

**ITN-01FS18001 - ADDENDUM #4**

**INVITATION TO NEGOTIATE**

**To Become the Lead Agency for Community-Based Care in Circuit 1 Northwest Region  
Friday, September 16, 2016**

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.

Invitation to Negotiate ITN-01FS18001 To Become the Lead Agency for Community-Based Care in Circuit 1 Northwest Region is hereby amended as follows (all changes are highlighted in yellow):

Page 138, Appendix XI, Financial Model/Budget, lines 7 and 8 are hereby amended to read:

**APPENDIX XI:**

**FINANCIAL MODEL/BUDGET**

Each Vendor shall complete all sections of the attached Financial Model/Budget (**APPENDIX XI**). The electronic response must be submitted as both a Microsoft Excel 2007 version and an Adobe Acrobat PDF file format.

These files are also available at:

<http://www.myflfamilies.com/service-programs/community-based-care/cbc-fiscal-attachments> **CBC**

Annual Budget by Service Category **2015-16, 2016/2017, and**

<http://www.myflfamilies.com/service-programs/community-based-care/cbc-fiscal-attachments> **Functional Budget Template 2014-15**

**REMAINDER OF PAGE LEFT BLANK INTENTIONALLY**

**Page 149, Appendix XIII – Scoring Tool for Evaluators, 2.0 Organization and Governance Structure, is amended to read:**

<b>2.0 – Organization and Governance Structure</b>		
<p>The Vendor will describe their organization and governance structure, depicting clear lines of authority. In the case of a newly created entity, describe the structure of the new entity with lines of authority between the new entity and each of its founding agencies, including statewide and corporate affiliations. Include a table of organization and identify key roles including but not limited to, program management, program development, financial management, quality assurance, and information systems. For each key position, include duties and responsibilities. Include a listing of the Board of Directors, their names, affiliations, titles, work addresses, and terms of office. <del>The Vendor should submit copies of all of its governing documents including but not limited to its articles of incorporation, bylaws, operating agreements or other documents concerning governance which incorporate the government requirements</del> The Vendor must state how the Vendor intends to employ the board governance process described in section 5.9 of Appendix VIII – Attachment I.</p>		
	RATING	NOTES
<p>The Vendor clearly described their organization and governance structure, depicting clear lines of authority. Duties and responsibilities were included for each key position. A complete listing of the Board of Directors, their names, affiliations, titles, work addresses, and terms of office was included. <del>The Vendor submitted copies of all of its governing documents including but not limited to its articles of incorporation, bylaws, operating agreements or other documents concerning governance which incorporate the government requirements</del> The Vendor stated how they intend to employ the board governance process described in section 5.9 of Appendix VIII – Attachment I.</p>	5 Points	
<p>The Vendor described their organization and governance structure, depicting lines of authority. Duties and responsibilities were included for each key position. A complete listing of the Board of Directors was included. <del>The Vendor submitted copies of most of its governing documents including but not limited to its articles of incorporation, bylaws, operating agreements or other documents concerning governance which incorporate the government requirements</del> The Vendor stated how they intend to employ the board governance process described in section 5.9 of Appendix VIII – Attachment I.</p>	3 Points	
<p>The Vendor described their organization and governance structure, depicting lines of authority. Duties and responsibilities were included for each key position. A complete listing of the Board of Directors was included. <del>The Vendor submitted copies of two of its governing documents: its articles of incorporation, bylaws, operating agreements or other documents concerning governance which incorporate the government requirements</del></p>	1 Points	
<p>The response did not include organizational and governance structure.</p>	0 Points	
<p>SCORE: _____</p>		

2.2 – Community Collaboration		
Describe the Vendor’s experience with diverse stakeholder groups in developing community programs. Collaborative activities may include needs assessments, strategic planning, service delivery models, system designs, and research. The Vendor will submit letters of support from stakeholders including, but not limited to, families in the target population, vendors supporting community-based systems of care, child and family service vendors, behavioral health agencies, community organizations, the courts, schools, faith-based organizations, advocacy groups, foundations and other funders, and the business community.		
<b>Note: Letters of support are not included in the page count for Section 4.2 Content of Programmatic Reply.</b>		
	RATING	NOTES
The reply describes how the organization has been a collaborative leader for community programs. The Vendor provided letters of substantial support from different types of critical stakeholders (include only those letters demonstrating Vendor history or significant support to the program). Evidences strong local (within community that the system of care serves) stakeholder support.	5 Points	
The reply describes how the organization has been an active participant in collaborative planning for community programs. The Vendor provided letters of support from different types of stakeholder groups (include only those letters demonstrating vendor history or significant support to the program).	3 Points	
The reply shows minimal participation in collaborative activities for community programs. The Vendor provided letters from stakeholder groups (include only those letters demonstrating Vendor history or significant support to the program).	1 Points	
The reply offers no evidence that the organization has supported collaborative planning for community programs.	0 Points	
SCORE: _____		