsive and not evaluated further. Failure to provide either option will result in disqualification of the reply.

- 1) Option #1: D & B Supplier Qualifier Report
 If selecting this option, the Respondent shall submit a copy of the Dun & Bradstreet Supplier Qualifier Report reflecting an SER rating dated within sixty (60) days of the release of this ITN. 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 at: <http://www.djj.state.fl.us/partners/procurement-and-contract-administration>. Click "Attachment I – Supplier Qualifier Report Request" and follow the directions there. 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 reply 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 ITN, 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 ITN, 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 ITN. 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 DJJ 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 reply 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 contract to be issued pursuant to this ITN. 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.
 - 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 ITN's due date is within twelve (12) months of the Respondent's last audited financial statement.
3. Attachment S – Price Sheet – Volume 2, Tab 3
A completed & signed copy of the Attachment S indicating the number of youth and the per diem rate, which totals the proposed annual budget as deemed by the Provider for program services. **(Not to be used for evaluation purposes). A final budget and a final fixed price/unit rate for the resultant Contract may be negotiated.**
3. Certified Minority Business Enterprise (CMBE) Utilization Plan – Volume 2, Tab 4
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 (available at <http://www.djj.state.fl.us/partners/procurement-and-contract-administration>) of the ITN. 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 (1) 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.

XXI. ADDITIONAL REQUIREMENTS FOR RESPONDENTS SELECTED FOR CONTRACT AWARD

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

- A. Answers to One Florida Initiative Questions (page 2 of ITN);
- B. Respondent's State of Florida Vendor Sequence Number; and
- C. The name, title, address, telephone number, and e-mail address of the prospective Respondent's Contract Manager. Note: this is not DJJ's assigned contract manager.

**ATTACHMENT C
SPECIAL CONDITIONS**

I. SPECIAL CONDITIONS

Pursuant to Rule 60A-1.002(7), Florida Administrative Code, 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.

II. PUR 1000(1)

This form contains the General Contract Conditions - Incorporated by Reference and available at:

http://dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources/purchasingforms.

III. PUR 1001(1)

This form contains the General Instructions to Respondents - Incorporated by Reference and available at:

http://dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources/purchasingforms.

IV. SUBMISSION OF REPLIES

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

V. LIMITATION ON CONTACT OF DEPARTMENT PERSONNEL

- A. Contact Other than During the Negotiations Phase
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 Manager or as provided in the procurement documents. Violation of this provision may be grounds for rejecting a reply. 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.
- B. Contact During the Negotiations Phase
During the negotiations phase of this ITN:
1. Any contact and communication between the members of the negotiations team for the prospective Respondent(s) with whom the Department is negotiating and the negotiation team for the Department is permissible, but only "on the record" (as required by s. 286.0113(2), Florida Statutes) during the negotiations meetings; and
 2. Communication between the lead negotiator for the Respondent with whom the Department is negotiating and the lead negotiator for the Department outside of the negotiations meetings is permissible as long as it is in writing.
- C. Violation of Contact Limitations
Violation of the above provisions of this ITN will be grounds for rejecting a reply, if determined by the Department to be material in nature. Violation is material in nature if the contact (oral, electronic, or written):
1. Is heard or read by a person, prior to the completion of that person's final duties under this ITN, which person is responsible for reviewing, evaluating, scoring, ranking, and/or selecting vendors under this ITN, or for advising any such person;
 - a. Advocates for the selection of the prospective Respondent, the disqualification of any other Respondent, or the rejection of all bids;
 - b. Comments on the qualifications of any bidder or the responsiveness of any bid;

- c. Presents additional information favorable to the Respondent or adverse to another Respondent; or,
 - d. Otherwise seeks to influence the outcome of this ITN;
2. May not be waived as a minor irregularity by virtue of the nature, intent, and extent of the information conveyed.

The foregoing does not preclude a determination by the Department that other forms of contact are material violations of the provisions of this ITN.

VI. DEPARTMENT RESERVED RIGHTS

- A. **Waiver of Minor Irregularities**
The Department reserves the right to waive minor irregularities when to do so would be in the best interest of the State of Florida. A minor irregularity is a variation from the terms and conditions of this ITN which does not affect the price of the reply or give the Respondent a substantial advantage over other Respondents and thereby restrict or stifle competition and does not adversely impact the interest of the Department. At its option, the Department may correct minor irregularities but is under no obligation to do so. In doing so the Department may request a Respondent to provide, and at the request of the Department the Respondent may provide to the Department, clarifying information or additional materials to correct the irregularity. However, the Department will not request and a Respondent may not provide the Department with additional materials that affect the price of the reply, or give the Respondent an advantage or benefit not enjoyed by other Respondents.
- B. The Department reserves the right to modify non-material terms of the ITN prior to execution of the Contract resulting from this ITN, when such modification is determined to be in the best interest of the State of Florida. 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 reply.
- C. **Right to Inspect, Investigate and Rely on Information**
In ranking replies for negotiation and in making a final selection, the Department reserves the right to inspect a prospective Respondent's facilities and operations, to investigate any Respondent representations and to rely on information about a Respondent in the Department's records or known to its personnel.
- D. **Reserved Rights After Notice of Award**
 - 1. The Department reserves the right to schedule additional negotiation sessions with Respondents identified in the posting of a Notice of Award in order to establish final terms and conditions for contracts with those Respondents.
 - 2. The Department reserves the right, after posting notice thereof, to withdraw (cancel) or amend its Notice of Award and reopen negotiations with any Respondent at any time prior to execution of a contract.
- E. The Department reserves the right to withdraw (cancel) the ITN at any time, including after an award is made, when to do so would be in the best interest of the State of Florida and by doing so assumes no liability to any vendor.
- F. The Department reserves all rights described elsewhere in this ITN.

VII. FIRM REPLIES

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

VIII. TERMS AND CONDITIONS

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

- A. Technical Specifications
- B. Special Conditions

- C. General Instructions for the Preparation and Submission of Replies (Attachment B)
- D. Instructions to Respondents (PUR 1001[1])
- E. General Conditions (PUR 1000[1])
- 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 reply. In submitting its reply, 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 reply, shall be grounds for rejecting a reply.

IX. CONFLICT OF INTEREST

This solicitation is subject to chapter 112, Florida Statutes. Respondents shall disclose within their reply the name of any officer, 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.

X. CONFIDENTIAL, PROPRIETARY, OR TRADE SECRET MATERIAL

The Department takes its public records responsibilities, as provided under chapter 119, Florida Statutes 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 reply to this solicitation to be confidential, trade secret or otherwise not subject to disclosure pursuant to chapter 119, Florida Statutes, the Florida Constitution or other authority, the Respondent must also simultaneously provide the Department with a separate redacted copy of its reply 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 reply to the solicitation 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 reply 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 the Respondent's determination that the redacted portions of its reply are confidential, proprietary, trade secret or otherwise not subject to disclosure. If the Respondent fails to submit a Redacted Copy with its reply, 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.

XI. PROTESTS

Any protest concerning this solicitation shall be made in accordance with sections 120.57(3) and 287.042(2), Florida Statutes and Rule 28-110, Florida Administrative Code. 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 that specifications are written to ensure competitiveness, fairness, necessity and reasonableness in the solicitation process.

- A. Section 120.57(3)(b), Florida Statutes, and Rule 28-110.003, Florida Administrative Code; 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. Section 120.57(3)(a), Florida Statutes and Rule 28-110.005, Florida Administrative Code, requires the following statement to be included in the 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."
- C. Rule 28-110.005, Florida Administrative Code requires the following statement to be included in the solicitation: "Failure to file a protest within the time prescribed in sections 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.”

XII. CAPTIONS AND NUMBERING

The captions, section numbers, article numbers, title and headings appearing in this Invitation to Negotiate 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 effect this solicitation and shall not be construed to create a conflict with the provisions of this solicitation.

XIII. 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 reply to this solicitation, the Respondent acknowledges its understanding and willingness to comply with this requirement.

**ATTACHMENT F
SELECTION METHODOLOGY AND EVALUATION CRITERIA**

Reply Section	Section Title	Maximum Possible Points per Section
A.	<u>Technical Reply – Volume 1</u>	
	1. Introductory Statement	0
	2. Management Competencies and Capabilities	45
	3. Overview of Minimum Service Requirements, Attachment A-1	189
	4. Understanding Of Target Population	96
	5. Alternative School/Educational Component	75
	6. Smaller Day Treatment Facility/Home Environment	90
	7. Transportation	150
	8. Individualized Treatment/Service Planning	75
	9. Delinquency Interventions	225
	10. Mental Health/Substance Abuse Treatment	105
	11. Supportive Relationships/Constant Supervision	126
	12. Mentoring	177
	13. Structured Activities/Skills Training and Support Services	75
	14. Focus on Aftercare	60
	15. Family Involvement	90
	16. Staffing & Personnel	120
	17. Implementation Plan	75
B.	<u>Financial Reply– Volume 2</u>	
	1. Price Sheet (Attachment S)	0
	2. Budget (Attachment H)	0
Total Maximum Overall Points		1,818

A. APPLICATION OF MANDATORY REQUIREMENTS

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

1. The Procurement Manager will examine each reply to determine whether the reply meets the Mandatory Requirements specified in Attachment B, Section V., of this ITN.
2. A reply that fails to meet the Mandatory Requirements will be deemed nonresponsive and will not be evaluated.
3. Meeting the Mandatory Requirements alone will not impact any ranking in the shortlisting process.
4. Financial Viability Criteria Mandatory Evaluation Criteria.
 - a. It is **MANDATORY** that the Respondent submits financial documentation, as described in Attachment B, Section XX., F., 2., of this ITN, that is sufficient to demonstrate its financial viability to perform the Contract resulting from this ITN. Documentation is reviewed on a **PASS/FAIL** basis. If the Respondent fails to pass the option they selected, the reply shall be rejected as non-responsive and not evaluated further.
 - b. The Department will utilize one (1) of the following criteria to determine financial viability to perform a Contract resulting from this ITN.
 - 1) Option #1 D & B Supplier Evaluation Risk (SER) Evaluation Criteria

