

**SOLICITATION CONFERENCE CALL AGENDA**

**REQUEST FOR PROPOSAL (RFP) #10570  
MENTAL HEALTH AND SUBSTANCE ABUSE EVALUATION TREATMENT SERVICES**

**Friday, December 29, 2017 @ 10:00 a.m. EST**

**Florida Department of Juvenile Justice  
Knight Building  
2737 Centerview Drive  
Tallahassee, Florida 32399-3100**

**For Conference Attendance by Telephone  
Call #1-888-670-3525 and enter Participant Code 9911659308# when directed**

Request for Proposals (RFP): The Department of Juvenile Justice (Department or DJJ) is seeking a Respondent(s) for statewide services in each of the twenty (20) DJJ judicial circuits, for the provision of the following services:

- 1) Mental Health Evaluation and Treatment Services, or
- 2) Substance Abuse Evaluation and Treatment Services, or
- 3) Integrated Mental Health/Substance Abuse Evaluation and Treatment Services.

These services are for Department youth residing in the community. The Respondent shall provide any, or all, of the above services that shall include individual, group, and/or family therapy services based on the youth's diagnoses and symptoms, treatment needs, and strengths as identified through a diagnostic evaluation. The results of the diagnostic evaluation shall be used to determine the nature and complexity of the youth's mental disorder and/or substance related disorder. An Individualized Treatment Plan (ITP) shall be developed to guide the youth's individualized mental health and/or substance abuse treatment. An integrated Individualized Mental Health and Substance Abuse Treatment Plan shall be developed for youths with a co- occurring mental disorder and substance related disorder. Services as set forth in Attachment I to this RFP shall be available to youth residing in any of the twenty (20) DJJ judicial circuits as specified in this RFP. Referrals shall come from the Juvenile Probation Officer or other Departmental designee.

The Respondent shall provide services in locations convenient to the youth and family, including but not limited to: the Respondent's office(s), the youth's home/school, juvenile detention centers, hospitals, juvenile probation offices, juvenile assessment centers or community centers. In addition, the Respondent shall have a Respondent-owned or leased facility in the Circuit proposed where youth files shall be securely maintained. Services shall be provided to youth during traditional and non-traditional business hours, including weekends. The Respondent shall maintain an administrative office to receive Department referrals between the hours of 8:00 a.m. and 5:00 p.m., Eastern Time, Monday through Friday, excluding State holidays.

**1. Introductions**

Michelle Zieman, Procurement Manager

**2. Opportunity for Any Questions/Discussion from Prospective Respondents**

All verbal questions discussed during the Solicitation Conference Call must be submitted in writing for an official Department response. Additional questions for submission after this conference call is concluded must be submitted in writing to the Procurement Manager identified in the table below by **5:00 p.m. EST on Thursday, January 4, 2018.**

**3. Review of Calendar Deadlines (All listed times are local time Eastern Daylight/Standard Time in Tallahassee, Florida.)**

DATE	TIME	ACTION	WHERE
Thursday, January 4, 2018	C.O.B.	Final date and time deadline written questions will be accepted	Send to <a href="mailto:Michelle.Zieman@djj.state.fl.us">Michelle.Zieman@djj.state.fl.us</a>
Wednesday, January 17, 2018	C.O.B.	Anticipated date that answers to written questions will be posted on the web site	MyFlorida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs_www.main_menu">http://www.myflorida.com/apps/vbs/vbs_www.main_menu</a>
Wednesday, January 24, 2018	1:00 PM EST	Technical Assistance Conference Call	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter code 9911659308#  A recording of the Conference Call will be available at: <a href="http://www.djj.state.fl.us/partners/contracting/conference-calls">http://www.djj.state.fl.us/partners/contracting/conference-calls</a> within forty-eight (48) hours after the call has concluded.
Thursday, February 1, 2018	2:00 PM EST	Proposals due and opened	Attention: Michelle Zieman Department of Juvenile Justice Bureau of Procurement and Contract Administration 2737 Centerview Drive, Suite 1100 Tallahassee, FL 32399-3100

#### 4. Closing Statements

Nothing discussed during the solicitation conference will augment or change the specifications of the RFP. Any Department changes to the specifications and the Department's formal answers to all questions will be posted in the form of an addendum to the RFP document on the MyFlorida.com website at [http://www.myflorida.com/apps/vbs/vbs\\_www.main\\_menu](http://www.myflorida.com/apps/vbs/vbs_www.main_menu). Prospective Respondents should monitor the site for each particular RFP.

**NOTICE TO ALL ATTENDEES:** The Department will accept oral 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 a written answer ONLY to questions subsequently submitted in writing. Any information communicated through oral communication shall not be binding on the Department and shall not be relied upon by any prospective 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 response.

Any person with a qualified disability shall not be denied equal access and effective communication regarding any proposal/proposal documents or the attendance at any related meeting or proposal/proposal opening. If accommodations are needed because of a disability, please contact Michelle Zieman at (850) 717-2609 at least two business days prior to the meeting.

**RFP# 10570****Initial Questions Received**

**This document is provided for discussion purposes at the Solicitation Conference.  
(Questions are presented in exact manner received.)**

**Meridian – RECEIVED 12/21/2017**

Question #1	Will the Department consider awards to the same agency to provide services in two different circuits?
Answer #1	Yes. The RFP contemplates making awards by Circuit based on Department need. The Department reserves the right to award more than one Circuit to a Respondent. A Respondent interested in proposing services in more than one circuit must submit one Attachment J for each circuit for which it's proposing services.
Question #2	XVI, OPTIONS, states "The Department has the option to modify the resulting rate agreement, including adding, reducing, or deleting services during the Rate Agreement term." Is there any procedure for a provider to appeal this action?
Answer #2	Any such modification to the resulting Rate Agreement must be made using an amendment, and would be mutually agreed upon by both the Department and the awarded Respondent. This language allows the Department the option of adding/removing services without having to reprocore the services.
Question #3	XVI, OPTIONS, states "The Department has the option to modify the resulting rate agreement, including adding, reducing, or deleting services during the Rate Agreement term." Does the Department also have the option to modify the agreed-upon rate for services after an agreement is established?
Answer #3	Yes; however, per Florida Statute, the State cannot increase funding without a commensurate increase in the services being provided.
<b>The Henry &amp; Rilla White Youth Foundation, Inc. – RECEIVED 12/21/2017</b>	
Question #4	Is historical data about the number of evaluations needed available by region?
Answer #4	No. The Department does not track this information.
Question #5	Do applicants need to make provisions for beds for adolescents in the RFP?
Answer #5	Residential inpatient services are an optional service. It is not required. Respondents can propose whatever services they are willing to offer.
<b>Harmony Development Center – RECEIVED 12/22/2017</b>	
Question #6	Regarding the Pricing Model contained in Attachment J of RFP #10570, can you more fully explain the methodology behind the weighted model?
Answer #6	Prices are weighted to assist in determining an overall price, based on the deliverables that the Department feels will be utilized the most. The weighted price is for scoring purposes only. See pages 24-25, Attachment D, for further clarification on the calculation methodology for the Attachment J.
Question #7	Regarding the Pricing Model contained in Attachment J of RFP #10570, will a successful bidder ultimately be paid the full rate proposed per service?
Answer #7	Yes. The rates proposed will be the final rates in the resulting rate agreement, if awarded.