

Date: August 30, 2017

Solicitation #: 10517

Subject: The Department is issuing this ITN to obtain replies and further negotiate with a Respondent to provide and operate Substance Abuse Services and Detention Screening Services in Pasco County. This will include provision of a Respondent-owned leased facility for Substance Abuse service delivery and detention screening staff for services for two (2) shifts at the Pasco County Juvenile Assessment Center (JAC) operated by the Pasco County Sheriff's Office. Interested Respondents shall be licensed for the provision of Substance Abuse Intervention and Treatment services, pursuant to Florida Administrative Code (F.A.C.) as specified in this ITN, and shall be fully staff and trained to begin provision of all services by the start of the resulting Contract.

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 Substance Abuse Services
Attachment A-2	Minimum Requirements for Detention Screening Services at the Pasco JAC
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 Non-Residential (without Major Maintenance Fund) December 2016 (number 2) ² (Mandatory)
Attachment I	Supplier Qualifier Report Request ²
Attachment J	Comparative Analysis Tool ³
Attachment K	Drug-Free Workplace Certification ²
Attachment L	Reserved
Attachment M	Reserved
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 (Mandatory)
Attachment T	Facility/Site Requirements Certifications/Attestation for Respondent's Proposing use of their Owned/Leased Facility for Substance Abuse Services in Pasco County (Mandatory)
Exhibit 1:	Juvenile Assessment Center Probation Medical and Mental Health Clearance Form ³
Exhibit 2:	Juvenile Assessment Center Parent/Responsible Adult Release Affidavit ³

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 #10517**" 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 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,

Christopher Morris
Procurement Manager

Department of Juvenile Justice
Phone: (850) 717-2616
Email: Christopher.Morris@djj.state.fl.us

**ATTACHMENT A
STATEMENT OF SERVICES SOUGHT**

I. INTRODUCTION/BACKGROUND

The Department is issuing this ITN to obtain replies and further negotiate with a Respondent to provide and operate Substance Abuse Services and Detention Screening Services in Pasco County. This will include provision of a Respondent-owned leased facility for Substance Abuse service delivery and detention screening staff for services at two (2) shifts at the Pasco County Juvenile Assessment Center (JAC) operated by the Pasco County Sheriff's Office. Interested Respondents shall be licensed for the provision of Substance Abuse Intervention and Treatment services, pursuant to Florida Administrative Code (F.A.C.) as specified in this ITN, and shall be fully staff and trained to begin provision of all services by the start of the resulting Contract.

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 Juvenile Probation Officer (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. 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.
- G. 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.
- H. 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.
- I. 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.
- J. Juvenile Justice Information System (JJIS) – The Department's electronic information system, used to gather and store information on youth having contact with the Department.
- K. 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.
- L. Juvenile Probation Officer Supervisor (JPOS) – An employee of the Department or a contracted Respondent 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 Youth Empowered Success (YES) Plans and revisions to YES Plans.
- M. 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.
 - N. 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.
 - O. 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.
 - P. 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.
 - Q. 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.
 - R. 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.
 - S. Referral – For Probation youth, referral occurs when the Department’s JPO books a youth in the Probation Resource Booking (PRB) system. For Pre-Arrest Diversion youth, referral occurs when a DJJ Provider, the Sheriff’s Office or the State Attorney’s office refer a youth for services with a written referral.
 - T. 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.
 - U. 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.

III. OVERVIEW/STATEMENT OF SERVICES SOUGHT

Services to be provided under a contract resulting from this ITN include two (2) distinctly separate components in Pasco County.

- A. Substance Abuse Services to include Intervention and Treatment services: The Respondent shall offer Substance Abuse Services for youth ages twelve (12) to seventeen (17) that reside in Circuit 6 (Pasco County). Substance Abuse Services shall be provided at a Respondent-owned-leased facility and shall be available five (5) days a week in traditional and non-traditional hours. Services shall be delivered in accordance with Attachment A-1 of this ITN and must include the provision of Motivational Enhancement Therapy/Cognitive Behavioral Therapy (MET/CBT) 5 or MET/CBT 5 + CBT 7.
- B. All Substance Abuse Services shall comply with substance abuse licensure requirements and standards as set forth in Chapter 397, Florida Statutes (F.S.); Chapter 65D-30 F.A.C.; and 42 Code of Federal Regulation (C.F.R.) Part-2.
- C. Substance Abuse Licensure for Intervention Services and Treatment Services shall comply with Rules 65D-30.003, 65D-30.004, 65D-30.010, and 65D-30.012, F.A.C.
- D. Respondents must be licensed as set forth above by the required start date of services in the resulting Contract.
- E. Detention Screening Services at the PASCO JAC. The Respondent shall supply staff to provide Detention Screening and Intake Services for two (2) shifts (7:00 AM to 3:00 PM and 3:00 PM to 11:00 PM), seven (7) days a week at the Pasco County Regional JAC. The Pasco County Regional JAC is located at 10201 Central Boulevard, Land O’Lakes, Florida, 34637, and the facility is operated by the Pasco County Sheriff’s Office. Detention Screening and Intake Services shall be provided in accordance with Attachment A-2 of this ITN.

IV. STATEMENT OF PURPOSE

- A. The Department is requesting replies from Respondents who have the qualifications and experience to provide both Substance Abuse Services and Detention Screening Services in Pasco County, Florida.
- 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 Attachments A, A-1 or A-2, of this ITN, 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.

V. PAST UTILIZATION OF SUBSTANCE ABUSE SERVICE UNIT

Below is the past Fiscal Year (FY) service unit data for the deliverables received. The Department has revised the list of deliverables for this ITN, so the data may not be directly applicable to services sought by this ITN. For instance, Case Management for Substance Abuse Treatment, is an inherent part of the treatment and will not be paid separately. Case Management for Substance Abuse Interventions is specified in Attachment A-1. The table below shows Case Management to be the primary deliverable; however, the Department is interested in services incorporating the other deliverables listed, as primary deliverables.

FY 16/17 – Substance Abuse Services Deliverables.							
Month	Case Management	Drug Screens	Group Therapy	Progress Report	Individual Therapy	Intervention	Assessments/Evaluations
July	250.5	201	87	39	15	17	23
August	263.8	235	96.5	84	47.5	33	26
September	198.5	213	75.75	53	62.5	28	11
October	225	236	110.25	70	45.5	22	22
November	173.25	199	66	17	30.5	25	16
December	184	163	57.25	38	27	16	17
January	194.75	209	73	30	24.25	13	20
February	230	189	75.25	36	33	22	24
March	223	219	93.75	41	21	20	25
April	229	226	91	50	31	21	21
May	245	265	114.25	41	29	27	22
June	240	213	82.25	48	16.75	17	28
Total Units	2656.80	2568	1022.25	547	383	261	255

VI. YOUTH TO BE SERVED

- A. For the Substance Abuse Services Component: The Respondent shall provide Substance Abuse Services, specifically Intervention and Treatment Services, to male and female youth, twelve (12) to seventeen (17) years of age, residing in Circuit 6, Pasco County, that are referred to the program and meet eligibility criteria for participation. Drug Screening, as a standalone service, may be provided to youth in Pasco County appearing at the program and needing drug screening, as referred by the Department.
- B. For Detention Screening Services Component: The Respondent shall provide services at the JAC to all male and female youth who are presented by law enforcement and alleged to have committed a delinquent act and meet the minimum criteria for admission to the JAC.

**ATTACHMENT A-1
MINIMUM REQUIREMENTS FOR
SUBSTANCE ABUSE SERVICES**

I. GENERAL DESCRIPTION

A. Services to be Provided

The Respondent shall provide Substance Abuse Services to include Intervention Services and Treatment Services to Probation and Pre-Arrest Diversion youth. Delivery of services shall include Substance Abuse Screening, Diagnostic Substance Abuse Evaluation, Substance Abuse Interventions and Substance Abuse Treatment (to include individual, family, and group counseling). Substance Abuse Services shall be available to youth residing in Circuit 6, Pasco County, five (5) days a week, not to exceed two hundred sixty (260) days annually. Substance abuse screening and evaluation shall be conducted to assist the Department in making recommendations for disposition to the court for youth who are alleged to have a substance abuse offense or history. Substance Abuse Intervention Services and Substance Abuse Treatment Services shall be provided based on the youth's individualized needs identified in the youth's Diagnostic Substance Abuse Evaluation.

B. General Description of Services

The Substance Abuse Program shall serve Pre-Arrest Diversion, Intake, Probation, Committed Non-Residential, Post-Commitment Probation, and Conditional release youth. The anticipated average length for program participation is a maximum of six (6) months, based on the youth's progress. The Respondent shall begin services within two (2) weeks of receiving a referral. If services have not started within two (2) weeks, the Respondent shall notify the JPO and/or the referral source. All Substance Abuse Intervention Services and Substance Abuse Treatment Services shall comply with Substance Abuse Services licensure requirements and standards as set forth in Chapter 397, F.S., Chapter 65D-30, F.A.C., applicable Department policies and standards, and this scope of services. Substance Abuse Services shall include:

1. Substance Abuse Screening;
2. Diagnostic Substance Abuse Evaluation(s);
3. Drug Screening/Testing;
4. Substance Abuse Intervention Services;
5. Substance Abuse Treatment Service(s); and
6. Discharge/Transition Planning.

Youth in Intervention Groups shall not be comingled with youth in Treatment Groups.

C. Licenses and Rules

1. All Substance Abuse Services shall comply with substance abuse licensure requirements and standards as set forth in Chapter 397, F.S.; Chapter 65D-30 F.A.C.; and 42 C.F.R. Part-2.
2. Substance Abuse Licensure for Intervention Services and Treatment Services shall comply with Rules 65D-30.003, 65D-30.004, 65D-30.010 and 65D-30.012, F.A.C.

D. 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 and girls. 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.

E. Authority

Pursuant to Chapter 985.601, F.S., and Rule 63D-12 F.A.C., the Department is authorized to provide community-based non-residential services to youth adjudicated delinquent by the Court.

In addition, authority is found in chapter 985, Florida Statutes (F.S.) giving the Department the authority to develop and implement effective programs to prevent delinquency, to divert children from the traditional juvenile justice system, intervene at an early stage of delinquency and to provide critically needed alternatives to institutionalization and deep-end commitment, provide well trained personnel, high-quality services, and cost effective programs within the juvenile justice system.

F. Major Goal(s) of the Service

The primary goal of these services is to engage and motivate youth and their families with a focus on substance abuse intervention services that are effective with youth who are at-risk of substance abuse and substance abuse treatment services, demonstrated to be effective with youth. Other goals include educating youth and families about substance abuse problems, improving family communication, parenting and problem solving skills,

and reducing delinquent behaviors and recidivism. Overall, the Substance Abuse Services focus on increasing youth protective factors that promote a reduction in substance use, introducing new skills into the youth's lives, rebuilding relationships between youth and families, helping them to maintain youth sobriety, increase responsibility of parent and youth and reduce the youth's criminal involvement. The Respondent shall create a continuum of care by maintaining good working relationships with relevant community-based agencies including the mental health, health, social service, and criminal justice systems within the community.

II. YOUTH TO BE SERVED

A. Description of Youth to be Served

The Respondent shall provide Substance Abuse Services, specifically Intervention and Treatment Services to male and female youth, that are twelve (12) to seventeen (17) years of age, residing in Circuit 6, Pasco County, that are referred to the program and meet eligibility criteria for participation. Drug Screening, as a standalone service, may be provided to youth in Pasco County appearing at the program and needing drug screening, as referred by the Department.

B. Youth Eligibility

1. Youth referred for Substance Abuse Services shall be male or female, residing in Pasco County and include Pre-Arrest Diversion, Intake, Probation, Committed Non-Residential, Post-Commitment Probation, and Conditional Release youth.
2. Probation youth shall have received a delinquency referral for a drug-related offense (this can include any related charge that indicates drug procurement or use) or as indicated by the Department's Positive Achievement Change Tool (PACT).
3. Pre-Arrest Diversion youth shall have previously been assessed with the Prevention Assessment Tool by the referring party and demonstrate they are at-risk for substance use/abuse.
4. Youth who have previously been sentenced as an adult and brought in on a new charge are not eligible for admission.
5. Youth that are age eighteen (18) and over may not be served.
6. Youth under age twelve (12) may be considered for referral on a case-by-case basis providing there is mandatory parental involvement and the admission is agreed upon in writing (email acceptable) by the Respondent's Program Manager and the CPO or designee.
7. Sex offenders and youth with weapons charges shall be reviewed prior to admission, for appropriateness for the program. The final decision for admission will rest with the Department.

C. Youth Referral/Determination for Services

There are two (2) methods for referring youth for Substance Abuse Services:

1. **For Pre-Arrest Diversion Youth:**

- a. Pre-Arrest Diversion youth shall be determined to be at-risk for substance abuse as indicated by the Department's Prevention Assessment Tool (PAT) which will have been conducted by the referring party (including but not limited to referrals from the Pasco County Sheriff's Office, the Department's Diversion Provider or Department).
- b. A copy of the youth's PAT assessment shall accompany the referral demonstrating the youth is at-risk for substance use/abuse.
- c. Pre-Arrest Diversion youth may be referred via written referral, email acceptable, accompanied by the PAT.
- d. Youth referred for Drug Screening only will not be referred with a PAT or need a PAT to be screened.
- e. If the Respondent determines a referred Pre-Arrest Diversion youth is appropriate for services, the Respondent shall accept the youth within two (2) business days of receipt of the referral and enter/update the youth's data in the Prevention Web.
- f. After the Respondent enters/updates the youth in the Prevention Web, the Respondent has three (3) business days to make initial contact with the youth and/or parent/guardian to schedule the substance abuse screening.

- g. After the Respondent makes initial contact with the Pre-Arrest Diversion youth, the Respondent has an additional five (5) business days to conduct the substance abuse screening interview with the youth and parent/guardian.
- h. Regardless of when initial contact takes place, the face-to-face contact shall occur within ten (10) business days of receipt of referral.
- i. If a youth is not appropriate for further services, the youth's data in the Prevention Web shall be updated and the youth discharged. Upon discharge, the Respondent shall update the Prevention Web.

2. For Probation Youth or by Court Order:

- a. The Department will forward referrals for Probation youth or youth ordered by the Court to the Respondent utilizing the JJIS PRB Module.
Note: The Department will provide training in JJIS prior to the start date of the resulting Contract to ensure the Respondent's screening staff possesses the necessary training and permissions to access JJIS (documented by completing the Respondent JJIS Access Agreement Form).
- b. The Respondent shall have access, through JJIS to the following forms and information, when available.
 - 1) Expanded Face Sheet;
 - 2) School information (e.g. FCAT scores, Individual Education Plans [IEPs], 504 Plans, IQ scores or ratings [e.g. "normal"], grades, behavior and attendance records;
 - 3) Arrest affidavit, violation of probation or transfer request;
 - 4) Victim statements;
 - 5) PACT Mental Health and Substance Abuse Report and Referral Form;
 - 6) PACT Overview Report;
 - 7) Release of Information forms;
 - 8) Prior assessments available to the Department (i.e. SAMH-2, Psychological Evaluation, Bio-Psychosocial Assessment, or predisposition Comprehensive Evaluation);
 - 9) Prior medical information available to the Department (i.e. medical history and/or results of a medical exam after obtaining release when necessary);
 - 10) Prior mental health information available to the Department (i.e., Baker Acts, Marchman Acts, prior inpatient and/or outpatient treatment);
 - 11) Most recent Pre-Disposition Report (PDR); and
 - 12) Signed Authority for Evaluation and Treatment (AET) form.
- c. The youth's referral shall indicate a delinquency referral for a drug-related offense (this can include any related charge that indicates drug procurement or use), or a substance abuse related delinquency referral, that the youth has been determined to be at-risk for substance abuse problems as indicated by the Department's PACT.
- d. If the Respondent determines a referred Probation youth is appropriate for services and as long as there is space available, the Respondent shall accept the youth in the youth placement-facility module in JJIS within two (2) business days of receipt of the referral.
- e. After the Respondent accepts the Probation youth in JJIS, the Respondent has three (3) business days to make initial contact with the youth and/or parent/guardian to schedule the substance abuse screening.
- f. After the Respondent makes initial contact with the Probation youth, the Respondent has an additional five (5) business days to conduct the screening interview with the youth and parent/guardian.
- g. Regardless of when initial contact takes place, the face to face contact shall occur within ten (10) business days of receipt of referral.
- h. If the Respondent determines a referred youth is not appropriate for services, the Respondent shall contact (e-mail acceptable) the local CPO or designee to discuss the referral within three (3) business days of the

referral. The Department's CPO or designee will review all declined referrals and handle any disputes on the appropriateness of the referral to the Respondent. The Department has final decision regarding disputed referrals.

D. Limits on Youth to be Served

1. The Respondent shall only be paid for services rendered to youth admitted for services that were referred as appropriately outlined above.
2. Typically, a youth's program participation shall not exceed a maximum length of four (4) months. However, the length of program participation or services delivered to a youth shall be based on the individualized needs assessment and treatment planning and shall be communicated to the referring JPO.
 - a. Any requests for extension of service beyond four (4) months shall be made in writing by the Respondent to the CPO in Circuit 6, no less than fourteen (14) calendar days before the end of the fourth month of program and eligibility expires. The request to extend shall include the reason and length of the proposed extension.
 - b. The CPO will have five (5) business days to respond in writing (e-mail acceptable) to the Respondent. The length of an extension will be determined on a case-by-case basis.

III. **SERVICES TO BE PROVIDED**

A. Service Tasks to be Performed

The Respondent shall ensure the following service tasks are conducted, as determined necessary, for youth referred to the program throughout the term of the resulting Contract. Prior to the start of services a consent form/release of information form shall be signed by each youth referred for services.

