

INVITATION TO NEGOTIATE (ITN)

ADDENDUM #1

ITN Number: 10591

ITN Services: The Department of Juvenile Justice (Department or DJJ) is issuing this ITN to obtain replies and further negotiate with a Respondent to design, develop, implement, and operate ten Juvenile Justice Community Integrated Services (JJCIS) programs located throughout the State in the County/Circuits identified below. The Department will make multiple awards by County/Circuit area. JJCIS shall be made available to males and females placed on probation, or minimum risk commitment by the court and who are assessed as moderate, moderate-high or high risk to re-offend. The JJCIS programs shall be based on the Attachment A of this ITN, meeting the minimum requirements of Attachment A-1 and must include a requirement for a fully funded transportation model.

JJCIS Program services shall be delivered at a Respondent-owned/Department approved service center and/or local community sites and located in a safe environment. JJCIS services shall be provided in the geographical areas identified in the table below:

NORTH REGION	CENTRAL REGION	SOUTH REGION
Escambia – Circuit 1	Hillsborough – Circuit 13	Lee – Circuit 20
Okaloosa – Circuit 1	Pasco – Circuit 6	St. Lucie – Circuit 19
Leon – Circuit 2	Osceola – Circuit 9	
Bay– Circuit 14	Manatee & Sarasota –Circuit 12	

This Invitation to Negotiate (ITN) is issued by the State of Florida, Department of Juvenile Justice, 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):

UNSPSC Code: 92101702 – Youth camps or facilities services
93131700 – Social development and services
93141507 – Social work administration services

Subject: This Addendum contains questions submitted by prospective Respondents and the Department's answers, and updates to the ITN language.

Deletions are indicated by "strikethrough". Additions, updates or replacements are indicated by underscore. All changes are highlighted yellow for quick reference.

REFERENCE: Revisions were made to the following pages in the document titled "ITN 10591 – Revision #1":

- Pages 10 – 13
- Page 15
- Page 24
- Page 33
- Page 42
- Page 54
- Page 60
- Page 65

- Page 66
- Page 67
- Page 85
- Page 100
- Page 107

REFERENCE: The Exhibit 2 – Redirection Modalities by Geographical Area, has deleted Miami-Dade – Circuit 11 from the table.

Return of this Addendum is not mandatory; however, the Respondent is responsible for its contents and is requested to sign and submit this Addendum with its response to the ITN.

Protests must be filed with the General Counsel's Office, Department of Juvenile Justice, 2737 Centerview Drive, Tallahassee, Florida 32399-3100, within the time prescribed in section 120.57(3), Florida Statutes, and chapter 28-110, Florida Administrative Code. Notices delivered by hand delivery or delivery service shall be to the Agency Clerk, Office of the General Counsel, Florida Department of Juvenile Justice, 2737 Centerview Drive, Tallahassee, Florida 32399-3100, with a copy to the Department's Procurement Manager responsible for this 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. Written notices, formal requests and proceedings must conform to the requirements set forth in chapter 28-110, Florida Administrative Code.

Any person who files an action protesting a decision or intended decision pertaining to contracts administered by the department or agency pursuant to section 120.57(3), Florida Statutes, shall post with the department or the agency at the time of filing the formal written protest a bond payable to the department or agency in an amount equal to 1 percent (1%) of the estimated contract amount. The estimated contract amount shall be based upon the contract price submitted by the protestor or, if no contract price was submitted, the department or agency shall estimate the contract amount based on factors including, but not limited to, the price of previous or existing contracts for similar commodities or contractual services, the amount appropriated by the Legislature for the contract, or the fair market value of similar commodities or contractual services. The agency shall provide the estimated contract amount to the Respondent within seventy-two (72) hours, excluding Saturdays, Sundays, and state holidays, after the filing of the notice of protest by the Respondent. The estimated contract amount is not subject to protest pursuant to section 120.57(3), Florida Statutes. The bond shall be conditioned upon the payment of all costs and charges that are adjudged against the protestor in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, the department or agency may, in either case, accept a cashier's check, official bank check, or money order in the amount of the bond. If, after completion of the administrative hearing process and any appellate court proceedings, the department or agency prevails, it shall recover all costs and charges which shall be included in the final order or judgment, excluding attorney's fees. This section shall not apply to protests filed by the Office of Supplier Diversity. Upon payment of such costs and charges by the protestor, the bond, cashier's check, official bank check, or money order shall be returned to the protestor. If, after the completion of the administrative hearing process and any appellate court proceedings, the protestor prevails, it shall recover all costs and charges which shall be included in the final order or judgment, excluding attorney's fees.

