

Date: April 2, 2019

Subject: Department to Juvenile Justice (Department or DJJ) Solicitation Number RFP #10638
Supervised Release Tracking Statewide

Request for Proposals (RFP): The Department seeks proposals to provide Supervised Release Tracking services on a twenty-four (24) hour per day, seven days per week basis throughout the state in eighteen (18) of Florida's twenty (20) Judicial Circuits, starting October 1, 2019, as specified in Attachment I, Services to be Sought. The Department intends to contract for services in the Department's Northwest Region, Northeast Region, Central Region and South Region.

NOTE: This is a new service to the Department and is contingent upon allocation of new funding in the General Appropriations Act of Fiscal Year 19/20, State of Florida.

The RFP 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	General Instructions to Respondents - Special Conditions
Attachment B	General Instructions for the Preparation and Submission of Proposals
Attachment C	Certification of Experience (Mandatory)
Attachment D	Evaluation Criteria
Attachment E	Client Contact List
Attachment F	Florida Certified Minority Business Enterprise (CMBE) Subcontracting Utilization Plan ²
Attachment G	Sample Contract ²
Attachment H	Budget for Probations Services – August 2018 ²
Attachment I	Tie Breaking Certifications ³
Attachment J	Price Sheet (Mandatory)
Attachment K	Drug-Free Workplace Certification ²
Attachment L	Reserved
Attachment M	Notice of Intent to Attend Solicitation Conference Form ³
Attachment N	Notice of Intent to Submit a Proposal/Bid ³
Attachment O	Cross Reference Table
Attachment P	Evaluation Questions/Considerations
Attachment Q	Supplier Qualified Report Request ²
Attachment I	Services to be Sought
Exhibit 1	Supervised Release Continuum Guidelines ³
Exhibit 2	Supervised Release Home Detention Guidelines ³
Exhibit 3	Supervised Release Intensive Home Detention Guidelines ³
Exhibit 4	Supervised Release Intensive Home Detention with Electronic Monitoring Guidelines ³
Exhibit 5	Florida Minority Business Enterprise (MBE) Utilization Report ²

¹Available at:

http://dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources/purchasing_forms

²Available at: <http://www.djj.state.fl.us/providers/contracts/index.html>

³ Document uploaded as a separate document for the RFP and posted on the Vendor Bid System.

Respondents shall comply fully with the instructions on how to respond to the RFP. Respondents submitting hard copies shall label proposals as "**DJJ SOLICITATION NUMBER 10638**" using the label form included in this RFP on the envelope(s) containing the proposal. The purpose of labeling the envelope is to put the Department's mailroom on notice that the package is a proposal in response to a DJJ solicitation and should not be opened except by the Department's Bureau of Procurement & Contract Administration (BPCA) at the specified date and time.

Eligible Respondents include units of local government, and non-profit and for-profit organizations.

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 Manager 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 proposal. 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 below.

Any person with a qualified disability shall not be denied equal access and effective communication regarding any proposal/proposal documents or the attendance at any related meeting or proposal opening. If accommodations are needed because of a disability, please contact the BPCA at (850) 413-0708 at least five business days prior to the meeting.

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 follow 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 Proposals 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 corporations were created.

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,

Michele Cunniff, Procurement Manager
Bureau of Procurement and Contract Administration
Florida Department of Juvenile Justice
The Knight Building, Suite 1100
2737 Centerview Drive
Tallahassee, Florida 32399-3100
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**ATTACHMENT A
GENERAL INSTRUCTIONS TO RESPONDENTS – SPECIAL CONDITIONS**

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1. DEFINITIONS

The definitions found in Rule 60A-1.001, Florida Administrative Code (F.A.C.), shall apply to this agreement. The following additional terms are also defined:

- (a) "Department" means the Department of Juvenile Justice that has released the solicitation.
- (b) "Procurement Manager" means the Department's contracting personnel, as identified in the procurement.
- (c) "Prospective Provider" or "Provider" means the business organization or entity providing the services and commodities specified in the response to this RFP.
- (d) "Respondent" means the entity that submits materials to the Department in accordance with these Instructions.
- (e) "Proposal" means the material submitted by the Respondent in answering the solicitation.

2. GENERAL INSTRUCTIONS

Potential Respondents to the solicitation are encouraged to carefully review all the materials contained herein and prepare proposals accordingly.

3. SUBMISSION OF PROPOSALS

Proposals are required to be submitted according to the instructions in Attachment B of the solicitation.

4. TERMS AND CONDITIONS

All proposals 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) Instructions to Respondents (Attachment A)
- (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 proposal. In submitting its proposal, 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 proposal, shall be grounds for rejecting a proposal.

5. QUESTIONS

Respondents shall address all questions to the Procurement Manager. Questions must be submitted according to the instructions in Attachment B of the solicitation.

6. CONFLICT OF INTEREST

This solicitation is subject to chapter 112, Florida Statutes (F.S.). Respondents shall disclose within their proposal the name of any Manager, 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.

7. CONVICTED VENDORS

A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime is prohibited from doing any of the following for a period of thirty-six (36) months from the date of being placed on the convicted vendor list:

- (a) submitting a bid, proposal, or reply on a Contract to provide any goods or services to a public entity;
- (b) submitting a bid, proposal or reply on a Contract with a public entity for the construction or repair of a public building or public work;
- (c) submitting bids, proposals, or replies on leases of real property to public entity;
- (d) being awarded or performing work as a contractor, supplier, subcontractor, or consultant under a Contract with any public entity; and
- (e) transacting business with any public entity in excess of the Category Two threshold amount (\$35,000) provided in section 287.017, F.S.

8. DISCRIMINATORY VENDORS

An entity or affiliate placed on the discriminatory vendor list pursuant to section 287.134, F.S., may not:

- (a) submit a bid, proposal, or reply on a Contract to provide any goods or services to a public entity;
- (b) submit a bid, proposal, or reply on a Contract with a public entity for the construction or repair of a public building or public work;
- (c) submit bids, proposals, or replies on leases or real property to a public entity;
- (d) be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; and
- (e) transact business with any public entity.

9. SCRUTINIZED COMPANIES LIST

In submitting a bid, proposal, or reply, the Respondent certifies that it is not on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, F.S., or is engaged in a boycott of Israel; or on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, F.S.; or engaged in business operations in Cuba or Syria. The Department may, at its option, terminate the Contract if the provider is found to have submitted a false certification as provided under subsection 287.135(5), F.S., or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria, or to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

10. RESPONDENT'S REPRESENTATION AND AUTHORIZATION

In submitting a proposal, each Respondent understands, represents, and acknowledges the following (if the Respondent cannot so certify to any of following, the Respondent shall submit with its proposal a written explanation of why it cannot do so):

- (a) The Respondent is not currently under suspension or debarment by the State or any other governmental authority.

- (b) To the best of the knowledge of the person signing the proposal, the Respondent, its affiliates, subsidiaries, Directors, Managers, and employees have not in the last ten years been convicted or found liable for any act prohibited by law in any public contract.
- (c) The Respondent currently has no delinquent obligations to the State, including a claim by the State for liquidated damages under this and/or any other Contract.
- (d) The submission is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- (e) The prices and amounts have been arrived at independently and without consultation, communication, or agreement with any other Respondent or potential Respondent; neither the prices nor amounts, actual or approximated, have been disclosed to any Respondent or potential Respondent, and they will not be disclosed before the solicitation opening.
- (f) The Respondent has fully informed the Department in writing of all convictions of the firm, its affiliates (as defined in paragraph 287.133(1)(a), F.S.), and all Directors, Managers and employees of the firm and its affiliates for violation of state or federal antitrust laws with respect to a public Contract. This includes disclosure of the names of current employees who were convicted of public entity crimes while in the employ of another company.
- (g) Neither the Respondent nor any person associated with it in the capacity of owner, partner, Director, Manager, Principal, Investigator, Project Director, Auditor, or position involving the administration of federal funds:
 - 1) Has within the preceding three years been convicted of or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged with: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal or state or local government transaction or public contract; violation of antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
 - 2) Has within a three-year period preceding this certification had one or more federal, state, or local government contracts terminated for cause or default.
- (h) The product offered by the Respondent will conform to the specifications without exception.
- (i) The Respondent has read and understands the Contract terms and conditions (Attachment G), and the submission is made in conformance with those terms and conditions.
- (j) If an award is made to the Respondent, the Respondent agrees to be legally bound to the Contract that is formed with the State.
- (k) The Respondent has made a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the proposal, and has been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in the proposal.
- (l) The Respondent shall indemnify, defend and hold harmless the Department and its employees against any cost, damage, or expense, which may be incurred or be caused by any error in the Respondent's preparation of its proposal.
- (m) All information provided by and representations made by the Respondents are material and important and will be relied upon by the Department in awarding the Contract. Any misstatement shall be treated as fraudulent concealment from the Department of the true facts relating to submission of the proposal. A misrepresentation shall be punishable under law, including, but not limited to, Chapter 817, F.S.

11. PERFORMANCE QUALIFICATIONS

The Department reserves the right to investigate or inspect at any time whether the services, qualifications, or facilities offered by a Respondent meet the anticipated Contract requirements. The Respondent shall at all times during the resulting Contract term remain responsive and responsible. The Respondent must be prepared, if requested by the Department, to present evidence of experience, ability, and financial standing, as well as a statement as to plant, machinery, and capacity of the Respondent for the delivery of services. If the Department determines that the conditions of the solicitation documents are not complied with, or that the

services proposed to be furnished do not meet the specified requirements, or that the qualifications, financial standing, or facilities are not satisfactory, or that performance is untimely, the Department may reject the proposal. The Respondent may be disqualified from receiving awards if the Respondent, or anyone in the Respondent's employment, has previously failed to perform satisfactorily in connection with public bidding or contracts. This paragraph shall not mean or imply that it is obligatory upon the Department to make an investigation either before or after award of the resulting Contract, but should the Department elect to do so, the Respondent is not relieved from fulfilling all resulting Contract requirements.

12. PUBLIC OPENING

Proposals shall be opened on or about the date and at the location indicated in Attachment B. Respondents may, but are not required to, attend. The Department may choose not to announce prices or release other materials pursuant to subsection 119.07(6), F.S. Any person requiring a special accommodation because of a disability should contact the Procurement Manager at least five workdays prior to the solicitation opening. If you are hearing or speech impaired, please contact the Department by using the Florida Relay Service at (800) 955-8771 (TDD).

13. METHODOLOGY FOR AGENCY DECISION

As per subparagraph 287.057(1)(b)4., F.S., "the Contract shall be awarded by written notice to the responsible and responsive vendor whose proposal is determined in writing to be the most advantageous to the state, taking into consideration the price and other criteria set forth in the request for proposals."

The Department will use the following information to determine Contract award:

- (a) Technical Proposal Cumulative Score
- (b) Reference checks are submitted, completed and correct per the instructions listed in the RFP – Yes/No (Attachment E)
- (c) Relevant Experience and/or In Good Standing with Current/Recent Department Contract attachment is completed and verified – Yes/No (Attachment C)
- (d) Proposed Cost/Price (Attachment J)

14. ELECTRONIC POSTING OF NOTICE OF AGENCY DECISION

On or about the date indicated in Attachment B, the Department shall electronically post a Notice of Agency Decision at http://myflorida.com/apps/vbs/vbs_main_menu. If the Notice of Agency Decision is delayed, in lieu of posting the Notice of Agency Decision the Department shall post a notice of the delay and a revised date for posting the Notice of Agency Decision. Any person who is adversely affected by the decision shall file with the Department a Notice of Protest within seventy-two (72) hours after the electronic posting. The Department shall not provide tabulations or Notices of Agency Decision by telephone.