Dunn & Bradstreet Supplier Evaluation Risk (SER) score must be ≤ 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 (2) of the following four (4) minimum acceptable standards shall be met, one of which must be item c) or d) below:

- a) Current ratio: $\geq 1.0:1$ or (1.0)
Computation: Total current assets \div total current liabilities
- b) Debt to tangible net worth: $\leq 6:1$
Computation: Total liabilities \div tangible net worth (net worth minus intangible assets)
- c) Minimum existing sales: \geq the maximum annual contract dollar amount for services proposed under this ITN.
- 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 Reply is identified in the chart below.
2. Definitions for above terms:
 - a. Respondent Written Narrative Score = Score of a specific Respondents Written Narrative
 - b. Maximum Written Narrative Score = 1,818 points

C. EVALUATION METHODOLOGY

Evaluation of Written Replies

All replies 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 reply based on the information requested in Attachment B, Section XX., D., 1., and in accordance with the methodology and evaluation criteria provided in Attachment F, and Attachment P, Evaluation Criteria/Score Sheets, of this ITN.
2. A debriefing meeting of the evaluators will be held in accordance with the Attachment B, Section IV., G., to review the results of the evaluation of the Written Replies.
3. The Procurement Manager will total the scores for the Written Narrative.
4. Based on the total maximum points scored for the Written Narrative, the Procurement Manager will combine the scores and determine a ranking of Respondents. This ranking will be posted on the Vendor Bid System.
5. Using the rankings from the written evaluations, the Evaluation team will determine the number of Respondents to move forward for Negotiations.
6. Notification will be provided electronically to the Respondents selected for Negotiations via e-mail from the Procurement Manager.

D. NEGOTIATION PROCESS

1. Public Meetings
 - a. Negotiation meetings between the Department and Respondents are not open to the public, as per the exemption provided by S. 286.0113(2)(a), F.S., unless otherwise stated in the Calendar of Events (Attachment B, Section IV.).
 - b. Negotiation strategy meetings of the Department's Negotiation team are exempted by S. 286.0113(2)(a), F.S.
 - c. The Department will record all meetings of the Department's evaluation/negotiation team.
2. History of Performance
 - a. For Respondents selected to move forward to Negotiations, the Negotiation team will be provided with information regarding the Respondent's performance on all contracts with DJJ during the preceding eighteen (18) months from the date of the Evaluator Briefing (see Calendar of Events in Attachment B, section IV., B.) Respondents' not holding contracts with the Department and/or providing similar services outside the State of Florida will be requested to provide a client list for the preceding eighteen (18) month period in which contract performance information will be obtained.

- b. Additionally, the Respondent must submit its history of performance of similar services in other jurisdictions outside of Florida. The Respondent should be prepared to review this information and subsequent corrective action with the Negotiation Team, demonstrating how issues were corrected, how improvements were sustained and how similar issues would be mitigated in the future in the new program being proposed for this ITN. The team will use the Respondent's reply when completing the Quality Improvement, Responsivity, and Sustainability component of the Comparative Analysis Tool (Attachment J), which is used to determine contract award.
- 3. Supplemental Request(s)
Additional documentation may be requested from Respondents prior to Negotiations.
- 4. First Round of Negotiations
The first round of Negotiations will begin with a presentation from the Respondent. The presentation will address the components listed in Attachment B, section XX., E., at a minimum.
 - a. Presentations are not scored.
 - b. The Respondent is required to use their own computer and audio visual equipment to conduct the presentation. The Department will provide a screen or other appropriate material for the viewing of the presentation.
 - c. The Respondent may not bring more than six (6) individuals to the Negotiation session.
 - d. At the conclusion of the Negotiation session, the team will determine if the Respondent(s) can successfully move forward, or if a second round of Negotiation is needed.
 - e. Failure of a Respondent to attend the Negotiation session on their assigned date/time without providing prior communication to the Procurement Manager will result in the reply being considered incomplete and not considered in the process for further consideration.
 - f. The Department reserves the right to expand the Negotiations to include additional ranked Respondents or change the method of negotiation [e.g., concurrent versus by order of ranking], if it determines that to do either would be in the best interest of the State.
- 5. Second Round of Negotiations
 - a. If the Negotiation Team determines a second round of negotiations is necessary, the team will determine which Respondent(s) will move forward to the second round.
 - b. A presentation is not required for a second round of negotiations.
- 6. Negotiation Guidelines
 - a. During the negotiation meeting with each Respondent, the negotiating team will establish rules and procedures for the negotiation sessions and accomplish other administrative tasks pertaining to the negotiations, as needed.
 - b. The team must reach consensus (general agreement) during meetings where decisions are made; however, in the event consensus is lacking the decision can be made using a majority-rules approach.
 - c. The Department reserves the right to require Respondents to submit a supplemental reply, make presentations, or other submission during the negotiation period.
 - d. The negotiation process is intended to enable the Department to determine whether and with whom it will contract and to establish the principle terms and conditions of such contract. There may be additional negotiations to finalize all terms and conditions of the contract after a notice of selection is posted.
 - e. Additional negotiation meetings may be scheduled in order to further discuss, define, or document desired services, price, terms, and conditions. Supplemental replies may be requested.
 - f. In its sole discretion, the Department shall determine whether to hold additional negotiation sessions and with which Respondent(s) it will negotiate.

E. FINAL SELECTION AND NOTICE OF INTENT TO AWARD CONTRACT

- 1. Comparative Analysis Tool
The Negotiation Team will use the Comparative Analysis Tool (included with this ITN as Attachment J) to document its recommendation/best value determination. This tool is only used if the team has moved two (2) or more Respondent's forward during the appropriate Debriefing session (see Attachment B., section IV., G.)
- 2. Score Calculation for Team Recommendation for Award

The Department will weigh the total scores as follows for each category: Comparative Analysis Tool score weighted at 60%, and Written Reply score weighted at 40%. The Respondent's scores for each of these two (2) categories will be divided by the maximum possible points for each category, to arrive at the percentage of possible points per category. Then, the percentage of possible points per category will be multiplied by the appropriate weighted category percentage as stated above.

3. Department's Negotiation Team Recommendation
The Department's Negotiation Team will develop a recommendation as to the Contract award that will provide the best value to the State. In so doing, the Negotiation Team is not required to award to the highest ranking Respondent(s) for negotiations, but will base its award recommendation on the Respondent with the highest weighted score (see section E., 2., above). The recommendation / best value determination of the Negotiation team shall serve as a recommendation only.
4. Award Selection
The Department will select for award of the Contract the responsive and responsible Respondent as determined by the Secretary, or his or her designee, to provide the best value to the State.
5. Department's Right to Rely on Submitted Information
The Department reserves the right to review and rely on relevant information contained in the replies received pursuant to Attachment B, Section XX. and relevant portions of the evaluations and negotiations conducted pursuant to Attachment F, Sections C and D.
6. Secretary's Approval
The Secretary, or his or her designee, will approve an award that will provide the best value to the State, taking into consideration the recommended award by the Negotiation Team.
7. Secretary's Disapproval
In the event the Secretary, or his or her designee, does not approve the team's recommended award, the disapproval will be documented in writing. The Department may then take the appropriate action including, but not limited to:
 - a. attempt to contract with the second ranked Respondent without posting of an additional Notice of Agency Decision or Addendum;
 - 1) If the Department and the second 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 Agency Decision or Addendum; (2) reject all replies and re-advertise the ITN; (3) reject all replies; or (4) withdraw (cancel) the ITN.
 - b. reject all replies and re-advertise the ITN;
 - c. reject all replies; or
 - d. withdraw (cancel) the ITN for any reason the Department deems appropriate.
8. Posting Notice of Award
On or about the date specified in the Calendar of Events (Section IV. B.), the Department's Notice of Agency Decision will be posted on the "MyFlorida" website http://www.myflorida.com/apps/vbs/vbs_main_menu Click on "Search Advertisements," and use the drop down list to select the Department of Juvenile Justice. Click "Initiate Search," select the ITN and click on the ITN number. Call the Department's Procurement Manager at the telephone number listed in Attachment B, Section III., if the Respondent has any questions regarding accessing the website. Respondents are advised to review the web site for any schedule changes.
9. Negotiations After Notice of Award
 - a. The Department reserves the right to schedule additional contract finalization / negotiation sessions with the Respondent(s) identified in the posting of a Notice of Award in order to establish final terms and conditions for the Contract with the Respondent(s).
 - b. The Department reserves the right to reopen negotiations with the other Respondent(s) if the Department is unable to reach an agreement with the awarded Respondent(s).
10. Timeliness of Contract Execution
Once the Department has provided a Contract to the awarded Respondent for signature, the awarded Respondent must return the signed Contract, and all applicable attachments, within fifteen (15) days or the Department reserves the right to withdraw the Contract award and begin

steps as outlined in section 7., above. The Department may waive this requirement if it is in the best interest of the State.

11. Site Visit(s)/Inspections

There is not a Department Site Visit for this ITN. If the Respondent is proposing services at their owned/leased facility, it is **Mandatory** for the Respondent to complete the Attachment T, Requirements Certifications/Attestation (for Respondent Proposed Owned/Leased Facility). Site Visit/Inspection for Respondent Owned/Leased Facilities will be held by the Department as per Attachment T.

**ATTACHMENT G
SAMPLE CONTRACT**

THIS DOCUMENT IS AVAILABLE ONLINE AT THE WEBSITE PROVIDED ON PAGE 2 OF THIS ITN.