1. Substance Abuse Screening

- a. The Respondent shall screen all youth to determine the youth's appropriateness and eligibility for Substance Abuse Services and the level of services required.
- b. The screening tool shall be a valid and reliable tool such as the Substance Abuse Subtle Screening Inventory (SASSI). An example of the SASSI tool can be found at: <https://www.sassi.com/products/>
- c. Screening shall take place in a confidential space. The results of the screening shall be maintained in the youth's confidential clinical file.

2. Diagnostic Substance Abuse Evaluation

The Respondent shall utilize a comprehensive assessment and diagnostic system to develop the youth's individualized substance abuse intervention plan or substance abuse treatment plan, in accordance with Rule 65D-30, F.A.C. The Diagnostic Substance Abuse Evaluation shall include information about the youth's symptoms and substance use through structured face-to-face clinical interview and administration of appropriate standardized substance abuse screening and assessment instruments.

- a. The diagnostic substance abuse evaluation shall include a biopsychosocial assessment, and the administration of a standardized assessment instrument, such as the SASSI or Comprehensive Adolescent Severity Inventory (CASI), in accordance with the SASSI and CASI training and fidelity requirements.
- b. The Respondent shall provide a DSM-IV-TR or DSM-5 diagnosis when criteria is met for a diagnosis as evidenced by the standardized assessments and substance abuse clinical evaluation.
- c. The diagnostic substance abuse evaluation shall include the following components:
 - 1) Reason for the evaluation;
 - 2) Relevant family background information (including home environment, family functioning, history of substance related disorders and/or mental health related disorders with family and/or caregivers);
 - 3) History of physical abuse, sexual abuse, neglect, witnessing violence, domestic violence, and other forms of trauma;

- 4) Mental Health history (including diagnoses, psychiatric inpatient admissions and/or outpatient treatment, psychotropic prescription medication(s) and dosage);
 - 5) Medical History (including medical diagnoses, treatment, and information on prescription medications utilized to treat physical conditions);
 - 6) Educational (history of developmental disabilities, retained, special needs status, current grade level);
 - 7) History of substance use (including age of onset, drugs of choice, patterns of use, and types and duration of use, withdrawal);
 - 8) Youth's access to and involvement in substances (including peers and home);
 - 9) Substance Abuse Intervention and Treatment history (including residential and outpatient substance treatment or intervention program, response to intervention or treatment and recovery support);
 - 10) Current life situation and sources of stress;
 - 11) Current functioning and symptoms (including mental status examination and symptoms of withdrawal and/or intoxication);
 - 12) Summary of the evaluation findings;
 - 13) DSM-IV-TR Axis I-V or DSM-5 diagnoses; and
 - 14) Individualized Treatment recommendations.
- d. Youth shall receive services for substance abuse issues, based on need(s) determined by assessment results.
 - e. If the assessment identifies co-occurring substance abuse and mental health needs, the youth and their families shall be referred out for mental health services and psychiatric evaluation and, as appropriate, medication monitoring (if indicated).
 - f. Referred youth whose assessment results indicate the following conditions, shall be referred to the appropriate community mental health resources:
 - 1) Youth identified with mental health issues and treatment needs;
 - 2) An acute or chronic mental health disorder;
 - 3) A conduct disorder and does not present a substance issue or substance abuse disorder; and
 - 4) Requires crisis or emergency intervention.
3. Substance Abuse Diagnostic Evaluation Reports
All youth referred for a Substance Abuse Evaluation shall have a report of the findings of the evaluation submitted to the youth's JPO within ten (10) business days of the date of the youth's referral. If an evaluation does not show a need for treatment/counseling services, the Respondent shall still notify the JPO and provide a copy of the evaluation report.
 4. Initial Treatment Plan
Youth diagnosed with Substance-Related Disorder(s) following completion of the Substance Abuse Evaluation shall receive an Initial Treatment Plan in accordance with the following:
 - a. The Initial Treatment Plan is a preliminary, written plan of goals and objectives intended to inform the youth of service expectations and to prepare the youth for service provision.
 - b. An Initial Treatment Plan shall be completed on each youth upon placement, unless an individual treatment plan is completed at that time. The plan shall be completed within seven (7) days of admission and specify timeframes for implementing services in accordance with the requirements established for applicable components. The Initial Treatment Plan shall be signed and dated by clinical staff, the youth, and by a Qualified Professional as defined in Section 397.311, F.S., and in accordance with Rule 65D-30, F.A.C., within ten (10) business days of the completion of the Initial Treatment Plan.
 5. Individualized Substance Abuse Treatment Plan

The Respondent shall develop a treatment plan for each youth whose diagnostic Substance Abuse Evaluation indicates a substance abuse disorder.

- a. An Individualized Substance Abuse Treatment Plan shall be developed within thirty (30) days of admission for each youth receiving individual, group, and/or family substance abuse counseling.
- b. The Individualized Substance Abuse Treatment Plan shall contain the following elements:
 - 1) The youth's DSM-IV-TR diagnoses or DSM-5 diagnoses;
 - 2) The specific symptoms that will be the focus of treatment;
 - 3) Substance abuse treatment goals and objectives, written in achievable and measurable terms, which are:
 - a) Related to the diagnosis;
 - b) Responsive to the youth's symptoms of substance abuse; and
 - c) Address specific behaviors, symptoms, skill deficits, strengths and needs of the youth.
 - 4) The youth's functional strengths/abilities and preferences/needs that may affect his/her success in substance abuse treatment.
- c. An individualized substance abuse treatment summary and discharge plan shall be developed for each youth who receives counseling services thirty (30) days prior to discharge. The substance abuse treatment summary and discharge plan documents the focus and course of the youth's substance abuse treatment and treatment recommendations for Substance Abuse Services upon the youth's transition from services. The substance abuse treatment summary and discharge plan must contain the following elements:
 - 1) The dates substance abuse treatment started and ended;
 - 2) The relevant substance abuse history;
 - 3) The reason substance abuse treatment ended;
 - 4) The problems which were the focus of substance abuse treatment;
 - 5) The course of the youth's substance abuse treatment, and the youth's progress in treatment;
 - 6) The youth's pre-treatment and post-treatment DSM- IV-TR or DSM-5 diagnoses;
 - 7) The youth's continued substance abuse service needs and treatment recommendations; and
 - 8) Follow-up appointments scheduled for the youth, which include the contact names and telephone numbers of the Respondents' that will be treating the youth.

6. Individualized Substance Abuse Treatment Plan Review

The Respondent shall conduct treatment or intervention plan reviews to assess the youth's progress in meeting the treatment or intervention plan goals and objectives, and to ascertain whether modifications to the treatment or intervention plan is needed.

- a. A review of the Individualized Substance Abuse Treatment Plan must be conducted every thirty (30) days. The treatment plan review will assess the youth's progress in meeting his/her treatment goals and objectives, and will ascertain whether modifications to the treatment plan are needed.
- b. The treatment plan review form must be signed and dated by a substance abuse clinical staff person in accordance with Rule 65D-30.003(15), F.A.C., the youth, and must be reviewed and signed by a qualified professional as defined in Section 397.311 F.S., and in accordance with Rule 65D-30, F.A.C., within ten (10) business days of the treatment plan review.
- c. Any modifications made to the Individualized Substance Abuse Treatment Plan must be documented on the review form and must be clearly and specifically identified as a modification to the individualized substance abuse treatment plan. The treatment plan review form must, at a minimum, contain the youth's name and demographic information, DSM-

IV TR or DSM-5 diagnoses and symptoms (include any changes to diagnosis and reason), progress made towards treatment goals and objectives (include any changes made to treatment goals or objectives), summary of treatment plan review and signatures of all involved in the treatment plan review.

7. Individualized Intervention Plan
 - a. The Individualized Intervention Plan is appropriate for youth who are at-risk of developing a substance-related disorder and/ or the youth who have demonstrated a risk of substance use. Intervention youth shall not meet diagnostic criteria for a substance-related disorder.
 - b. For youth involved in intervention services on a continuing basis, an intervention plan shall be completed within forty-five (45) calendar days of referral.
 - c. Intervention plans shall include goals and objectives designed to reduce the severity and intensity of factors associated with the onset or progression of substance use. The intervention plan shall include a focus on behavioral issues and the reduction of risk factors.
 - d. The intervention plan shall be signed and dated by staff who developed the plan, the youth, and by a Qualified Professional, as defined in Section 397.311, F.S., and in accordance with Rule 65D-30, F.A.C., within ten (10) business days of the intervention plan.
8. Individualized Intervention Plan Review
 - a. The intervention plan shall be reviewed and updated at least every sixty (60) days. Any changes made must be clearly documented on the review.
 - b. The intervention plan review shall be signed and dated by staff who developed the plan, the youth, and by a Qualified Professional, as defined in Section 397.311 F.S., and in accordance with Rule 65D-30, F.A.C., within ten (10) business days of the intervention plan review.
9. Discharge/Transfer Summary

The Respondent shall develop an individualized substance abuse discharge summary or transfer summary for each youth who receives services prior to discharge, as set forth in Rule 65D-30, F.A.C. Specifically, the Discharge Summary or Transfer Summary shall include the following components at minimum:

 - a. Youth demographic information (name, DJJID, DOB, Circuit, address);
 - b. Dates Substance Abuse Services began and ended;
 - c. Relevant substance use history;
 - d. Reason Services were terminated;
 - e. Problems/risks which were the focus of intervention or treatment services;
 - f. Summary of youth's progress;
 - g. Beginning and ending diagnoses and functional impairment(s) (if applicable);
 - h. Recommended Substance Abuse or Mental Health services upon Transition/Discharge;
 - i. Summary of Referrals or Case Management services provided; and
 - j. Signature and date of Substance Abuse staff person, the youth, and a Qualified Professional.
10. Random Monthly Drug Screening
 - a. The Respondent shall conduct random monthly drug screens, paid for by the youth and/or their family. The results shall be used to educate the youth and their family of the current status of substance use at least monthly for treatment duration. Number of drug screens per youth each month will be dictated by the youth's individualized need and requests from the JPO.
 - b. Youth throughout Pasco County may appear for a Drug Screen upon referral from Probation, whether or not they have been admitted for the Substance Abuse Intervention or Treatment Services. No youth will be denied drug screens based on their family's inability to pay.

- c. If result of a drug screen is positive for drugs, the youth must continue in the program with a minimum duration of four (4) additional weeks, resulting in a drug-free screen.
11. Substance Abuse Services
Based on the results of the Diagnostic Substance Abuse Evaluation, the youth will be provided with the following services in accordance with the following guidelines:
- a. Treatment youth shall receive Motivational Enhancement Therapy/Cognitive Behavioral Therapy (MET/CBT) 5 or MET/CBT 5 + CBT 7 based on the individual needs of the youth. In addition, if prescribed in the youth's Individualized Substance Abuse Treatment Plan, the Respondent shall offer individual and/or family therapy with the focus of clinical attention on the youth.
 - b. Intervention youth shall not receive the treatment modality of MET/CBT 5 + CBT 7, but shall receive an Evidence-Based Substance Abuse Intervention curriculum based on the individualized needs of the youth. Intervention youth and Treatment youth may not be treated in the same group. Intervention youth shall receive a minimum of one (1) intervention per week.
 - c. Supportive Counseling means a form of counseling that is primarily intended to provide information and motivation to youth. In those instances, where supportive counseling is provided, the number of sessions or contacts shall be determined through the intervention plan. In those instances, where an intervention plan is not completed, all contact with the youth shall be recorded in the youth's case file, as specified in 65D-30, F.A.C.
 - d. Either Treatment or Intervention Services shall be provided for a minimum of six (6) weeks, but may be extended until goals have been completed.
 - e. Any youth's family may receive parent education group services.
 - f. A trained substance abuse clinical staff person who has, 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, and meets requirements set forth in 65D-30, F.A.C., shall provide Substance Abuse Services.
 - g. Substance Abuse Clinical Staff shall be trained in using the manual-driven, evidence-based practices that include individual and family sessions, and groups for both youth and their parents.
12. Substance Abuse Treatment
- a. The Respondent shall utilize the MET/CBT evidence-based, substance abuse treatment program. Each youth shall be assessed to determine individual needs and recommended level of care to develop an individualized substance abuse treatment plan. Based on his or her Diagnostic Substance Abuse Evaluation results and weekly staffing, youth shall participate in either MET/CBT 5 (Sample & Kadden, 2001) + or MET/CBT 5 + CBT 7 (Webb, Scudder, Kaminer & Kadden, 2001). MET/CBT shall include didactic structured modules for juveniles. Fidelity of the model must be maintained and documented to be provided, at the Department's request.
 - b. Other SA Treatment Services shall be made available for youth with other diagnoses for whom the MET/CBT therapy is not appropriate. Additional treatment shall be specific to the youth's diagnoses and the length of participation.
 - c. Parenting educational groups shall include six (6) didactic modules for parents consistent with the individual needs of the family unless declined by family, based on the evidence-based model, Family Support Network (FSN).
 - d. Parent Education Group
All parents of youth shall be offered parent education groups. Group topics shall include, but not be limited to:
 - 1) The Family Support Network, Adolescent Development, and Functional Families;

- 2) Drugs and Adolescents;
 - 3) Relapse Signs and Recovery;
 - 4) Boundaries, Limits, Authority, and Discipline;
 - 5) Communication, Conflict Resolution, and Fighting Fair; and
 - 6) The Family Context.
- e. All Evidence-Based Services (EBS) delivered shall be entered into the Department EBS system, a subcomponent of JJIS with training for the EBS to be coordinate by the Department's Contract Manager for the resulting Contract.
13. Intervention Services
- a. The Respondent must provide a minimum of one (1) Substance Abuse Evidence-Based Intervention Services for youth needing Substance Abuse Intervention Services and not Treatment Services. Intervention Services shall be provided in the form of Supportive Counseling (Individual Counseling) or Group Counseling and shall occur in accordance with the requirements of the evidence-based intervention curriculum, proposed by the Respondent and approved by the Department. The Evidence-based Substance Abuse Intervention shall be negotiated and be set forth in the resultant Contract.
 - b. Supportive Counseling means a form of counseling that is primarily intended to provide information and motivation to youth. In those instances, where supportive counseling is provided, the number of sessions or contacts shall be determined through the Intervention Plan. In those instances, where an Intervention Plan is not completed, all contact with the youth shall be recorded in the youth's case file, as specified in 65D-30, F.A.C.
14. Crisis Intervention and Emergency Mental Health and Substance Abuse Services
- a. The Respondent must provide or arrange for youth who exhibits symptoms or behaviors which indicate the need for crisis intervention or emergency mental health or Substance Abuse Services to receive such services pursuant to Chapters 394 and 397, F.S. Emergency mental health and Substance Abuse Services shall include the following:
 - 1) The Respondent must provide or arrange for youth who demonstrate suicide risk factors or suicide risk behaviors to receive an immediate assessment of suicide risk or emergency mental health services;
 - 2) Youth suspected of substance intoxication or withdrawal must receive emergency medical services or Substance Abuse Services pursuant to chapter 397, F.S. Any youth suspected of substance intoxication or withdrawal symptoms must receive immediate medical attention; and
 - 3) The Respondent must notify the youth's JPO when a referral is made for assessment of suicide risk or emergency mental health or emergency Substance Abuse Services. Any youth suspected of substance intoxication or withdrawal symptoms must receive immediate medical attention.
15. Records and Documentation
- a. Counseling (individual, group, and/or family) shall be documented in a progress note which provide a description of services provided and the youth's participation in the services. The progress notes must document the course of action and the youth's progress in meeting his or her clinical treatment/intervention goals and objectives, as specified in the treatment or intervention plan.
 - 1) Progress notes shall be recorded on the day the service is provided.
 - 2) A written report of the youth's progress in the counseling sessions shall be provided to the JPO every thirty (30) days.
 - b. Documentation of substance abuse evaluations, intervention or treatment planning, intervention or treatment plan reviews, and counseling or intervention shall be permanently filed in the youth's clinical file. The

Respondent may retain the original documentation. If the Respondent chooses to retain the original documentation, then the Respondent shall make a copy of the original and provide the copy to the JPO, who will insert it in the mental health/substance abuse section of the youth's clinical file.

- c. The youth's JPO shall be notified via email of any unexcused absences. Progress Notes:

- 1) For Treatment youth, progress notes shall contain at a minimum the youth's name and demographic information, the type of service that was provided, the focus of the service, the youth's participation during the service and how the service corresponded to the youth's treatment goals.
- 2) For Intervention youth, progress notes or summary notes shall be completed in compliance with 65D-30, F.A.C.

16. Case Management for Intervention Youth

In addition to the requirements in subsection 65D-30.012(1), F.A.C., the following requirements apply to case management in those instances where case management is provided as a licensable sub-component of intervention. It is an inherent part of Substance Abuse Treatment and shall not be billed separately as a deliverable.

- a. Case Managers. Respondents shall identify an individual or individuals responsible for carrying out case management services.
- b. Priority Clients. Priority clients shall include persons receiving substance abuse intervention services who have multiple problems and needs and require multiple services or resources to meet those needs.
- c. Case Management Requirements. Case management shall include the following:
 - 1) On-going assessment and monitoring of the client's condition and progress;
 - 2) Linking and brokering for services as dictated by client needs;
 - 3) Follow-up on all referrals for other services; and
 - 4) Advocacy on behalf of clients.
- d. Case Management shall occur a minimum of once monthly, but not more than four (4) times monthly.

B. Service Task Limits

1. The Respondent shall ensure that funds provided pursuant to any resulting Contract, will not be used to serve youth outside the eligible population(s), as specified in section II., B., Youth Eligibility, of this Attachment.
2. The provision of services required by any resulting Contract are limited to the designated geographical area of Circuit 6, Pasco County, unless otherwise approved by the Department. The request for approval and documentation of the outcome, shall be sent to the Department's Contract Manager, for the resulting Contract.

C. Staffing/Personnel

The Respondent and all personnel provided under any 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 any resulting Contract, to the Department's Contract Manager of any resulting Contract, prior to the delivery of services and upon request.