15. FIRM RESPONSE

The Department may make an award within 120 days after the date of the opening, during which period proposals shall remain firm and shall not be withdrawn. If an award is not made within 120 days, the proposal shall remain firm until either the Department awards the Contract or the Department receives written notice from the Respondent that the proposal is withdrawn.

16. CLARIFICATIONS / REVISIONS

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 proposal.

17. MINOR IRREGULARITIES / RIGHT TO REJECT

The Department reserves the right to accept or reject any and all proposals, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if the Department determines that doing so will serve the State's best interests. The Department may reject any proposal not submitted in the manner specified by the solicitation documents.

18. CONTRACT FORMATION

The Department shall issue a Notice of Award, if any, to the successful Respondent(s) by posting on the Vendor Bid System; however, no Contract shall be formed between the Respondent and the Department until the Department signs the Contract. The Department shall not be liable for any costs incurred by a Respondent in preparing or producing its proposal or for any work performed before the Contract is effective.

19. CONTRACT OVERLAP

Respondents shall identify any services covered by this solicitation that they are currently authorized to furnish under any State Term Contract. By entering into the Contract, a provider authorizes the Department to eliminate duplication between agreements in the manner the Department deems to be in its best interest.

20. PUBLIC RECORDS

Article 1, Section 24, Florida Constitution, guarantees every person access to public records. Florida law generously defines what constitutes a public record in section 119.07, F.S. As such, all proposals to a competitive solicitation are public records unless exempt by law.

21. CONFIDENTIAL, PROPRIETARY, OR TRADE SECRET MATERIAL

The Department takes its public records responsibilities, as provided under chapter 119, F.S., 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 response to this solicitation to be confidential, trade secret or otherwise not subject to disclosure pursuant to chapter 119, F.S., the Florida Constitution or other authority, the Respondent must also simultaneously provide the Department with a separate redacted copy of its proposal 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 proposal 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 proposal 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 Respondent's determination that the redacted portions of its proposal are confidential, proprietary, trade secret or otherwise not subject to disclosure.

If the Respondent fails to submit a Redacted Copy with its proposal, 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.

22. PROTESTS

Any protest concerning this solicitation shall be made in accordance with subsections 120.57(3) and 287.042(2), F.S. and Rule 28-110, F.A.C. Questions to the Procurement Manager shall not constitute formal Notice of Protest. It is the Department's intent to ensure that specifications are written to obtain the best value for the State and those specifications are written to ensure competitiveness, fairness, necessity and reasonableness in the solicitation process.

- (a) Paragraph 120.57(3)(b), F.S., and Rule 28-110.003, F.A.C., 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) Paragraph 120.57(3)(a), F.S., 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, F.A.C., requires the following statement to be included in the solicitation: "Failure to file a protest within the time prescribed in Section 120.57(3), F. S., 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, F. S."

23. CAPTIONS AND NUMBERING

The captions, section numbers, article numbers, title and headings appearing in this solicitation 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 affect this solicitation and shall not be construed to create a conflict with the provisions of this solicitation.

24. CONTACT DURING SOLICITATION

Pursuant to subsection 287.057(23), F.S., "Respondents to this solicitation or persons acting on their behalf may not contact, between the release of this solicitation and the end of the 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 officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.”

25. SPECIAL CONDITIONS

Pursuant to Rule 60A-1.002(7), F.A.C., 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.

26. 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 proposal to this solicitation, the Respondent acknowledges its understanding and willingness to comply with this requirement.

ATTACHMENT B
GENERAL INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF PROPOSALS

- I. SOLICITATION NUMBER** RFP #10638
- II. SOLICITATION TYPE** Request for Proposal: The Department seeks proposals to provide Supervised Release Tracking (SRT) services on a twenty-four (24) hour per day, seven days per week basis throughout the state in eighteen (18) of Florida's twenty (20) Judicial Circuits, starting October 1, 2019, as specified in Attachment I, Services to be Sought. The Department intends to contract for services in the Department's Northwest Region, Northeast Region, Central Region and South Region.

NOTE: This is a new service to the Department and is contingent upon allocation of new funding in the General Appropriations Act of Fiscal Year 19/20, State of Florida.

- III. PROCUREMENT OFFICE** Michele Cunniff, Procurement Manager
 Bureau of Procurement and Contract Administration
 Florida Department of Juvenile Justice
 The Knight Building, Suite 1100
 2737 Centerview Drive
 Tallahassee, Florida 32399-3100
 Telephone: (850) 717-2603
 Fax: (850) 414-1625
 E-Mail Address: Michele.Cunniff@djj.state.fl.us

IV. GENERAL INFORMATION

A. 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 via an Informational Notice or Addendum, and will be posted on the "MyFlorida" website http://www.myflorida.com/apps/vbs/vbs_main_menu. All listed times are local time in Tallahassee, Florida (Eastern Daylight/Standard Time).

DATE	TIME	ACTION	WHERE
Tuesday, April 2, 2019	C.O.B.	Release of solicitation	MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_main_menu
Wednesday, April 10, 2019	C.O.B.	Deadline for Submission of Intent to Attend Solicitation Conference Form (Attachment M)	Send to Michele.Cunniff@djj.state.fl.us
Wednesday, April 10, 2019	C.O.B.	Deadline for Submission of Intent to Submit a Proposal / Bid (Attachment N)	Send to Michele.Cunniff@djj.state.fl.us

Wednesday, April 10, 2019	C.O.B.	Solicitation Conference Question Deadline – Last date and time written questions will be accepted for discussion at Solicitation Conference	Send to Michele.Cunniff@djj.state.fl.us
Monday, April 15, 2019	10:00 AM EDT 9:00 AM CDT	Solicitation Conference/Conference Call (This is a Public Meeting to be held only upon public interest)	Bureau of Procurement and Contract Administration Knight Building, Department Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 801-658-293 when directed. The Agenda can be found on MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_main_menu under the solicitation #.
Tuesday, April 16, 2019	C.O.B.	Final date and time deadline written questions will be accepted	Send to Michele.Cunniff@djj.state.fl.us
Wednesday, May 1, 2019	C.O.B.	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
Thursday, May 16, 2019	2:00 PM EDT	Proposals due and opened	Attention: Michele Cunniff Department of Juvenile Justice Bureau of Procurement and Contract Administration 2737 Centerview Drive, Suite 1100 Tallahassee, FL 32399-3100
Wednesday, May 29, 2019	9:00 AM EDT 8:00 AM CDT	Evaluation Team Briefing Conference Call (This meeting is open for public attendance)	Bureau of Procurement and Contract Administration Knight Building, Department Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 801-658-293 when directed. A recording of the Conference Call will be available at: http://www.djj.state.fl.us/partners/contracting/conference-calls within forty-eight (48) hours of the Briefing being concluded excluding weekends and holidays.

Monday, June 17, 2019	10:00 AM EDT 9:00 AM CDT	Evaluation Team Debriefing Conference Call (This meeting is open for public attendance)	Bureau of Procurement and Contract Administration Knight Building, Department Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 801-658-293 when directed. A recording of the Conference Call will be available at: http://www.djj.state.fl.us/partners/contracting/conference-calls within forty-eight (48) hours of the Debriefing being concluded excluding weekends and holidays.
Thursday, August 8, 2019	C.O.B.	Anticipated date of posting of Notice of Agency Decision	MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_main_menu
Tuesday, October 1, 2019		Anticipated Contract start date	

B. Time, Date and Place Proposals are Due

Proposals must be received **NO LATER** than the date and time specified in the Calendar of Events (Attachment B, Section IV., A.), and submitted to the Department at the address identified in Section III, above.

Caution: A proposal received at the designated office after the exact time specified will not be considered, as specified by Attachment A.

C. There is no site visit requirement for this solicitation.

D. The Department reserves the right to modify non-material terms of the RFP prior to execution of the Contract resulting from this RFP, when such modification is determined to be in the best interest of the State of Florida.

E. Solicitation Conference

The Department may conduct a Solicitation Conference on the date and at the time specified in the Calendar of Events. The purpose of the Solicitation Conference is to discuss the contents of the solicitation and Respondents' questions and clarify areas of misunderstanding or ambiguity.

If no interest in the Solicitation Conference is indicated by Respondents, the Department has the option of cancelling the conference by placing a Notice of Cancellation of the conference on the MyFlorida.com website at http://www.myflorida.com/apps/vbs/vbs_main_menu under the solicitation number. If the Solicitation Conference is cancelled, questions and answers will be posted in the form of an Addendum on or before the date specified in the Calendar of Events. Respondents interested in the Solicitation Conference shall take note of the following:

1. Notice of "Intent to Attend Solicitation Conference": Respondents interested in participating in the Solicitation Conference are encouraged to submit a "Notice of Intent to Attend Solicitation Conference" (Attachment M to this RFP) by the date and time specified in the Calendar of Events to the Procurement Manager by facsimile or e-mail. This is not a mandatory requirement.
2. Questions for Solicitation Conference: Questions for verbal discussion at the Solicitation Conference shall be submitted in writing and sent to the Procurement Manager at: Michele.Cunniff@djj.state.fl.us, or by mail or facsimile, and shall be received by the date specified for Solicitation Conference Questions in the Calendar of Events (Attachment B, Section IV., A.). The intent of this deadline is to provide the Department sufficient time to prepare answers for discussion at the conference.

3. Agenda: An Agenda with questions submitted to date by Respondents will be posted on the MyFlorida.com website at http://www.myflorida.com/apps/vbs/vbs_main_menu under the solicitation number no less than twenty-four (24) hours (one business day) prior to the meeting time.
 4. Solicitation Conference Call: At the scheduled time of the conference call, Respondents shall contact the Bureau of Procurement and Contract Administration at the number listed in the Calendar of Events.
 5. Final Questions/Inquiries: Final questions after the Solicitation Conference, or any other inquiries regarding the solicitation, shall be submitted in writing and sent to the Procurement Manager at Michele.Cunniff@djj.state.fl.us, or by mail or facsimile, and shall be received by the date specified for Final Deadline for Questions in the Calendar of Events (Attachment B, Section IV., A.). The Department will not accept questions on this solicitation after close of business on the date specified in the Calendar of Events. The Respondent is responsible for ensuring that the Procurement Manager receives the inquiry.
 6. Non-Binding Communication: The Department will accept verbal questions during the Solicitation Conference and will make a reasonable effort to provide answers at that time. Impromptu questions will be permitted and spontaneous answers provided; however, the Department will issue written answers ONLY to questions subsequently submitted in writing as indicated in Attachment B, VII. Any information communicated through oral communication shall not be binding on the Department and shall not be relied upon by any Respondent. Questions shall be submitted in writing in accordance with the deadline for questions in the Calendar of Events.
 7. 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.
- F. Evaluator Briefing Session
The Department will hold an Evaluator Briefing Session at the date and time specified in the Calendar of Events. The purpose of the Evaluator Briefing Session is to ensure that evaluators fully understand the solicitation requirements and the evaluation and scoring process. This meeting is open for public attendance. A recording of the call will be available on the Department's website (<http://www.djj.state.fl.us/Providers/contracts/conference-calls/index.html>) within forty-eight (48) hours of the date listed on the Calendar of Events, excluding weekends and holidays.
- G. Evaluator Debriefing Session
The Department will hold an Evaluator Debriefing Session at the date and time specified in the Calendar of Events. The purpose of the Debriefing Session is to allow Evaluators an opportunity to state the page number(s) in the proposals where information relied on for assessing a score was found, record the scores assessed for the proposals, and provide a concise summary of comments for each category. A recording of the call will be available on the Department's website (<http://www.djj.state.fl.us/Providers/contracts/conference-calls/index.html>) within forty-eight (48) hours of the date listed on the Calendar of Events.
- H. On or about the date specified in the Calendar of Events (Attachment B, Section IV., A.), 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 under the Agency drop-down menu, select the Department of Juvenile Justice. Click "Advertisement Search", select the RFP and double click on the RFP number. Click the Notice of Agency Decision link. Call the Department's Procurement Manager at the telephone number listed in Attachment B, Section III., with any questions regarding accessing the website.
- I. At every meeting subject to the Sunshine Law, which relates to this procurement, the public shall be given reasonable opportunity to be heard.

