

**RFI APD 14-002**  
**FLORIDA AGENCY FOR PERSONS WITH DISABILITIES**  
**REQUEST FOR INFORMATION**

**Forensic Housing and Services**

**RFI RESPONSE DATE: January 15, 2015; 5:00 PM (EST)**

**A. REQUEST FOR INFORMATION**

The Florida Agency for Persons with Disabilities (APD) is requesting information for a model of serving forensic clients in the community in a manner that reduces risk to them and to the community from potential vendors. This is a Request for Information (RFI) only. An RFI is issued solely for information and planning purposes and it does not constitute a competitive solicitation (e.g., Invitation to Bid, Request for Proposal, or Invitation to Negotiate), or a promise to issue a competitive solicitation in the future. This RFI does not commit the Agency to contract for any service or proposed solution whatsoever. A response to this RFI is not an offer and the Agency will not use a vendor's submission to justify a contract with the vendor without complying with applicable laws, rules and policies. Further, APD is not seeking proposals at this time and will not accept unsolicited proposals. Respondents must assure that the proposals for services are consistent with the tenets of the March 17, 2014 revised CMS expectations for the HCBS quality and person-centered services and supports.

**B. BACKGROUND / PURPOSE**

**1. Background**

The state of Florida serves over 600 individuals a year statewide who receive training to become competent to proceed to trial, or who are on conditional release from the courts. APD has been working with community partners on developing an array of services to meet the needs of clients with an intellectual disability (ID) with a history of involvement in the legal system (i.e. forensic clients). Currently, we use the Home and Community Based Services Waiver to provide behaviorally orientated residential habilitation and meaningful day activity, but the Agency is finding that the standard approach being used does not fit the unique needs of this population. These individuals tend to be younger and have an IQ in the range of

55 to 65 and have been involved in activities in the community that have caused them to be charged with crimes. In addition, the individuals tend to need higher supervision and involvement in specialized services, such as treatment for mental health and substance abuse issues. The general consensus of the group of community partners was that most individuals with forensic involvement need the following array of services:

- A risk assessment that maps the type of services the individual will need based upon the crime committed, the person's disability (i.e., Intellectual Disability, mental illness) and handicapping condition (limitation).
- Forensic Residential Habilitation (with a more specialized approach)
  - Group homes that accommodate individuals with three levels of need:
    - i. Level 1: Individual requires less supervision and can participate in meaningful day activities 100% of the time with a 1:3 staffing ratio.
    - ii. Level 2: Individual requires less supervision and can participate in meaningful day activities 50% of the time due to charges or level of functioning with a 1:3 staffing ratio.
    - iii. Level 3: Individual requires line of sight supervision with a 1:2 staffing ratio and cannot participate in any meaningful day activities due to charges or level of functioning
- Life Skills Development (meaningful day activity)
- Transportation
- Specialized Mental Health Counseling (to include substance abuse, sex offender)
- Specialized services consisting of:
  - Cognitive-Behavioral "offense-chain" training, role-playing, and probes for precursor and relapse-related behavior.
  - Training significant others in the program model and rehearsing / identifying typical precursors to relapse / reoffending.
  - Anger management, relationship, and social skills training.
  - A higher level of specialized staff trained in trauma-informed care, dual diagnosis, grooming behavior, etc. who can interact with the individuals in a way that reinforces pro-social behavior.
- Behavior Analysis Services
- Vocational Services (job training and development, job coaching / stabilization)
- Competency Restoration Services (if incompetent to proceed to trial)

The group also agreed that providers of this service would need to be experienced providers whose staff have had specialized training in:

- Substance abuse treatment
- Treatment of Co-occurring Disorders

- Treatment of Sexual Offending Behavior (including grooming awareness)
- Training regarding interfacing with the legal system and other treatment providers (basic for direct care staff and more advanced for management).
- Treatment of forensic behaviors (including relapse prevention and cognitive-behavioral “offense-chain” training components, role-playing)
- Emergency Intervention/crisis management training

To assist with planning and development, the attached documents provides a census of individuals served by the Agency for Persons with Disabilities by eligible diagnosis and place of residence as of October 2014. The demographics includes those who are served through the HCBS Waiver and those who are on the APD statewide waitlist (see attachment A).