1. Staffing Levels:

- a. The Respondent shall maintain sufficient staff to meet the Department's referral need. The staff to youth ratio shall not exceed fifteen (15) active youth per total working Respondent staff at the program. Active youth exclude those youth who are referred for assessments and do not require services and those youth referred by the JPO for drug screens only.
- b. The Respondent shall employ professional qualified staff who meets the qualifications, licensing and certification requirements below. If services are

provided through subcontracted staff, the Respondent shall ensure its subcontractors make their principal or qualified employees available to interview and assess youth in locations convenient to the youth and family, including but not limited to, the home, schools, juvenile detention centers, hospitals, juvenile probation offices, juvenile assessment centers or community centers.

- c. The Department will not make payment for any counseling or assessment services in which the interview or testing was conducted by an individual who does not meet appropriate qualifications listed in any resulting Contract.

2. Staffing Qualifications

Substance Abuse Services Staffing Qualifications- "Counselors"

- a. Substance Abuse Services shall be provided by a person who is a licensed service provider under Chapter 397, F.S., or a licensed qualified professional which means a licensed physician under Chapter 458 or 459, F.S.; a licensed psychologist under Chapter 490, F.S.; or a licensed mental health counselor, clinical social worker or marriage and family therapist under Chapter 491, F.S. A non-licensed substance abuse clinical staff person must be an employee of a service provider licensed under Chapter 397, F.S., and must work under the direct supervision of a "qualified professional" (as defined in Section 397.311, F.S.) who is an employee of a service provider licensed under Chapter 397, F.S.
- b. A certified addiction professional must be an employee of a service provider licensed under Chapter 397, F.S., and shall have received certification from the Certification Board for Addiction Professionals of Florida.
- c. A non-licensed substance abuse clinical staff person shall 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. A related human services field is 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. Additionally, the non-licensed substance abuse clinical staff person must be under the direct supervision of a Qualified Professional.
- d. Direct supervision means that the non-licensed substance abuse clinical staff person has at least one (1) hour per week of on-site face-to-face interaction with a Qualified Professional. This person shall be one who is an employee of the service provider licensed under Chapter 397, F.S., for the purpose of overseeing and directing the Substance Abuse Services that are being provided by the non-licensed substance abuse clinical staff person in the Department facility or program. The Qualified Professional providing direct supervision is responsible for reviewing and signing Comprehensive Assessments, Comprehensive Substance Abuse Evaluations, updated Comprehensive Substance Abuse Evaluations, Initial Substance Abuse Treatment Plans and Individualized Substance Abuse Treatment Plans, prepared by the non-licensed Substance Abuse clinical staff person, within ten (10) calendar days.

3. Staffing Back-up Plan for Vacancies

The Respondent shall utilize a written back-up plan and provide adequate qualified staff to fill-in for Respondent staff vacancies (staff who may be absent from work (e.g., unexpected emergency, illness, or vacation)) to ensure that services to youth (i.e. counseling, assessments, etc.) will not be canceled or rescheduled. In addition, the Respondent shall maintain a plan for recruitment and retention of staff to ensure positions are not left vacant and interrupt service delivery.

4. Staff Background Screening

- 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 of any resulting Contract, 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 for any resulting Contract.
- d. The Respondent shall notify the Background Screening Unit when their employee or subcontractor employees are no longer providing services under the resulting Contract.

5. Staff Training

- a. Clinical training shall be provided in accordance with Rule 65D-30, F.A.C.
- b. The Respondent's Substance Abuse Services staff are not considered Direct Care Staff.
- c. The Respondent is responsible for all staff training costs, including the evidence-based MET/CBT + FSN. Trainings shall take place on location at the Respondent properties. Staff shall be paid their regular salaries while participating in trainings.
- d. In addition, the Respondent shall also ensure that staff completes required Department of Juvenile Justice mandatory training classes available on Skill Pro to include CCC It's All About Reporting, Sexual Harassment, Information Security Awareness, Trauma Informed Care, and Civil Rights. (Civil Rights is located on the VPN Provider sign in screen).
- e. Many staff trainings are available on-line through the Department's Learning Management System's website to ensure the greatest efficiency with staff time and reduce barriers due to schedule conflicts and travel.
- e. Respondent counselors and other clinical staff may be trained in-house by the Respondent staff certified to train clinicians in the implementation of the manual-driven MET/CBT + FSN that include individual and group sessions and family sessions for both youth and their parents.

5. Staffing Changes

The Respondent understands that changes to the minimum staffing ratios and qualifications required in any resulting Contract are not authorized, unless requested in writing and approved in writing (email acceptable) by the Department's Contract Manager for the resulting Contract and CPO/designee.

D. Service Locations and Times

1. Service Locations

- a. Substance Abuse Services. The Respondent shall have a Respondent owned/leased facility located in Pasco County, Florida, with sufficient space to provider Substance Abuse Services, including both treatment and intervention, as specified here.
The Respondent's administrative and service locations in Pasco County shall be added to any resulting Contract.
- b. In addition, Respondent staff shall be available to provide substance abuse screenings and evaluations to youth at two (2) DJJ locations in Pasco County.
 - 1) The West Pasco Probation Office, located at 7619 Little Road, Suite. C200, New Port Richey, Florida, 34654; and
 - 2) The East Pasco Probation Office, located at 14437 7th Street, Dade City, Florida 33523.

The Department will make space available at these offices to provide services.

- c. At the Respondent's location, youth files shall be securely maintained and kept confidential. The Respondent may also secure additional appropriate service space in the circuit as needed to retain confidential youth files.
 - d. 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 for any resulting Contract.
2. Service Times
- a. Substance Abuse Services shall be available and be provided to youth during traditional and non-traditional business hours to accommodate the needs of the youth and families.
 - b. The Respondent shall maintain an administrative office to receive Department referrals between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday excluding State holidays.
3. Changes to Service Locations/Times
- The Respondent shall submit a written request for written approval (email acceptable) prior to any changes to the location of services or times for service delivery to the Department's Contract Manager for the resulting Contract. The Respondent understands that approval must be obtained in writing from the Department prior to any such changes.
- E. Property (Applicable to Attachments A and A-1)
1. Non-Expendable Tangible Personal Property
- a. Title (ownership) to all non-expendable property will 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; and/or
 - 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 (1) year, and hardback-covered bound books costing \$250 or more, and computers, regardless of cost, 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 any Contract, shall be returned to the Department upon termination of any resulting Contract. 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. The Respondent shall submit to the Department's Contract Manager for any resulting Contract, on a quarterly basis, a listing of all items purchased that quarter under any resulting Contract. 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.
 - e. 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.
 - f. The Respondent shall not use any state-furnished property for any purpose except the delivery of services identified in any resulting Contract.
 - g. The Respondent shall submit a final inventory report for approval by the Department at conclusion of any resulting Contract.
 - h. 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 for any resulting Contract.
 - i. The Respondent shall report annually to the Department's Contract

Manager for any resulting Contract, 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 for any resulting Contract, by the 5th day of each month. When utilizing state-furnished vehicles, the Respondent shall comply with the Department's Vehicle Operations Policy and Department of Management Services issued Fleet Management Manual. The Department has furnished the Department-furnished tangible personal property identified as an exhibit, for use with any resulting Contract.

- j. The Department may find 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 Respondent's 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; and
 - 3) Direct purchase by the Respondent is more efficient than Department purchase, which would include additional costs for storage, delivery, retrieval, disposal, etc.

2. Facility Standards, Maintenance and Repair

The Respondent's facility for the Substance Abuse Services Program shall be a Respondent owned or leased facility. The Respondent shall comply with all 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, family and employees.

3. 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:

- a. A current Certificate of Occupancy for a Respondent owned or leased facility has been issued by the building authority;
- b. All permits and fees have been paid;
- c. All safety and security systems and equipment are installed and operational in Respondent-owned or leased facilities, and;
- d. Proof of required fire and liability insurance coverage is presented to the Department.

IV. DELIVERABLES

The following service units are identified as deliverables under this Attachment.

Substance Abuse Treatment and Intervention Services	
<u>Service Unit Description</u>	<u>Service Unit</u>
Substance Abuse Screening	One (1) per youth
Substance Abuse Diagnostic Evaluation with Report	One (1) per youth
Individual Substance Abuse Treatment Plan	One (1) per youth
Individual Intervention Plan	One (1) per youth
Individual Treatment Plan Review	One (1) per Treatment youth every thirty (30) days
Individual Intervention Plan Review	One (1) per Intervention youth every sixty (60) days
SA Treatment/Individual Counseling NOTE: Session length based on curriculum.	Per session/Per youth
SA Treatment/Family Counseling NOTE: Session length based on curriculum.	Per session /Per family

SA Treatment/Youth Group Counseling **no more than fifteen (15) youth per group/cannot be comingled with Intervention youth, a minimum of once a week NOTE: Session length based on curriculum.	One (1) per session per youth
Parent Psycho-education group	One (1) per family per hour
Intervention Services (Supportive Counseling /Individual Counseling)	Per hour/session (length depending on intervention curriculum negotiated)
Intervention Services Intervention Group **no more than fifteen (15) youth per group/cannot be comingled with Intervention youth	One (1) Per hour per youth (length depending on intervention curriculum negotiated)
Youth Monthly Progress Report	One (1) per youth every thirty (30) days
Drug Screens	Per screen
Case Management for Intervention youth – Minimum one (1) hour per month, not to exceed four (4) hours monthly.	One (1) Per youth per hour

To become eligible for payment, the Respondent shall provide deliverables in accordance with the requirements in this Attachment. Documentation of deliverables shall be maintained in the youth's case file in the form of case notes, sign in sheets for groups. Copies shall be provided, to the Department's Contract Manager for any resulting Contract, upon request, to document service unit delivery.

V. REPORTS

- A. The Department shall require various reports throughout the term of any resulting Contract. The Respondent shall complete reports as required, to become eligible for payment.
- B. The table below indicates the Contract Managers for the respective parties. All matters will be directed to the Contract Managers for action or disposition. Any and all notices will be delivered to the parties at the following addresses:

Respondent	Department
Contract Manager: TBD	Contract Manager: TBD
Address:	Address:
Telephone:	Telephone:
Fax:	Fax:
Email:	Email:

- C. After execution of a resulting Contract, any changes in the information contained in this section will be provided to the other party in writing and will be sent by United States Postal Service or other delivery service with proof of delivery. A copy of the written notification will be maintained in the official Contract record. All notices required by any resulting Contract or other communication regarding any resulting Contract will be sent by United States Postal Service or other delivery service with proof of delivery.
1. Invoice
A properly prepared invoice shall be submitted directly to the Department's Contract Manager for any resulting Contract 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, F.S. and any interest due shall be paid pursuant to Section 55.03(1), F.S. A Vendor Ombudsman, established within the Department of Financial Services, may be contacted if a Respondent is experiencing problems in obtaining timely payment(s) from a State of Florida agency. The Vendor Ombudsman may be contacted at 850-413-5516.
 - a. The Respondent shall submit a monthly invoice with sufficient documentation to fully justify payment. The Respondent shall report, in accordance with Department policy, all youth admissions, releases and inactive status. Failure by the Respondent to promptly report may result in a reduction in the monthly invoice.
 - b. A properly prepared invoice shall be submitted directly to the Department's Contract Manager for any resulting Contract within ten (10) business days following the end of the month for which services were rendered.

- c. Documentation of service delivery shall be in accordance with Attachment A-1, Section IV., Deliverables.
 - d. The Respondent shall include youth and family sign-in sheets with the dates of services clearly indicated with each monthly invoice to be eligible for payment.
 - e. The Respondent shall not receive payment for services rendered prior to the execution date or after the termination date of any resulting Contract.
 - f. Invoices for amounts due under this Contract shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.
2. Youth Census Report
A complete list of youth who were provided services required under the terms and conditions of any resulting Contract during the service period detailed on the invoice shall be furnished. At a minimum, the 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 for any resulting Contract 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 any 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 any 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 for any resulting Contract 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 to the Department's Contract Manager for any resulting Contract, upon execution of any resulting Contract, annually, and upon changes. The organizational chart will 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 any 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 any 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 for the resulting Contract 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 for the resulting Contract. 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 for Substance Abuse Services
The Respondent shall provide a training plan to incorporate training requirements as specified in this Attachment. Training plans will be approved by Staff Development & Training (SD&T) to ensure compliance with the resulting Contract.

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. Florida Minority Business Enterprise (MBE) Report
The Respondent shall submit to the Department's Contract Manager for the resulting Contract, 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 the resulting 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. JPO Monthly Progress Report
The Respondent shall provide the Department's JPO and/or referral source with a monthly written progress report due every four (4) weeks from the first week of treatment or more frequently if indicated by extenuating circumstances. The report will include the:
 - a. Youth's name and JJIS ID# (if applicable);
 - b. Dates of services and any missed services;
 - c. Monthly drug screen report;
 - d. Updates and progress on program-related activities, treatment plan's goals and objectives, achievement participation, etc.;
 - e. Restorative justice activity update;
 - f. Date assessment report completed by licensed Respondent staff;
 - g. Date assessment report received by JPO;
 - h. Date of Individualized Treatment Plan (ITP) developed for youth and signed by licensed professional;
 - i. Date of ITP review;
 - j. Date of Intervention Plan review;
 - k. Date of initial counseling session for each youth;
 - l. Dates of counseling/therapy sessions for each youth; and
 - m. Date of youth discharge/termination from services.
12. Ad Hoc Reports
The Respondent shall provide the Department, ad hoc reporting of data collected, upon request of the Department's Contract Manager for the resulting Contract, or designee.

REPORT LIST	FREQUENCY	DUE DATE	DUE TO DEPARTMENT
Invoice	Monthly	10 th day of the following reporting month	Contract Manager
Youth Census Report	Monthly	With invoice	Contract Manager
Proof of Insurance Coverage	Yearly	Prior to July 1 of each year	Contract Manager
Copy of Subcontracts	Prior to subcontracting and every time it occurs/changes	Prior to July 1 of each year	Contract Manager
Organizational Chart	Yearly and every time it changes	Prior to July 1 of each year	Contract Manager
Staff Vacancy Report	Monthly	With invoice	Contract Manager
Staff Hire Report	Monthly	With invoice	Contract Manager

Training Plan	Upon Contract execution and annually	Upon the resulting Contract execution and January 1 st	Contract Manager
MBE Utilization Report	Monthly	With invoice	Contract Manager
Continuity of Operations Plan (COOP)	Annually	Prior to the delivery of services and February 1 st	Contract Manager
JPO Monthly Progress Report	Monthly	With invoice	JPO & Contract Manager
Ad Hoc Reporting	To Be Determined	To Be Determined	Contract Manager or Designee

D. Report Receipt and Documentation

The Respondent shall submit written reports with all required documentation within the timeframes listed above to the correct individuals to become eligible for payment. Delivery of deliverables and reports will 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 for the resulting Contract, will approve or reject deliverables and reports.

VI. PERFORMANCE MEASURES/ EVALUATION

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. Respondent's performance data shall be collected, beginning the second month after which service has been fully implemented:

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.

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

2. GOAL: 100% of youth will not recidivate within one (1) 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. STANDARD: The percentage of youth that shall not recidivate within one (1) year of program completion shall be at or above the last CAR report 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 Respondent shall participate in the annual CAR data verification project for a period of two (2) years following the completion of the current Contract year, upon request of the Department.
4. The Department will conduct outcome evaluations and recidivism studies concentrating on the re-offending and re-adjudication of juveniles who complete

the program for one (1) State fiscal year after the youth is released from the program.

5. These evaluations and studies will consider the content of the program, its components and the duration of the program. The results may be used in the rating of the program for any future funding.

ATTACHMENT A-2
MINIMUM REQUIREMENTS FOR DETENTION SCREENING SERVICES AT THE PASCO JAC

I. GENERAL DESCRIPTIONA. General Overview

The Department requires the provision of detention screening and intake services at the Pasco County Regional JAC, located at 10201 Central Boulevard, Land O'Lakes, Florida, 34637, which is operated by the Pasco County Sheriff's Office. The Department is required to provide detention screening services to each youth alleged to have committed a delinquent act. The Respondent shall provide staff to conduct detention screening services for two (2) shifts (7:00 AM to 3:00 PM and 3:00 PM to 11:00 PM) seven (7) days a week, including weekends and holidays.

B. Description of Services

The Respondent shall provide staff to perform detention screening services to determine the youth's risk to him/herself, the risk he/she presents to public safety, and his/her eligibility for detention by the Department based on statutory criteria.

C. Authority

The Respondent shall provide services in a manner consistent with Sections 985.135, 985.209, and 985.64, F.S., Rules 63D-9, 63D-11, 63H-1.001-.016, 2.001-.008, and 63N-1, F.A.C.

D. Limits on Services

Services shall be limited to youth presented to the Pasco County JAC by local law enforcement who are alleged to have committed a delinquent act and meet the minimum criteria for admission to the JAC.

II. YOUTH TO BE SERVEDA. Youth to be Served

The Respondent shall provide services at the JAC to all male and female youth who are presented by law enforcement, are alleged to have committed a delinquent act and meet the minimum criteria for admission to the JAC.

B. Youth Eligibility

Youth under the age of nineteen (19) who are presented to the JAC by law enforcement and who are medically clear, shall be admitted to the JAC and provided with screening services. A medical clearance must be obtained for all youth prior to admission. Youth who have previously been sentenced as an adult and brought in on a new charge, are not eligible for admission to the JAC.

C. Youth Determination

Through detention screening of the youth, the Respondent shall determine whether:

1. The youth meets detention criteria for transfer to the local Juvenile Detention Center and the custody of the Department; or
2. The youth meets criteria for Home Detention and be authorized for release to the youth's parent/legal guardian/responsible adult; or
3. The youth does not meet any detention criteria and is released to the youth's parent/legal guardian/responsible adult.

D. Limits on Youth to be Served

1. Youth who are not cleared for admission, including medically cleared, shall not be admitted to the Detention Screening Unit and shall remain in the custody of the transporting law enforcement officer.
2. Youth who have previously been sentenced as an adult are not eligible for admission to the Detention Screening Unit.