**ATTACHMENT G IS FOR INFORMATIONAL PURPOSES ONLY AND WILL BE CHANGED AND
COMPLETED AFTER AWARD.**

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ATTACHMENT O ITN REPLY CROSS REFERENCE TABLE			
RFP DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)		LOCATION IN REPLY (TO BE COMPLETED IN ITS ENTIRETY BY RESPONDENT)	
SECTION/PART	SUBJECT	PAGE NUMBERS	SECTIONS/PARTS
	GENERAL REPLY RESPONSE REQUIREMENTS		
Attachment B., Section V., F.	MANDATORY - Attachment O – (Cross Reference Table)		
Attachment B., Section XX., A.	MANDATORY - Transmittal Letter containing all the information required by Section XX. A.		
Attachment B., Section V., C., 1. and 2.	MANDATORY - Attachment Q – Certificate of Experience A statement certifying that the Respondent has experience of at least two (2) years within the last five (5) years relevant to providing services in the development, implementation, and/or delivering of programs to at-risk and/or delinquent youth.		
Attachment B., Section V., D.	MANDATORY - Attachment R (Client Contact List) shall be submitted with a minimum of three (3) client contacts identified. This list is a part of the technical response, and is required in order for the proposal to be considered complete.		
Attachment B., Section XX., F., 3.	Attachment S – (Price Sheet) A completed & signed copy of the Attachment S indicating the number of youth and the per diem rate, which totals the proposed annual budget as deemed by the Provider for program services. (Not to be used for evaluation purposes).		
Attachment B., Section V., G.,	MANDATORY - Attachment T - The Respondent sign and submit with the Transmittal Letter in Volume 1, Tab 1, Attachment T, (Facility/Site Requirements Certification and Attestation) with attachments and letters as required for the proposed Respondent's Owned/Leased Site in Circuit 19.		
Attachment B., Section V., E.	MANDATORY - Attachment H – (Budget Form Revised 03-2016)		

Attachment B, Section V., H.	MANDATORY – Financial Documentation to determine financial viability.		
Attachment B, Section XIX.D.	Drug-Free Workplace Certification		
	TECHNICAL PROPOSAL RESPONSE (SUGGESTED DOCUMENTATION*)		
	CATEGORY #1: INTRODUCTORY STATEMENT		
Attachment B, Section XX., D., 1., a.	Provide an introductory statement of the general program strategy and methodologies that will be used to achieve the goals of the Day Treatment Program. Explain what makes your organization’s proposed program an optimized program, explaining the anticipated long term results that will benefit program participants. There are no points awarded for this Category #1.		
	CATEGORY #2: MANAGEMENT COMPETENCIES AND CAPABILITIES		
Attachment B, Section XX. D., 1., b.	Describe in narrative format your organization’s approach to plan, control, and manage oversight of day treatment program services and the alternative school including how management will ensure that staff to youth ratios and therapist caseloads are maintained at appropriate, effective and manageable levels, training is consistent with Department requirements, and staff possess qualifications and professional experience to provide services as specified in this ITN. Provide a copy of your organizations corporate organizational chart and description of the corporate organizational structure, and a program organizational chart for the proposed Day Treatment Program in Circuit 19, illustrating lines of supervision. Describe your organizations past experiences providing management and oversight of programs delivering services to at-risk or delinquent youth, similar to the services sought in this ITN.		
	CATEGORY #3: OVERVIEW OF MINIMUM SERVICE REQUIREMENTS, ATTACHMENT A-1		
Attachment B, Section XX. D., 1., c.	Describe your organization ‘s understanding and approach to tasks that will ensure compliance with the minimum		

	service requirements set forth in the ITN, including all rules and regulations, specifically addressing all sections of Attachment A-1 of the ITN document.		
	CATEGORY #4: UNDERSTANDING OF TARGET POPULATION		
Attachment B, Section XX. D., 1., d.	Describe your organization's understanding of the needs of the target population, including criminogenic risk factors, status, specialized gender needs, and other components that contribute to delinquency and your approach to identifying and meeting the needs of the target population.		
	CATEGORY #5: ALTERNATIVE SCHOOL/EDUCATIONAL COMPONENT		
Attachment B, Section XX. D., 1., e.	Describe your organization's approach to providing the educational component at the Day Treatment Program and your agreement to work directly with the SLCSB to ensure all requirements for the Alternative School will be complied with by Program start date. Identify how SLCSB funds used to pay for the educational component needs, including staff, space and resources, will be tracked and kept separate from DJJ Day Treatment funds and resources to the extent possible.		
	CATEGORY #6: SMALLER DAY TREATMENT FACILITY/HOME ENVIRONMENT		
Attachment B, Section XX. D., 1., f.	Describe your organization's approach to providing services in a smaller facility, offering more of a home-like environment geared toward optimized services and program effectiveness. Explain how rapport between staff and a small program caseload will be conducted and special individualized attention will be provided to each program participant. Provide a copy of the daily activity schedule, including weekends that illustrates that required activities and tasks will be provided and how staff will deliver intensive interaction to youth daily throughout their program participation.		
	CATEGORY #7: TRANSPORTATION		
Attachment B, Section XX. D., 1., g.	Describe your organization's plan for transportation that demonstrates a fully funded transportation program and understanding of how transportation is a critical need to support an optimized day treatment program. Provide a sample description of proposed days, times, and locations for scheduled pick-up and delivery, methods of transportation (vehicles, buses, staff cars, and whether		

	<p>program owned/leased vehicles, insurance, staff requirements for transporting youth, and how compliance with DJJ policy on transportation will be met. Address how weekend activities, community referrals, and outside appointments during program hours will be coordinated and staff responsible for such coordination. (Note: DJJ Transportation policy is available on the Department's website).</p>		
	<p>CATEGORY #8: INDIVIDUALIZED TREATMENT/SERVICE PLANNING</p>		
<p>Attachment B, Section XX. D., 1., h.</p>	<p>Describe your organization's approach to service planning, including criteria and components to be addressed, documentation to be reviewed, staff responsible for service planning, review frequency, and how intervention and treatment will be documented. Explain how your approach is individualized and how addressing service needs of the youth in this manner will optimize program delivery and the benefits to be achieved through the methods described. Describe your organization's approach to treatment planning as set forth in Rule 63N-1, F.A.C.</p>		
	<p>CATEGORY #9: DELINQUENCY INTERVENTIONS</p>		
<p>Attachment B Section XX. D., 1., i.</p>	<p>Describe in detail, your proposed delinquency intervention, including Evidence-based Practices (EPB), Promising Practices (PP) and Practices with Demonstrated Effectiveness. Include description, frequency, duration, staff qualifications, group or individual. Include your understanding of how your proposed intervention services will be delivered in accordance with the modality of the curriculum, how services will be monitored for fidelity, how criminogenic risk factors of youth are addressed by the modality, and how road blocks to treatment will be addressed.</p>		
	<p>CATEGORY #10: MENTAL HEALTH/SUBSTANCE ABUSE TREATMENT</p>		
<p>Attachment B, Section XX. D., 1., j.</p>	<p>Describe your approach to ensuring youth receive necessary and appropriate mental health and/or substance abuse treatment services as determined necessary through assessments as set forth in Rule 63N-1, F.A.C. Will services be provided on-site by the Respondent staff or through subcontracted mental health/substance abuse providers or through referrals in the community? Address transportation and</p>		

	documentation of services provided to youth in accordance with the requirements set forth in the ITN, statutes, rules and regulations.		
	CATEGORY #11: SUPPORTIVE RELATIONSHIPS/CONSTANT SUPERVISION		
Attachment B, Section XX. D., 1., k.	Describe the proposed program approach to ensure each youth will receive round the clock supportive relationships through case management, supervision, on site and off site, including weekends. Describe interaction with youth and family during traditional and non-traditional work hours. Describe example of information and resources to be offered to youth and families as part of the supportive relationship. Describe the frequency, duration, contents, methods to be employed by Respondent staff in delivering supportive relationships and constant supervision.		
	CATEGORY #12: MENTORING		
Attachment B, Section XX. D., 1., l.	The Respondent shall outline the details of their mentoring plan in the reply, including their definition of a mentoring relationship, a mentors minimum qualifications, a single mentor's "caseload", the ratio of mentors to youth (suggested ratio of not more than one (1) mentor to five (5) youth), a list of anticipated types of activities for mentors to participate in - such as school activities, faith-based activities, individualized or group activities initiated and scheduled with the youth and families by the mentoring, (activities where the mentor and youth just spent quality time together, such as fishing, sporting events, civic events (concerts) etc.) to further develop pro-social skills). The Respondent must outline how mentoring time spent with youth will be documented, and the minimum number of hours of mentoring that is to be provided by fully committed mentors recruited by the Respondent. Each youth should have a minimum of one (1) mentoring activity conducted on a weekend each month, inclusive of the optimized hours of mentoring delivered.		
	CATEGORY #13: STRUCTURED ACTIVITIES/SKILLS TRAINING AND SUPPORT SERVICES		
Attachment B, Section XX. D., 1., m.	Describe your organization's proposed structured activities, skills training and support services that are to be provided to program youth and how case managers will make referrals that will allow for each youth's individualized needs to be addressed through these		

	<p>services. Outline time frames within the daily/weekly schedule that these activities will be available for youth. Explain your understanding of the linkages between these activities, aftercare in the community and development of good employment candidates, outlining the anticipated benefits to youth for the selected services.</p>		
CATEGORY #14: FOCUS ON AFTERCARE			
Attachment B, Section XX. D., 1., n.	<p>Describe the service task and proposed activities that demonstrate how your organization will ensure that youth participating in day treatment program will be prepared for the aftercare period following discharge. (Transition planning, skills development, productive, contributing member of the community, and explains how these tasks will further the Department's overarching goal of reducing recidivism and turning around the lives of these youth.)</p>		
CATEGORY #15: FAMILY INVOLVEMENT			
Attachment B, Section XX. D., 1., o.	<p>Explain your understanding of the need for and the benefits of family involvement for the target population. Describe the service tasks and proposed activities that demonstrate how your organization will support family engagement and your understanding of the needs for the family unit that will assist the youth in when residing in the community after program discharge. Outline any specific family engagement activities that will be employed, with the frequency and tasks.</p>		
CATEGORY #16: STAFFING & PERSONNEL			
Attachment B, Section XX. D., 1., p.	<p>Describe the Respondent's number and type of proposed program staff that will operate and deliver Day Treatment program services as specified in the ITN, including 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 and Substance Abuse Clinical Staff, Administrative Workers, Transportation staff, Food Service Staff, etc. Describe the qualifications of all staff positions proposed, 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</p>		