SIGNED BY: _____

NAME: _____

COMPANY: _____

TITLE: _____

DATE: _____

(Questions are presented in exact manner received.)

Youth Advocate Programs, Inc. – RECEIVED 6/21/2018

Question #1	Should a provider submit only the Attachment S: Price Sheet or is a detailed budget narrative also required?
Answer #1	Attachment S (Price Sheet) and Attachment H (Budget) must both be submitted for each circuit proposed. Neither requires a narrative.
Question #2	Should providers that propose to provide services in multiple circuits but within one region submit separate proposals for each circuit proposed or only separate price sheets per circuit?
Answer #2	A Respondent should submit one reply which includes all circuits. There are specific documents that could require more than one submittal of the document, if the Respondent is proposing services for more than one circuit. These documents are: <ul style="list-style-type: none"> • Staffing Plan • Program organizational chart • Budget (Attachment H) • Price Sheet (Attachment S) • Details of Proposed Delinquency Interventions (Exhibit 5)
Question #3	May proposers propose different interventions than those noted in the ITN and Exhibit 4?
Answer #3	Yes. Respondents must submit documentation if the intervention is Evidence-Based and not currently in the Pick List of DJJ Approved Delinquency Interventions. The curriculum details, and any related research and/or citations, must be sent to the Procurement Manager with the reply, no later than the reply due date. The Department shall expedite requests for review. Proposed interventions shall be reviewed prior to scoring of the reply. Failure to do so will result in reduced points earned during scoring.
Question #4	Please define the roles and responsibilities of the Case Manager and Integrated Services Manager positions identified in the solicitation.
Answer #4	The case manager is responsible for the orientation intake process, screening and needs assessment, C-PACT, YES Plan, updates, discharge planning and DJJ JJIS functions and may also provide transportation to appointments and functions, as well as community contacts/curfew checks with youth and family at home. The Integration Manager may provide delinquency intervention and other services including structured activities on-site or arrange for services within the community and provide transportation to those appointments, as well as function as a coach and provide the longer-in-length community contacts. It is recommended that the case manager and Integration Services Manager be crossed trained.
Question #5	Please confirm services can be provided in the home and community as well as a provider's office site.
Answer #5	That is correct. Services shall be based on the needs of the youth and may occur in the home, community or a Respondent's service center if they have one or appropriate local community sites.
Question #6	Please provide an anticipated number of youth to be served in each circuit.
Answer #6	The capacity and number of youth to be served in a circuit depends on the rate and ratio of youth to staff the Respondent proposes. Please also refer to the Demographic Data in the ITN, currently on pages 10-13.

Question #7	Should providers submit separate proposals for each region?
Answer #7	See Answer #2.
Southwest Key Programs – RECEIVED 6/28/2018	
Question #8	Please clarify 424,860/per site, per year for 5 years
Answer #8	The funding allocation of \$424,860.00 per site is the maximum funding available annually for services at each location. The Respondent should determine the number of youth per slots they can serve and a per diem rate. The payment method is for available slots at the per diem rate up to a total of \$424,860.00 per Fiscal Year. Payment will be made for all available slots as long as the Respondent is substantially staffed and services are continuously available as per the final contract.
Question #9	Do staff conducting substance abuse services need to be a licensed mental health professional?
Answer #9	Substance abuse services shall be provided by a Licensed Qualified Professional or by a non-licensed substance abuse clinical staff person who is employed in a facility licensed under Chapter 397, F.S., or employed by a service Respondent licensed under Chapter 397, F.S. The non-licensed substance abuse clinical person shall work under the direct supervision of a qualified professional under section 397.311(26), F.S., as set forth in Rule 63N-1, F.A.C.
Evidence-Based Associates – RECEIVED 6/28/2018	
Question #10	Regarding the requirement for a ‘fully-funded and functional transportation model’ (first referenced in the opening paragraph), can the transportation service itself be contracted out (i.e., to a subcontracted, specialized transportation provider) as long as the responsibility for developing, monitoring and managing the service remains with the contracted provider agency?
Answer #10	The preference is for the case manager and integration services manager to provide transportation as needed for their caseload. A transportation plan that specifies how transportation would be subcontracted may be considered; however, the Respondent agency remains fully responsible for the transportation.
AMIkids, Inc. – RECEIVED 6/21/2018	
Question #11	In order to serve 16 youth at a JJCIS program, the stated case ratios would require 2 case managers and 2 Service Integration Managers. Can these positions be combined?
Answer #11	No. See Answer #4.
Question #12	Does the CM/Integrated Services Manager have the ability to coordinate referrals to Mental Health and/or Substance Abuse services in the community based on assessment or need, and follow up to ensure service is being provided? Or is it the Department’s intent to have at least a clinical staff person employed to make the referrals and do the follow up?
Answer #12	The Integrated Services Manager has the ability to make referrals.
Question #13	There is no direction on the referral process for mental health services. Are there standards related to the qualifications and training of the person making the referrals similar to the designated mental health authorities?