III. SERVICES TO BE PROVIDED

All services shall be delivered in accordance with this Attachment, Department Rules, Sections 985.135, 985.209, and 985.64, F.S. and Rules 63D-4.001-.008, 63H-1.001-.016, and 2.001-.008, F.A.C. The following tasks shall be completed for each year of the Contract term, unless otherwise noted.

A. Service Tasks

Detention Screening and Intake Services: The Respondent shall provide staff to conduct detention screening service tasks for two (2) shifts (7:00 AM to 3:00 PM and 3:00 PM to

11:00 PM), seven (7) days a week, including weekends and holidays, throughout the term of the resulting Contract in accordance with the following:

1. Booking/Admission
 - a. The Respondent shall ensure each youth presented to the JAC meets eligibility requirements as defined in Sections 63D-9 and 63D-11.001–11.007, F.A.C. Documentation of the completion of a youth search by the arresting, transporting, and/or JAC Sheriff's office deputy shall be obtained by the Respondent. Upon release from the JAC, the Respondent shall ensure the safe custody and return of property of youth, obtained by the booking process by adhering procedures, written by the Respondent, within thirty (30) calendar days, from the execution of the resulting Contract.
 - b. The Respondent shall make every effort to ensure that all youth are processed and released within six (6) hours after they have been accepted for admission. If a youth is not released within six (6) hours, the Respondent shall document the reason(s) for the delay and actions taken to ensure the earliest possible release. The Respondent shall monitor processing timeframes on at least a monthly basis to identify and resolve any ongoing problems related to youth not being processed and released within six (6) hours.
 - c. Documentation of these reviews shall be provided to the Department, upon request. All contractual requirements to provide service, support, and related performance shall be available and provided when the youth enters the JAC.
 - d. The Respondent's detention screening staff shall ensure all youth committed to the custody of the Department are fingerprinted and documented pursuant to 943.052(3)(b), F.S.
 - e. The Respondent's detention screening staff shall ensure all youth committed to the custody of the Department are screened for vulnerability to victimization and sexually aggressive behaviors upon booking and admission to the JAC. This is to ensure a youth's potential for victimization or predatory risk has been reviewed. The Respondent shall use the Department's Screening for Vulnerability to Victimization and Sexually Aggressive Behavior (VSAB) form RC 8050-2, located on the Department's website: <http://www.djj.state.fl.us/partners/forms-library/-in-Subjects/Subjects/PREA>. This form shall be completed upon each youth's admission and placed in the youth's intake file. Forms shall be available at the JAC.
2. Documentation Requirements
Upon admission of a youth to the JAC, the Respondent shall ensure the following is appropriately documented:
 - a. Documentation of all activities, including the times the youth was admitted and released and/or transferred to detention status;
 - b. Documentation of youth searches by arresting, transporting, and/or JAC officer;
 - c. Documentation of medical clearance for youth presenting impairment due to drugs, alcohol, injury, or illness;
 - d. Documentation of contacts or attempted contacts made with parent/legal guardian/responsible adult for youth released from detention screening;
 - e. Documentation of demographic information if the youth is to be released to parent/legal guardian/responsible adult from the person to whom the youth may be released;
 - f. Documentation of all attempts to release youth to respite or other responsible adult in cases involving domestic violence; and
 - g. Documentation that the youth was made aware of his/her right to counsel and against self-incrimination.
3. Medical Clearance
 - a. Prior to Admission to the JAC, the Respondent staff shall ensure each youth receives a medical clearance using the Probation Medical and Mental Health Clearance Form (HS 051) (See Exhibit 1).

- b. Medical Clearance must be conducted in order to implement the statutory prohibition in Section 985.115(2), F.S., against the acceptance into the Detention Screening Unit of youth exhibiting symptoms or demonstrating behaviors that suggest the youth is in need of immediate evaluation or treatment due to physical illness/injury, mental illness, or intoxication.
 - c. Documentation of medical clearance, to ensure youth who are/appear to be impaired by drugs, alcohol, injury, or illness, are not admitted to the Detention Screening Unit, shall be completed and a copy of the completed form maintained in each youth's case file.
4. Personal Property Removal/Inventory/Transfer
- a. The Respondent's screening staff shall relieve the youth of any personal property, inventory the property and place in a property bag and seal the bag.
 - b. If the youth is released on Home Detention or outright released, the property is returned to the youth.
 - c. If the youth is sent to the Regional Juvenile Detention Center, the staff shall transfer all youth's property transferred to the custody of the Department's Regional Juvenile Detention Center.
 - d. Staff shall adhere to written procedures ensuring the safe custody and return, upon release, of all youth property obtained during the booking process.
5. Screening and Intake Services
- a. The Respondent shall provide detention screening and intake services for two (2) shifts (7:00 AM to 3:00 PM and 3:00 PM to 11:00 PM) seven (7) days a week including weekend and holidays. Additionally, these services shall include court coverage on the weekends and holidays.
 - b. Screening and release shall be completed within six (6) hours of admission to the JAC. When screening exceeds six (6) hours, the Respondent shall maintain documentation of the reason(s) for the duration.
 - c. The Respondent shall conduct a face-to-face interview with the youth and his/her parent(s)/legal guardian(s) (if available) and gather information, when available, to assess the youth's service needs in order to develop the recommendation to the State Attorney, and deliver the packet to all partners and Department field units pursuant to local procedures.
 - d. The Respondent shall contact the victim(s) and the complainant or arresting officer by telephone in order to solicit their input, recommendations and/or document the attempted contact. Contacts shall be made or attempted by the Respondent, prior to the submission of a recommendation to the State Attorney. A questionnaire, completed by the arresting officer and provided by the Pasco County Sheriff's Office Booking Deputy, may be utilized in placement of a call to arresting officer.
 - e. The Respondent shall ensure tasks, including but not limited to the following, are completed, as part of the detention screening process:
 - 1) Screening of youth based on statutory criteria specified in Sections 985.213 and 985.215, F.S.;
 - 2) Determination to detain or release a youth using the Department's Detention Risk Assessment Instrument (DRAI). This instrument is used to determine if a youth meets detention criteria and to determine whether a youth should be placed in secure or home detention care prior to a detention hearing;
 - 3) Inputting youth data into JJIS, pursuant to Department JJIS Business Rules listed at: <http://www.djj.state.fl.us/partners/data-integrity-jjis/jjis-information>
 - 4) Photographing youth and uploading photo into JJIS;
 - 5) Complete documentation for substance abuse and mental health screenings using Department approved instruments and forms including the PACT Pre-Screen, the MAYSI-2 and Suicide Risk Screening Instrument in accordance with Rule 63N-1.0051, F.A.C. All of these assessment instruments and forms are required.

- 6) Completing a detention admission packet, which includes, at a minimum, the following documents:
- a) The completed DRAI;
 - b) The completed PACT Pre-Screen;
 - c) The completed Suicide Risk Screening Instrument (SRSI);
 - d) A copy of the JJIS face sheet;
 - e) A copy of the Police Report;
 - f) The Home Detention Contract, or petition for detention;
 - g) The signed Authority for Evaluation and Treatment (AET) when the parent or guardian is available;
 - h) Booking photo;
 - i) A completed MAYSI-2;
 - j) A copy of Notification of Rights; and,
 - k) Other documents as required.

NOTE: During the resulting Contract period, the assessment tools may change. The Respondent shall be trained on appropriate usage and completion of any new tools, as directed by Department policy.

- f. When further assessment is indicated by the DJJ SRSI, MAYSI-2, or by the PACT Pre-Screen, or when other information obtained at initial intake suggests the youth is a possible suicide risk, the following must take place.
- 1) If the youth is to be released into the custody of the parent or guardian, the parent or guardian must be informed verbally and in writing that suicide risk findings were disclosed during screening and that an assessment of suicide risk should be conducted by a qualified mental health professional.
 - 2) The parent or guardian must be provided the form entitled "Suicide Risk Screening Parent/Guardian Notification" (MHSA 003 incorporated in Rule 63N-1 and also located in the Forms Library found on the Department's website at <http://www.djj.state.fl.us/partneres/forms-library>). A copy of form MHSA 003, signed by the parent or guardian, is to be permanently filed in the youth's case management record.
 - 3) If the youth is to remain in the custody of the Department, a Suicide Risk Alert is to be immediately entered into JJIS and the youth is to be placed on constant supervision until an Assessment of Suicide Risk is conducted by or under the supervision of a licensed mental health professional as set forth in Rule 63N-1, F.A.C.

6. State Attorney's Office Recommendation

- a. The Respondent's screening staff shall conduct a face-to-face interview with the youth and his/her parent(s)/legal guardian(s), and gather information, when available, to assess the youth's service needs in order to develop the recommendation to the State Attorney.
- b. The Respondent's screening staff shall furnish to the State Attorney's Office a recommendation on each case within twenty-four (24) hours, if the youth is not detained, or within twenty (20) business days, if the youth is detained.
- c. The recommendation to the State Attorney shall thoroughly justify the best course of action for each case considering all aspects of the situation, including the probability the youth will not re-offend if non-judicial action(s) is recommended.
- d. The State Attorney Recommendation shall be submitted separate from the Detention Admission Packet. The recommendation to the State Attorney must be reviewed in advance of submission by the Respondent's supervisor or by Respondent screener, who has been delegated this task.
- e. The Respondent's screening staff shall complete the PACT Pre-Screen forms prior to the development of the recommendation to the State Attorney. These forms provide guidance in making the determination of whether to recommend judicial or non-judicial handling.

7. Processing Pre-Arrest Diversion Eligible Youth for Release
- a. The Respondent's screening staff shall contact the victim to clarify the circumstances of the alleged act, determine if they suffered a loss or injury and obtain the victim's recommendation for disposition such as diversion. The Respondent screening staff shall document victim information on the State Attorney's Office Recommendation form.
 - b. The Respondent's screening staff shall register youth in JJIS and print face sheet.
 - c. The Respondent's screening staff shall conduct Florida Safe Families Network (FSFN) check and document results on contact notes/log and in JJIS case notes.
 - d. The Respondent's screening staff shall conduct an Intervention Assessment, inform youth of the right to counsel and against self-incrimination and of the grievance procedure. The grievance procedure can be initiated by youth/parent/legal guardian/responsible adult, by speaking with the Chief Probation Officer or designee.
 - e. The Respondent's screening staff shall administer the SRSI, MAYSI-2, and the PACT, to determine whether a referral for further assessment or immediate intervention shall be made. The results of all three assessments shall be documented on the PACT Mental Health and Substance Abuse Screening Report and Referral Form. The Respondent shall refer youth directly to the designated assessment provider(s) for the comprehensive assessment using the PACT Mental Health and Substance Abuse Screening Report and Referral Form.
 - f. The Respondent's screening staff shall discharge youth from JJIS and document release time.
8. Parental/Legal Guardian/Responsible Adult Contact
- a. The Respondent's screening staff shall ensure the youth's parent(s)/legal guardian(s) are contacted to:
 - 1) Notify the parent(s)/legal guardian(s)/responsible adult of the youth's location;
 - 2) Encourage the parent(s)/legal guardian(s) to be present while the youth is at the JAC; and
 - 3) Ensure the youth is released to the parent(s)/legal guardian(s), or a responsible adult, when applicable.
 - b. At a minimum, the Respondent's screening staff shall ensure staff document attempts to contact the parent(s)/legal guardian(s)/responsible adult.
 - c. The Respondent's screening staff shall ensure staff complete the Department's Affidavit of Release to a Responsible Adult (Exhibit 2) for each youth released from the JAC and not eligible for detention at the Department's Regional Juvenile Justice Detention Center.
9. Transportation
- a. Transportation services for youth to the JAC for detention screening, are provided directly by law enforcement agencies, as arranged through cooperative agreements. Law enforcement will transport youth to the JAC facility.
 - b. Any juvenile meeting detention criteria are provided secure transportation from the JAC to the local Detention Center solely by the Department's Detention Center staff. This will only occur at times conducive to admitting youth to the local Detention Center, as determined by the local Detention Center. A schedule for pick up shall be provided to the JAC Administrator (Pasco County Sheriff's Office) with the protocols for requesting pick up by local Detention staff.
 - c. Under no circumstances shall a youth meeting criteria for secure detention be transported and/or dropped off by the JAC administration staff or detention screening staff at the local Detention Center. If there is a medical or mental health emergency, the staff shall contact 911.

- d. The Respondent's staff shall ensure family members are contacted and requested to drive juveniles not meeting secure detention criteria back to their home.
- e. The Respondent's staff at the JAC shall not transport non-detained youth as a regular facility function. However, if transportation for a youth not meeting the criteria for home detention is deemed necessary, JAC staff will adhere to the JAC facilities approved transportation policy and procedures, which must be approved by the Department's Contract Manager for the resulting Contract.
- f. The Respondent's screening staff shall arrange for the transportation of released youth to the youth's home or an approved shelter, if the youth was not released in six (6) hours or less to the parent/responsible adult.

10. File/Court Packets

- a. The Respondent's screening staff shall develop youth file/court packets for the court, the Department, the State Attorney, the youth's attorney of record, and the Regional Juvenile Detention Center, for detained youth. The Respondent's screening staff shall retain one (1) copy of the complete file.
- b. The Respondent's screening staff shall provide the Juvenile Detention Center with Court packets to deliver to the Court daily in the manner prescribed by the Court. The Respondent's screening staff shall scan each packet upon completion to the assigned JPO and JPOS.

11. Case Management Services

The Respondent's screening staff shall ensure the provision of case management services to youth who receive services through the JAC that includes, but is not limited to:

- a. Coordination with Department JPO's, Detention Services staff, the courts and other community-based agencies providing services to Department youth to ensure all service providers are aware of the arrest and charges against the youth. This includes referral to the Department of Children and Families when the youth is dependent.
- b. The Respondent shall have a minimum of one (1) staff attend the Pasco County, Sixth Circuit Court detention/advisory hearings on weekends and holidays and represent the Department.

12. Data Collection and Reporting Services

- a. The Respondent's screening staff shall provide Data Collection and Reporting Services that shall include, but are not limited to:
 - 1) Documentation of youth information in the Department's JJIS;
 - 2) Documentation of the completion of all required intake and detention screening forms;
 - 3) Documentation of the length of time each youth was held at the JAC for intake and screening;
 - 4) Documentation of the total number of youth screened;
 - 5) Documentation of the total number of youth referred to the Department for Detention, released to his/her home, and the total number of youth referred to shelter;
 - 6) Development and distribution of statistical reports generated by data collection to the Department and JAC services agencies; and
 - 7) Other data collection and statistical reports, as required or requested by the Department.
- b. The Respondent's screening staff shall Inputting youth data into the JJIS, pursuant to Department JJIS Business Rules listed <http://www.djj.state.fl.us/partners/data-integrity-jjis/jjis-information/>

B. Limits Within Services Must be Provided

Services shall be limited to youth presented to the JAC by local law enforcement, who are alleged to have committed a delinquent act, and who meet the minimum criteria for admission to the JAC.

C. Staffing/Personnel

The Respondent's screening staff 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.

1. Staffing Levels

The Respondent's screening staff shall employ the following staff to ensure provision of detention screening services for two (2) shifts (7:00 AM to 3:00 PM and 3:00 PM to 11:00 PM) seven (7) days a week including holidays, as required under the terms and conditions of this Contract:

- a. One (1) FTE Detention Screener Supervisor to serve as a supervisor for Detention Screeners; and
- b. Four (4) FTE Detention Screeners to perform screening services for youth admitted to the JAC.

2. Staffing Qualifications

Program staff must be at least nineteen (19) years of age and pass the Department's Background Screening. The following minimum qualifications are required for each of the following positions prior to the provision of services to Department youth:

- a. Detention Screener Supervisor: The individual in this position shall possess a Bachelor's Degree from an accredited college or university and three (3) years of professional experience working with youth in criminal justice, social services, or education. A Master's Degree from an accredited college or university in criminal justice or social services can substitute for one (1) year of the required work experience. The Detention Screener Supervisor is a full time position, and shall: supervise Detention Screener performance; develop schedules to ensure coverage from 7:00 AM through 11:00 PM, seven (7) days per week; review youth files/packets prior to distribution; ensure all staff providing services to Department youth have successfully completed training; communicate with the State Attorney's Office when youth meet mitigation criteria; contact the youth's JPO/or case manager, when applicable; and ensure youth have been advised of their of rights and have completed the medical clearance and booking process. The Detention Screener Supervisor will be responsible for ensuring youth information is entered accurately into JJIS in a timely manner.
- b. Detention Screener: Individuals in this position are required to possess a high school diploma or its equivalent and have two (2) years' experience working with youth. Screeners are responsible for conducting screening activities using the Department's approved forms and procedures and preparing a youth file packet for the court, the State Attorney, the Department's Circuit Office, the youth's attorney, and the Department's Regional Juvenile Detention Center, when the youth meets detention criteria. The screener shall contact the JPO/case manager, when applicable, advise the youth of his/her rights and complete the Detention Screening Log.
- c. Exceptions to Above Qualifications: The Department may consider staff who do not meet the minimum education and professional experience qualifications listed above, upon receipt of a written request from the Respondent which includes name, education, professional experience and a statement to support an exemption from the above qualifications. The Respondent shall submit the request to the Department's Contract Manager for the resulting Contract and the Circuit 6 Chief Probation Officer. The Department may waive the minimum qualifications on a case-by-case basis in writing when the candidate possesses extensive knowledge and experience providing direct services to delinquent and/or dependent youth.
- d. Changes in Staff Qualifications: The Respondent shall provide a written request to the Department's Contract Manager for the resulting Contract and Circuit 6 Chief Probation Officer, to request a waiver of the above professional qualifications. Waivers of the above professional qualifications shall be granted only when it is determined to be in the best interest of the Department, and be approved in writing by the Regional Director and the Chief Probation Officer.