	<p>each topic, how it will be delivered (LMS/Instructor Led). Indicate how training documentation will be maintained and submitted to the Department's Staff Training and Development Office.</p> <p>Describe your operational approach to the recruitment, training, supervision and retention of staff/ to provide services and describe your backup plan for ensuring staff absences and vacancies will be filled to ensure uninterrupted services for Day Treatment Youth. Describe your organization's approach to recruitment of culturally diverse and bilingual staff able to meet the unique cultural and gender specific needs of the proposed population.</p>		
CATEGORY #17: IMPLEMENTATION PLAN			
<p>Attachment B, Section XX. D., 1., q.</p>	<p>Describe your understanding of the tasks involved, with dates and time frames, necessary for program service implementation as soon as possible, but not later than December 1, 2016, specifically addressing key pre-operational points, including but not limited to the following:</p> <ul style="list-style-type: none"> a. finalizing site arrangements and ordering fixtures and furnishings for the program facility. b. developing agreements with the St. Lucie County School Board. c. advertising, hiring, background screening (DJJ and SLCSB as applicable). d. training staff for direct care and other training, including training in any modalities to be delivered. e. identifying local subcontractors for any services not on site, and executing subcontracts. f. compliance with all pre-operational requirements outlined in the ITN needed prior to service delivery. 		

**ATTACHMENT P
WRITTEN REPLY EVALUATION QUESTIONS**

<p>1. INTRODUCTORY STATEMENT Provide an introductory statement of the general program strategy and methodologies that will be used to achieve the goals of the Day Treatment Program. Explain what makes your organization's proposed program an optimized program, explaining the anticipated long term results that will benefit program participants. There are no points awarded for this Category. <i>(Weighted: 0 Max Pts: 0)</i></p>		
RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
THERE ARE NO POINTS SCORED FOR CATEGORY 1.	3 Points	THERE ARE NO POINTS SCORED FOR CATEGORY 1.
	2 Points	
	1 Point	
	0 Points	
<p>FINAL SCORE: _____ (0-3)</p>		<p>INITIALS & DATE: _____</p>

2. MANAGEMENT COMPETENCIES AND CAPABILITIES

To what extent did the Respondent’s description of their approach to plan, control, and manage oversight of day treatment program services and the alternative school, including how management will ensure that staff to youth ratios and therapist caseloads are maintained at appropriate, effective and manageable levels, training is consistent with Department requirements, and staff possess qualifications and professional experience to provide services as specified in this ITN. Provide a copy of your organizations corporate organizational chart and description of the corporate organizational structure, and a program organizational chart for the proposed Day Treatment Program in Circuit 19, illustrating lines of supervision. Describe your organizations past experiences providing management and oversight of programs delivering services to at-risk or delinquent youth, similar to the services sought in this ITN. *(Weighted: 15 Max Pts: 45)*

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The organization and structure are clearly described and all lines of authority are explained, including internal quality improvement and human resources. The Respondent’s structure represents a lean, efficient and effective administrative model. The Respondent describes a comprehensive plan that incorporates effective management with corporate oversight of the proposed day treatment program. The Respondent’s plan details previous experience implementing and monitoring the type of program model as outlined in the ITN.	3 Points	
The organization and structure are described and all lines of authority are clear. Experience is relevant and is explained.	2 Points	
The organization and structure and experience are described but some details are not clear. Internal Quality Improvement and Human Resources are identified but with few necessary tasks and details.	1 Point	
The Respondent does not describe previous experience or information is not sufficient to determine the organization structure.	0 Points	

FINAL SCORE: _____ (0-3)

INITIALS & DATE: _____

<p>3. OVERVIEW OF MINIMUM SERVICE REQUIREMENTS, ATTACHMENT A-1 Describe your organization 's understanding and approach to tasks that will ensure compliance with the minimum service requirements set forth in the ITN, including all rules and regulations, specifically addressing all sections of Attachment A-1 of the ITN document. <i>(Weighted: 63 Max Pts: 189)</i></p>		
RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
<p>The Respondent's description of services to be provided exceed the requirements of the ITN and is the Respondent's approach to tasks is thoroughly described and demonstrates a clear understanding, specifically addressing each of the following:</p> <ol style="list-style-type: none"> 1. Youth program eligibility, 2. Referral and program acceptance/placement, 3. Length of stay and extension process, 4. Program orientation, 5. Client confidentiality 6. Needs assessments including C-PACT, Mental Health and Screening, MAYSI-2 and Suicide Risk, 7. Service Planning, to include use of the YES Plans and reviews, JJIS documentation requirements, participating in community service activities, leisure activities at the program site, 8. Case Management, 9. Community Supervision, 10. Youth Case Files and Record and Service Delivery Documentation, 11. Youth Employment 12. Behavioral Management, 13. Food Service 14. JJIS and Data Requirements, 15. Absconder and Jail Policy 16. Reporting 	3 Points	
<p>The Respondent's description of their approach is adequate, meeting the requirements above, with some details described for specific items, with more than twelve (12) items being addressed.</p>	2 Points	
<p>The Respondent's description of their approach is provided, however, is lacking in many needed details or items and/or less than twelve (12) of the specific items required above are addressed.</p>	1 Point	
<p>The Respondent does not describe how they will approach twelve (12) or more of the minimum requirements above, or is insufficient, with little or no details at all.</p>	0 Points	
<p>FINAL SCORE: _____ (0-3)</p>		<p>INITIALS & DATE: _____</p>

4. UNDERSTANDING OF TARGET POPULATION		
Describe your organization's understanding of the needs of the target population, including criminogenic risk factors, status, specialized gender needs, and other components that contribute to delinquency and your approach to identifying and meeting the needs of the target population. <i>(Weighted: 32 Max Pts: 96)</i>		
RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent's description of the target population indicates knowledge and understanding of the population to be served and is thoroughly described, as follows: <ul style="list-style-type: none"> Target population of high risk and moderate risk all male population, with specific gender and cultural needs, is at a high risk to recidivate and have high needs. Should address gang activity/violent crimes, high poverty and under resourced population. Delinquency programs address predictive factors that influence a youth's behavior, values and attitudes (i.e. criminogenic needs). Examples of criminogenic needs are such as Current alcohol usage; current drug usage; mental health problems; school status; peer associations; household member jail history are identified: Identification of the youth's criminogenic needs uses a recognized assessment tool (i.e. the C-PACT) in order to determine a youth's risk to re-offend and properly identify those criminogenic needs that require an intervention(s). Assessment of youth is not a one-time event, but an on-going process and therefore the Respondent must conduct ongoing assessments to determine progress being made to address the specified criminogenic need(s). 	3 Points	
The Respondent's description of the targeted population needs is adequate, demonstrating a basic knowledge and understanding.	2 Points	
The Respondent's description of their approach is poor, omitting necessary details and does not demonstrate knowledge and understanding.	1 Point	
The Respondent does not describe the targeted population needs or the information provided is insufficient.	0 Points	
FINAL SCORE: _____ (0-3)		INITIALS & DATE: _____

<p>5. ALTERNATIVE SCHOOL/EDUCATIONAL COMPONENT Describe your organization's approach to providing the educational component at the Day Treatment Program and your agreement to work directly with the SLCSB to ensure all requirements for the Alternative School will be complied with by program start date. Identify how SLCSB funds used to pay for the educational component needs, including staff, space and resources, will be tracked and kept separate from DJJ Day Treatment funds and resources to the extent possible. <i>(Weighted: 25 Max Pts: 75)</i></p>		
RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
<p>The Respondent's approach to providing the education component at the Day Treatment program is detailed and thoroughly describes the following. In addition, the response indicates the Respondent will work directly with the SLSB to ensure requirements for an Alternative School can be complied with by program start date. The response fully details how funding will be tracked separately.</p> <p>The Respondent's indicates they will meet or exceed the school board requirements and indicates the educational component for day treatment youth will:</p> <ul style="list-style-type: none"> • Will or has worked directly with SLCSB to ensure all requirements for an Alternative School are complied with by program start date. • Be a collaborative program (DJJ, school board, the youth and family) • Includes the requirement to develop an Individual Education Plan (IEP) to meet the unique needs of each youth. • Has the administrative capability and robust system for accounting and separately tracking funding and appropriate documenting expenditures that are school related or DT program related. 	<p>3 Points</p>	
<p>The Respondent's description of the educational component is adequate, demonstrating a basic knowledge and understanding of school board requirements and has a basic accounting and funding tracking system.</p>	<p>2 Points</p>	
<p>The Respondent's description of the educational component is poor, lacking knowledge and understanding of school board requirements and has a rudimentary accounting/fund tracking system.</p>	<p>1 Point</p>	
<p>The Respondent does not describe the educational component, does not indicate they understand school board requirements and has little or no accounting/funding tracking system described.</p>	<p>0 Points</p>	
<p>FINAL SCORE: _____ (0-3) INITIALS & DATE: _____</p>		

6. SMALLER DAY TREATMENT FACILITY/HOME ENVIRONMENT
 Describe your organization's approach to providing services in a smaller facility, offering more of a home-like environment geared toward optimized services and program effectiveness. Explain how rapport between staff and a small program caseload will be conducted and special individualized attention will be provided to each program participant. Provide a copy of the daily activity schedule, including weekends that illustrates that required activities and tasks will be provided and how staff will deliver intensive interaction to youth daily throughout their program participation. *(Weighted: 30 Max Pts: 90)*