Answer #13	If the Respondent is providing mental health or substance abuse delinquency intervention services or other mental health or substance abuse services then the qualifications would be the DMHCA. If the Respondent is not providing any mental health or substance abuse services then the referral for services within the community would need to be reviewed and approved by the supervisor and documented in case notes. Any referrals to Department contracted mental health or substance abuse services such as Redirections would need to be requested through the JPO and approved by the Chief or designee.
Question #14	Are there start-up funds available associated with the requirement to transport youth, e.g. to purchase vehicles, or are there any Department-owned vehicles for use by the provider?
Answer #14	No. There are no start-up funds available, nor any Department owned vehicles available.
Question #15	The ITN refers to a Program Director, Case managers, Integration Services Managers, Clinical Director, Therapists, Administrative Workers, Community Outreach Staff and Transportation Workers. With the limited funding available, it will be difficult to provide each of these positions. Please confirm which of these staff roles are required.
Answer #15	A Program Director or Manager is required. It was anticipated that case managers and Integration Services Managers would provide transportation. Integration Services Manager functions include Community Outreach. Also, see Answer #4 above for further details on case managers and Integration Services Managers. The Clinical Director and therapists are only required if mental health and substance abuse services, including but not limited to those identified as Mental Health or Substance Abuse on the Pick List of DJJ Approved Delinquency Interventions, are provided by the Respondent or their subcontractor.
Question #16	Is it the Department's intent that Mental Health and Substance Abuse Services are provided by referral to community agencies, or by the respondent?
Answer #16	The Respondent should state whether they will be referring or providing the services. The Respondent should identify in their reply whether Mental Health and Substance Abuse Services will be provided by the Respondent or referred and followed-up within the community.
Question #17	Can the number of programs be reduced within the available budget? If not, will the Department consider revisions to the scope of work?
Answer #17	No. Ten programs will be funded, per the ITN specifications. Programs should be proposed based on the minimum specifications of Attachment A-1 and the available budget. The minimum specifications of the ITN shall not be revised.
Question #18	Section 3(a) on page 20 of the ITN states that it is desired that delinquency interventions meet the most common PACT risk indicators per service location, and that this data is located at the front of the ITN, but the information was not found. Can you please provide this data?
Answer #18	See the data, added to the ITN in pages 11-13, by service location on PACT risk indicator. The ITN language on page 24 has been changed in this Addendum to reflect data by service location, not zip code.
Question #19	On page 4, the ITN states that two basic needs for the JJCIS have been identified through research. Can you please provide the research referred to better inform our response?

Answer #19	<p>The statement refers to the Office of Research and Data and their years of research which reflect the two basic needs stated, not to a specific research study. Here is additional information that may assist with your reply.</p> <p>The Department's risk assessment and case management process informs and prioritizes treatments and interventions for youth in the juvenile justice system. More information on these materials, and the supporting research, can be found on the Department's website: http://www.djj.state.fl.us/partners/our-approach/PACT/CPACT.</p> <p>PACT Assessments</p> <p>The PACT assessment process is the cornerstone of our efforts to implement evidence-based services and interventions throughout the juvenile justice system in Florida. The PACT Pre-Screen and Full Assessment were developed to assist Juvenile Probation Officers and contracted case managers in determining a youth's level of risk to re-offend, identifying areas of highest criminogenic need, developing a meaningful intervention plan, and monitoring progress in reducing risk factors. The underlying philosophy is that the PACT enables Juvenile Probation Officers to reduce recidivism by promoting positive changes in attitudes and behaviors of youth while directing treatment and monitoring court-ordered sanctions. The PACT provides Department staff with data necessary to make informed decisions about which youth need which interventions and to what extent.</p> <p>YES PLAN</p> <p>The Youth-Empowered Success (YES) Plan was developed to assist Juvenile Probation Officers and contracted case managers in utilizing the information gathered through the PACT assessment to establish meaningful goals and actions in collaboration with the youth and family. The purpose of the Intervention Plan Initiative is to significantly improve supervision services by implementing youth-specific intervention plans that focus on motivation for change, parental and community support networks, and evidence-based practices as tools to reduce criminogenic needs.</p>
Question #20	For services provided to youth through community referrals, what is the funding source for those services?
Answer #20	Some youth will have Medicaid or private insurance. For those who don't, depending on level of need, the following may be options: if a referral is made to a Community Mental Health or Substance Abuse agency, where services may be on a sliding fee based on family income, the Respondent may negotiate with private agencies that meet statutory requirements; or, referred by a Juvenile Probation Officer to a Redirection or a Mental Health Substance Abuse Rate Agreement. In some situations, youth may already be receiving services that the family or Department has initiated.
Question #21	On page 9, section 5b, the ITN states that the provider may bill for services on Saturday in lieu of Friday. Is Friday the only day or may the provider bill for a Saturday in lieu of any weekday?
Answer #21	Respondents may bill for Saturday services in lieu of any workday (Monday – Friday). This should be addressed in the technical proposal and on the weekly/monthly schedule submitted with the written response. Saturday services must be clearly documented
Question #22	Is billing on Sunday allowed in lieu of a weekday, if a service is provided on that Sunday? For example, transportation to a faith-based activity and home?
Answer #22	See Answer #21. For example, the Department does not consider transportation to and from a Faith Based activity on a Sunday sufficient as a standalone service for Sunday.