V. MANDATORY REQUIREMENTS

The following requirements must be met by the Respondent to be considered responsive to this RFP. Although there are other criteria set forth in this RFP, these are the only requirements deemed by the Department to be mandatory. Failure to meet these requirements may result in a proposal not being evaluated and rejected as non-responsive.

- A. It is **MANDATORY** that the Respondent submits its proposal within the time frame specified in the Calendar of Events (Attachment B, Section IV., A.).
- 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.
- C. It is **MANDATORY** that the Respondent submit a completed and signed Attachment C, Certification of Experience, that includes a statement certifying that the Respondent has experience of at least two years within the last five years providing services to juvenile delinquent populations similar to those as specified in this RFP.
- D. It is **MANDATORY** that the Respondent submit Attachment E (Client Contact List) with a minimum of three client contacts. This list is a part of the Technical Proposal, and is required in order for the proposal to be considered complete.
 1. The Attachment E must be completed and submitted with at least three previous or current clients for whom the Respondent has delivered services to juvenile delinquent youth as specified in this RFP. Clients are expected to be businesses or other organizations and cannot be parents/guardians, students, or minors.
 2. The Department reserves the right to contact any and all references in the course of this solicitation and make a fitness determination, not subject to review or challenge.
 3. The Department shall not be listed as a reference. If the Respondent has only provided these same or similar services to the Department, the Respondent is to include an attestation statement from the individual with authority to bind the Respondent in place of the Attachment E.
 4. Hard copies submitted within the Technical Proposal and copies submitted electronically through the bid library with the proposal to the Procurement Manager are acceptable.
- E. 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 Js (Price Sheets - #1 Northwest Region, #2 Northeast Region, #3 Central Region, and #4 South Region)**. The price must include all services, equipment, material and labor necessary to complete the Services to be Sought for each Region as outlined in Attachment I and described in this RFP and the Respondent's proposal. This price shall be expressed as two decimal number prices.
- F. It is **MANDATORY** that the Respondent submit a completed, signed Attachment H – Budget for Probation Services – August 2018, for each Circuit proposed. The budget will not be scored, but proposed expenditures will be reviewed to ensure they are allowable, reasonable, and necessary.
- G. It is **MANDATORY** that the Respondent submit financial documentation, as described in Section XX., I., 3., of this RFP, that is sufficient to demonstrate its financial viability to perform the Contract(s) resulting from this RFP.

VI. SOLICITATION INFORMATION

- A. The term "Provider" refers to:
 1. "Provider" is defined to also include: any and all subsidiaries of the prospective provider where the prospective provider owns 80% or more of the common stock of the subsidiary; the parent corporation of the prospective provider where the parent owns 80% or more of the common stock of the prospective provider; and any and all subsidiaries of the parent corporation of the prospective provider where the parent owns 80% of the common stock of the prospective provider and the parent's subsidiaries.
 2. For all other purposes, the definition shall be as specified in Attachment A., 1.

- B. For the purposes of the Dun & Bradstreet (D&B) Supplier Qualifier Report (SQR) (if applicable): the proposing entity (“Provider”) 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.
- C. Respondents shall submit proposals in one of the following formats:
1. Electronic Upload Proposal:
 - a. The Department prefers Respondents to upload **complete** electronic Proposals via the DJJ Bid Library, a private and secure online portal for solicitation documents, in SharePoint.
 - b. Respondents shall register for a DJJ Bid Library account by contacting the Procurement Manager for this RFP: Michele Cunniff, via e-mail at Michele.Cunniff@djj.state.fl.us, or phone: (850) 717-2603.
 - c. Respondents are required to register their email address for access to the DJJ Bid Library using a Microsoft account.
 - 1) If your organization already uses a Microsoft account, that email address should be utilized in the registration request.
 - 2) If your organization does not use a Microsoft account, a free account can be created through Microsoft at <https://www.office.com>. **This step must be completed first, prior to submitting the DJJ Bid Library registration request.** The email address used to create the Microsoft account should be utilized in the registration request to your Procurement Manager.
 - 3) Access to the DJJ Bid Library is granted by each user’s specific Microsoft account. Your organization may elect to register a single or general Microsoft account for all submissions. This allows multiple users, with the Microsoft account log-in information, to view each other’s uploads to the DJJ Bid Library. It also allows other users to edit and delete each other’s uploads. ***This is the method recommended by the Department.***
 - 4) If your organization elects to register multiple users with individual Microsoft accounts, each user will not be able to view, edit, or delete each other’s submissions. If two users with individual accounts upload the same document, the Department will use the most current version of the document (within the established due date/time), even if there are multiple uploaded versions of the same document.
 - 5) Once registered, the access link to the DJJ Bid Library will be emailed (*Sent from no-reply@sharepointonline.com. Check Spam, Clutter, or Junk folder.*).
 - d. Electronic proposals shall be uploaded to the DJJ Bid Library no later than the due date and time specified in the calendar of events for this RFP. Any and all documents uploaded, edited, or modified in any way after this date and time will be deemed non-responsive.
 - e. The complete proposal which contains Volumes 1 and 2 shall be saved in Microsoft Word and/or Excel. The signed Transmittal Letter (Volume 1, Tab 1), Attachment C (Volume 1, Tab 2), Attachment J (Volume 2, Tab 1), and financial viability documentation (Volume 2, Tab 3) are the only documents which can be saved in a PDF format. The Attachment H – Budget for Probation Services - August 2018 (Volume 2, Tab 2) must be submitted in Excel, at a minimum.
 - f. In the event the Respondent needs technical assistance, the Bid Library Technical Assistant is Leanna Brown, and can be reached via email at: Leanna.Brown@djj.state.fl.us or phone: (850) 717-2601.

OR

2. Hard copy With CD-ROM Proposal
 - 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 six copies of the Respondent's Volume 1 proposal; AND
 - b. An original (which shall also be identified as "Original" on the cover and shall bear an original signature(s) on Attachment J – Price Sheet) and six copies of the Respondent's Volume 2 proposal; AND
 - c. An original (which shall also be identified as "Original" on the cover and shall bear an original signature(s) on Attachment H – Budget for Probation Services – August 2018, and two copies of the Respondent's Volume 2 proposal.
 - d. A CD-ROM that contains the complete proposal (Volumes 1 and 2) saved in Microsoft Word, Excel, and/or PowerPoint. It is the intention of the Department to use the CD-ROM for purposes of electronic storage of the submission, and therefore it must contain the complete proposal, with the exception of original signatures.
 3. Additional instructions concerning proposal submission:
 - a. Use of legible reproductions of signed originals is authorized for all copies of the proposal unless specifically noted.
 - b. Email submissions are not permissible.
 - c. See instructions for proposal preparation in Attachment B, Section XX. and submittal information in Attachment B, Section III.
 - d. Evaluation and review of the proposal will be based solely on information and documents submitted in the copies of Volumes 1 and 2, unless otherwise indicated in the RFP.
- D. All dates in this procurement, and other RFP requirements, are subject to change. Modifications of the schedule or changes to the RFP shall be provided through Addendum or Informational Notice, and posted on the MyFlorida.com website at: http://www.myflorida.com/apps/vbs/vbs_main_menu. Prospective Respondents are responsible for checking the website for any changes.

VII. RESPONDENT'S QUESTIONS

INFORMATION WILL NOT BE AVAILABLE ORALLY. All inquiries shall be in writing and be sent to the Procurement Manager at Michele.Cunniff@djj.state.fl.us, or by mail or by facsimile (850-414-1625) and shall be received by the date specified in the Calendar of Events (Section IV., A.). The Respondent is responsible for ensuring that the Procurement Manager received the inquiry. The Department will not take any further questions on this RFP after close of business that day. The Department's responses to questions will be posted at http://www.myflorida.com/apps/vbs/vbs_main_menu as an Addendum to this RFP on or about the date specified in the Calendar of Events (Section IV., A.). 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 Agency Decision, excluding Saturdays, Sundays, and state holidays, any employee or Manager 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 proposal.

VIII. NUMBER OF AWARDS

The Department anticipates awarding up to four Contracts as a result of this solicitation, one in each of the Department's Regional Areas (Northwest, Northeast, Central and South). The awards shall be made to responsive and responsible Respondents.

IX. FAILURE TO EXECUTE CONTRACT

In the event no protest is filed within the prescribed time frame, the Department will commence preparation of the Contracts with the intended Respondents. If, for any reason, the intended Respondent fails to execute a Contract within fifteen (15) consecutive calendar days after a Contract has been presented to it for signature, 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 next ranked Respondent without posting of an additional Notice of Agency Decision or Addendum; (2) reject all proposals and re-advertise the RFP; or (3) reject all proposals. If the Department and the next ranked Respondent fail to execute a Contract, the Department may (1) attempt to contract with the next ranked 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 proposals and re-advertise the RFP; or (3) reject all proposals.

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) Vendor Registration System. To access online registration, log on to www.myflorida.com, and click on the 'MyFloridaMarketPlace' link under 'Hot Topics.' Once on the 'MyFloridaMarketPlace' website, click on the 'Vendors' link to begin registration. In order to register, you will need the following information:

- 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. CMBE information, if applicable
- 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 Contracts are expected to begin on **October 1, 2019** and shall end at **11:59 p.m.** on **September 30, 2024**. The Department may renew the resulting Contracts upon the same terms and conditions, the duration(s) of which may not exceed the term of the original Contract, or three 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

Fixed Price Contracts are anticipated from this solicitation. 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. It is the Department's determination that the resulting Contract is a Vendor Contract, pursuant to section 215.97, F.S.
- B. Statutory and rule requirements for the provider for these types of contracts are specified in Attachment G, Section VI., FINANCIAL AND TRANSACTIONS AUDIT REQUIREMENTS.

XIV. FUNDING AMOUNT AND ESTIMATED SRT PERSONNEL BY REGION

Below is the anticipated funding amount for each Regional Contract and a total amount of SRT personnel per Region. Funding shall include all costs necessary to provide services and staffing as required in Attachment I.

REGION	# OF SRT Personnel	MAXIMUM ALLOCATION OF FUNDING BY REGION
Northwest	10	\$437,040.00
Northeast	10	\$437,040.00
Central	29	\$1,264,680.00
South	22	\$959,760.00
Total	71	\$3,098,520.00

Based on the above allocations, the Department has determined the need for initial SRT personnel by Circuit as follows; however, staff shall be flexed within the Region as required by the Department and indicated by actual youth placed on Supervised Release:

REGION	CIRCUIT	# of SRT Trackers	REGION	CIRCUIT	# of SRT Trackers	
Northwest Region Plus 1 SRT Regional Manager	Circuit 1	5	Central Region Plus 1 SRT Regional Manager	Circuit 6	6	
	Circuit 2	2		Circuit 9	7	
	Circuit 14	2		Circuit 10	4	
				Circuit 12	2	
** No SRT services are needed for Circuit 3				Circuit 13	6	
				Circuit 18 (Brevard County Only)	3	
Northeast Region Plus 1 SRT Regional Manager	Circuit 4	3		South Region Plus 1 SRT Regional Manager	Circuit 11	3
	Circuit 5	2			Circuit 15	3
	Circuit 7	2			Circuit 17	5
	Circuit 8	2			Circuit 19	3
			Circuit 20		7	
			** No SRT services are needed for Circuit 16			

XV. FINANCIAL CONSEQUENCES

- A. Financial consequences shall be assessed for Contract non-compliance or non-performance in accordance with the FDJJ Policy 2000 (Revised 01/31/19) for the following:
1. failure to submit a Corrective Action Plan (CAP) within specified time frame(s);
 2. failure to implement the CAP 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 specified time frame(s).
- B. The Respondent expressly agrees to the imposition of financial consequences as outlined below, in addition to all other remedies available to the Department by law.
1. Total monthly value of the Contract X 5.0% = Financial Consequence. Imposition of consequences shall be based on 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 outlined in the resulting Contract, describing any extenuating circumstances that prevented them from correcting the deficiency(ies).