## **2. Purpose**

The purpose of this RFI is to gather information in regards to services for individuals with intellectual disabilities who are involved with the forensic system to enable them to function in the community. These services would be provided through the Home and Community Based Services (HCBS) Waiver and must meet the March 17, 2014 CMS community setting requirements. As this would be a new and more specialized service, APD is interested in gathering information as to how providers’ are addressing the unique needs of this group. APD also wants to assess interest in providing such services across the state. The proposal should include innovative approaches and not tied to current rate structure or type payment / unit rate paid through the State of Florida’s HCBS Waiver. The type of questions and ideas to be assessed include:

- a. What should the Forensic Residential Habilitation program look like? Include a breakdown to operate the program and the number of individuals that would reside in the home. Include the number of beds that have to be used minimally each month for the provider to remain viable and expectations of the Agency to pay for empty beds. In addition, include staffing ratio (day and night shifts).
- b. Describe the services / instructions the individuals will receive while in the program. Include a cost breakdown to operate the program.
- c. What is the approach to help promote employment of the individuals served?
- d. What type of training do staff get and how to they get the training? Include description of in-service training and the frequency the training is to occur.
- e. How would you interface with the court system?
- f. Describe the services (i.e., Residential Habilitation, Day Activity Program, etc.) that would be bundled?
  - i. Describe the rate structure for a bundled model.

- ii. Describe the advantages and disadvantages to bundle services in comparison to billing the services.
- g. What are the characteristics of the individuals to be served under this model?
- h. How do you assess how the type of crime impacts level of need?
- i. What does your liability insurance cost and what does it cover?
- j. How is this service in compliance with the new CMS rules?
- k. What systems are in place to manage, prevent, or respond to a crisis?
- l. How do you manage risk to others?
- m. Is there subcontracting for any of the services?

The above are prompts, but the interests lies in understanding what services are being provided for these particular clients using what funding.

### **C. RFI RESPONSE INSTRUCTIONS**

Respondents to this RFI are asked to be thorough, but concise. The RFI response must include the following:

1. The respondent's name, place of business address(es), contact information, including representative name and alternative, if available, telephone number(s) and email address(es).
2. Description of the respondent's business and its experience as it relates to the services outlined in the RFI. This description should include a narrative explaining past experiences in which the respondent has engaged with clients with a forensic background, and/or other service providers who have worked with these clients.
3. A statement of interest in or knowledge of the services outlined in this RFI, including a high level outlined of any specific product, concept, technology or approach that would pertain to the information sought through this RFI.

Additional elements to include:

- a. An implementation schedule for the development of a waiver service or residential habilitation rate.
- b. A timeline for developing and implementing the program or to obtain a specific waiver.
- c. A description of the foreseen benefits and challenges of the proposal including any identified risks to the Agency in implementing these services and the recommendations for overcoming them.

- d. A description of the conceptual model to be implemented and the number of individuals to be served. Include how the model would be done as a pilot and how it would be rolled out statewide that includes timeframes.
- e. A description of the key staffing requirements foreseen to effectively implement, operate, and maintain the program.
- f. An estimate regarding the implementation and operational costs to provide the service request.
- g. A description of the outcomes that must be met in order to continue to receive funding as well as criteria that must be met in order to determine that sufficient progress is being made. Identify how the provider rate will provide incentives for the provider to transition individuals to less intensive residential services to include living in own home, family home, supported living, or other residential setting were appropriate.

#### **D. PROPRIETARY INFORMATION**

Any portion of the submitted response which is asserted to be exempt from disclosure under Chapter 119, Florida Statute, shall be clearly marked “exempt”, “confidential”, or “trade secret” (as applicable) and shall also contain the statutory basis for such claim on every page. Pages containing trade secrets shall be marked “trade secret as defined in Section 812.081, Florida Statutes.” Failure to segregate and identify such portions shall constitute a waiver of any claimed exemption and the Agency will provide such records in response to public records requests without notifying the respondent. Designating material simply as “proprietary” will not necessarily protect it from disclosure under Chapter 119, Florida Statutes. An entire response should not be considered trade secret.