3. Staff Schedule/Sign-In Log
 The Respondent shall ensure a sufficient level of staff is available to provide services for two (2) shifts (7:00 AM to 3:00 PM and 3:00 PM to 11:00 PM) seven (7) days a week, including holidays.
- a. Weekly Shifts
 To ensure a sufficient level of staff is available to provide services for two (2) shifts (7:00 AM to 3:00 PM and 3:00 PM to 11:00 PM) seven (7) days a week, including holidays, the Respondent shall ensure that a Detention Screener Supervisor or a Senior Detention Screener is present for each eight (8) hour day shift to ensure paperwork is reviewed prior to court submission. A Detention Screener is designated to be the Senior Detention Screener, at the discretion of the Detention Screener Supervisor. In addition, a Detention Screening Supervisor should be available to be contacted by Provider staff during the shift he/she is not working to answer questions, if necessary.
 - b. Monthly Schedule
 The Respondent shall provide a monthly staffing schedule to the Chief Probation Officer of Circuit 6 or designee of all staff assigned to provide services. Changes to the schedule may be made upon mutual agreement of the Chief Probation Officer and the Respondent.
 - c. Staff Sign-In Log
 The Respondent shall develop and maintain a sign-in log for Respondent staff to utilize to sign in and out to document hours worked. Copies of the sign-in log shall be provided to the Department's Contract Manager for the resulting Contract, with the monthly invoice.
4. Staff Training
 The Respondent is required to utilize the Department's Learning Management System for tracking training provided through the on-line Learning Management System.
- a. This is considered a Contracted Non – Residential Staff program under the Direct Care Staff Training Rule. All Respondent direct care staff shall receive training consistent with the Department's Direct Care Staff Training Rule 63H-2.004, F.A.C., prior to having supervisory responsibility for Department youth, and complete in-service training requirements.
 - b. The following trainings need to be completed by all staff prior to having direct contact with youth:
 - 1) PAR;
 - 2) CPR/First Aid;
 - 3) Professionalism (Ethics);
 - 4) Suicide Prevention; and
 - 5) Emergency Procedures.
 - c. In addition, staff performing screening duties shall successfully complete the Department's curriculum for detention screening, JJIS, PACT, DRAI, Trauma Informed Care, and Civil Rights training.
 - d. PREA Training
 - 1) DJJ has a PREA policy and procedure, FDJJ 1919, which outlines the Department's approach to preventing, detecting and responding to sexual abuse and harassment. To ensure that anyone who could come in contact with youth abides by our zero-tolerance policy for sexual misconduct, all employees, volunteers, and contracted providers are required to take the PREA on-line course every two (2) years.
 - 2) In the spirit of enhanced safety, a new PREA course has been added to the Department's Learning Management System, which includes a certification component that employees, volunteers and contracted Providers can use to document their understanding of PREA and completion of the class.
 - 3) All Respondent staff and subcontractors shall take the PREA course as soon as possible and return the original certificate of

completion to the office responsible for maintaining their official personnel file.

- e. Training shall be specific to the functions and responsibilities of each staff member. Training must be provided by qualified personnel for the specific topic. 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 Contract Manager for the resulting Contract.
- f. All staff and subcontracted staff delivering services to Department youth must have in his/her personnel file, maintained by the Respondent, documentation demonstrating successful completion of Department required training, documentation of required training for the service to be provided, documentation of a background screening conducted by the Department's Office of the Inspector General, and the minimum education and professional qualifications for the applicable position. Documentation of Department's Learning Management System training shall be entered into the Department's Learning Management System or provided to the Department's Contract Manager for the resulting Contract. Copies of completion of other training shall be provided, upon request from the Department's Contract Manager for the resulting Contract.

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 for the resulting Contract, 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 for the resulting Contract.
- d. The Respondent shall notify the Department's Background Screening Unit when their employee or subcontractor employees are no longer providing services under the resulting Contract.

6. Additional Respondent Staff Requirements

The Department reserves the right to require the Respondent to immediately remove a staff member from a duty assignment, and/or bar the staff member/subcontractor from further service under the terms of the resulting Contract, at the discretion of the Department. The following are reasons for staff dismissal and/or immediate removal of a Respondent staff/subcontractor individual from providing services at the JAC:

- a. Improper conduct;
- b. Willful violation of laws or rules;
- c. Abuse of position;
- d. Failure to perform or to follow instructions;
- e. Insubordination;
- f. Falsification of records;
- g. Negligence;

- h. Failure to properly identify oneself;
- i. Divulging confidential information or unauthorized release or destruction of records;
- j. Failure to respond or provide truthful information during an internal investigation;
- k. Sexual harassment;
- l. Harassment based on race, color, national origin, religion, disability, age or marital status;
- m. Failure to maintain a professional relationship with juveniles who are in the care or custody of the JAC, with members of their families, or with visitors
- n. Violence, fighting, or horseplay;
- o. Threatening or abusive language or actions;
- p. Willful treatment of a juvenile in a cruel or inhumane manner;
- q. Failure to report to immediate supervisor the knowledge of any criminal charge having been filed against employee or the knowledge of any law or ordinance;
- r. Failure to make required reports;
- s. Convictions or agreements relating to certain crimes;
- t. Rudeness or display of uncooperative or antagonistic behavior to the public;
- u. Use of offensive language or gesture while engaged in performance of official duties;
- v. Destruction or abuse of JAC property or equipment;
- w. Disruptive conduct;
- x. Sleeping or inattentiveness on duty;
- y. Leaving work area or duty assignment without authorization;
- z. Violation of safety practices;
- aa. Retaliation against any individual for having exercised any lawful right;
- ab. Failure or inability to perform assignment duties;
- ac. Substance abuse; or
- ad. Consecutive non-performance concerns.

D. Service Location and Times

1. Service Location

Detention Screening Services shall be provided at the Circuit 6, Pasco County Regional JAC, 10201 Central Boulevard, Land O'Lakes, Florida, 34637. The JAC facility is operated by the Pasco County Sheriff's Office.

2. Service Times

The Respondent shall ensure staff provides detention screening/intake, at the Pasco County JAC three hundred sixty-five (365) days per year (three hundred sixty-six (366) days during leap year), seven (7) days per week, for two (2) eight hour shifts a day (7:00 AM to 3:00 PM and 3:00 PM to 11:00 PM). This does include all holidays.

3. Changes in Location/Times

Any changes in the location/times for services shall be provided

E. Property and Facility Standards

The Respondent shall meet all Property and Facility Standards requirements stated in Attachment A-1, section III., E., Property, of this ITN.

IV. SERVICE UNITS/DELIVERABLES

To become eligible for payment for Detention Screening shifts, the Provider shall provide detention screening/intake services, three hundred sixty-five (365) days per year for two (2) shifts (7:00 AM to 3:00 PM and 3:00 PM to 11:00 PM), as specified, consistent with the minimum requirements contained in this Attachment.

V. REPORTS

- A. The Department will require progress or performance reports throughout the term of the resulting Contract. The Respondent shall complete reports and submit as required to become eligible for payment. In addition to the reporting requirements listed in Attachment A-1, the Respondent shall be required to submit the following:
- 1. Youth Census Report (Detention Screening Specific)

A complete list of youth's who were provided services required under the terms and conditions of the resulting Contract, during the service period detailed on the invoice shall be exported from JJIS and furnished with the invoice. At a minimum, the Census Report shall include the youth's name, Juvenile Justice identification number, referral date, the referring JPO's name, admit and release date of service, and the service required by the Contract, that was provided. Format to be approved by Department's Contract Manager for the resulting Contract.

2. Monthly Staff Hours Summary Report and Sign in Log
The Respondent shall submit, with the invoice, a summary report of all staff hours worked, by position, documenting the total number of hours submitted on the invoice. The format of this report shall be approved by the Department's Contract Manager for the resulting Contract. In addition, copies of the staff sign-in log shall be provided with the monthly invoice.
3. JAC Admissions Report
The Respondent shall submit to the Department's Contract Manager for the resulting Contract, on a monthly basis, a report detailing the name of the youth, JJIS identification number, time of admission and time of release.
4. Six (6) Hour Admission/Release Report
The Respondent shall submit a report, weekly as specified below, to the Chief Probation Officer for Circuit 6, detailing the name of the youth, JJIS identification number, time of admission and release the youth was released to (parent, detention, etc.), and the reason why the youth was not released within six (6) hours of admission, when applicable.
5. Ad Hoc Reports
The Respondent shall provide the Department ad hoc reporting upon request of the Department's Contract Manager for the resulting Contract or designee.

REPORT LIST	FREQUENCY	DUE DATES	DUE TO DEPARTMENT
Youth Census Report (Detention Screening Specific)	Monthly	10 th day of the following reporting month	Contract Manager
Monthly Staff Hours Summary Report and Sign in Log	Monthly	10 th day of the following reporting month	Contract Manager
Six (6) Hour Admission/Release Report	Weekly	Each Monday for the previous week (Sunday through Saturday)	Circuit 6 Chief Probation Officer & Contract Manager
JAC Admissions Report	Monthly	The Monday following the end of the reporting month	Circuit 6 Chief Probation Officer and Contract Manager
Ad Hoc Reporting	Upon Request	As Requested	As Requested

- B. 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 for the resulting Contract will approve or reject deliverables and reports.

VI. PERFORMANCE MEASURES

A. Performance Outcomes/Evaluation

Listed below are the key Performance Measures, 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 measures and standards (level of

performance) are met. Performance shall be measured, beginning the second month after which service has been fully implemented.

1. GOAL: 100% of youth admitted to the Detention Screening Unit shall have a completed DRAI.
 MEASURE: This percentage shall be calculated by dividing the number of DRAI's conducted by the number of youth admitted to the Detention Screening Unit. This data is available in JJIS or from the Respondent.
 STANDARD: 100% of youth admitted to the Detention Screening Unit shall have a completed DRAI conducted.
2. GOAL: 100% of youth receiving a detention screening shall be out-processed within six (6) hours from the time of entry at the Detention Screening Unit, or have documentation of the Respondent's effort to ensure the youth was processed and released within six (6) hours after they were accepted for admission.
 MEASURE: This percentage shall be calculated by dividing the number of youth out-processed within six (6) hours of entry at the Detention Screening Unit (or documentation of the Respondents effort to do so) by the number of youth entering the Detention Screening Unit. The Respondent submits this data to the Department's Contract Manager for the resulting Contract in a monthly report.
 STANDARD: 85% of youth receiving a detention screening shall be out-processed within six (6) hours from the time of entry at the Detention Service Unit, or have documentation of the Respondent's effort to ensure the youth was processed and released within six (6) hours after they were accepted for admission.

B. Outcome 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, and quality improvement inspections and deliver findings in applicable reports.
2. The evaluation will use the process and outcome data collected throughout the duration of the contract to determine the effectiveness of the 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.

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

- I. SOLICITATION NUMBER** ITN #10517
- II. SOLICITATION TYPE** Invitation to Negotiate: The Department is issuing this ITN to obtain replies and further negotiate with a Respondent to provide and operate Substance Abuse Services and Detention Screening Services in Pasco County. This will include provision of a Respondent-owned leased facility for Substance Abuse service delivery and detention screening staff for services for two (2) shifts at the Pasco County Juvenile Assessment Center (JAC) operated by the Pasco County Sheriff's Office. Interested Respondents shall be licensed for the provision of Substance Abuse Intervention and Treatment services, pursuant to Florida Administrative Code (F.A.C.) as specified in this ITN, and shall be fully staff and trained to begin provision of all services by the start of the resulting Contract.
- III. PROCUREMENT OFFICE** Christopher Morris, 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) 717-2616
Fax #: (850) 414-1625
E-Mail Address: Christopher.Morris@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, August 30, 2017	COB	Release of solicitation	My Florida.com web site http://www.myflorida.com/apps/vbs/vbs_www.main_menu
Friday September 8, 2018	10:00 AM EDT		

		MANDATORY Site Visit (for state-owned / leased facilities only)	See Section IV.D., below, for site visit information.
Friday, September 15, 2017	COB	Solicitation Question Deadline – this is the last date and time written questions will be accepted Deadline for Submission of Intent to Respond (Attachment N)	Send to Christopher.Morris@djj.state.fl.us
Friday, September 25, 2017	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_main_menu under the solicitation #10517.
Thursday, October 5, 2017	2:00 PM EDT	Written Replies Due and Opened	Attention: Christopher Morris, Procurement Manager DJJ Bureau of Procurement and Contract Administration 2737 Centerview Drive, Suite 1100 Tallahassee, FL 32399-3100
Friday, October 13, 2017	9:00 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 9075229919# 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-eight (48) hours of briefing.
Tuesday, October 31, 2017	2:30 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 9075229919# 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-eighty (48) hours of the debriefing.

Tuesday, November 14, 2017	9:30 AM EST	<p>Debriefing #2</p> <p>Meeting of the Evaluation Team to determine number of Respondents to move forward to Negotiations</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 9075229919# when directed.</p> <p>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>
Tuesday, December 5 – Thursday, December 7, 2017	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>
Wednesday, December 13, 2017	3:00 PM EST	<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 9075229919# when directed.</p> <p>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, December 20 – Thursday, December 21, 2017	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, January 2, 2018	3:00 PM EST	<p>Debriefing #4</p> <p>Meeting of Negotiation Team to determine Respondent(s) that will move forward to round 3 negotiations, or to be part of the</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 9075229919# when directed.</p>

		Comparative Analysis Tool (if applicable) <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.
Thursday, January 4 – Friday, January 5, 2018	TBD	Negotiations – Round Three (optional) (not open to the public but recorded)	Negotiations are anticipated to be held in Tallahassee, Florida. Final location subject to change at Department discretion.
Friday, January 12, 2018	10:30 AM EST	Debriefing #5 Meeting of Negotiation Team to determine Respondent(s) that will move forward and be part of the Comparative Analysis Tool (if applicable) <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 9075229919# 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.
Tuesday, January 16, 2018	2:30 PM EST	Debriefing #6 Meeting of Negotiation Team to complete Comparative Analysis Tool to determine which Respondent moves to Memorandum of Negotiation (MON) <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 9075229919# 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, February 1, 2018	1:00 PM EST	Debriefing #7 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 ????# 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, February 12, 2018	COB	Anticipated posting date of Notice of Final Agency Decision	MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_main_menu

		(Anticipated Date of Contract Award)	
April 1, 2018		Anticipated Contract Execution Date	

- 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. Site Visit(s)/Inspections
1. Department Owned Building Site Visit: For the Detention Screening Services component at the Pasco County JAC: It is **MANDATORY** that the Respondent attends the Department site visit at the Department-owned building located at 10201 Central Boulevard, Land O'Lakes, Florida, 34637, AND signs the official ITN sign-in sheet to verify attendance. The site visit will be held at the Department facility(s) at the date and time specified in the Calendar of Events (Section IV. B.) For driving directions to the facility for the site visit, please use one of the websites listed below:
<http://maps.yahoo.com/py/ddResults.py?Pyt=Tmap>
<http://www.mapquest.com/directions/>
 Please insert the street address of point of origin (departure) and the address of the facility to obtain driving directions. If there are any questions regarding the site visit, the Respondent should direct those questions to the Procurement Manager named in Section III of this Attachment.
 2. Provider Owned/Leased Facility Site Visit Inspection for the Substance Abuse Program Services Component:
 - a. 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.
 - b. The 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.
 - c. After completion of the inspection, the Department shall address any specific deficiencies in a written report and may allow the proposed Respondent 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 Respondent as non-responsible and the Department will award to the second highest ranking Respondent. The Department must approve the proposed sites/facilities prior to posting the Final Agency Decision for the ITN.
- E. Department's Official Answer to Questions

The Department's official response to all written questions will be posted at: http://www.myflorida.com/apps/vbs/vbs_main_menu 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 time and date 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-number necessary to complete all applicable actions below) to decide on any of the following possible courses of action as appropriate to the solicitation process:
 - a. The number of Respondents to move to another round of negotiation;
 - b. If the team is ready to complete the Comparative Analysis Tool (Attachment J), if applicable (see #5 below);
 - c. To complete the Comparative Analysis Tool (Attachment J);
 - d. If the team is ready to complete the Memorandum of Negotiation;
 - e. 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 a previous Debriefing; or,
 - f. To recommend award of the resulting Contract.
4. The team can continue with multiple rounds of negotiations until it reaches a point where no further negotiations are necessary to make a decision.
5. For more information about the Comparative Analysis Tool, see Attachment F., section E. 1.
6. Additional information on the negotiation process is contained in Attachment F of the ITN.

H. Negotiations

1. The Department shall require one (1) 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. Respondents are no longer moved forward in ranking order after round one Negotiations are completed.
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_www.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 double 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 attends the Department site visit at the Pasco County JAC and sign in on the sign in sheet at the visit.
- D. 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 all required attachments and letters as required for the Respondent's proposed owned/leased site in Circuit 6, for Substance Abuse Services.
- E. It is **MANDATORY** that the Respondent submit a signed Attachment H - Budget Non-Residential (without Major Maintenance Fund) December 2016 (number 2). Prices shall be expressed as two (2) decimal places.
- F. It is **MANDATORY** that the Respondent submit a signed copy of Attachment S, Price Sheet. The price on Attachment S must include all services, materials and labor necessary to complete the specified services. Prices shall be expressed as two (2) decimal places.
- G. It is **MANDATORY** that the Respondent submit a completed Attachment O (ITN Reply Cross Reference Table).
- H. It is **MANDATORY** that the Respondent submit a completed Attachment R, Client Contact List, with a minimum of three (3) client contacts, as a part of Volume 1, Tab 1, of the reply to the ITN.
- I. It is **MANDATORY** that the Respondent submit a completed and signed Attachment Q, Certification of Experience, 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 Substance Abuse Services and Detention Screening Services, as specified in this ITN.
- J. 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 D, "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 Non-Residential (without Major Maintenance Fund) December 2016 (number 2), and two (2) copies of the Respondent's Volume 2 reply.
 - c. An original (which shall also be identified as "Original" on the cover) and two (2) copies of their Volume 3 reply; AND
 - d. A CD-ROM that contains the complete reply (Volumes 1, 2 and 3) 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. The Attachment H must be submitted in Excel at a minimum. It is the intention of the Department to use the CD-ROM for purposes of electronic storage of the submission, so it must contain the complete reply.