XVI. OPTIONS

The Department reserves the right to exercise the option below in the event the Department's needs change:

Option for Changes in Contract Services

The Department has the option to modify the resulting Contract, including adding, reducing, or deleting services during the resulting Contract term. The optioned services may not commence before execution of an amendment. Delivery of changed services shall be upon the terms, conditions, and rate agreed in the exercise of the options of the resulting Contract.

XVII. SUBCONTRACTING

The Respondent shall not subcontract, assign, or transfer any of the services sought under this RFP, without the prior written consent of the Department.

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 CMBEs that could be offered utilization opportunities.

XVIII. FAITH-BASED NON-DISCRIMINATION CLAUSE

Pursuant to paragraph 985.601(3)(b), F.S., 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 providers of services to juveniles.

XIX. ELABORATE PROPOSALS

It is not necessary to prepare proposals using elaborate brochures and artwork, expensive paper and bindings, or other expensive visual presentation aids. Proposals 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 proposal submitted in response to this RFP. The Department shall be liable for payment only as provided in a fully executed Contract.

XX. GENERAL INSTRUCTIONS FOR PREPARATION OF THE PROPOSAL

The instructions for this RFP have been designed to help ensure that all proposals are reviewed and evaluated in a consistent manner, as well as to minimize costs and response time. INFORMATION SUBMITTED IN VARIANCE WITH THESE INSTRUCTIONS MAY NOT BE REVIEWED OR EVALUATED. All proposals must detail the services that will be delivered, the expected results and the recommended performance measures and 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 each evaluator can easily turn to "Tabbed" sections during the evaluation process. Failure to have all copies properly "tabbed" makes it much more difficult for the Department to evaluate the proposal. Failure of the Respondent to provide any of the information required, in the hard copy or electronically submitted through the bid library, of either Volume 1 (the Technical Proposal) and Volume 2 (the Financial Proposal) portions of the RFP proposal shall result in no points being awarded for that element of the evaluation/review. The proposal shall consist of the following parts:

A. Transmittal Letter – Volume 1, Tab 1

The proposal must contain a fully completed Transmittal Letter that meets the following criteria:

1. Submitted on the Respondent's letterhead.
2. Signed by an individual who has the authority to bind the Respondent.
3. Contain the Respondent's official name (the company name), address, telephone number, and email address.
4. Contain the name and title of the Respondent 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).
5. Contain the Respondent's Federal Employee Identification Number (including the State of Florida Vendor Sequence Number, if available). If not available, please make that statement, and the Department will collect the information prior to Contract award.
6. Contain the Respondent's DUNS Number, if applicable. If not applicable, please make that statement.
7. If the proposing entity is a "DBA" or "Doing Business As", the Respondent shall state the reason for it.
8. The Transmittal Letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that the (insert Respondent's name) agrees to all terms and conditions contained in the Request for Proposal for which this proposal is submitted."
9. The Transmittal Letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that (insert Respondent's name) has met all conditions and requirements of Attachment A, 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/contract by any federal department or agency." If the Respondent is unable to certify to any part of this statement, such Respondent shall include an explanation in the Transmittal Letter.
10. The Transmittal Letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that neither (insert Respondent's name) nor 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."
11. The Transmittal Letter must contain this exact 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 proposal and to facilitate proposal evaluation by the Department, the Respondent shall provide a table that cross-references the contents of its proposal with the contents of the RFP. Please see Attachment O to this RFP for the cross reference table. The Respondent shall insert the Attachment O in Volume 1, Tab 1, just after the Part A - Transmittal Letter. Remember to complete Attachment O in its entirety.

C. Certificate of Experience - Volume 1, Tab 2

It is **MANDATORY** that any Respondent that has not previously provided same or similar services for the Department within the previous two years, sign and submit under Volume 1, Tab 2, the Attachment C, Certificate of Experience. The Respondent must demonstrate

two years of experience within the last five years of providing services to juvenile delinquent populations similar to services as specified in the RFP.

D. Drug-Free Workplace Certification – Volume 1, Tab 2

The proposal may contain the Drug-Free Workplace Certification in accordance with section 287.087, F.S, (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/providers/contracts/index.html>. The Tie-Breaking Guidelines are attached to this solicitation as Attachment I.

E. Client Contact List – Volume 1, Tab 2

It is **MANDATORY** that the Respondent submit Attachment E (Client Reference List) with a minimum of three references. This list is required in order for the proposal to be complete.

1. The Attachment E must be completed and submitted with at least three previous or current clients for whom the Respondent has delivered services to juvenile delinquent populations similar to services as specified in this RFP.
2. The Department reserves the right to contact any and all references in the course of this solicitation and make a fitness determination, not subject to review or challenge.
3. The Department shall not provide a reference. If the Respondent has only provided these same or similar services to the Department, the Respondent is to include an attestation statement from the individual with authority to bind the Respondent in place of the Attachment E.
4. No faxes will be accepted for Attachment E (Client Contact List). Only original hard copies submitted within the Technical Proposal or copies submitted electronically through the bid library to the Procurement Manager are acceptable.

F. Technical Proposal - Volume 1, Tab 3

The Technical Proposal (described below) shall be prepared in the format listed below utilizing 8.5" x 11" paper with one-inch margins top, bottom, and sides. Each Respondent shall limit the Technical Proposal's narrative to no more than 60 (sixty) consecutive pages. **Pages submitted in excess of the specified limit for the Technical Proposal's narrative will be removed prior to evaluation and will not be evaluated.** Any attachments, charts, photos, maps, diagrams, or other resource materials that support the information provided in the Technical Proposal shall be referenced within the Technical Proposal's narrative, included as exhibits or attachments to the Technical Proposal, and presented at the end of the Technical Proposal. Such exhibits or attachments shall not be counted in the 60 (sixty) page limitation established for the Technical Proposal.

The Technical Proposal package shall contain the following sections in the following sequence:

1. The Respondent shall provide the documentation as requested and outlined in Attachment O, the Cross Reference Table. PLEASE NOTE THAT IT IS INSUFFICIENT FOR PROPOSALS TO MERELY RECITE OR REITERATE THE SERVICES TO BE SOUGHT.

G. Financial Proposal - Volume 2

1. Price – Volume 2, Tab 1

- a. 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 J - Price Sheet. The price must include all services, material and labor necessary to complete the Services to be Sought in Attachment I as described in this RFP and the Respondent's proposal. This price shall be expressed as two decimal number prices.
- b. It is **MANDATORY** that the Respondent shall submit a completed and signed Attachment J that proposes a maximum annual Contract dollar amount at or below the Maximum Allocation of Funding by Region stated in the RFP.
- c. The Price Sheet will be scored (see Attachment D).

2. Budget – Volume 2, Tab 2
- a. The Respondent must complete and submit Attachment H (Budget) in Tab 2 of Volume 3. The total budget amount must match the total proposed amount on the Attachment J – Price Sheet.
3. Financial Viability Documentation – Volume 2, Tab 3
- a. It is **MANDATORY** that the Respondent provide in Volume 2, under Tab 3, financial documentation, for either **Option #1 or Option #2** below sufficient to demonstrate its financial viability to perform the Contract resulting from this RFP (see Attachment D, I., B., 3., Financial Viability Mandatory Evaluation Criteria). Documentation is reviewed on a pass/fail basis. If the Respondent fails to pass the option they selected, the proposal shall be rejected as non-responsive and not evaluated further. Failure to provide either option will result in disqualification of the proposal.
- 1) Option #1: D & B Supplier Qualifier Report
 If selecting this option, the Respondent shall submit a copy of the D&B Supplier Qualifier Report reflecting a Supplier Evaluation Risk (SER) rating dated within sixty (60) days of the release of this RFP. 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 Q (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 proposal 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 RFP, 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 RFP, 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 RFP. 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 the Department 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 proposal 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 RFP. 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; and
- 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 RFPs response 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. CMBE Utilization Plan – Volume 2, Tab 4
 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 of the RFP. 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 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.

H. Mailing Label

Respondents submitting hard copy proposals in response to this solicitation shall either affix the label below (or a copy thereof) to the lower, left hand corner outside of all envelopes or containers containing their proposals or mark their proposal with the identifying information. This is to ensure that the Department's mailroom identifies the package(s) as a proposal and delivers it expeditiously. Respondents shall complete the information on the label prior to affixing the label.

<p>DJJ SOLICITATION NUMBER 10638</p> <p>DATE DUE: May 16, 2019 at 2:00 p.m. EDT ENVELOPE/BOX # _____ OF _____ ENVELOPE(S)/BOX(ES)</p> <p>Florida Department of Juvenile Justice Bureau of Procurement and Contract Administration Attention: Michele Cunniff, Procurement Manager 2737 Centerview Drive, Suite 1100 Tallahassee, Florida 32399-3100</p>
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XXI. ADDITIONAL REQUIREMENTS FOR RESPONDENTS SELECTED FOR CONTRACT AWARD

Respondents selected for Contract award must submit the following information and/or documentation prior to Contract execution:

- A. Answers to One Florida Initiative Questions (page 2 of the RFP);
- B. Prospective provider's State of Florida Vendor Sequence Number; and
- C. The name, title, address, telephone number, and e-mail address of the prospective provider's Contract Manager. Note: this is not the Department's assigned Contract Manager.

**ATTACHMENT C – MANDATORY
CERTIFICATION OF EXPERIENCE
(TO BE COMPLETED BY THE RESPONDENT)
RFP #10638**

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 PROPOSAL.

COMPANY NAME: _____

DATE ESTABLISHED: _____

PRIMARY BUSINESS: _____

TOTAL NUMBER OF EMPLOYEES: _____

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

NUMBER OF YEARS PROVIDING SERVICES TO JUVENILE DELINQUENT POPULATIONS SIMILAR TO SERVICES AS SPECIFIED IN THIS RFP (PUBLIC AND OR PRIVATE): _____

LIST ENTITIES FOR WHO THE COMPANY HAS PROVIDED SERVICES TO JUVENILE DELINGQUENT POPULATIONS SIMILAR TO SERVICES AS SPECIFIED IN THIS RFP WITHIN THE LAST FIVE YEARS AND THE DATES OF PERFORMANCE (RESPONDENT MUST DEMONSTRATE TWO YEARS EXPERIENCE WITHIN THE LAST FIVE YEARS):

IF SERVICES PROVIDED TO THE DEPARTMENT:

A. THIS SECTION IS TO BE COMPLETED BY RESPONDENTS CURRENTLY PROVIDING SERVICES TO JUVENILE DELINGQUENT POPULATIONS SIMILAR TO SERVICES AS SPECIFIED IN THIS RFP FOR THE DEPARTMENT FOR AT LEAST THE LAST SIX CONSECUTIVE MONTHS:

CURRENT DEPARTMENT CONTRACT/RATE AGREEMENT NUMBER PROVIDING SERVICES: _____

DATE SERVICES BEGAN FOR THE ABOVE CONTRACT/RATE AGREEMENT: _____

B. THIS SECTION IS TO BE COMPLETED BY RESPONDENTS WHO HAVE PROVIDED SERVICES TO JUVENILE DELINGQUENT POPULATIONS SIMILAR TO SERVICES AS SPECIFIED IN THIS RFP FOR THE DEPARTMENT WITHIN THE LAST TWO YEARS FROM THE DATE OF RFP ISSUANCE:

PREVIOUS DEPARTMENT CONTRACT/RATE AGREEMENT NUMBER THAT PROVIDED SERVICES: _____

DATE SERVICES BEGAN FOR THE ABOVE CONTRACT/RATE AGREEMENT: _____

I _____, CERTIFY THAT THE RESPONDENT KNOWN AS _____ HAS AT LEAST ____ YEARS EXPERIENCE WITHIN THE LAST FIVE YEARS RELEVANT TO SERVICES PROVIDED TO JUVENILE DELINGQUENT POPULATIONS SIMILAR TO SERVICES AS SPECIFIED IN THIS RFP.