#### **E. RESPONSE SUBMISSION**

Respondents to the RFI shall submit an electronic copy of its response using Microsoft Word 97 and/or Excel 97 or newer, not to exceed fifty (50) single sided pages in length and sent via email. The software used to produce the electronic files must be logically named.

The respondent shall **also** submit one (1) electronic redacted copy of the response suitable for release to the public. Any confidential or trade secret information covered under Section 812.081, Florida Statutes, should be either redacted or completely removed. The redacted response shall be marked as the “redacted” copy and contain a transmittal letter authorizing release of the redacted version of the response in the event the Agency receives a public records request.

Responses to the RFI shall be provided no later than **5:00 PM, Eastern Standard Time, January 15, 2015**. Responses shall be submitted to:

Agency for Persons with Disabilities  
Bureau of Quality Management  
Attn: Edwin DeBardleben  
4030 Esplanade Way  
Suite 360K  
Tallahassee, Florida 32399-0950  
[rfi.forensics@apdcares.org](mailto:rfi.forensics@apdcares.org)

#### **F. PROCESS**

After the Agency has received all responses to this RFI, the Agency, in its sole discretion, shall determine if a meeting with respondents is necessary to clarify the information received. In the event that the Agency decides to hold a meeting, the respondent(s) will be notified via email.

APD will review and analyze information received from this RFI to determine the best option(s) to address the Agency's objectives and requirements. Any request for cost information will assist the Agency in gaining perspective of the potential budgetary magnitude.

Responses to this request will be reviewed for informational purposes only and will not result in the award of a contract. Vendors submitting a response to the RFI are not prohibited from responding to any related subsequent solicitation. Not responding to this RFI does not preclude participation in any future procurement, if any is issued.

#### **G. VENDOR COSTS**

Vendors are responsible for all costs associated with preparation, submission, and any potential meeting(s) to discuss this RFI. APD will not be responsible for any vendor costs associated with responding to this RFI.

## **H. REGISTER WITH THE STATE OF FLORIDA**

In order to do business with the State of Florida, all vendors must be registered in MyFloridaMarketPlace. Information about registration with the State of Florida is available, and registration may be completed at the MyFloridaMarketPlace website link under the heading, Business, on the State portal at [www.myflorida.com](http://www.myflorida.com). Those lacking internet access may request assistance from the MyFloridaMarketPlace customer service at 866-352-3776. Registration is not required to respond to this RFI.

## **I. QUESTIONS**

Questions concerning this RFI should be submitted in writing via email to: [rfi.forensics@apdcares.org](mailto:rfi.forensics@apdcares.org)

Verbal questions will NOT be accepted. Questions will be answered by sending questions and responses to respondents; accordingly, questions shall NOT contain proprietary or classified information. Copies of the responses to all questions will be made available through electronic posting on the Vendor Bid system website at:

[http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu).

## **J. AGENCY FOR PERSONS WITH DISABILITIES**

The Florida Agency for Persons with Disabilities (APD) works in partnership with local communities to support people with developmental disabilities in living, learning, and working in their communities. APD provides critical services and supports for customers with developmental disabilities so they can reach their full potential. The agency serves people with autism, cerebral palsy, Down Syndrome, Intellectual Disabilities, Prader-Willi Syndrome, and Spina Bifida.

Additional information about the Florida Agency for Persons with Disabilities can be found on the Agency's website at: <http://apdcares.org/>.

**NOTICE TO PERSONS WITH DISABILITIES IN NEED OF A REASONABLE ACCOMMODATION: Please contact Edwin DeBardeleben to make your request at [rfi.forensics@apdcares.org](mailto:rfi.forensics@apdcares.org) as soon as possible before the deadline for submittal.**