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondents approach to providing the DT program fully meets or exceed the Department's desired goal for the Optimized Day Treatment program: <ul style="list-style-type: none"> • services are provided in a smaller facility; • a home like environment; • Smaller caseloads are identified, allowing for a hands-on approach to each program participant; • Youth receive special individualized attention and intensive interaction with staff and mentors during DT program hours and evenings and weekends as needed; • The weekly schedule reflects a variety of treatment services available each day; • Activities include individual and group mental health counseling, recreation, education, employment counseling, life skills, cognitive skills training, substance abuse treatment, and community resource referrals. • Weekend schedules should clearly identify mentoring activities for the youth as well as family engagement opportunities for the parents/guardians. 	3 Points	
The Respondent's description of a small program is adequate, demonstrating a basic knowledge and understanding of the desired goal of the optimized program, with basic details of the youth's individualized needs outlined, a weekly schedule with several activities is provided.	2 Points	
The Respondent's description of a small program is poor with little knowledge and understanding of the desired goal of the optimized program, with minimal details of the youth's individualized needs outlined and the weekly schedule of activities is minimal.	1 Point	
The Respondent does not describe an optimized program with the details required or the description is very insufficient.	0 Points	

FINAL SCORE: _____ (0-3)

INITIALS & DATE: _____

<p>7. TRANSPORTATION Describe your organization’s plan for transportation that demonstrates a fully funded transportation program and understanding of how transportation is a critical need to support an optimized day treatment program. Provide a sample description of proposed days, times, and locations for scheduled pick-up and delivery, methods of transportation (vehicles, buses, staff cars, and whether program owned/leased vehicles, insurance, staff requirements for transporting youth, and how compliance with DJJ policy on transportation will be met. Address how weekend activities, community referrals, and outside appointments during program hours will be coordinated and staff responsible for such coordination. (Note: DJJ Transportation policy is available on the Department’s website). <i>(Weighted: 50 Max Pts: 150)</i></p>		
RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
Respondent has a fully comprehensive transportation plan that clearly exceeds the ITN requirement for transportation, with a centralized location to prevent transportation barriers. Schedule for transportation has sufficient time frames identified for pickup from youth homes and delivery back to their homes for school and after program services. Respondent clearly understands and addresses DJJ transportation policy for youth, explains how transport for appointment, after hour services and weekend services will be coordinated and delivered.	3 Points	
Respondent’s transportation plan meets the ITN requirements, and has a schedule allowing for home pick-up and delivery, restates the policy and identifies process for transport outside of week day school and program hours.	2 Points	
Respondent has a poorly developed transportation plan, without sufficient detail to determine if the objectives of youth transportation will be met.	1 Point	
The Respondent did not submit a transportation plan or the transportation plan is insufficient to meet the desired outcome.	0 Points	
<p>FINAL SCORE: _____ (0-3)</p>		<p>INITIALS & DATE: _____</p>

8. INDIVIDUALIZED TREATMENT/SERVICE PLANNING
 Describe your organization's approach to service planning, including criteria and components to be addressed, documentation to be reviewed, staff responsible for service planning, review frequency, and how intervention and treatment will be documented. Explain how your approach is individualized and how addressing service needs of the youth in this manner will optimize program delivery and the benefits to be achieved through the methods described. *(Weighted: 25 Max Pts: 75)*

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent has a clearly identified approach for assessments, and for individualized services planning that exceeds all requirements, utilizing the C-PACT, YES Plan to determine needs and has established processes for review as required (thirty (30) days) and updating the plan and documentation of services is clearly identified and exceed requirements. The Respondent clearly understands why the need for an individualized service plan for each youth based on assess needs will optimize service delivery and provide benefits to the youth.	3 Points	
The Respondent's approach services planning meets some of the ITN requirements identifies that assessments will be done with review of the C-PACT and YES plan, and indicates a process for review and updating the plan and documentation. The Respondent offers adequate service planning for each youth without it being clearly individualized.	2 Points	
The Respondent's approach for youth services planning identifies that assessments will be done, however, the process of planning, reviewing and updating service plans is not clearly defined. .	1 Point	
The Respondent's approach for individualized services planning is not addressed or is clearly insufficient.	0 Points	

FINAL SCORE: _____ **(0-3)** **INITIALS & DATE:** _____

9. DELINQUENCY INTERVENTIONS:
 Describe in detail, your proposed delinquency intervention, including Evidence-based Practices (EPB), Promising Practices (PP) and Practices with Demonstrated Effectiveness. Include description, frequency, duration, staff qualifications, group or individual. Include your understanding of how your proposed intervention services will be delivered in accordance with the modality of the curriculum, how services will be monitored for fidelity, how criminogenic risk factors of youth are addressed by the modality, and how road blocks to treatment will be addressed. *(Weighted: 75 Max Pts: 225)*

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent has identified interventions to be provided that are outlined in the Source book, with at least one EBP and has a variety of offerings of other delinquency interventions (PP or IDE) with clearly identified criminogenic factors to be addressed by the proposed intervention. The details of each intervention are clear, as to frequency, fidelity and the proposed ways to treat road blocks are fully and clearly addressed.	3 Points	
The Respondent has identified interventions to be provided including one that is EBP and has limited other offerings. Criminogenic risk facts to be addressed by the proposed intervention are provided. The details of each intervention are provided, and the details as to frequency, fidelity and the proposed ways to treat road blocks are provided	2 Points	
The Respondent's identified choice of delinquency intervention are poor or limited, there is not a EBP for high risk youth, frequency, duration, fidelity is poorly addressed	1 Point	
The Respondent's delinquency interventions are not addressed and/or the information on details is clearly insufficient.	0 Points	

FINAL SCORE: _____ (0-3)

INITIALS & DATE: _____

10. MENTAL HEALTH/SUBSTANCE ABUSE TREATMENT
 Describe your approach to ensuring youth receive appropriate mental health and/or substance abuse treatment services as determined necessary through assessments and on the youth's service plan. Will services be on-site, or through referrals in the community? Address transportation and documentation of services provided to youth in accordance with the requirements set forth in the ITN, statutes, rules and regulations. *(Weighted: 35 Max Pts: 105)*

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondents proposed approach to the delivery of MH and/or SA services exceeds the minimum requirements of the ITN, with services delivered based on an individualized plan for each youth. Services are provided on site by Respondent staff, reducing the need for transportation, there is a DMHA available for oversight and documentation requirements for services is well narrated.	3 Points	
The Respondents proposed approach to the delivery of MH and/or SA services meets the majority of requirements of the ITN, with services delivered based on an individualized plan for each youth. Services are through referrals with transportation provided and coordinated. There is a plan for use of a DMHA and documentation requirements are stated.	2 Points	
The Respondent's approach to the delivery of MH and/or SA services is poor or limited, and other requirements are poorly addressed.	1 Point	
The Respondent's approach to the delivery of MH and/or SA services are not addressed and/or the information on details is clearly insufficient.	0 Points	
FINAL SCORE: _____ (0-3)		INITIALS & DATE: _____

11. SUPPORTIVE RELATIONSHIPS/CONSTANT SUPERVISION
 Describe the proposed program approach to ensure each youth will receive round the clock supportive relationships through case management, supervision, on site and off site, including weekends. Describe interaction with youth and family during traditional and non-traditional work hours. Describe example of information and resources to be offered to youth and families as part of the supportive relationship. Describe the frequency, duration, contents, methods to be employed by Respondent staff in delivering supportive relationships and constant supervision. *(Weighted: 42 Max Pts: 126)*

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent's approach to the delivery of supportive relationships and constant supervision exceeds the minimum requirements of the ITN and is well planned, and organized describing staff to youth relationships both on-site and off-site and weekends, with the plan for such to be individualized based on a youth's needs. The methods of support and supervision for youth with frequency, duration and contents including family engagement are well defined, emphasizing the program goals and desired outcomes for the youth.	3 Points	
The Respondents proposed approach to the delivery of supportive relationships and constant supervision meet the minimum requirements of the ITN and there are planned and organized tasks and activities. Time frames are stated, with the methods of support and supervision for youth explained.	2 Points	
The Respondent's approach to the delivery of supportive relationships and constant supervision for each youth is poor or limited, and other requirements are poorly addressed.	1 Point	
The Respondent's approach to the delivery of supportive relationships and constant supervision are not addressed and/or the information on details is clearly insufficient.	0 Points	

FINAL SCORE: _____ (0-3)

INITIALS & DATE: _____

12. MENTORING

The Respondent shall outline the details of their mentoring plan in the reply, including their definition of a mentoring relationship, a mentors minimum qualifications, a single mentor’s “caseload”, the ratio of mentors to youth (suggested ratio of not more than one (1) mentor to five (5) youth), a list of anticipated types of activities for mentors to participate in - such as school activities, faith-based activities, individualized or group activities initiated and scheduled with the youth and families by the mentoring, (activities where the mentor and youth just spent quality time together, such as fishing, sporting events, civic events (concerts) etc.) to further develop pro-social skills). The Respondent must outline how mentoring time spent with youth will be documented, and the minimum number of hours of mentoring that is to be provided by fully committed mentors recruited by the Respondent. Each youth should have a minimum of one (1) mentoring activity conducted on a weekend each month, inclusive of the optimized hours of mentoring delivered.