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

ATTACHMENT D - EVALUATION CRITERIA

Proposal Section	Section Title	Maximum Possible Points per Section
A.	Technical Proposal – Volume 1	
	1. Management Capability	125
	2. General Understanding of Service Needs	50
	3. Understanding of Target Population	45
	4. Contacts/Monitoring/Follow Up for All Youth	85
	5. Attendance at Supervised Release Review Committee Meetings and Reporting of Violations	85
	6. Attendance at Detention Hearings for Youth	60
	7. Tracking Youth on Electronic Monitoring and Equipment Installation	75
	8. Monitoring of Youth on Electronic Monitoring	50
	9. Electronic Monitoring Alert Response/Follow Up	75
	10. Updating of Juvenile Justice Information System Case Notes for on Supervised Release	105
	11. Technology Requirements and Usage	80
	12. Staff Transportation	40
	13. Flexibility to Provide Coverage Within Proposed Region	60
	14. Work Schedule	25
	15. Data Collection and Reporting Services	65
	16. Staffing/Personnel	220
B.	Financial Proposal – Volume 2	
	1. Price Sheet (Attachment J)	500
	Total Maximum Overall Points	1745

EVALUATION CRITERIA

THIS RFP CONTAINS MANDATORY REQUIREMENTS THAT ARE SPECIFIED IN ATTACHMENT B, SECTION V. FAILURE TO MEET THESE REQUIREMENTS WILL RESULT IN A PROPOSAL NOT BEING EVALUATED AND REJECTED AS NON-RESPONSIVE. NO POINTS WILL BE AWARDED FOR MEETING MANDATORY REQUIREMENTS. ALL EVALUATION AND REVIEW OF THE RESPONDENT'S PROPOSAL WILL BE BASED SOLELY ON THE HARD COPIES OR ELECTRONICALLY SUBMITTED THROUGH THE BID LIBRARY OF VOLUMES 1 and 2, UNLESS OTHERWISE NOTED IN THIS RFP.

- I. The Department will use the following methods to score the relevant section of the Respondent's Proposal.
 - A. Technical Proposal
 1. The Technical Proposal sections will be evaluated by a minimum of three Department employees serving as evaluators. They will independently score these sections based on the requirements of the RFP on a 0-5 scale. The assignment of points by each Evaluator will be based upon the following description of each score:

Use the following rating scores to rate the evaluation question in Attachment P:		AWARD CRITERIA
RATING	SCORE	EVALUATION DESCRIPTION
Excellent	5	The proposal exceeds all technical specifications and requirements for the service component specified. The approach is innovative, comprehensive, and complete in every detail.
Very Good	4	The proposal meets all technical specifications and requirements for the component specified. The approach is comprehensive and complete in every detail. The proposal approach contains some innovative details for some of the components specified.
Adequate	3	The proposal meets all technical specifications and requirements for the component specified.
Poor	2	The proposal does not meet all technical specifications and requirements for the component specified, or it demonstrates minimum understanding of the requirements for the component specified.
Unsatisfactory	1	The proposal fails to demonstrate the Respondent's understanding of the requirements for the component specified or the ability to provide the service.
Not Addressed	0	The Respondent's proposal does not address the service component(s) specified, or the Evaluator is not able to locate the information in the Respondent's proposal.

2. Evaluators will score proposals based on the information provided in response to the criteria outlined in Attachment P.
- B. Financial Proposal - Evaluation Criteria
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 J - Price Sheet for each Region that a proposal is submitted**. The price must include all services, material and labor necessary to complete the Services to be Sought in Attachment I, as described in this RFP and the Respondent's proposal. The price sheet will be scored. Any proposal without a completed and signed Attachment J or with a proposed Maximum Contract Dollar Amount exceeding the Maximum Allocation of Funding by Region shall be rejected.
 2. The score for price will be based upon the lowest "Proposed Contract Dollar Amount" submitted on Attachment J by all Respondents. The total available points for price is 500 points. Therefore, the Respondent who submits the **lowest** total price shall receive 500 points. Total price for the purposes of evaluation shall be the **TOTAL ANNUAL MAXIMUM PROPOSED AMOUNT**. All others will receive a score that is equal to 500 points minus the percentage difference above the lowest proposal. For example, if the second lowest proposal is 10% higher than the lowest proposal, the second Respondent will receive a score of 450 points (i.e., 500 points minus 10% of 500 [or 50 points] equals 450 points).
 3. Financial Viability Mandatory Evaluation Criteria
 - a. It is **MANDATORY** that the Respondent submits financial documentation, as described in Attachment B, Section XX, G., 3., of this RFP, that is sufficient to demonstrate its financial viability to perform the Contract(s) resulting from this RFP. Documentation is reviewed on a **PASS/FAIL** basis. If the Respondent fails to pass the option they selected, the proposal shall be rejected as non-responsive and not evaluated further.

- b. The Department will utilize one of the following criteria to determine financial viability to perform a Contract resulting from this RFP.
- 1) Option #1 D & B Supplier Evaluation Risk (SER) Evaluation Criteria
D&B SER score must be ≤ 5 (on a scale of 1-10). The SER score is provided by D & B on the SQR which must be requested by the Respondent.
 - 2) Option #2 Financial Audit Documentation Criteria
A Certified Public Accountant (CPA) employed by the Department will review the Respondent's financial documentation and assess all of the following criteria. At least two of the following four 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: $\text{Total current assets} \div \text{total current liabilities}$
 - b) Debt to tangible net worth: $\leq 6:1$
Computation: $\text{Total liabilities} \div \text{tangible net worth (net worth minus intangible assets)}$
 - c) Minimum existing sales: \geq the maximum annual contract dollar amount for services proposed under this RFP.
 - d) Total equity: $\geq 10\%$ of minimum sales or revenue as determined in c. above.

**ATTACHMENT E (MANDATORY)
CLIENT CONTACT LIST
RFP #10638**

**THE DEPARTMENT SHALL NOT PROVIDE A REFERENCE.
THE FORM SHALL BE SUBMITTED WITH THE PROPOSAL UNDER VOLUME 1, TAB 2.**

CLIENT 1:

NAME OF CLIENT: _____

TITLE OF 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 G
SAMPLE CONTRACT

THIS DOCUMENT IS AVAILABLE ONLINE AT THE WEBSITE PROVIDED ON PAGE 1 OF THIS RFP.

ATTACHMENT G IS FOR INFORMATIONAL PURPOSES ONLY AND WILL BE CHANGED AND COMPLETED AFTER CONTRACT AWARD.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLAN

**ATTACHMENT J
#1 - PRICE SHEET
SUPERVISED RELEASE TRACKING PERSONNEL
NORTHWEST REGION**

SUPERVISED RELEASE TRACKING PERSONNEL – NORTHWEST REGION				
<u>Personnel</u>	<u>Quantity</u>	<u>Hourly Rate Proposed*</u>	<u>Total Annual Hours not to exceed</u>	<u>Total Annual Price</u>
Supervised Release Tracking Trackers	9	\$ _____	2080 per position	\$ _____
Regional Program Director/Coordinator	1	\$ _____	2080 per position	\$ _____
Total Annual Maximum Proposed Amount				\$ _____
Maximum Allowed Price for Services (May Not Exceed This Total)				\$437,040.00

***NOTE: In Leap Year, the # of hours for each position will be increased by eight hours. This extra day/hours will be reflected in the resulting Contract for each Leap year.**

INSTRUCTIONS:

- 1) Enter the Hourly Rate Proposed for each personnel position type: Then multiple the Quantity x the Hourly Rate Proposed x the Total Annual Hours not to exceed per position type for the Total Annual Price.
- 2) Total the Total Annual Price for each position type into a Grand Total Annual Price for Services as Proposed.
- 3) NOTE: Total Annual Maximum Proposed Amount should not exceed the Maximum Allowed Price for Services for each Region.

NAME: _____ **TITLE:** _____

COMPANY: _____

E-MAIL ADDRESS: _____

TELEPHONE NUMBER: _____

SIGNATURE: _____ **DATE:** _____

**ATTACHMENT J
#2 - PRICE SHEET
SUPERVISED RELEASE TRACKING PERSONNEL
NORTHEAST REGION**

SUPERVISED RELEASE TRACKING PERSONNEL – NORTHEAST REGION				
<u>Personnel</u>	<u>Quantity</u>	<u>Hourly Rate Proposed *</u>	<u>Total Annual Hours not to exceed</u>	<u>Total Annual Price</u>
Supervised Release Tracking Trackers	9	\$ _____	2080 per position	\$ _____
Regional Program Director/Coordinator	1	\$ _____	2080 per position	\$ _____
Total Annual Maximum Proposed Amount				\$ _____
Maximum Allowed Price for Services (May Not Exceed This Total)				\$437,040.00

***NOTE: In Leap Year, the # of hours for each position will be increased by eight hours. This extra day/hours will be reflected in the resulting Contract for each Leap year.**

INSTRUCTIONS:

- 1) Enter the Hourly Rate Proposed for each personnel position type: Then multiple the Quantity x the Hourly Rate Proposed x the Total Annual Hours not to exceed per position type for the Total Annual Price.
- 2) Total the Total Annual Price for each position type into a Grand Total Annual Price for Services as Proposed.
- 3) NOTE: Total Annual Maximum Proposed Amount should not exceed the Maximum Allowed Price for Services for each Region.

NAME: _____ **TITLE:** _____

COMPANY: _____

E-MAIL ADDRESS: _____

TELEPHONE NUMBER: _____

SIGNATURE: _____ **DATE:** _____

**ATTACHMENT J
#3 - PRICE SHEET
SUPERVISED RELEASE TRACKING PERSONNEL
CENTRAL REGION**

SUPERVISED RELEASE TRACKING PERSONNEL –CENTRAL REGION				
<u>Personnel</u>	<u>Quantity</u>	<u>Hourly Rate Proposed*</u>	<u>Total Annual Hours not to exceed</u>	<u>Total Annual Price</u>
Supervised Release Tracking Trackers	28	\$ _____	2080 per position	\$ _____
Regional Program Director/Coordinator	1	\$ _____	2080 per position	\$ _____
Total Annual Maximum Proposed Amount				\$ _____
Maximum Allowed Price for Services (May Not Exceed This Total)				\$1,264,680.00

***NOTE: In Leap Year, the # of hours for each position will be increased by eight hours. This extra day/hours will be reflected in the resulting Contract for each Leap year.**

INSTRUCTIONS:

- 1) Enter the Hourly Rate Proposed for each personnel position type: Then multiple the Quantity x the Hourly Rate Proposed x the Total Annual Hours not to exceed per position type for the Total Annual Price.
- 2) Total the Total Annual Price for each position type into a Grand Total Annual Price for Services as Proposed.
- 3) NOTE: Total Annual Maximum Proposed Amount should not exceed the Maximum Allowed Price for Services for each Region.