OR
 2. Electronic Reply
 - a. A CD-ROM that contains the complete reply (Volumes 1, 2 and 3) 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. The Attachment H must be submitted in Excel at a minimum. It is the intention of the Department to use the CD-ROM for purposes of electronic storage of the submission, so it must contain the complete reply.
- 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, 2 and 3.
- 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 via e-mail at Christopher.Morris@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 the issuance of 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 Respondent who had been moved forward to the most recent round of negotiations, 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 next Respondent fail to execute a Contract, the Department may (1) attempt to contract with a previous Respondent(s) 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) MyFloridaMarketPlace (MFMP) 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 begin on **April 1, 2018**, and shall end at **11:59 p.m. on March 31, 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 resulting Contract will be a fixed price/unit rate Contract.

1. Substance Abuse Services will be paid on a fee schedule with fixed rates per deliverable.

2. Detention Screening Services will be paid on fix rate per shift basis for two (2) shifts per day times three hundred sixty-five (365) days a year, with the exception of leap year which shall include two (2) extra shifts for leap day. Proposed Rates shall be inclusive of all costs to provide services.
3. 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 Act (FSAA) 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. The Department has identified available funding for this ITN in the amount of **\$663,416.30** annually and no additional funding is contemplated. Rates for deliverables, annual amounts for each service component and service tasks and time frames may be negotiated.
- B. 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/.
- C. The Department reserves the right to negotiate a Contract for each service component on a fee schedule basis for Substance Abuse Services and an hourly rate for staff for Detention Screening Services. The final funding available for the resulting contract total, and each service component 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 Contract, the Provider expressly agrees to the imposition of financial consequences as outlined below, in addition to all other remedies available to the Department by law.
 - Total value of the contract X 0.1% = Financial Consequences. 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 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, 2, or 3 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 the following information:

1. The Respondent's official name (the company name), address, telephone number, email address, 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, email 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 *(insert Respondent's name)* is not listed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel; the Scrutinized Companies with Activities in Sudan List; the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; or has been engaged in business operations in Cuba or Syria (pursuant to Florida Statutes 215.472, 215.4725, 215.473, and 287.135).

B. Cross Reference Table - Volume 1, Tab 1

In order to assist the Respondent in its development of a responsive submittal (i.e. reply, proposal), 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 Reply - Volume 1, Tab 2

1. Written Narrative Reply on Vendor Eligibility and Qualifications

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 seventy (70) 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.

2. The Respondent shall provide documentation, as requested and outlined in Attachment O, Cross Reference Table. Please note that it is insufficient for replies to merely reiterate the Services to be Sought.

E. Presentation (included with Negotiations)

The Presentation must be presented at the beginning of round one 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.

1. Discuss your past experience providing both Substance Abuse Services and Detention Screening Services, as sought by this ITN.
2. Present an overview of the proposed Contract, specifically how Substance Abuse Services will be delivered, and the Detention Screening process.
3. Provide information on the difference in Substance Abuse Services for treatment vs. intervention and how that determination will be made.
4. Describe in detail the evidence-based substance abuse treatment(s) to be provided (including MET/CBT), as required, as well as other treatment curriculums and the evidence-based interventions. Include information on frequency, duration, groups and fidelity.
5. Describe how your proposed staffing for substance abuse services, including licensed professionals and un-licensed staff will be supervised and discuss caseloads and job responsibilities.
6. Describe your proposed staffing for detention screening, including who will be supervising staff on each shift and discuss job responsibilities.
7. Discuss your proposed implementation plan to provide services to youth by the anticipated start date of the resulting Contract.

F. Financial Proposal (Volume 2)

1. Price – Volume 2, Tab 1

It is **MANDATORY** that the Respondent shall provide a price for the services by returning a completed and signed copy of the Department's Attachment S, Price Sheet, that proposes a maximum Contract dollar amount that is at or below the maximum Contract dollar amount stated in the ITN. The price must include all services, materials, and labor necessary to complete the Services to be Sought in Attachments A, A-1, and A-2, as described in this ITN and the Respondent's reply. This price shall be expressed as two (2) decimal number prices.

2. Budget – Volume 2, Tab 2

It is **MANDATORY** that the Respondent shall complete and submit Attachment – H- Budget Non-Residential (without Major Maintenance Funds) December 2016 (2) found at <http://www.djj.state.fl.us/partners/procurement-and-contract-administration>.

3. 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 a Supplier Evaluation Risk (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 by clicking the website noted for Attachment I (Supplier Qualifier Report Request) and follow the directions in the Attachment. The Respondent shall pay D&B to send the Supplier Qualifier Report (SQR) to the Respondent and the Department through electronic means. The cost of the preparation of the D&B report shall be the responsibility of the Respondent. In addition, it is the duty of the Respondent to ensure the timely submission of a D&B report that accurately reflects the proposing entity. If the Department cannot determine on the face of the documents that the SQR report is that of the proposing entity, then the Department may disqualify the submission. Respondents are advised to allow sufficient time before the 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 ITNs reply due date is within twelve (12) months of the Respondent's last audited financial statement. The period of time for which the letter is valid will be based off the date the Respondent's audit was completed.
4. Certified Minority Business Enterprise (CMBE) Utilization Plan – Volume 2, Tab 3
 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**

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 evaluation process.
4. Financial Viability Mandatory Evaluation Criteria.
 - a. It is **MANDATORY** that the Respondent submits financial documentation, as described in Attachment B, 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 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 = 2,046 points

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	MAXIMUM POINTS PER SECTION
WRITTEN REPLY EVALUATION CRITERIA	
1. <u>Transmittal Letter (MANDATORY REQUIREMENT)</u>	0
2. <u>Written Narrative Reply – Respondent Eligibility and Qualifications</u>	
A. Introductory Statement	0
B. Management Competencies and Capabilities	75
C. Overview of Minimum Service Requirements, Attachments A-1 and A-2	90
D. Understanding the Types of Youth Needing Substance Abuse Services	96
E. Diagnostic Substance Abuse Evaluation and Reports	150
F. Individualized Substance Abuse Treatment Plan and Intervention Treatment Plan	120
G. Evidence Based Services for Substance Abuse Treatment and Other Treatment Services	150
H. Intervention Services	75
I. Evidence-Based Services System Data Entry	75
J. Case Management for Intervention Services	120
K. Discharge/Termination of Substance Abuse Services	75
L. Staffing & Personnel – Substance Abuse Program Services	150
M. Booking/Admission (Detention Screening Services)	120
N. Screening and Intake	180
O. Detention Admission Packets	90
P. State Attorney Recommendation	105
Q. Plan for Discharge and Transportation of Youth Home	45
R. Attendance at First Court Appearances	60
S. Six (6) hour Release Requirement	150
T. Staffing & Personnel – Detention Screening	120
<u>Maximum Subtotal Written Narrative</u>	2,046
TOTAL MAXIMUM POINTS AVAILABLE WRITTEN NARRATIVE REPLY	2,046

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 for an overall total score for written replies.
4. Based on the total maximum points scored for the Written Narrative, the Procurement Manager will determine a ranking of Respondents, with the Respondent scoring the highest cumulative points receiving a ranking of “1”, the second highest a ranking of “2”, etc. 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 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 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.
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 all Negotiations, the team will determine which Respondent(s) can successfully move forward to the next step in the ITN process.
 - 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 will 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.
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 next Respondent without posting of an additional Notice of Agency Decision or Addendum;
 - 1) If the Department and a previous Respondent fail to execute a Contract, the Department may (1) attempt to contract with another previous 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 double click on the ITN number. Call the Department's Procurement Manager at the telephone number listed in Attachment B, Section III, if you have 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), without having to post another Notice of Award.
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. Re-Open Solicitation due to Unsuccessful Contract Performance

The Department may re-open a solicitation if the awarded Respondent who executed a contract with the Department fails to successfully perform the required services within the first twelve (12) months of the contract. The Department will contact the Respondent(s) who last participated in negotiations (and who is not the awarded Respondent who failed to perform) and determine if they are able/agreeable to re-opening negotiations with the Department for the desired services.
12. Site Visit(s)/Inspections

Substance Abuse Services Facility Inspections:
It is **MANDATORY** for the Respondent to complete Attachment T, Facility/Site Requirements Certifications/Attestation for Respondent's Proposing use of their Owned/Leased Facility for Substance Abuse Services in Pasco County, proposing a Respondent owned/leased facility for Substance Abuse Treatment Services. Site Inspection for Respondent owned/leased facilities will be held by the Department, in accordance with Attachment T, of this ITN. This is a **MANDATORY** requirement.

Detention Screening Services:
The Respondent must attend the Department site visit at the Pasco JAC run by the Pasco County Sheriff's Office, to review the Detention Screening Unit space and equipment. This is a **MANDATORY** requirement.

ATTACHMENT G

SAMPLE CONTRACT

THIS DOCUMENT IS AVAILABLE ONLINE AT THE WEBSITE PROVIDED ON PAGE 1 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				
ITN DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)			LOCATION IN ITN REPLY (TO BE COMPLETED BY RESPONDENT)	
SECTION/PART	SUBJECT	MANDATORY CRITERIA (X FOR YES)	SPECIFIC PAGE NUMBERS LISTED INDIVIDUALLY	SECTIONS/PARTS
	GENERAL REPLY REQUIREMENTS			
<p>PLEASE NOTE: General Reply Requirements that are checked as Mandatory Criteria must be provided by the Respondent to be considered responsive to this ITN. Failure to provide the required mandatory documentation will result in a reply not being evaluated and rejected as non-responsive.</p>				
Attachment B, Section V. G and Section XX. B.	MANDATORY - Cross Reference Table (Attachment O)	X		
Attachment B, Section V. B. and Section XX. A.	MANDATORY - Transmittal Letter containing all the information as required by Attachment B, Section XX., A.	X		
Attachment B, Section V. I.	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 Substance Abuse Services to at-risk and/or delinquent youth. In addition, the Respondent shall indicate past experience providing Detention Screening Services.	X		
Attachment B, Section V. H.	MANDATORY - Attachment R (Client Contact List) shall be submitted with a minimum of three (3) client contacts identified.	X		
Attachment B, Section V., F. and Section XX. F.1.	MANDATORY - Attachment S, Price Sheet. A completed & signed copy of the Attachment S shall be submitted with the proposal. The price must include all services, materials, and labor necessary to complete the specified services. This price shall be expressed as two (2) decimal number price.	X		

ATTACHMENT O ITN REPLY CROSS REFERENCE TABLE				
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SECTION/PART	SUBJECT	MANDATORY CRITERIA (X FOR YES)	SPECIFIC PAGE NUMBERS LISTED INDIVIDUALLY	SECTIONS/PARTS
Attachment B, Section V. D.	MANDATORY – Attachment T, Facility/Site Requirements Certification and Attestation – The Respondent shall sign and submit with the Transmittal Letter, in Volume 1, Tab 1, Attachment T, with attachments and letters as required, for the Respondent’s proposed Owned/Leased Site, in Circuit 6.	X		
Attachment B, Section V. E. and Section XX. F.1. a.	Attachment H - Budget (without Major Maintenance Fund) December 2016 (number 2). Prices shall be expressed as two (2) decimal places.	X		
Attachment B, Section XX. F.3.	MANDATORY - Financial documentation to determine financial viability.	X		
Attachment B, Section XX. F.4.	Certified Minority Business (CMBE) Utilization Plan			
Attachment B, Section XX. C.	Certificate of Drug-Free Workplace			
PLEASE NOTE: TECHNICAL RESPONSE (SUGGESTED DOCUMENTATION) PLEASE SEPARATE YOUR RESPONSE TO EACH QUESTION BY THE SPECIFIC COMPONENT BEING ADDRESSED.				
	WRITTEN NARRATIVE REPLY			
	a. INTRODUCTORY STATEMENT			
Attachment B, Section XX.D.1, a.	Provide an introductory statement of your organizations proposed strategies, processes and methodologies that will be used to achieve the goals of 1) the Substance Abuse Services Program and 2) to ensure Detention Screening Services, a critical service at the JAC will be delivered in accordance with the requirements of this			

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	ITN. There are no points awarded for this Category #1.			
	b. MANAGEMENT COMPETENCIES AND CAPABILITIES			
Attachment B, Section XX., D., 1., b.	Describe your company's management capability to manage service delivery for both the 1) Substance Abuse Program and the Detention Screening Services. Provide a copy of your corporate organizational chart and description of the organizational structure at 1) the Substance Abuse Program and 2) the Detention Screening Services, that indicate sufficient management capability to perform or provide oversight of the services required. 3) Describe the internal quality improvement process utilized to identify problems and improve processes.			
	c. OVERVIEW OF MINIMUM SERVICE REQUIREMENTS, ATTACHMENTS A AND A-1			
Attachments A-1 and A-2	Describe your organization 's understanding and approach to tasks that will ensure compliance with the minimum service requirements for each service component set forth in the ITN, including all rules and regulations, specifically addressing all sections of Attachment A-1 and A-2 of the ITN document.			
	d. UNDERSTANDING THE TYPES OF YOUTH NEEDING SUBSTANCE ABUSE SERVICES			

ATTACHMENT O ITN REPLY CROSS REFERENCE TABLE				
ITN DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)			LOCATION IN ITN REPLY (TO BE COMPLETED BY RESPONDENT)	
SECTION/PART	SUBJECT	MANDATORY CRITERIA (X FOR YES)	SPECIFIC PAGE NUMBERS LISTED INDIVIDUALLY	SECTIONS/PARTS
Attachment A-1 Section I., Section II., B. and Section III., A., 1. – 3.	Describe your understanding of the juvenile justice system and at-risk youth and youth needing treatment. Describe your approach to ensuring youth receive necessary and appropriate substance abuse services, specifically treatment or intervention services as determined necessary through screening and diagnostic evaluations as set forth in Rule 65D-30, F.A.C.			
	e. DIAGNOSTIC SUBSTANCE ABUSE EVALUATION AND REPORTS			
Attachment A-1, Section III., A., 1. – 3.	Describe your process for developing the Diagnostic Substance Abuse Evaluations, along with the time frames required for report submission. Provide a redacted sample evaluation report.			
	f. INDIVIDUALIZED TREATMENT PLAN (ITP) AND INTERVENTION TREATMENT PLAN			
Attachment A-1, Section III., A., 4. – 8.	Describe your methodology for developing 1) substance abuse Individualized Treatment Plans and 2) Intervention Plans for youth, as determined by the Diagnostic Evaluation which are individualized and specific, identify the specific treatment or intervention, and contain measurable objectives for the youth and describe the process and timeframes for review, modification/update, sign-off and documentation of these activities. Provide a redacted sample substance abuse treatment			

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	plan and a redacted sample intervention plan.			
	g. EVIDENCE-BASED SERVICES FOR SUBSTANCE ABUSE TREATMENT AND OTHER TREATMENT SERVICES			
Attachment A-1, Section III., A., 11. – 12.	Provide a description of your process for delivering the required Evidenced Based (MET/CBT) 5 + CBT 7 Substance Abuse Treatment specifically determining how and why the Individual Counseling and the Family Counseling is to be delivered. Include a detailed description of the duration and frequency of sessions and what constitutes completion of the course. Describe how fidelity will be maintained. In addition, describe other treatment to be delivered that address specific diagnoses for youth for whom the MET/CBT therapy is not appropriate. Provide copies of curriculums or a detailed description including frequency, duration, staffing requirement, how facility is maintained etc., for the proposed treatment services.			
	h. EVIDENCE-BASED INTERVENTION SERVICES			
Attachment A-1, Section III., A., 13.	Describe the Evidence-Based intervention curriculum to be used with youth needing intervention services. Include a detailed description of the duration and frequency of sessions and what constitutes completion. Describe how fidelity will be maintained.			