(Weighted: 59 Max Pts: 177)

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent’s plan for mentoring is excellent and is very well developed, utilizing either/both program staff and outside community mentors. The plan ensures that youth will have a positive influence through an adult, both in and outside of the program, someone with a sincere desire to be involved in these youth’s lives, to engage in a respectful, empathetic, collaborative, flexible relationship, someone who can be a role model, coach, resource, true advocate and a friend to/for the youth in the program. Specific examples of weekend and evening activities for mentoring are outlined, and requires mentors to provide one-on-one time in addition to interaction with youth’s families, plans for mentoring should continue even after youth have completed program requirements. The mentoring plan should demonstrate how mentors will be recruited, qualified, and how to ensure mentors are committed to the youth and program goals, the plan should identify the mentor to youth ratio, the dosage and frequency of contact, and how the Respondent will document and track mentoring and mentoring hours, including at least one activity through mentoring once a month. The need for Background Screening for mentor volunteers is acknowledged.	3 Points	
The Respondent’s plan for mentoring is provided and is adequate, addressing most of the elements above.	2 Points	
The Respondent’s plan for mentoring is poor, and a majority of details outlined above are omitted or indicate poor planning to reach the goals of mentoring for youth	1 Point	
The Respondent did not provide a plan for mentoring or the plan is insufficient to determine if the needed service will be provided as desired.	0 Points	

FINAL SCORE: _____ (0-3)

INITIALS & DATE: _____

13. STRUCTURED ACTIVITIES/SKILLS TRAINING AND SUPPORT SERVICES

Describe your organizations proposed structured activities, skills training and support services that are to be provided to program youth and how case managers will make referrals that will allow for each youth's individualized needs to be addressed through these services. Outline time frames within the daily/weekly schedule that these activities will be available for youth. Explain your understanding of the linkages between these activities, aftercare in the community and development of good employment candidates, outlining the anticipated benefits to youth for the selected services. *(Weighted: 25 Max Pts: 75)*

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent's proposed description of the delivery of structured activities, skills training and support services is excellent, with a wide variety of offering for program youth, with clear benefits to youth that lead to good life skills, activities and employment for the youth after program discharge. Services are individualized based on needs and service time frames are clearly identified and vary, providing optimum opportunities for youth to participate in needed or desired topics. The response describes the needed connection between the activities proposed, after care, and how the activities proposed will lead to career development and benefits to the youth.	3 Points	
The Respondent's proposed description of the delivery of structured activities, skills training and support services is adequate with several offering for program youth resulting in benefits after discharge. Activity/training time frames are provided giving youth options for participating. The response describes how services proposed are connected to the youth's life after discharge include job opportunities.	2 Points	
The Respondent's proposed description of the delivery of structured activities, skills training and support services is poor, and a majority of details outlined above are omitted or indicate understanding of the need for the above services,	1 Point	
The Respondent did not provide a description of the delivery of structured activities, skills training and support services or the response is insufficient to determine if the needed services will be provided as desired.	0 Points	

FINAL SCORE: _____ (0-3)

INITIALS & DATE: _____

14. FOCUS ON AFTERCARE
 Describe the service task and proposed activities that demonstrate how your organization will ensure that youth participating in day treatment program will be prepared for the aftercare period following discharge. (Transition planning, skills development, productive, contributing member of the community, and explains how these tasks will further the Department's overarching goal of reducing recidivism and turning around the lives of these youth.) *(Weighted: 20 Max Pts: 60)*

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent has clearly demonstrated an excellent understanding of the need for proper preparation of the youth for the aftercare period, has a good plan for identifying the youth's needs after program discharges and has identified a variety of tasks/services, including transition planning, to be delivered that would assist in furthering the Department's goals of reducing recidivism and turning around the lives of these youth.	3 Points	
The Respondent has a general understanding of the need for proper preparation of the youth for the aftercare period, looks at identifying the youth's needs after program discharge and has identified a some of the tasks to be delivered that would help the youth in aftercare and achieve the goal of reducing recidivism.	2 Points	
The Respondent has a basic or poor understanding of the need to prepare the youth for aftercare, and doesn't include transition planning and has not clearly defined any specific services to be delivered during aftercare that would help in reducing recidivism during the aftercare period.	1 Point	
The Respondent has no real understanding of the aftercare period and/or the information provided is insufficient.	0 Points	

FINAL SCORE: _____ (0-3)

INITIALS & DATE: _____

15. FAMILY INVOLVEMENT
 Explain your understanding of the need for and the benefits of family involvement for the target population. Describe the service tasks and proposed activities that demonstrate how your organization will support family engagement and your understanding of the needs for the family unit that will assist the youth in when residing in the community after program discharge. Outline any specific family engagement activities that will be employed, with the frequency and tasks. *(Weighted: 30 Max Pts: 90)*

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent has a thoroughly detailed plan for family involvement and family engagement, including specific tasks and activities that are innovative and available during non-traditional business hours, and demonstrates a clear understanding of the benefits of family engagement and how it will benefit the youth during program participation and after discharge. Activities are interesting, well planned and coordinated.	3 Points	
The Respondent has generally described how family involvement/engagement will occur, why it's necessary and some benefits for the youth and provided information on some activities for family participation.	2 Points	
The Respondent has poorly described their plan for family involvement/engagement, without demonstrating an understanding of and the benefits to the youth, and tasks are not realistic to achieve the goal.	1 Point	
The Respondent has no family involvement or does not identify information or tasks associated with family involvement, the response is insufficient.	0 Points	

FINAL SCORE: _____ (0-3)

INITIALS & DATE: _____

16. STAFFING & PERSONNEL

Describe the Respondent's number and type of proposed program staff that will operate and deliver Day Treatment program services as specified in the ITN, including 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, MH/SA Therapists, Administrative Workers, Transportation staff, Food Service Staff, etc.

Describe the qualifications of all staff positions proposed, 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, how it will be delivered (LMS/Instructor Led). Indicate how training documentation will be maintained and submitted to the Department's Staff Training and Development Office.

Describe your operational approach to the recruitment, training, supervision and retention of staff/ to provide services and describe your backup plan for ensuring staff absences and vacancies will be filled to ensure uninterrupted services for Day Treatment Youth. Describe your organization's approach to recruitment of culturally diverse and bilingual staff able to meet the unique cultural and gender specific needs of the proposed population. *(Weighted: 40 Max Pts: 120)*

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent's staffing plan is robust, exceeding the minimum ITN requirements, including youth to staff ratios, with positions identified; staff qualifications are identified and exceed minimum requirements, job duties are correct for positions. The Training plan is clear and demonstrates staff will be fully trained as required. There is a detailed plan for recruitment, training, supervision and retention of staff, including culturally diverse and bilingual staff as applicable.	3 Points	
The Respondent's staffing plan meets the minimum of the ITN requirements, staff qualifications and duties are identified, there is an adequate plan for recruitment, training, supervision and retention of staff.	2 Points	
The Respondent's staffing plan, staff qualifications and duties are identified, there somewhat of a plan for recruitment, training, supervision and retention of staff. The information presented is poor and unclear.	1 Point	
The Respondent's reply did not contain the required information.	0 Points	

FINAL SCORE: _____ (0-3)

INITIALS & DATE: _____

17. IMPLEMENTATION PLAN

Describe your understanding of the tasks involved with dates and time frames, necessary for program service implementation as soon as possible, but not later than December 1, 2016, specifically addressing key pre-operational points, including but not limited to the following:

- a. finalizing site arrangements and ordering fixtures and furnishings for the program facility.
 - b. developing agreements with the St. Lucie County School Board.
 - c. advertising, hiring, background screening (DJJ and SLCSB as applicable).
 - d. training staff for direct care and other training, including training in any modalities to be delivered.
 - e. identifying local subcontractors for any services not on site, and executing subcontracts.
- compliance with all pre-operational requirements outlined in the ITN needed prior to service delivery.
(Weighted: 25 Max Pts: 75)

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent has a thoroughly detailed implementation plan with reasonable dates, and time frames indicated for specific tasks which are identified that demonstrate direct services to youth should be fully operational by the desired date of December 1, 2016 and the educational component will be ready to start	3 Points	
The Respondent has an implementation plan with specific tasks identified that demonstrates direct services to youth will begin on December 1, 2016.	2 Points	
The Respondent has some of the necessary start up tasks identified but it is not clear that services to youth will start on time.	1 Point	
The Respondent has an unrealistic or extremely poor implementation plan, without specific tasks identified.	0 Points	

FINAL SCORE: _____ (0-3)

INITIALS & DATE: _____

**ATTACHMENT Q - MANDATORY
CERTIFICATION OF EXPERIENCE
(TO BE COMPLETED BY RESPONDENT)**

THIS MANDATORY FORM SHALL BE COMPLETED BY THE RESPONDENT AND SIGNED BY A PERSON LEGALLY AUTHORIZED TO MAKE BINDING STATEMENTS ON BEHALF OF THE RESPONDENT. THE COMPLETED AND SIGNED FORM SHALL BE SUBMITTED WITH THE REPLY.

RESPONDENT/COMPANY NAME: _____

DATE ESTABLISHED: _____

PRIMARY BUSINESS: _____

TOTAL NUMBER OF EMPLOYEES: _____

NUMBER OF EMPLOYEES ENGAGED IN ACTIVITIES RELEVANT TO THIS ITN: _____

NUMBER OF YEARS PROVIDING SERVICES IN THE DEVELOPMENT, IMPLEMENTATION, AND/OR DELIVERING OF PROGRAMS TO AT-RISK AND/OR DELINQUENT YOUTH AS DESCRIBED IN THE ITN (PUBLIC AND OR PRIVATE):

LIST ENTITIES FOR WHO YOUR COMPANY HAS PROVIDED SERVICES IN THE DEVELOPMENT, IMPLEMENTATION, AND/OR DELIVERING OF PROGRAMS TO AT-RISK AND/OR DELINQUENT YOUTH WITHIN THE LAST FIVE (5) AND THE DATES OF PERFORMANCE (RESPONDENT MUST DEMONSTRATE TWO (2) YEARS EXPERIENCE WITHIN THE LAST FIVE (5) YEARS:

I _____, CERTIFY THAT THE RESPONDENT KNOWN AS _____ HAS AT LEAST ____ YEARS EXPERIENCE RELEVANT TO THE PROVISION OF PROVIDING SERVICES IN THE DEVELOPMENT, IMPLEMENTATION, AND/OR DELIVERING OF PROGRAMS TO AT-RISK AND/OR DELINQUENT YOUTH.