NAME: _____ **TITLE:** _____

COMPANY: _____

E-MAIL ADDRESS: _____

TELEPHONE NUMBER: _____

SIGNATURE: _____ **DATE:** _____

**ATTACHMENT J
#4 - PRICE SHEET
SUPERVISED RELEASE TRACKING PERSONNEL
SOUTH REGION**

SUPERVISED RELEASE TRACKING PERSONNEL – SOUTH REGION				
<u>Personnel</u>	<u>Quantity</u>	<u>Hourly Rate Proposed*</u>	<u>Total Annual Hours not to exceed</u>	<u>Total Annual Price</u>
Supervised Release Tracking Trackers	21	\$ _____	2080 per position	\$ _____
Regional Program Director/Coordinator	1	\$ _____	2080 per position	\$ _____
Total Annual Maximum Proposed Amount				\$ _____
Maximum Allowed Price for Services (May Not Exceed This Total)				\$959,760.00

***NOTE: In Leap Year, the # of hours for each position will be increased by eight hours. This extra day/hours will be reflected in the resulting Contract for each Leap year.**

INSTRUCTIONS:

- 1) Enter the Hourly Rate Proposed for each personnel position type: Then multiple the Quantity x the Hourly Rate Proposed x the Total Annual Hours not to exceed per position type for the Total Annual Price.
- 2) Total the Total Annual Price for each position type into a Grand Total Annual Price for Services as Proposed.
- 3) NOTE: Total Annual Maximum Proposed Amount should not exceed the Maximum Allowed Price for Services for each Region.

NAME: _____ **TITLE:** _____

COMPANY: _____

E-MAIL ADDRESS: _____

TELEPHONE NUMBER: _____

SIGNATURE: _____ **DATE:** _____

ATTACHMENT O

RFP/PROPOSAL CROSS REFERENCE TABLE

RFP DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)			LOCATION IN PROPOSAL (TO BE COMPLETED BY RESPONDENT)	
SECTION/PART	SUBJECT	MANDATORY CRITERIA (X FOR YES)	PAGE NUMBERS	SECTIONS/PARTS
	GENERAL PROPOSAL RESPONSE REQUIREMENTS			
PLEASE NOTE: General Proposal Response Requirements that are checked as Mandatory Criteria must be provided by the Respondent to be considered responsive to this RFP. Failure to provide the required mandatory documentation will result in a proposal not being evaluated and rejected as non-responsive.				
Attachment B, Section XX., B.	Cross Reference Table			
Attachment B, Section XX., A.	Mandatory -Transmittal Letter containing all the information required by Section XX., A.			
Attachment B, Section V., B., and XX., C.	Mandatory -Attachment C - A statement certifying that the Respondent has experience relevant to providing services to a juvenile population as specified in Attachment I, Services to be Sought.			
Attachment B, Section V., C., and XX., E.	Mandatory -Attachment E – Client Contact List Must be completed and submitted by at least three previous or current clients for whom the Respondent has delivered services similar to those specified in Attachment I, Services to be Sought.			
Attachment B, Section V., D. and XX., G., 1.a-c. and Attachment D.	Mandatory -Attachment J (Price Sheets J#1 (Northwest Region, J#2., Northeast Region, J#3, Central Region, and J#4 South Region.) – A completed & signed copy of the Attachment J for the Region (s) proposed with the annual total contract dollar amount at or below the annual maximum contract dollar amount stated in the RFP.			

Attachment B, Section XX., G., 2.	Mandatory -Attachment H – Budget for Probation Services – August 2018, for each Circuit proposed. The budget will not be scored, but proposed expenditures will be reviewed to ensure they are allowable, reasonable, and necessary.			
Attachment B, Section XX., G., 3 and Attachment D, Section I., B., 3.	It is MANDATORY that the Respondent provide financial documentation that is sufficient to demonstrate its financial viability to perform the Contract(s) resulting from the RFP.			
Attachment B, Section XX., G., 4.	Certified Minority Business (CMBE) Utilization Plan.			
Attachment B, Section XX., D.	Certificate of Drug-Free Workplace.			
TECHNICAL PROPOSAL				
<p>PLEASE NOTE: The Respondent is requested to provide evidence of existing documentation (plans, resumes, charts, etc.) as requested in this cross reference table and addressed below. If evidentiary documentation is not currently available, provide evidence of intent or plan to implement and identify as such. This will include proposed plans, schedules, proposed staff contracts, job description etc. Include all relevant information that will assist us in evaluating your proposal. Failure to provide information as requested may result in 0 points being assessed for that portion of the proposal evaluation. If the Respondent is selected for Contract award, the proposed service and all elements thereof will be incorporated by reference into the Contract, unless they do not otherwise meet the terms and conditions of this RFP.</p>				
CATEGORY #1: MANAGEMENT CAPABILITY				
Attachment I	Describe your company's management capability to manage /control the services to be provided.			
Attachment I	Provide a copy of your corporate organizational chart and description of the corporate organizational structure and leadership staff's qualifications (resume or job description) that indicate sufficient management capability to perform or provide oversight of the services required.			
Attachment I	Describe your <u>corporate</u> oversight and support for the program.			
Attachment I	Describe the internal quality improvement process utilized to identify problems and			

	improve processes.			
	CATEGORY #2: GENERAL UNDERSTANDING OF SERVICE NEEDS			
Attachment I, Section III., A.	Describe your general understanding of the need of the Department to contract for Supervised Release Tracking (SRT) Trackers as requested by this RFP and specified herein.			
	CATEGORY #3: UNDERSTANDING OF TARGET POULATION			
Attachment I, Section III., A., 2.	Describe your understanding of the population to be supervised, specifically the youth's Supervised Release status and the individual types of Supervised Release to be supervised.			
	CATEGORY #4: CONTACTS/MONITORING /FOLLOW UP FOR ALL YOUTH			
Attachment I, Section III., A., 2.	Describe your understanding of the need for contacts for the population to be served, including number of contacts weekly, the manner of contacts and follow-up on youth as required by the Attachment I of this RFP.			
Attachment I, Section III., A., 1.	Describe how SRT personnel will be required to respond to violations of supervision in accordance with the guidelines included with this RFP.			
Attachment I, Section III., A.,1.	Describe your understanding of actions that will result in immediate violations vs. those that will require further investigation.			
	CATEGORY #5: ATTENDANCE AT SUPERVISED RELEASE REVIEW COMMITTEE MEETINGS AND REPORTING OF VIOLATIONS			
Attachment I, Section III., A., 1.	Describe the need for attendance at Supervised Release Committee Meetings in each Circuit and your method of providing performance updates and participate in discussions on supervision standards for youth.			

Attachment I, Section III., A., 3.	Describe the method, including time frame(s) for reporting violations to the Circuit.			
	CATEGORY #6: ATTENDANCE AT DETENTION HEARINGS FOR YOUTH			
Attachment I, Section III., B., 4.	Describe your understanding of the need for SRT personnel to make initial contact with youth at their detention hearing.			
	CATEGORY #7: TRACKING YOUTH ON ELECTRONIC MONITORING AND EQUIPMENT INSTALLATION			
Attachment I, Section III., A., 2.	Describe, in general, your understanding of, and outline experience with, the use of electronic monitoring (EM) system and equipment on a criminal justice type population.			
Attachment I, Section III., A., 2.	Describe your companies understanding of installation of EM ankle bracelets on Intensive Home Detention with EM youth that must be performed at detention hearing, day and times of which vary from Circuit to Circuit.			
	CATEGORY #8: MONITORING OF YOUTH ON ELECTRONIC MONITORING			
Attachment I, Section III., A., 2.	Describe your companies understanding of how monitoring of Intensive Home Detention with EM youth on Global Positioning System (GPS)/EM equipment occurs, including inclusion and exclusion zones.			
Attachment I, Section III., A., 2.	Describe in detail the contacts required of Intensive Home Detention with EM youth on EM equipment, regardless of where the youth is with regard to restrictiveness level.			
	CATEGORY #9: ELECTRONIC MONITORING ALERT RESPONSE/FOLLOW UP			
Attachment I, Section III., A., 2.	Describe your companies understanding of the processes for receiving and responding to alerts received from the Department's			

	GPS/EM provider to include time frames for responding for each specific type of alert and how alerts will be responded to and how the response to alerts (followup) is documented?			
	CATEGORY #10: UPDATING OF JUVENILE JUSTICE INFORMATION SYSTEM (JJIS) CASE NOTES ON YOUTH ON SUPERVISED RELEASE			
Attachment I, Section III., A., 3.	Describe your understanding of the need for documenting contacts, and timely and correctly entering case notes in the youth's case files in the JJIS by SRT personnel.			
Attachment I, Section III., A., 3.	Describe how your staff will have remote access to the JJIS for case note entry? Describe equipment, how access will be made available to mobile staff, i.e. MiFi, WIFI, land system that meets Department security requirements for access to the JJIS.			
	CATEGORY #11: TECHNOLOGY REQUIREMENTS AND USAGE			
Attachment I, Section III., A., 4.	Describe your understanding of the required technology/equipment and the tasks/duties /usage of said technology to be employed by SRT Trackers under your proposed contract. All technology inclusive of services provided.			
	CATEGORY #12: STAFF TRANSPORTATION			
Attachment I, Section III., A., 5.	Describe the method of transportation to be used by your companies SRT personnel to make required contacts with youth on Supervised Release.			
	CATEGORY #13: FLEXIBILITY TO PROVIDE COVERAGE WITHIN PROPOSED REGION			
Attachment I, Section III., C.	Describe your proposed plan to ensure flexibility of staff within Circuits within the region in the event that the initial estimated			

	volume of youth on Supervised Release changes along with the need to ensure required coverage is maintained.			
	CATEGORY #14: WORK SCHEDULE			
Attachment I, Section III., C.	Acknowledging that SRT services shall be available 365 days per year, twenty-four (24) hours per days, seven days per week, and SRT trackers will make most contacts during non-traditional hours, primarily weekends and evenings making, yet staff will have to be at detention hearings in each Circuit to provide orientation information to the youth about the services, and/or install EM equipment as well as conduct monitoring of EM alerts twenty-four (24) hours per day, seven, days per week, please submit a proposed month schedule of hours to be worked by SRT personnel as required in Attachment I, Monthly Work Schedules.			
	CATEGORY #15: DATA COLLECTION AND REPORTING SERVICES			
Attachment I, Section III., C.	Describe your company's process for data collection and reporting services and how it will meet the requirements set forth in Attachment I.			
	CATEGORY #16: STAFFING/PERSONNEL			
Attachment I, Section III., C.	Describe your company's plan to initially employ all of the required personnel specified in Attachment I.			
Attachment I, Section III., C.	Describe your company's understanding of the minimum qualifications for all the required personnel. Attach a draft Job advertisement for each position type in your proposal that meets the Department's requirements in the RFP.			
Attachment I, Section III., C.	Describe your company's understanding of the job duties for staff performing SRT duties. Submit a job description for each			

	type of position in your proposal that meets the Department's requirements in the RFP.			
Attachment I, Section III., C.	Describe your staffing backup plan, how vacancies and absent positions will be covered with qualified approved staff to ensure no interruption in services.			
Attachment I, Section III., C.	Describe your understanding of the Department's Background Screening Process, including time frames for completion, and that background screening is the first requirement of staff prior to any training.			
Attachment I, Section III., C.	Describe your company's understanding of the requirements for staff training (as specified in Attachment I, Scope of Services) and attach a proposed staff training plan as required by the Department indicating the source of training (instructor led by Respondent, Department Learning Management System, or Department Instructor led training) and time frame (s for training staff.)			
Attachment I, Section III., C.	Describe your company's requirements for dismissal of staff, based on the additional staff requirements outlined in Attachment I.			