ATTACHMENT O ITN REPLY CROSS REFERENCE TABLE				
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SECTION/PART	SUBJECT	MANDATORY CRITERIA (X FOR YES)	SPECIFIC PAGE NUMBERS LISTED INDIVIDUALLY	SECTIONS/PARTS
	i. EVIDENCE-BASED SERVICES SYSTEM DATA ENTRY			
Attachment A-1, Section III., A., 12., d.	Describe how your organization will ensure the required data for the Department's Evidence-Based Services component of JJIS will be collected and entered into the Evidence-Based Services system in JJIS.			
	j. CASE MANAGEMENT FOR INTERVENTION SERVICES			
Attachment A-1, Section III., A., 15.	Provide a description of Case Management under the resulting Contract, specifically identifying how it is performed in accordance with subsection 65D-30.012(1), F.A.C. Describe the average duration and frequency of Case Management in accordance with the requirements of Attachment A-1.			
	k. DISCHARGE/TERMINATION FROM SUBSTANCE ABUSE SERVICES			
Attachment A-1, Section III., A., 9.	Provide a description of the discharge process to be performed when a youth has successfully completed the Substance Abuse Services (Treatment or Intervention), as per Rule 65D-30, F.A.C. and is deemed ready for discharge/termination from services. Include a copy of a redacted Discharge Summary Report as required by the ITN.			
	l. STAFFING & PERSONNEL – SUBSTANCE ABUSE PROGRAM			

ATTACHMENT O ITN REPLY CROSS REFERENCE TABLE				
ITN DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)			LOCATION IN ITN REPLY (TO BE COMPLETED BY RESPONDENT)	
SECTION/PART	SUBJECT	MANDATORY CRITERIA (X FOR YES)	SPECIFIC PAGE NUMBERS LISTED INDIVIDUALLY	SECTIONS/PARTS
Attachment A-1, Section III., C.	Describe in narrative format your organization's approach to plan, control, and manage oversight of Substance Abuse Services staff 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 Substance Abuse Staffing Plan demonstrating the number and level of positions to be utilized to provide Substance Abuse Services. Provide a staff training plan indicating that staff will be fully trained as required. Submit Job Descriptions for each type of position identified. NOTE: Licenses will be required for Department approval of all Licensed Professional staff prior to the start of services.			
	m. BOOKING/ADMISSION			
Attachment A-2, Section II., B. and Section III., A., 1. - 3.	Describe how your organization will ensure each youth presented to the JAC meets eligibility requirements defined in Chapter 985.135, F.S. In addition, describe the process to ensure a youth search by arresting, transporting, and/or JAC Law Enforcement Officer is conducted and documented, as well as the required medical clearance is conducted and documented ensuring youth who are/appear to be			

ATTACHMENT O ITN REPLY CROSS REFERENCE TABLE				
ITN DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)			LOCATION IN ITN REPLY (TO BE COMPLETED BY RESPONDENT)	
SECTION/PART	SUBJECT	MANDATORY CRITERIA (X FOR YES)	SPECIFIC PAGE NUMBERS LISTED INDIVIDUALLY	SECTIONS/PARTS
	impaired by drugs, alcohol, injury, or illness are not admitted to JAC.			
	n. SCREENING AND INTAKE			
Attachment A-2, Section II., A., 5.	Describe your company's plan for providing detention screening and intake services, including the process for determining each youth's status by use of the Department's Detention Risk Assessment Instrument (DRAI) and other required forms such as the PACT pre-screen, the MAYSI-2, and the Suicide Risk Screening Instrument are conducted.			
	o. DETENTION ADMISSION PACKETS			
Attachment A-2, Section II., A., 5., e., 6)., and Section II., A., 8. and Section II., A., 10.	Describe your company's plan for the completion of the detention admission packet and the plan to ensure documentation of parent/guardian contacts and notification. Describe your company's plan for the daily delivery of youth files/court packets and ensuring Department staff receive copies.			
	p. STATE ATTORNEY RECCOMENDATION			
Attachment A-2, Section II., A., 6.	Describe your company's plan for the provision of a recommendation to State Attorney's Office, as required by the ITN.			
	q. PLAN FOR DISCHARGE AND TRANSPORTATION OF YOUTH HOME			

ATTACHMENT O ITN REPLY CROSS REFERENCE TABLE				
ITN DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)			LOCATION IN ITN REPLY (TO BE COMPLETED BY RESPONDENT)	
SECTION/PART	SUBJECT	MANDATORY CRITERIA (X FOR YES)	SPECIFIC PAGE NUMBERS LISTED INDIVIDUALLY	SECTIONS/PARTS
Attachment A-2, Section II., A., 7. – 9.	Describe your company's plan for the discharge of eligible youth and arranging transportation of youth, as required by the ITN.			
	r. ATTENDANCE AT FIRST COURT APPEARANCES			
Attachment A-2, Section II., A., 11.	Describe your company's plan to ensure attendance of the Circuit Court's first appearances, as required by the ITN.			
	s. SIX (6) HOUR RELEASE REQUIREMENT			
Attachment A-2, Section II., A., 1., b.	Describe your company's plan to ensure the development of policies and procedures to facilitate the processing and release/transfer of each youth within six (6) hours after acceptance for JAC admission. Describe your company's plan to ensure documentation of the reason(s) a youth is not released within six (6) hours, and documentation of the actions taken to ensure the earliest possible release.			
	t. STAFFING & PERSONNEL – DETENTION SCREENING			
Attachment A-2, Section III., C.	Please provide a Detention Screening Staffing plan indicating # of staff per shift and supervision staff, as well as backup plan to ensure sufficient screening staff is available in the event of a planned or unplanned absence or vacancy. Provide a staff training			

**ATTACHMENT O
ITN REPLY CROSS REFERENCE TABLE**

ITN DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)			LOCATION IN ITN REPLY (TO BE COMPLETED BY RESPONDENT)	
SECTION/PART	SUBJECT	MANDATORY CRITERIA (X FOR YES)	SPECIFIC PAGE NUMBERS LISTED INDIVIDUALLY	SECTIONS/PARTS
	plan indicating that staff will be fully trained as required.			

**ATTACHMENT P
WRITTEN REPLY EVALUATION QUESTIONS**

A. INTRODUCTORY STATEMENT Provide an introductory statement of your organizations proposed strategies, processes and methodologies that will be used to achieve the goals of the Substance Abuse Services Program and to ensure Detention Screening Services, a critical service at the JAC, will be delivered in accordance with the requirements of this ITN. There are no points awarded for this category.		
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	
FINAL SCORE: _____ (0-3)		INITIALS & DATE: _____

B. MANAGEMENT COMPETENCIES AND CAPABILITIES:
 Describe your company's management capability to manage service delivery for both the Substance Abuse Program and the Detention Screening Services. Provide a copy of your corporate organizational chart and description of the organizational structure at the Substance Abuse Program and the Detention Screen Services, that indicates sufficient management capability to perform or provide oversight of the services required. Describe the internal quality improvement process utilized to identify problems and improve processes. (Weighted 25 Max Points 75)

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The organization and structure of each service component 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 services for both Substance Abuse Services and Detention Screening Services, 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>C. 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 for each service component, as set forth in the ITN, including all rules and regulations, specifically addressing all sections of Attachment A-1 and A-2 of this ITN. <i>(Weighted: 30 Max Pts: 90)</i></p>		
RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent's description of their approach to delivering both Substance Abuse and Detention Screening services is through, detailed and demonstrates an understanding of the services needs for both Substance Abuse Services (Intervention and Treatment) as well as the needs and requirements for Detention Screening Services. Most all sections of the ITN for each component are addressed.	3 Points	
The Respondent's description of their approach to delivering both Substance Abuse and Detention Screening services is adequate, meeting the requirements above, with some details described for specific items.	2 Points	
The Respondent's description of their approach to delivering both Substance Abuse and Detention Screening services is provided, however, is lacking in many needed details.	1 Point	
The Respondent does not describe how they will deliver both Substance Abuse and Detention Screening services, or the response is very insufficient, with little or no details at all.	0 Points	
<p>FINAL SCORE: _____ (0-3)</p>		<p>INITIALS & DATE: _____</p>

<p>D. UNDERSTANDING THE TYPES OF YOUTH NEEDING SUBSTANCE ABUSE SERVICES Describe your understanding of the juvenile justice system and at-risk youth and youth needing treatment. Describe your approach to ensuring youth receive necessary and appropriate substance abuse services, specifically treatment or intervention services, as determined necessary, through screening and diagnostic evaluations, as set forth in Rule 65D-30, F.A.C. <i>(Weighted: 32 Max Pts: 96)</i></p>		
RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent demonstrates a clear understanding of the juvenile justice system and at-risk youth, indicating in detail, how the results of the screening and diagnostic evaluations are used in determining necessary and appropriate treatment or intervention, as appropriate, for each individual youth.	3 Points	
The Respondent's description of the juvenile justice system and at-risk youth is adequate, demonstrating a basic knowledge and understanding. The Respondent indicates some details on use of screening and diagnostic evaluations in determining youth's needs for each type of service (intervention or treatment).	2 Points	
The Respondent's description of the juvenile justice system and at-risk youth is poor, omitting necessary details and does not demonstrate knowledge and understanding and poorly describes the use of the screening and diagnostic evaluations in determining a youth's service needs.	1 Point	
The Respondent's description of the juvenile justice system and at-risk youth and how the screening and diagnostic tools are used is poor, unclear or the information provided is insufficient.	0 Points	
<p>FINAL SCORE: _____ (0-3)</p>		<p>INITIALS & DATE: _____</p>

E. DIAGNOSTIC SUBSTANCE ABUSE EVALUATION AND REPORTS
 Describe your process for developing the Diagnostic Substance Abuse Evaluations, along with the time frames required for report submission. Provide a redacted sample evaluation report. *(Weighted: 50 Max Pts: 150)*

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent has a systematic approach to conducting and developing Diagnostic Substance Abuse Evaluations which is comprehensive and indicates evaluations will be conducted in accordance with Rule 65D-30, F.A.C. Tools and instruments identified in the ITN are used and the evaluation includes a structured face-to-face clinical interview with the youth addressing the required components, as specified in the ITN, providing a diagnosis and treatment recommendations as evidenced by the assessments. Sample reports contain all the required elements, as required the ITN.	3 Points	
The Respondent has an adequate plan for conducting and developing Diagnostic Substance Abuse Evaluations which indicates evaluations will be done, in accordance with Rule 65D-30, F.A.C. Tools and instruments identified in the ITN are used and includes a face-to-face interview with the youth addressing the required, providing a diagnosis and treatment recommendations. Sample reports are provided, yet not all the required elements in the ITN are addressed.	2 Points	
The Respondent has a poorly described approach to conducting and developing Diagnostic Substance Abuse Evaluations. Some identified tools and instruments are used and the evaluation meeting with the youth including a diagnosis and treatment recommendations. Sample reports are poor.	1 Point	
The Respondent does not describe an approach to the Diagnostic Evaluations, or the approach is insufficient. Sample is not provided or is clearly lacking many required elements.	0 Points	

FINAL SCORE: _____ **(0-3)**

INITIALS & DATE: _____

F. INDIVIDUALIZED SUBSTANCE ABUSE TREATMENT PLAN (ITP) AND INTERVENTION TREATMENT PLAN

Describe your methodology for developing Substance Abuse individualized treatment plans and Intervention Plans for youth, as determined by the Diagnostic Evaluation. Methodology should be individualized and specific, identify the specific treatment or intervention, and contain measurable objectives for the youth. Describe the process and timeframes for review, modification/update, sign-off and documentation of these activities. Provide a redacted sample substance abuse treatment plan and a redacted sample intervention plan. *(Weighted: 40 Max Pts: 120)*

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent's approach to developing substance abuse individualized treatment plans or intervention plans for youth is detailed, extensive with measurable objectives, process and time frames for development of plans is identified, and the process for modification, update, sign-off and documentation is thoroughly described, and is appropriate with information gathered by licensed professionals. Sample Plans are fully completed with all required information.	3 Points	
The Respondent's approach to developing substance abuse individualized treatment plans or intervention plans for youth is adequate, with some details, has some measurable objectives, process for development of plans is identified, and the process for modification, update, sign-off and documentation is thoroughly described, and is appropriate with information gathered by licensed professionals. Sample Plans are provided but not detailed information.	2 Points	
The Respondent's approach to developing substance abuse individualized treatment plans or intervention plans for youth is poor, undetailed, few to no youth objectives, processes for development and modification is provided but unclear. Sample Plans are provided, but are poor in quality	1 Point	
The Respondent does not describe the process for developing Substance Abuse Plan or Intervention Plans and the details required or the description is very insufficient.	0 Points	

FINAL SCORE: _____ (0-3)

INITIALS & DATE: _____

G. EVIDENCE-BASED SERVICES FOR SUBSTANCE ABUSE TREATMENT AND OTHER TREATMENT SERVICES
 Provide a description of your process for delivering the required Evidenced Based (MET/CBT) 5 + CBT 7 Substance Abuse Treatment, specifically determining how and why the Individual Counseling and the Family Counseling is to be delivered. Include a detailed description of the duration and frequency of sessions and what constitutes completion of the course. Describe how fidelity will be maintained. In addition, describe other treatment to be delivered that address specific diagnoses for youth for whom the MET/CBT therapy is not appropriate. Provide copies of curriculums or a detailed description including frequency, duration, staffing requirement, how facility is maintained etc. for the proposed treatment services. *(Weighted: 50 Max Pts: 150)*

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent has detailed, comprehensive process description for providing the Evidence-based Treatment(s) including outlining individual and family counseling delivery. Duration and Frequency and Completion is thoroughly and appropriately described/identified and there is a good plan for maintaining fidelity of the model.	3 Points	
The Respondent has an adequate description for providing the Evidence-based Treatment(s) specified, and mentions some specifics regarding individual and family counseling delivery. Duration and Frequency and Completion is somewhat described/identified and there is an adequate plan for maintaining fidelity of the model.	2 Points	
The Respondent has a poorly developed description for the Evidence-based Treatment(s) specified and provides little to no specifics on individual and family counseling. Duration and frequency are poorly described/identified and there is a vague plan for maintaining fidelity of the model.	1 Point	
The Respondent did not submit a description for providing the Evidence-based Treatment(s), and provides no specifics on individual and family counseling. Duration and Frequency information and a plan for fidelity is not addressed.	0 Points	

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

<p>H. EVIDENCE-BASED INTERVENTION SERVICES Describe the Evidence-based Intervention Curriculum to be used with youth needing intervention services. Include a detailed description of the duration and frequency of sessions and what constitutes completion. Describe how fidelity will be maintained. <i>(Weighted: 25 Max Pts: 75)</i></p>		
RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent has identified an Evidence-based intervention to be provided to youth in great detail, with clearly identified risk factors to be addressed by the proposed intervention. Duration and Frequency details of the intervention are clear, and there is an extensive plan for maintaining fidelity of the Evidence-based Intervention.	3 Points	
The Respondent has adequately identified an Evidence-based intervention to be provided to youth Duration and Frequency details of the intervention identified, and there is a plan for maintaining fidelity of the Evidence-based Intervention.	2 Points	
The Respondent has identified intervention (not Evidence-based) to be provided to youth. Duration and Frequency details of the intervention are poor and there is a vague plan for maintaining fidelity of the intervention proposed.	1 Point	
The Respondent's interventions are not addressed and/or the information on details is clearly insufficient.	0 Points	
<p>FINAL SCORE: _____ (0-3)</p>		<p>INITIALS & DATE: _____</p>

<p>I. EVIDENCE-BASED SERVICES SYSTEM DATA ENTRY Describe how your organization will ensure the required data for the Department's Evidence-based Services component of JJIS will be collected and entered into the Evidence-Based Services system in JJIS. <i>(Weighted: 25 Max Pts: 75)</i></p>		
RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent has a detailed, extensive plan for ensuring all required information to be entered into the Evidence-based Services component in the JJIS will be correctly inputted. More than one (1) person will be trained to ensure timely data entry.	3 Points	
The Respondent has an adequate plan for ensuring all required information to be entered into the Evidence-based Services component in the JJIS will be correctly inputted. One (1) person will be trained to ensure timely data entry.	2 Points	
The Respondent has a poor plan for ensuring all required information to be entered into the Evidence-based Services component in the JJIS will be completed. Staff performing is not identified.	1 Point	
The Respondent's plan for data entry in the Evidence-based Service component in the JJIS is not addressed and/or the information on details is clearly insufficient.	0 Points	
<p>FINAL SCORE: _____ (0-3)</p>		<p>INITIALS & DATE: _____</p>

<p>J. CASE MANAGEMENT FOR INTERVENTION SERVICES Provide a description of Case Management under the resulting Contract, specifically identifying how it is performed in accordance with subsection 65D-30.012(1), F.A.C. Describe the average duration and frequency of Case Management in accordance with the requirements of Attachment A-1. <u>(Weighted: 40 Max Pts: 120)</u></p>		
RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent's proposed approach to the delivery of Case Management Services demonstrates an understanding that case management is an integral part of Substance Abuse Services, and therefore is expressly outlined as a licensable sub-component of intervention only in accordance with the Rule. The frequency of Case Management to be provided is in accordance with the ITN.	3 Points	
The Respondent's proposed approach to the delivery of Case Management Services indicates adequate knowledge of case management but does not address the requirements of the ITN (i.e. case management is an integral part of Substance Abuse Services, and therefore is expressly outlined as a licensable sub-component of intervention only in accordance with the Rule). The frequency of Case Management to be provided is in accordance with the ITN.	2 Points	
The Respondent's proposed approach to the delivery of Case Management Services indicates does not address the requirements of the ITN (i.e. case management is an integral part of Substance Abuse Services, and therefore is expressly outlined as a licensable sub-component of intervention only in accordance with the Rule). The frequency of Case Management to be provided is not in accordance with the ITN.	1 Point	
The Respondent's approach to the delivery of Case Management services are not addressed and/or the information on details is clearly insufficient.	0 Points	
<p>FINAL SCORE: _____ (0-3)</p>		<p>INITIALS & DATE: _____</p>

K. DISCHARGE/TERMINATION FROM SUBSTANCE ABUSE SERVICES
 Provide a description of the discharge process to be performed when a youth has successfully completed the Substance Abuse Services (Treatment or Intervention), as per Rule 65D-30, F.A.C. and is deemed ready for discharge/termination from services. Include a copy of a redacted Discharge Summary Report as required by the ITN. *(Weighted: 25 Max Pts: 75)*

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent's approach to discharging youth when a youth has successfully completed program services exceeds the requirements in the ITN. The Respondent's understanding of when a youth is ready to be discharged is clear. The copy of the Discharge Summary provided contains all the required elements and is comprehensive in narrative.	3 Points	
The Respondent's approach to discharging youth when a youth has successfully completed program services is adequately described, meeting most of the requirements in the ITN. The Respondent's understanding of when a youth is ready to be discharged is explained. The copy of the Discharge Summary provided contains some elements.	2 Points	
The Respondent describes a discharge process which indicates their understanding of when a youth is ready to be discharged is poor. The copy of the Discharge Summary provided is incomplete or does not contains required information.	1 Point	
The Respondent describes a discharge process which is incomplete or does not contains required information. No discharge summary provided.	0 Points	

FINAL SCORE: _____ (0-3)

INITIALS & DATE: _____

L. STAFFING & PERSONNEL: SUBSTANCE ABUSE PROGRAM SERVICES
 Describe in narrative format your organization’s approach to plan, control, and manage oversight of substance abuse services staff 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 Substance Abuse Staffing Plan demonstrating the number and level of positions to be utilized to provide Substance Abuse Services. Provide a staff training plan indicating that staff will be fully trained as required. Submit Job Descriptions for each type of position identified. NOTE: Licenses will be required for Department approval of all Licensed Professional staff prior to the start of services. *(Weighted: 50 Max Pts: 150)*