Question #23	The demographic data provided in section 6A has significant variability in the number of youth served in each circuit; however, the funding level is the same in all circuits. Is it the Department's intent that each circuit will serve the same number of youth?
Answer #23	The demographic data shown is for youth who would be eligible for services. It is not the Department's intent that each circuit serve the same number of youth. The Respondent should propose a program with the number of slots they can serve for the available funding.
Question #24	Based upon the caseload requirements and funding available, what is the Department's expectation on the number of youth served?
Answer #24	The Respondent should propose a program with the number of slots they can serve for the available funding.
Question #25	Service Tasks A2h of the ITN indicates: "Based on the risks and needs identified by the needs assessment, C-PACT and/or MAYSI-2 instruments, Bio-Psychosocial, the Respondent shall either ensure the presence of qualified licensed professional to provide mental health or substance abuse treatment (individual, family group) or arrange mental health or substance abuse services within the community in accordance with the requirements of a resulting Contract(s)." Does the department intend that arranged MH/SA in the community must adhere to the Contract in addition to any services provided by the Provider?
Answer #25	Community referrals by the Respondent shall be to Community Based Mental Health and Substance Abuse agencies that comply with the Florida Administrative Code (F.A.C.) governing Mental Health and Substance Abuse Services. These are referred to on pages 29 and 65 of the ITN. See Department Rule, Chapter 63N-1, F.A.C.
Question #26	Service Tasks A3d of the ITN indicates: "Open group interventions such as LST and ART shall also be made available during the week for JJCIS Program participants." LST and ART are listed as Closed group format on the pick list. Does the Department intend to loosen the requirements for the EB/PP interventions to allow greater flexibility for youth to attend group-based services? If not, can the Department provide more open one-time weekly group models to the Pick List that specifically address risk factors most common for youth in the proposed target population (i.e., aggression, skills, substance use, relationships, etc.).
Answer #26	Please see the correction to the ITN on page 24. Open Closed group interventions such as LST and ART shall also be made available during the week for JJCIS Program participants." LST and ART are closed groups, as per the Pick List of DJJ Approved Delinquency Interventions. The Department will not loosen requirements of the developers of any curriculum. The Department will assist any Respondent with implementing creative strategies and protocols to run groups effectively. All interventions to be provided are on the Exhibit 4 as specified; however, if a Respondent wants to propose an open one-time weekly group model, they should follow the directions on the bottom of the Exhibit.
Youth Advocate Programs, Inc. – RECEIVED 6/29/2018	
Question #27	Please confirm that if a respondent organization submits a reply to the ITN via electronic upload / DJJ Bid Library, they do not have to also submit any portion of the required response via CD-ROM, including all required narrative sections and attachments listed in the ITN.
Answer #27	This is correct. Electronic submission via the DJJ Bid Library do not require submission of a CD-ROM.

Question #28	Re: Client Contact List requirement (Attachment R): If a respondent is applying to provide services in multiple Circuits but only has a business relationship with DJJ in one (1) Circuit, should a respondent provide three (3) references for each Circuit where they are currently not conducting business with DJJ?
Answer #28	No.
Question #29	If a respondent is applying to serve multiple Regions and Circuits, can a respondent propose to provide staffing positions by Region or must all staffing positions be proposed for each Circuit?
Answer #29	A staffing plan must be submitted for each circuit site location. The Department wants information by circuit, not by region.
Question #30	Can the respondent organization submit letters of support with their application?
Answer #30	Replies should be prepared in accordance with the instructions within the ITN. Please note if letters of support are included in the technical response they will be counted as part of the seventy (70) page maximum.