**ATTACHMENT P
EVALUATION QUESTIONS/CONSIDERATIONS**

CATEGORY #1: MANAGEMENT CAPABILITY

Consideration 1.1: To what extent does the Respondent's management capability as described ensure oversight and manage/control obtain optimum service operations? *(Weighted: 7 Max Points: 35)*

Consideration 1.2: To what extent does the Respondent's proposed organizational structure (as indicated in the organizational chart and leadership staff's qualifications) indicate sufficient management capability to perform the services required by the RFP? *(Weighted: 6 Max Points: 30)*

Consideration 1.3: To what extent does the Respondent identify corporate oversight and support for the program? *(Weighted: 6 Max Points: 30)*

Consideration 1.4: To what extent does the Respondent's internal quality improvement process demonstrate internal controls necessary to identify problems and improve processes within the contracted service delivery program? *(Weighted: 6 Max Points: 30)*

CATEGORY #2: GENERAL UNDERSTANDING OF SERVICE NEEDS

Consideration 2.1. To what extent did the Respondents demonstrate an understanding of the need of the Department to contract for Supervised Release Tracking (SRT) Trackers in eighteen (18) of Florida's twenty (20) Judicial Circuits? Consider: Explanation that Staff is needed to provide surveillance and make contacts with youth on Supervised Release due to limited manpower resources of the Department, as well as providing an accurate response of how service delivery requirements will be met. *(Weighted: 10 Max Points: 50)*

CATEGORY #3: UNDERSTANDING OF TARGET POULATION

Consideration 3.1: To what extent does the Respondent demonstrate an understanding of the Supervised Release population, and to what extent do they understand the differences of the Home Detention, Intensive Home Detention and Intensive Home Detention with Electronic Monitoring populations to be monitored and tracked with contacts? *(Weighted: 9 Max Points: 45)*

CATEGORY #4: CONTACTS/MONITORING /FOLLOW UP FOR ALL YOUTH

Consideration 4.1: To what extent does the Respondent demonstrate an understanding and compliance with the requirements for daily contacts for the population to be served, including number of contacts weekly, the manner of contacts and follow-up on youth as required by the Attachment I of this RFP? *(Weighted: 8 Max Points: 40)*

Consideration 4.2: To what extent does the Respondent demonstrate their understanding of the requirements for responding to violations of supervision in accordance with guidelines in the Supervised Release Continuum Guidelines (Exhibit 1)? *(Weighted: 5 Max Points: 25)*

Consideration 4.3: To what extent does the Respondent demonstrate their understanding that certain actions will result in immediate violations? *(Weighted: 4 Max Points: 20)*

CATEGORY #5: ATTENDANCE AT SUPERVISED RELEASE REVIEW COMMITTEE MEETINGS AND REPORTING OF VIOLATIONS

Consideration 5.1: To what extent does the Respondent demonstrate an understanding of the importance and need for attendance at Supervised Release Committee Meetings in each Circuit? *(Weighted: 6 Max Points: 30)*

Consideration 5.2: To what extent are the methods of providing performance updates and participating in discussions on supervision standards for youth appropriate for such meetings? *(Weighted: 5 Max Points: 25)*

Consideration 5.3: To what extent does the Respondent understand the requirements for reporting violations to the Circuit? *(Weighted: 6 Max Points: 30)*

CATEGORY #6: ATTENDANCE AT DETENTION HEARINGS FOR YOUTH

Consideration 6.1: To what extent does the Respondent indicate a clear understanding of the need and importance for SRT personnel to make initial contact with youth at their detention hearing at Circuit Court, day and times of which vary from Circuit to Circuit? *(Weighted: 12 Max Points: 60)*

CATEGORY #7: TRACKING YOUTH ON ELECTRONIC MONITORING (EM) AND EQUIPMENT INSTALLATION

Consideration 7.1: To what extent does the Respondent demonstrate experience with and understanding of the use of Global Positioning System (GPS) EM system and equipment on a criminal justice type population? *(Weighted: 8 Max Points: 45)*

Consideration 7.2: To what extent does the Respondent demonstrate an understanding of installation of EM ankle bracelets on youth that must be performed at a detention hearing, including programming the equipment for the youth? *(Weighted: 6 Max Points: 30)*

CATEGORY #8: MONITORING OF YOUTH ON ELECTRONIC MONITORING (EM)

Consideration 8.1: To what extent does the Respondent demonstrate an understanding of the requirements for monitoring of youth on GPS/EM, including understanding of a youth's inclusion and exclusion zones? *(Weighted: 6 Max Points: 30)*

Consideration 8.2: To what extent does the Respondent demonstrate an understanding of the requirements for contacts required of youth on EM equipment, regardless of where the youth is with regard to his restrictiveness level? *(Weighted: 4 Max Points: 20)*

CATEGORY #9: ELECTRONIC MONITORING (EM) ALERT RESPONSE/FOLLOW UP

Consideration 9.1: To what extent did the Respondent demonstrate an understanding of alerts they will receive from the EM system, the required time frames for response and documenting response notes regarding the EM alerts in the Juvenile Justice Information System (JJIS)? Consider the time frames for responses set forth in the Attachment I. *(Weighted: 15 Max Points: 75)*

CATEGORY #10: UPDATING OF THE JJIS CASE NOTES ON YOUTH ON SUPERVISED RELEASE

Consideration 10.1: To what extent does the Respondent demonstrate the need for SRT personnel to be documenting contacts and entering timely and correct case notes in the youth's case files in the JJIS? *(Weighted: 11 Max Points: 55)*

Consideration 10.2: To what extent will the Respondent SRT personnel have remote access to the JJIS for case note entry? Consider how access will be made available to staff, i.e. MYFI, WIFI or land system that meets Department security requirements for access to the JJIS. *(Weighted: 10 Max Points: 50)*

CATEGORY #11: TECHNOLOGY REQUIREMENTS AND USAGE

Consideration 11.1: To what extent does the Respondent indicate usage of technology to be utilized with the resulting Contract? Consider knowledge of Department's specifications, use of cell phones, laptops and recognition of the Department's IRR process. *(Weighted: 7 Max Points: 35)*

Consideration 11.2: To what extent does the Respondent indicate an understanding of how the specified technology/equipment required by the Department will be employed by SRT personnel? Consider technology used to receive EM alerts, update the JJIS, document contacts, maintain caseloads. *(Weighted: 9 Max Points: 45)*

CATEGORY #12: STAFF TRANSPORTATION

Consideration 12.1: To what extent does the Respondent describe the method of transportation (vehicles) to be used for SRT personnel to make required contacts with youth on Supervised Release? Consider Respondent supplied vehicle, SRT personnel own vehicle, bus, taxi, and Uber. *(Weighted: 8 Max Points: 40)*

CATEGORY #13: FLEXIBILITY TO PROVIDE COVERAGE WITHIN PROPOSED REGION

Consideration 13.1: To what extent does the Respondent have an appropriate and reasonable plan that ensures flexibility of staff within Circuits within the region in the event that the initial estimated volume of youth on Supervised Release changes along with the need to ensure required coverage is maintained? Consider the # of staff, the ability to reassign on short notice, back-up staff if indicated, etc. *(Weighted: 12 Max Points: 60)*

CATEGORY #14: WORK SCHEDULE

Category 14.1: To what extent did the Respondent acknowledge in their proposed monthly schedule the time frames that SRT services will be available for services? Consider all the following: 365 days per year, twenty-four (24) hours per day, seven days per week. Contracts made traditional hours, primarily weekends and evenings and attending detention hearings in each Circuit. Does the schedule submitted of proposed working hours indicate compliance with RFP requirements? *(Weighted: 5 Max Points: 25)*

CATEGORY #15: DATA COLLECTION AND REPORTING SERVICES

Consideration 15.1: To what extent does the Respondent demonstrate an understanding for data collection in the JJIS and reporting services as set forth in the Attachment I requirements? *(Weighted: 13 Max Points: 65)*

CATEGORY #16: STAFFING/PERSONNEL

Consideration 16.1: To what extent does the Respondent have a good plan to initially employ sufficient staff for SRT services by the Contract start date of 10/1/2019? *(Weighted: 12 Max Points: 60)*

Consideration 16.2: To what extent does the Respondent demonstrate an understanding of the minimum qualifications for all the required personnel? *(Weighted: 5 Max Points: 25)*

Consideration 16.3: To what extent does the Respondent indicate an understanding of the job duties for staff performing SRT duties? Consider and review job descriptions for SRT personnel and Regional Manager. *(Weighted: 5 Max Points: 25)*

Consideration 16.4: To what extent does the Respondent's staffing backup plan, indicated that vacancies and absent positions will be covered with qualified approved staff to ensure no interruption in services? *(Weighted: 6 Max Points: 30)*

Consideration 16.5: To what extent does the Respondent demonstrate an understanding of the Department's Background Screening Process, including time frames for completion and that Background screening is necessary for appropriate training? Is background screening indicated in position advertisements? *(Weighted: 5 Max Points: 25)*

Consideration 16.6: To what extent does the Respondent demonstrate an understanding of the requirements for staff training (as specified in Attachment I, Services to be Sought)? Does the proposed staffing plan indicate the source of training (instructor led by Respondent, Department Learning Management System, or Department Instructor led training) and time frames for training staff? *(Weighted: 8 Max Points: 40)*

Consideration 16.7: To what extent does the Respondent demonstrate an understanding of the requirements for dismissal of staff, based on the additional staff requirements outlined in Attachment I? *(Weighted: 3 Max Points: 15)*

**ATTACHMENT I
SERVICES TO BE SOUGHT**

I. GENERAL DESCRIPTION

A. General Overview

The Department of Juvenile Justice (Department) requires the provision of Supervised Release Tracking (SRT) services, to include personnel to provide daily contact with youth that are on Supervised Release status. The Supervised Release population includes, but is not limited to, youth on home detention (HD), youth on intensive home detention (IHD), and youth on IHD with electronic monitoring (EM) (IHDw/EM) as determined by Court Order in each Judicial Circuit. Proper contacts with youth on SR will result in decreased secure detention placement, decreased failure to appear rates, decreases in the number of youth committing new offenses while going through the court hearing process, and ultimately decreases in the number of residential commitment placements. Services shall be available twenty-four (24) hours per day, seven days per week, 365 days a year.

B. Background Information

1. The Department has recently made improvements to the Detention Risk Assessment Instrument (DRAI), a tool used when youth are presented after arrest to determine the need for detention care. Changes to the DRAI and adjustments to the currently limited range of non-secure (Supervised Release) options has resulted in a new and improved DRAI which allows for the use of a full continuum of non-secure (Supervised Release) detention alternatives. Supervised release includes, but is not limited to, HD, IHD, and IHDw/EM. The implementation of the DRAI is predicted to result in decreased secure detention placement, decreased failure to appear rates, decreases in the number of youth committing new offenses while going through the court hearing process, and ultimately decreases in the number of residential commitment placements. The implementation of both the instrument and Supervised Release programs are projected to result in outcomes that are more racially and gender neutral.
2. The implementation of the new DRAI, on July 1, 2019, will allow for a range of supervision options for youth that score into the middle category and an increased number of minimum contacts for those placed into the more intensive programs. These programs will require an increase in the manpower needed to ensure adequate supervision of youth placed in the community programs.
3. The existing DRAI only provides one community-based supervision type (HD). In calendar year 2016, 9,203 youth experienced this outcome. Subsection 985.24(5), F.S., requires the Department to continually identify alternatives to secure detention (renamed to Supervised Release Detention Option, after July 1, 2019). Using the new DRAI, and a range of three or more community-based supervision options, 17,061 youth would have been eligible to participate while awaiting court hearings. (See Demographic information in the next paragraph C – Demographic Data) This is approximately an 85% increase. The release comparison also predicts a 31% reduction in secure detention placements.