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent’s Substance Abuse Program staffing plan is robust, exceeding the minimum ITN requirements, with a high level of staff/therapist to youth ratios, with positions identified; staff qualifications identified. Job Descriptions show job duties are correct for positions. There is extensive supervision and oversight to ensure staffing for Substance Abuse Treatment services and intervention services are appropriately delivered. 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 Substance Abuse Program staffing plan meets the minimum ITN requirements, with identified staff/therapist to youth ratios, with positions identified; staff qualifications identified. Job Descriptions are adequate. There some supervision and oversight to ensure staffing for Substance Abuse Treatment services and intervention services are appropriately delivered. There is a plan for recruitment, training, supervision and retention of staff.	2 Points	
The Respondent’s Substance Abuse Program staffing plan was provided, but is poor. There is some supervision and oversight, but poor. There is not a plan for recruitment, training, supervision and retention of staff.	1 Point	
The Respondent’s reply did not contain the required information.	0 Points	

FINAL SCORE: _____ (0-3)

INITIALS & DATE: _____

M. BOOKING/ADMISSION (DETENTION SCREENING SERVICES)
 Describe how your organization will ensure each youth presented to the JAC meets eligibility requirements defined in Florida Statute. In addition, describe the process to ensure a youth search by arresting, transporting, and/or JAC Law Enforcement Officer is conducted and documented, as well as the required medical clearance is conducted and documented ensuring youth who are/appear to be impaired by drugs, alcohol, injury, or illness are not admitted to JAC. *(Weighted: 40 Max Pts: 120)*

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent has a clear, detailed and comprehensive process to identify that a youth meets JAC eligibility requirements, as defined in Chapter 985.135, F.S. The Respondent also has comprehensive processes described that address documenting a search of a youth by the arresting/transporting the JAC is conducted, and the process for documenting and ensure youth who are/appear to be impaired by drugs/alcohol/injury or illness are not admitted to the JAC. The required medical clearance form is mentioned by title. There is a full understanding demonstrated by the Respondent.	3 Points	
The Respondent has an adequate process to identify that a youth meets JAC eligibility requirements, as defined in Chapter 985.135, F.S. The Respondent also has processes described that address documenting a search of a youth by the arresting/transporting the JAC is conducted, and the process for documenting and ensure youth who are/appear to be impaired by drugs/alcohol/injury or illness are not admitted to the JAC. They mention medical clearance documentation. There is somewhat of an understanding demonstrated by the Respondent.	2 Points	
The Respondent has acknowledged eligibility requirements, as defined in statute, are checked. The Respondent poorly addressed documenting a search is conducted, indicates they check for youth impaired by drugs/alcohol/injury or illness are not admitted to the JAC. There is poor understanding demonstrated by the Respondent.	1 Point	
The Respondent did not provide describe eligibility or provide information on required processes for the needed service or omitted it entirely.	0 Points	

FINAL SCORE: _____ (0-3)

INITIALS & DATE: _____

<p>N. SCREENING AND INTAKE Describe your company's plan for providing detention screening and intake services, including the process for determining each youth's status by use of the Department's Detention Risk Assessment Instrument (DRAI) and other required forms such as the PACT pre-screen, the MAYSI-2, and the Suicide Risk Screening Instrument are conducted. <i>(Weighted: 60 Max Pts: 180)</i></p>		
RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent's plan for the provision of detention pre-screening services, including use of the Department's DRAI and other required screening instruments to determine a youth's status was comprehensive and demonstrated the Respondent clearly understood the DRAI process and the requirements for pre-screening and application of the DRAI. Excellent response, included reference to MAYSI, SRSI and PACT-Pre-screen. Required time frame for completion of tasks and release are clearly noted.	3 Points	
The Respondent's plan for the provision of detention pre-screening services, including use of the Department's DRAI to determine a youth's status was adequate and showed the Respondent understood most elements of the DRAI process and the requirements for pre-screening and application of the DRAI. Adequate response mentioned at least two of the screening instruments along with the DRAI. <u>Time frames are mentioned.</u>	2 Points	
The Respondent's plan for the provision of detention pre-screening services, including use of the Department's DRAI process to determine a youth's status poor and it was unclear as whether the Respondent understood the DRAI and the requirements for pre-screening and application of the DRAI. Poor response and did not address other screening instruments. Time frames referred to unclearly.	1 Point	
The Respondent did not provide a plan for the delivery of detention pre-screening services did not address the DRAI process, screening instruments or the response is insufficient to determine if the needed services will be provided as desired. No time frames mentioned.	0 Points	
<p>FINAL SCORE: _____ (0-3)</p>		<p>INITIALS & DATE: _____</p>

O. DETENTION ADMISSION PACKET
 Describe your company's plan for the completion of the detention admission packet and the plan to ensure documentation of parent/guardian contacts and notification. Describe your company's plan for the daily delivery of youth files/court packets and ensuring Department staff receive copies. *(Weighted: 30 Max Pts: 90)*

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent's plan for completing the detention admission packet and ensuring documentation of parent/guardian contacts and notification was clear, and comprehensive. The Respondent identified the needed contents of the packet, as stated in the ITN. There was a good plan for the daily delivery of youth files/court packets on a routine basis to all required parties. Scanning packets to the JPO and JPO Supervisor is clearly understood.	3 Points	
The Respondent's plan for completing the detention admission packet and ensuring documentation of parent/guardian contacts and notification was adequate. The Respondent identified some of contents of the packet as stated in the ITN. There was a plan for the daily delivery of youth files/court packets on a routine basis to most parties and scanning to JPO was indicated.	2 Points	
The Respondent's plan for completing the detention admission packet and ensuring documentation of parent/guardian contacts and notification was poor, with elements not clearly identified. There was somewhat of a plan for the daily delivery of youth files/court packets on a routine basis, but did not address who receives packets.	1 Point	
The Respondent has not addressed a plan for completion of the detention admission packet, delivery of court file packets and documentation of parent/guardian contacts or a plan for delivery of youth files/court packets and/or the information provided is insufficient.	0 Points	

FINAL SCORE: _____ **(0-3)**

INITIALS & DATE: _____

<p>P. STATE ATTORNEY RECOMMENDATION Describe your company's plan for the provision of a recommendation to State Attorney's Office as per the requirements of the ITN. <i>(Weighted: 35 Max Pts: 105)</i></p>		
RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
<p>The Respondent indicated a comprehensive plan including a face to face interview with the parent/guardian would be conducted (if available) to assess needs and indicated all elements of the recommendation would be done in accordance with ITN requirements. The Respondent stated the recommendation would clearly contained a detailed and clear justification of the best course of action based on all aspects of the situation, including probability the youth will non-re-offend if non-judicial action is recommended. Indicates the recommendation shall be reviewed by a supervisor.</p>	<p>3 Points</p>	
<p>The Respondent indicated an adequate plan including a face to face interview with the parent/guardian would be conducted (if available) to assess needs and indicated the recommendation would be done. The Respondents indicated the recommendation contained an explanation of action based on the situation, including probability the youth will non-re-offend if non-judicial action is recommended. Indicates the recommendation shall be reviewed by a supervisor.</p>	<p>2 Points</p>	
<p>The Respondent indicated a meeting with parent/guardian would be conducted (if available) to assess needs and a recommendation would contain a justification of the best course of action. The Respondent was unclear as to supervisory review.</p>	<p>1 Point</p>	
<p>The Respondent has no plan for provision of a recommendation to the State Attorney's Office. or the response is insufficient.</p>	<p>0 Points</p>	
<p>FINAL SCORE: _____ (0-3)</p>		<p>INITIALS & DATE: _____</p>

<p>Q. PLAN FOR DISCHARGE AND TRANSPORTATION OF YOUTH HOME Describe your company's plan for the discharge of eligible youth and arranging transportation of youth as required by the ITN. <i>(Weighted: 15 Max Pts: 45)</i></p>		
RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
<p>The Respondent has a clear and detailed plan for transportation, clearly acknowledging that youth transported from JAC to Detention Center are transported by Department Detention Center Staff, not JAC Staff. For youth being released, the plan indicated that family members are contacted for transporting the youth, however also clearly acknowledged that Provider staff shall arrange for transportation to the youth's home or shelter if the youth was not released in six (6) hours or less to the parent/responsible adult. The Respondent indicated staff will complete the DJJ Affidavit of Release to a Responsible Adult when discharging/releasing youth.</p>	<p>3 Points</p>	
<p>The Respondent has a plan for transportation, acknowledging that youth transported from JAC to Detention Center are transported by DJJ Detention Center Staff, not JAC Staff. For youth being released, the plan indicated that family members are contacted for transporting the youth, however also acknowledged that Provider staff shall arrange for transportation to the youth's home or shelter if the youth was not released in six (6) hours or less to the parent/responsible adult. The required documentation was not clearly addressed.</p>	<p>2 Points</p>	
<p>The Respondent's plan for transportation was unclear or poor, with no acknowledgment that youth transported from JAC to Detention Center are transported by DJJ Detention Center Staff. For youth being released, there was no clear indication that families were contacted and required documentation was not mentioned.</p>	<p>1 Point</p>	
<p>The Respondent has no plan for the discharge of eligible youth and arranging transportation of youth, the response is insufficient.</p>	<p>0 Points</p>	
<p>FINAL SCORE: _____ (0-3)</p>		<p>INITIALS & DATE: _____</p>

R. ATTENDANCE AT FIRST COURT APPEARANCES Describe your company's plan to ensure attendance of the Circuit Court's first appearances as per the requirements of the ITN. <i>(Weighted: 20 Max Pts: 60)</i>		
RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent had a clearly outlined plan indicating that a minimum of one (1) staff would be made available to attend the Pasco County, Sixth Circuit Court detention/advisory hearings on weekends and holidays and represent the Department.	3 Points	
The Respondent had a clearly outlined plan indicating that a minimum of one (1) staff would be made available to attend the Pasco County, Sixth Circuit Court detention/advisory hearings on weekends and holidays and represent the Department.	2 Points	
The Respondent indicated someone would be made available to attend the Pasco County, Sixth Circuit Court detention/advisory hearings on weekends and holidays and represent the Department.	1 Point	
The Respondent has no plan to ensure attendance of the Circuit Court's first appearances, the response is insufficient.	0 Points	
FINAL SCORE: _____ (0-3)		INITIALS & DATE: _____

<p>S. SIX (6) HOUR RELEASE REQUIREMENT Describe your company's plan to ensure the development of policies and procedures to facilitate the processing and release/transfer of each youth within six (6) hours after acceptance for JAC admission. Describe your company's plan to ensure documentation of the reason(s) a youth is not released within six (6) hours, and documentation of the actions taken to ensure the earliest possible release. <i>(Weighted: 50 Max Pts: 150)</i></p>		
RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
<p>The Respondent clearly has comprehensive policies and procedures in place to ensure youth are processed and released within six (6) hours after acceptance and the JAC and acknowledges the need and the requirements for documenting reason a youth is not released and documenting actions to be taken as early as possible to release a youth. Indicates that staff will be fully aware, and extensively trained for compliance with this requirement to the greatest extent possible. Indicates supervision to ensure this occurs.</p>	<p>3 Points</p>	
<p>The Respondent has adequate policies and procedures in place to ensure youth are processed and released within six (6) hours after acceptance and the JAC and acknowledges the need and the requirements for documenting reason a youth is not released and documenting actions to be taken as early as possible to release a youth. Indicates staff will be trained to comply.</p>	<p>2 Points</p>	
<p>The Respondent clearly has poor policies and procedures in place to ensure youth are processed and released within six (6) hours after acceptance and the JAC and acknowledges the need and the requirements for documenting reason a youth is not released and documenting actions to be taken as early as possible to release a youth. Doesn't clearly address how staff will be trained or will comply.</p>	<p>1 Point</p>	
<p>The Respondent has not provided policies or procedures regarding processing and/or release transfer of youth, or a plan to take action to ensure youth are timely released as soon as possible, the response is insufficient.</p>	<p>0 Points</p>	
<p>FINAL SCORE: _____ (0-3)</p>		<p>INITIALS & DATE: _____</p>

<p>T. STAFFING AND PERSONNEL – DETENTION SCREENING Please provide a Detention Screening Staffing plan indicating the number of staff per shift and supervision staff, as well as backup plan to ensure sufficient screening staff is available in the event of a planned or unplanned absence or vacancy. Provide a staff training plan indicating that staff will be fully trained as required... <i>(Weighted: 40 Max Pts: 120)</i></p>		
RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent's detention screening staffing plan is robust, exceeding the minimum ITN requirements. The staffing plan including the number of staff and supervision staff per shift, 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 screening 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 screening staffing plan, staff qualifications and duties are identified, there is a vague or poor 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	
<p>FINAL SCORE: _____ (0-3)</p>		<p>INITIALS & DATE: _____</p>

**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 RESPONSE.

COMPANY NAME: _____

DATE ESTABLISHED: _____

PRIMARY BUSINESS: _____

TOTAL NUMBER OF EMPLOYEES: _____

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

NUMBER OF YEARS PROVIDING SUBSTANCE ABUSE SERVICES AND DETENTION SCREENING SERVICES AS DESCRIBED IN THE ITN (PUBLIC AND/OR PRIVATE): _____

LIST ENTITIES FOR WHO THE COMPANY HAS PROVIDED SERVICES SUBSTANCE ABUSE SERVICES AND DETENTION SCREENING SERVICES AS DESCRIBED IN THE ITN (PUBLIC AND/OR PRIVATE):

I _____, CERTIFY THAT THE **RESPONDENT** KNOWN AS _____ HAS AT LEAST _____ YEARS EXPERIENCE RELEVANT TO THE PROVISION OF PROVIDING SUBSTANCE ABUSE SERVICES AND DETENTION SCREENING SERVICES AS OUTLINED IN THIS ITN AND/OR IS PROVIDING OR HAS PROVIDED SERVICES TO THE DEPARTMENT AS IDENTIFIED ABOVE.

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 (MANDATORY)
PRICE SHEET**

INSTRUCTIONS: Enter the rate/fee to be charged to the Department for each of the identified deliverables, in the table below. Prices will not be scored, but will be used for negotiation purposes.

Substance Abuse Services will be paid on a fee schedule basis. The Department will pay monthly for based on the number of units of each deliverable based on the final rate/fee negotiated. The Department has provided demographic information on the past FY 16/17's utilization; however, some of the specific deliverables have changed based on the needs of the Department. The Department cannot guarantee a specific number of service units for each identified deliverable.

SUBSTANCE ABUSE TREATMENT AND INTERVENTION SERVICES FEE SCHEDULE

<u>Service Unit Description</u>	<u>Service Unit</u>	<u>Rate/Fee Proposed</u>
Substance Abuse Screening	One (1) per youth	
Substance Abuse Diagnostic Evaluation with Report	One (1) per youth	
Individual Substance Abuse Treatment Plan	One (1) per youth	
Individual Intervention Plan	One (1) per youth	
Individual Treatment Plan Review	One (1) per Treatment youth every thirty (30) days	
Individual Intervention Plan Review	One (1) per Intervention youth every sixty (60) days	
SA Treatment/Individual Counseling NOTE: Session length based on curriculum	Per session/Per youth	
SA Treatment/Family Counseling NOTE: Session length based on curriculum.	Per session/Per Family	
SA Treatment/Youth Group Counseling **no more than fifteen (15) youth per group/cannot be comingled with Intervention youth, a minimum of once a week NOTE: Session length based on curriculum	One (1) per session per youth	
Parent Psycho-education group	One (1) per family per hour	
Intervention Services (Supportive Counseling /Individual Counseling)	Per hour/session (length depending on intervention curriculum negotiated)	
Intervention Services Intervention Group **no more than fifteen (15) youth per group/cannot be comingled with Intervention youth NOTE: Session length based on curriculum	One (1) Per session per youth (length depending on intervention curriculum negotiated)	
Youth Monthly Progress Report	One (1) per youth every thirty (30) days	\$5.00 allowed
Drug Screens	Per screen	
Case Management for Intervention youth – Minimum one (1) hour per month, not to exceed four (4) hours monthly.	One (1) Per youth per hour	

Remainder of Page Intentionally Left Blank

INSTRUCTIONS: Enter the hourly rate for each position times the Total Annual Hours Not to Exceed, to give you the Total Annual Price. Prices will not be scored, but will be used for negotiation purposes.

DETENTION SCREENING AT THE PASCO JAC

<u>Personnel</u>	<u>Hourly Rate*</u>	<u>Total Annual Hours Not to Exceed</u>	<u>Total Annual Price</u>
One (1) FTE Detention Screener Supervisor position to serve as a supervisor for Detention Screeners;	\$ _____	2,920	\$ _____
Four (4) FTE Detention Screeners positions to perform screening services for youth admitted to the JAC.	\$ _____	11,680	\$ _____

*NOTE: In Leap Year, the number of hours for each position will be increased by eight (8) hours. This extra day/hours will be reflected in the resultant Contract for each Leap year.

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
FOR SUBSTANCE ABUSE SERVICES IN PASCO COUNTY**

Submission of this form and the required documentation is a **MANDATORY** requirement for the Respondent proposing use of the Respondent Owned/Leased Facility for Substance Abuse Services in Pasco 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 the Substance Abuse Services 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.

	Primary Substance Abuse 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 services prior to the Department scheduled site visit/inspection.	
3	The proposed facility has/will have working electricity in all areas to be used for services to Department youth.	
4	The proposed facility has/will have working air conditioning and will maintain air conditioning in all areas to be used for services to Department youth.	
5	The proposed facility has/will have a working heating system and will maintain heating in all areas to be used for services to Department youth.	
6	The proposed facility has/will have adequate space to accommodate service tasks.	
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 Substance Abuse Services 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 services 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 Respondent 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 Respondent 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 service delivery 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 service 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 in Pasco County as specified in this ITN.	
1	Name of Respondent Organization	
2	Street Address (Location) of Proposed Facility City, State, Zip	

ATTESTATION: I, _____, certify, as the Respondent, that I understand and agree that the contracted or proposed facility for Substance Abuse Services in Pasco County, proposed for this ITN shall meet all of the facility and/or site requirements, as outlined in this ITN. 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 may 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.