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

**ATTACHMENT R - MANDATORY
CLIENT CONTACT LIST**

**THE DEPARTMENT SHALL NOT SERVE AS A CLIENT CONTACT.
THE COMPLETED FORM SHALL BE SUBMITTED WITH THE REPLY
UNDER VOLUME 1, TAB 2.**

CLIENT 1:

NAME OF CLIENT:

TITLE OF CLIENT:

FIRM OR BUSINESS NAME:

OFFICE TELEPHONE NUMBER: _____ **OFFICE E-MAIL:** _____

ADDRESS: _____

TYPE OF SERVICE PROVIDED:

CLIENT 2:

NAME OF CLIENT:

TITLE OF CLIENT:

FIRM OR BUSINESS NAME:

OFFICE TELEPHONE NUMBER: _____ **OFFICE E-MAIL:** _____

ADDRESS: _____

TYPE OF SERVICE PROVIDED:

CLIENT 3:

NAME OF CLIENT:

TITLE OF CLIENT:

FIRM OR BUSINESS NAME:

OFFICE TELEPHONE NUMBER: _____ **OFFICE E-MAIL:** _____

ADDRESS: _____

TYPE OF SERVICE PROVIDED:

CLIENT 4:

NAME OF CLIENT:

TITLE OF CLIENT:

FIRM OR BUSINESS NAME:

OFFICE TELEPHONE NUMBER: _____ **OFFICE E-MAIL:** _____

ADDRESS: _____

TYPE OF SERVICE PROVIDED:

**ATTACHMENT S
PRICE SHEET**
(For informational purposes only; will not be used in scoring)

SERVICE TYPE	NUMBER OF SLOTS	PER DIEM (per diem may only be extended to 2 decimal places)	PAYMENT DAYS ANNUALLY	MAXIMUM PAYMENT (NUMBER OF YOUTH X AVAILABLE SLOTS PER DIEM X PAYMENT DAYS)
Day Treatment Services		(1) \$	262	(2)
PROPOSED ANNUAL CONTRACT DOLLAR AMOUNT for all Services in this ITN*				(3)

In this table, Respondents shall complete the cells:

- 1) to indicate the slot per diem (to two (2) decimal places) for Day Treatment Services;
- 2) for the "Annual Payment" for Day Treatment Services; and
- 3) for the "Proposed Annual Contract Dollar Amount"

By submission of and signature on this form, the prospective Respondent agrees to all terms and conditions of this ITN and commits the prospective Respondent to the prices stated.

NAME: _____ **TITLE:** _____

COMPANY: _____

E-MAIL ADDRESS: _____

TELEPHONE NUMBER: _____

SIGNATURE: _____ **DATE:** _____

**ATTACHMENT T (MANDATORY)
FACILITY/SITE REQUIREMENTS CERTIFICATION AND ATTESTATION
FOR RESPONDENTS PROPOSING USE OF THE RESPONDENT'S OWNED/LEASED FACILITY**

Submission of this form and the required documentation is a **MANDATORY** requirement for the Respondent proposing use of the Respondent Owned/Leased Facility in Circuit 19, St. Lucie County. 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 reply submission or will fully meet these requirements prior to the site visit scheduled by the Department as indicated in the ITN Calendar of Events. The Respondent shall also submit the documentation required below and/or requested by the Department.

Please indicate program facility/site status by circling one (IS/HAS or WILL/HAVE) status for each of the following requirements listed below and initialing to signify compliance with the requirement and attach the required letters in Rows, 13, 14, and 15.

	Program Facility/Site Requirement	Respondent's Initials
1	The proposed facility is/will meet all state, county, and city zoning, permitting and licensing, as well as any other requirements necessary to operate the facility.	
2	The proposed facility is/will be ready to commence program operations prior to the Department scheduled site visit/inspection.	
3	The proposed facility has/will have working electricity in all areas to be used by program participants.	
4	The proposed facility has/will have working air conditioning and will maintain air conditioning in all areas to be used by program participants.	
5	The proposed facility has/will have a working heating system and will maintain heating in all areas to be used by program participants.	
6	The proposed facility has/will have adequate space to accommodate program activities.	
7	The proposed facility has/will have adequate space and facilities to meet bathroom and dining needs for the number of youth proposed to be served.	
8	The proposed facility complies/will comply 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. The proposed facility is in current/or will be in current compliance with the Florida American with Disabilities Accessibility Implementation Act before occupancy.	
9	Reserved	
10	The proposed facility has/will have a written evacuation plan that includes diagrammed evacuation routes covering emergencies such as fire, natural disasters, hurricanes, and other severe weather. This plan is/will be maintained on-site and provided to the Department at the scheduled site visit/inspection and to the Department's Contract Manager on an annual basis thereafter.	
11	The proposed facility is/will be accessible to public or other means of transportation.	
12	The proposed building or site is available/will be available and suitable for use for the program to be procured by this ITN by the anticipated Contract start date of services.	
13	The Respondent shall <u>attach a letter</u> from the owner or leasing agent of proposed facility or site that the proposed building or site is available/or will be available and is suitable for use for the program to be procured by this ITN. 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 Attachment S. If only affidavit is submitted and provider is determined to be the highest ranking proposed Respondent, prior to notice of intended award, the Procurement Manager shall request and the Respondent shall submit, within ten (10) days of request date, a letter from facility owner/leasing agent indicating the proposed facility/site is available for services by the anticipated Contract start date.	

14	The Respondent shall <u>attach a letter</u> 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 affidavit is submitted and provider is determined to be the highest ranking proposed Respondent, prior to notice of intended award, the Procurement Manager shall request and the Respondent shall submit, within ten (10) days of request date, a letter from facility owner/leasing agent indicating the proposed facility/site is available for services by the anticipated contract start date.	
15	The Respondent shall attach 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. If no changes are anticipated, the Respondent shall so state.	
16	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 ensure the total safety, maintenance, upkeep, appearance, and sanitation of the facility and grounds.	
17	The Respondent agrees that the proposed facility is/will be in working order (passing all occupancy inspections) and is modern, aesthetically pleasing, freshly painted with fixtures and furnishing in excellent condition and located in a safe environment and shall be located in close proximity to the target population in Circuit 19 as specified in this ITN.	
18	<p>The Respondent agrees to the following requirement from the St. Lucie County School Board with respect to the proposed program site and facility. This will be part of the legal agreement between the successful Respondent and the St. Lucie County School Board.</p> <p><i>“The Provider shall represent and warrant it will provide adequate and age/ability appropriate facilities (“Facilities”), including utilities and maintenance, for the educational component, which meet life safety codes in compliance with State Requirements for Educational Facilities (“SREF”), especially those pertaining to fire safety, storage of hazardous materials, exit marking, lighting, ventilation, evacuation, and occupancy loads. The location of Facilities must be appropriate for educational purposes. Facilities must be maintained in a state of good repair and be in compliance with the Americans with Disabilities Act requirements for students with special needs. The Provider will submit to School District for Facilities inspections upon request. The Provider will maintain current health and sanitation certificates and submit to annual safety and fire inspections as required under Chapter 553, F.S., for all buildings used as part of its education Program. The Provider will make modifications and repairs to the Facilities as cited in the School District Comprehensive Safety Inspection Report in a timely manner in order to comply with chapter 1013, F.S., State Requirements for Educational Facilities. Student classrooms must provide a minimum of twenty-five usable square feet per pupil. Instructional personnel must be provided adequate space for desk, file cabinets, instructional materials and supplies, and secured-storage of School District-owned equipment and confidential documents, such as student tests and records. The Provider will execute a total of ten Emergency/Fire and Tornado Drills per the calendar year. The Provider will submit a crisis response plan to the School District’s Student Services Department prior to the first week of the new school year.”</i></p> <p>Contact Sunny Booker at (772) 429-3600 ext. 7535 with the St. Lucie County School Board for additional information.</p>	

1	Name of Respondent Organization	
2	Geographic Area (County, City, etc.)	
3	Street Address (Location) of Proposed Facility City, State, Zip	
4	Total Number of Program Slots Proposed	

ATTESTATION: I, _____, certify, as the Respondent, that I understand and agree that the contracted or proposed facility for Circuit 19, in St. Lucie County, proposed for this ITN shall meet all of the facility and/or site requirements, as outlined in this ITN, and requirements of the St. Lucie County School Board for an Alternative School, not limited to #18 above. The site and/or facility shall meet all requirements to the full satisfaction of the Department, as determined by the Department prior to the posting the Final Agency Decision for the ITN.

Respondent's Signature

Printed Name

Title

Date

Site Inspection

If the Respondent with whom the Department has selected for contract award has proposed a Respondent's owned or leased facility and/or site, the Department will conduct a site inspection in accordance with the calendar of events to ensure that the proposed site meets all requirements of the Department and the ITN. The Respondent's site and/or facility shall meet all requirements to the satisfaction of the Department, as determined by the Department.

The Respondent shall be provided advance notice by telephone of the specific date for the site visit. Reasonable attempts will be made to contact the awardee between the hours of 8:00 a.m. and 5:00 p.m., 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.

After completion of the inspection, the Department shall address any specific deficiencies in a written report and may allow the Respondent ten (10) business days to correct identified deficiencies. An inspection confirming that all deficiencies have been corrected will then be conducted. Failure to correct deficiencies after ten (10) business days of receipt of the report of site inspection results may result in rejection of the intended award. The Department must approve proposed sites and/or facilities prior to posting the Final Agency Decision for the ITN.

EXHIBIT 1

OFFICIAL DEPARTMENT ANSWERS TO QUESTIONS FOR ITN #10355 ON ADDENDA #1 POSTED ON3/18/2016

Question #1	Should Attachment H Budget Revised 02 2016 on the DJJ website be used instead of the one revised 12 2015 as stated in the ITN?
Answer #1	Please see the revision in this Addendum and utilize Attachment H, Budget Form Revised 03 2016 on the DJJ website available at: http://www.djj.state.fl.us/partners/procurement-and-contract-administration .
Question #2	Since this will be a provider owned facility should there be a requirement to fund a major maintenance fund? Attachment H-6 calculates the amount as .005 of the DJJ expenses. Should Attachment H calculate an amount? The cell is protected so this can't be deleted.
Answer #2	The cell on Attachment H-6 for major maintenance fund is not applicable to this ITN.
Question #3	On Attachment H-3 cell M51 should be the annual corporate staff salary and benefits. It is linked to H-3 Narrative L40 which does not calculate the salary and benefits correctly. It uses a sum product formula but column N already takes the product of column C so the FTE is being multiplied twice. The formula in cell L40 should be a sum (like cell L22).
Answer #3	The cell has been tested and the formula is working as intended in the revised Attachment H, Budget Form Revised 03-2016 on the Department's website.
Question #4	On H-5 Narrative in the "Other Services Expense Detail" section the "Unit" under the heading Unit Cost (cells D43-52) will not accept text. What should be filled in this column – we thought it should be 'Month' if monthly cost or 'Hour' if hourly, etc.?
Answer #4	This issue has been corrected. Please see Attachment H, Budget Form Revised 03 2016 on the DJJ website (link is listed in Answer #1). Yes, that is correct. The column can be filled out as described (month, if monthly cost; hour, if hourly cost).
Question #5	Attachment H-6 calculates an unfilled rate at \$10 less than the filled rate. The ITN says that there is no unfilled rate. Should we delete the unfilled rate calculation on this attachment?
Answer #5	An unfilled rate is not applicable to this ITN.
Question #6	Is the funding reimbursed for the Alternative School through St. Lucie School Board? I am assuming that Alternative Education is an additional reimbursement to this ITN.
Answer #6	Yes. Funding is available for operating the Alternative School. The Respondents should contact the Alternative School Director with the St. Lucie County School Board (SLCSB) to identify their requirements and any available funding. Sunny Booker, Alternative School Director, can be reached at (772) 429-3600 ext. 7535.
Question #7	What do you project as the "Ramp Up" of cases per month to get to program capacity of 24 youth?
Answer #7	Based on the fact that the Circuit will have sufficient time to determine referrals, it is anticipated that upon the resultant Contract service start date, referrals will be made for most, if not all slots.
Question #8	Will there be a minimum amount of youth that the program will start with.
Answer #8	We cannot guarantee a minimum number of youth at the program start. Based on the demographics, risk level of the target population, and the ability to identify referrals prior to the service start date, the Department anticipates that most, if not all slots can be filled.
Question #9	What is the likelihood of utilizing state funded vehicles for this project.
Answer #9	The Department does not have any state funded vehicles available for this program in Circuit 19.
Question #10	Will there be an opportunity for start-up funds.
Answer #10	The Department may consider negotiating and possibly providing an amount of startup funds not to exceed three months of the annual amount, that would be recouped against the invoices over an agreed upon amount of time.
Question #11	Will the requested training on this ITN be provided at no cost to the respondent contingent it can be provided through DJJ or other local offices?

Answer #11	Yes. All training that is either on-line, through the DJJ Learning Management System, SkillPro, is free of charge, and all other training provided by the Department is provided free of charge.
Question #12	Will we have access to the LMS system for training?
Answer #12	Yes, upon contract award, the Provider should contact the Department's Contract Manager for information on how to access SkillPro. Background checks for all program staff must occur, however, prior to training.
Question #13	Funding: How will reimbursement be handled, Case Rate, Program funded, or fee-for service, etc....
Answer #13	The Department will pay for available slots and will deduct for staffing vacancies remaining vacant for over sixty (60) days.
Question #14	If our staff are mental health or substance abuse credentialed, will that suffice for them to provide counseling? No Medicaid license required?
Answer #14	There is no Medicaid License required by the Department. If a youth is Medicaid eligible, licensing may be necessary for Medicaid reimbursement. It is expected that mental health and substance abuse services occur on-site and off-site as deemed necessary by the youth's assessed needs.
Question #15	Food service is a significant burden to a program. What assistance can be offered to alleviate this concern? Are there options for free and reduced meals (National School Lunch Program)?
Answer #15	The Provider should be eligible for reimbursement as an alternative school for St. Lucie County. This should be discussed with the SLCSB. There may be other resources that the Department is not aware of. Otherwise, all costs shall be borne by the Provider.
Question #16	Do you have any recommendations for what you would like a site to look like? I.e.: how many offices, group rooms, etc.
Answer #16	No. The exact layout and number of rooms, etc., should be appropriate for the number of youth proposed for the program and meet the St. Lucie School Board requirements. The Department is seeking a 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 Circuit 19, as stated in the ITN and that meets or exceeds all specified requirements in Attachment T.
Question #17	Do you foresee any challenges with the local zoning board in regards to programming that is being proposed?
Answer #17	The Department does not know of the local zoning boards requirements. The Respondent will have to determine the requirements when siting the location of their proposed program.
Question #18	How exactly will the relationship run between the school and DJJ in reference to appropriate youth eligible for the Alternative Education?
Answer #18	DJJ has a cooperative agreement with the school board that defines the roles and responsibilities of each party. If the school district chooses to contract with a Provider for educational services, then the terms would be defined in a contract between the school board and the Provider. Education statutes and rules specific to DJJ education include Chapter 1003, Section 51 F.S., Chapter 1003, Section 52 F.S. and Rule 6A-6.05281. Only DJJ youth referred to the Day Treatment Program shall participate in the Alternative School.
Question #19	Can youth take public transportation to and from our location?
Answer #19	No. The Department is seeking a robust transportation program, fully funded and delivered by the Respondent, door to door, for morning pickup for school and after program delivery back to the youth's home.
Question #20	Can the St. Lucie School Board provide transportation to the school for those youth in their district.
Answer #20	The Department requires all program youth receive transportation door to door, with transport delivered by the Respondent. There are too many opportunities for DJJ youth seeking inappropriate behavior with any other means of transportation, nor can it be provided door to door.

Question #21	Will there be an opportunity to request additional funds should we find we cannot provide services with the funds allotted for services requested.
Answer #21	There have been no additional funds allocated to this program. The Respondent should propose to serve the number of youth they can properly serve with the funding that is allocated.
Question #22	In reference to <i>F. Financial Reply – Budget</i> – When calculating the per diem rate, we understand it must be based on the number of days the day treatment center is open (Figured at 262, page 101; Attachment S – Price Sheet) with on-call services provided 365 days per year. Should we provide a per diem cost including “on-call” rates for the remaining 103 on-call service days?
Answer #22	No. It is required that the on-call service cost be included in the proposed available rate for youth service days.
Question #23	In reference to <i>C. Transportation</i> – Is funding towards transportation solely allocated out of the DJJ funds or can it be a supplemental component of the DOE negotiations?
Answer #23	See the Answers 20 and 21. The Department expects all transportation to be delivered by the Respondent. If the SLCSB has funding that the Respondent can utilize to support their transportation costs, that funding must be identified and provided by the SLCSB.
Question #24	In reference to <i>F. Financial Reply – Budget</i> – What is an educated projected estimate of the available funding per student for Lt. Lucie for the 2016-16 school year; i.e. 90% of the FTE.
Answer #24	The Department does not have this information. The Respondent should contact the SLCSB. See Answer #6.
Question #25	In reference to Section III: Statement of Services sought – may separate facilities be used to provide middle versus high school student services?
Answer #25	No. The Department does not desire separate facilities. It is desired that all youth referred to the program be located at the same facility, offering a home-like environment for families and youth participating in the program, as outlined in the ITN. The number of youth in each type of school may change throughout the term of the resulting Contract.
Question #26	The number of program slots for the Day Treatment center is not to exceed 24 (Page 6, III.B.1). a. What is the number of slots for the Alternative School? b. What is the total number of slots for both the Day Treatment Center and the School?
Answer #26	The Alternative School is only for DJJ youth referred to the program. The number of youth total may not exceed twenty-four (24) youth/slots.
Question #27	The per diem billing allows for 1 weekend day per month. To meet the requirements of the ITN, it seems we would need to operate at least one day EVERY weekend, for a minimum of 52 days instead of the stated 12. Is this correct?
Answer #27	If all youth slots receive services on the same Saturday that would not be correct. If small groups of youth are served on each Saturday for mentoring activities, outings, etc., (with different youth attending different Saturdays, it would require multiple Saturdays, but each youth would only be billed once a month). The Department left the scheduling of the twelve (12) weekend days flexible, but consider it in the payment days for each youth. The Department has determined the payment method will be based on available slots for 362 days a year, which allows each youth to be served on a Saturday at least once a month. It is up to the Provider to document that services are offered at least one Saturday per month, to each youth, on the Youth Census.
Question #28	Will we be responsible for paying the teachers’ wages for the Alternative School component out of the ITN funds of \$424,450 or will the funds from SLSB pay for the teachers’ wages and benefits?
Answer #28	The Department does not have this information. The Respondent should contact the SLCSB. See Answer #6.
Question #29	Will we be serving both boys and girls? I found conflicting information in the ITN. In one place it mentions boys only.
Answer #29	This program is for boys only. This revision was made in the previous ITN.

Question #30	<p>If we choose to sub-contract for certain services:</p> <ol style="list-style-type: none"> Is a line item budget from the subcontractor need to be submitted with the lead agency budget? Or will a line item in the budget for the total cost of the subcontractor suffice? Is there a limit on the indirect cost %, if so what is it?
Answer #30	<ol style="list-style-type: none"> No. A line item budget from the subcontractor does not need to be submitted with the lead agency budget. All Subcontracted costs should be included within the budget of the Respondent, as those are costs anticipated by the Responded to operate the program. Please use the expense sheet and indicate subcontractor expenses and the estimated value with an explanation of the expenditure in the budget narrative. Please utilize Attachment H, Budget Form Revised 03-2016 on the Department's website available at: http://www.djj.state.fl.us/partners/procurement-and-contract-administration The maximum allowed/limit for indirect cost is generally 10%.
Question #31	<p>We have a federally approved overhead rate. Can we use that for our indirect cost/overhead rate?</p>
Answer #31	<p>No. Generally, the Department's expectation is not to exceed the 10% for indirect cost.</p>