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- C. Demographic Data:
 Table # 1, below, shows the number of youth determined to be predicted by the DRAI for Supervised Release by County, for a total of approximately 17,061 youth statewide.

TABLE #1

NEW DRAI PREDICTED OUTCOMES							
Region	Circuit	County	Release	Supervised Release	Secure Detention	Total	
Northwest	1	Escambia	478	735	592	1805	
		Okaloosa	154	192	237	583	
		Santa Rosa	131	97	96	324	
		Walton	38	16	35	89	
		Totals		801	1040	960	2801
	2	Franklin	0	1	5	6	
		Gadsden	1	10	14	25	
		Jefferson	0	2	2	4	
		Leon	386	403	399	1188	
		Liberty	6	4	9	19	
		Wakulla	4	7	14	25	
		Totals		397	427	443	1267
	3	Columbia	5	51	38	94	
		Dixie	0	6	2	8	
		Hamilton	2	4	15	21	
		Lafayette	0	0	1	1	
		Madison	1	0	15	16	
		Suwanee	5	20	31	56	
		Taylor	0	2	4	6	
		Totals		13	83	106	202
	14	Bay	215	242	352	809	
		Calhoun	0	2	3	5	
		Gulf	0	3	7	10	
	Holmes	1	5	7	13		
	Jackson	4	6	10	20		
	Washington	3	5	3	11		
	Totals		223	263	382	868	
Northeast	4	Clay	122	112	84	318	
		Duval	1025	630	1095	2750	
		Nassau	23	39	30	92	
		Totals		1170	781	1209	3160
	5	Citrus	14	30	47	91	
		Hernando	24	80	124	228	

		Lake	24	112	183	319
		Marion	73	304	399	776
		Sumter	6	17	23	46
	Totals		141	543	776	1460
7		Flagler	31	50	37	118
		Putnam	7	46	57	110
		St. Johns	65	60	64	189
		Volusia	219	403	336	958
	Totals		322	559	494	1375
8		Alachua	102	206	346	654
		Baker	3	11	19	33
		Bradford	1	6	8	15
		Gilchrist	1	0	1	2
		Levy	4	11	17	32
		Union	4	2	7	13
	Totals		115	236	398	749
Central	6	Pasco	301	316	429	1046
		Pinellas	383	1167	1762	3312
		Totals	684	1483	2191	4358
	9	Orange	994	1698	2191	4883
		Osceola	94	147	195	436
		Totals	1088	1845	2386	5319
	10	Hardee	2	8	10	20
		Highlands	9	53	98	160
		Polk	356	870	1168	2394
		Totals	367	931	1276	2574
	12	Desoto	6	30	31	67
		Manatee	218	295	296	809
		Sarasota	103	217	124	444
		Totals	327	542	451	1320
	13	Hillsborough	1562	1788	1746	5096
		Totals	1562	1788	1746	5096
	18	Brevard	248	714	1072	2034
		Seminole	371	672	548	1591
	Totals	619	1386	1620	3625	

South	11	Miami-Dade	765	1111	1502	3378
	Totals		765	1111	1502	3378
	15	Palm Beach	376	672	1018	2066
	Totals		376	672	1018	2066
	16	Monroe	13	38	42	93
	Totals		13	38	42	93
	17	Broward	783	1120	1476	3379
	Totals		783	1120	1476	3379
	19	Indian River	61	139	117	317
		Martin	44	64	59	167
		Okeechobee	26	28	47	101
		St. Lucie	245	381	374	1000
	Totals		376	612	597	1585
	20	Charlotte	19	130	87	236
		Collier	235	380	300	915
		Glades	1	1	4	6
		Hendry	12	34	44	90
		Lee	680	1056	835	2571
	Totals		947	1601	1270	3818
	Statewide Totals		Totals	11,089	17,061	20,343

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Table # 2, below, shows the average daily population of youth on Supervised Release by County, along with the youth's supervision level.

TABLE # 2

NEW DRAI SUPERVISED RELEASE AVERAGE DAILY POPULATION (ADP)						
Region	Circuit	County	HD APD	ERC	IHD - ADP	IHDw/EM ADP
Northwest	1	Escambia	21.6	0	17.8	18.0
		Okaloosa	4.5	0	3.9	6.6
		Santa Rosa	2.8	0	2.3	2.4
		Walton	0.9	0	0.2	0.2
	Totals		29.7	0	24.3	27.2
	2	Franklin	0	0	0.1	0
		Gadsden	0.4	0	0.2	0.2
		Jefferson	0.2	0	0	0
		Leon	12.3	0	8.8	10.4
		Liberty	0.1	0	0.1	0.2
		Wakulla	0.2	0	0.2	0.1
	Totals		13.1	0	9.4	10.9
	3	Columbia	1.3	0	1.2	1.4
		Dixie	0.2	0	0.1	0.2
		Hamilton	0.2	0	0.1	0.1
		Lafayette	0	0	0	0
		Madison	0	0	0	0
		Suwanee	0.7	0	0.4	0.5
		Taylor	0	0	0.1	0.1
	Totals		2.3	0	1.9	2.3
	14	Bay	7.3	0	4.2	7.4
	Calhoun	0.2	0	0	0	
	Gulf	0.2	0	0	0.1	
	Holmes	0.2	0	0.1	0.1	
	Jackson	0.2	0	0	0.3	
	Washington	0	0	0	0.4	
Totals		8	0	4.3	8.3	
Northeast	4	Clay	3.9	0	2.5	2.3
		Duval	19.4	9.4	7.6	12.9
		Nassau	1.2	0	1.2	0.6
	Totals		24.4	9.4	11.3	15.9
	5	Citrus	1.2	0	0.2	0.9
		Hernando	3.5	0	0.9	1.8

		Lake	4.5	0	1.5	2.7
		Marion	8.6	0	6.2	8.9
		Sumter	0.5	0	0.5	0.3
	Totals		18.4	0	9.4	14.6
7		Flagler	1.7	0	0.7	1.5
		Putnam	1.9	0	0.5	1.2
		St. Johns	1.6	0	1.3	1.7
		Volusia	14.4	0	6	11.1
	Totals		19.6	0	8.6	15.5
8		Alachua	4.7	0	5.1	6.3
		Baker	0.5	0	0.2	0.2
		Bradford	0.2	0	0.1	0.2
		Gilchrist	0	0	0	0
		Levy	0.4	0	0.4	0.1
		Union	0.1	0	0	0.1
	Totals		5.8	0	5.7	6.9
Central	6	Pasco	13.5	0	4.8	6.3
		Pinellas	25.8	17.6	10.5	37.2
		Totals	39.3	17.6	15.4	43.5
	9	Orange	39.2	18.2	21.9	53.3
		Osceola	5.3	0	3	3.1
		Totals	44.5	18.2	24.9	56.5
	10	Hardee	0.1	0	0.2	0.4
		Highlands	1.2	0	1.5	1.5
		Polk	23.2	0	17.5	27.3
		Totals	24.4	0	19.1	29.1
	12	Desoto	0.7	0	0.5	1.1
		Manatee	13.0	0	3.5	6.6
		Sarasota	6.2	0	4.6	6.2
		Totals	19.8	0	8.7	13.8
	13	Hillsborough	51.1	20.8	19.6	48.2
		Totals	51.1	20.8	19.6	48.2
18	Brevard	19.7	0	13.1	23.0	
	Seminole	17.3	0	13.2	21.9	
	Totals	37	0	26.3	44.9	
South	11	Miami-Dade	38.3	14.9	11.6	21.9
		Totals	38.3	14.9	11.6	21.9
	15	Palm Beach	17.8	7.5	8.3	18.9
		Totals	17.8	7.5	8.3	18.9
	16	Monroe	1.8	0	0.8	0.4

REMAINDER	Totals		1.8	0	0.8	0.4
	17	Broward	41.3	0	16.9	29.2
	Totals		41.3	0	16.9	29.2
	19	Indian River	4.1	0	2.3	4.5
		Martin	2.0	0	1.4	1.6
		Okeechobee	1.1	0	0.5	0.5
		St. Lucie	11.8	0	6.1	11.9
	Totals		19.0	0	10.3	18.5
	20	Charlotte	4	0	2.3	3.8
		Collier	6.7	0	8.4	14.6
		Glades	0.1	0	0	0
		Hendry	0.7	0	0.9	1.1
		Lee	30.8	0	22.3	29.4
	Totals		42.3	0	33.8	48.9

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D. General Description of Services

The Respondent's SRT personnel shall work non-traditional hours to include weekends and evenings. Services to include contacts, shall be available twenty-four (24) hours per day, seven days per week for Department youth placed on Supervised Release status.

The Respondent's SRT personnel shall make the following contacts per youth:

1. HD: One face-to-face contact per week, per youth
2. IHD: Five face-to-face contacts per week, per youth
3. IHDw/EM: Five face to face contacts per week, per youth, plus follow-up/response to all EM violation alerts as soon as possible, but no later than within twenty-four (24) hours of the notification of the alert.

E. Authority

Section 985.01, Florida Statutes (F.S.), authorizes the Department to provide for the health and well-being of youth in the state's care and to provide for the care, safety, and protection of children in an environment that fosters healthy social, emotional, intellectual, and physical development; to ensure secure and safe custody; and to promote the health and well-being of all children under the state's care.

F. Limits on Services

Services shall be limited to youth placed on Supervised Release status by Court Order.

G. Major Goal(s) of the Service

1. The Department's goal for SRT services is to divert youth from involvement with the Juvenile Justice System and/or prevent more youth from entering or becoming further involved. In addition, the Department strives to use Secure Detention only when necessary and with SRT services, enhance the Department's own workforce effectiveness.
2. In addition, a secondary goal is to provide services in a manner that ensures troubled youth remain crime free, within the least restrictive environment possible, while maintaining public safety. The goal of the resulting Contract is to ensure youth receive required contacts and supervision in the community, twenty-four (24) hours per day, seven days per week.

II. **YOUTH TO BE SERVED**

A. Youth to be Served

The Respondent shall provide SRT services to all youth statewide that meet the DRAI instrument criteria for Supervised Release, to include youth 10 – 19 years of age, both male and female, that reside in the Circuit/Region. (Circuit and Region to be specified in the resulting Contract)

B. Youth Eligibility

The youth to be placed on Supervised Release status meet certain scoring criteria as determined by the DRAI. Youth eligible for services under the resulting Contract must reside within the Region and Circuits identified. (Region and Circuit to be specified in the resulting Contract)

C. Youth Referral/Determination

Youth shall be placed on Supervised Release as a result of a detention hearing or after release from secure detention. At least one SRT staff member must be present at detention hearings to conduct orientation and install/remove EM devices when necessary. Within one business day of the detention hearing, the Department will make a JJIS placement and submit a packet that includes the court order face sheet, Supervised Release agreement, and EM agreement (if applicable) to the Respondent's Regional Coordinator. The Respondent shall use the packet submission to assign a SRT staff member to each youth. The Department will provide a weekly census report from the JJIS to the Respondent's Regional Manager as a part of the Supervised Release Review Committee process. The Department will ensure staff are authorized to make contacts and can access the JJIS and the Department's contracted EM System as necessary for the performance of duties herein. The Department will be responsible for tracking and ordering EM equipment. The Department will be responsible for ensuring EM equipment is available to the SRT staff member at the detention hearing and accessible at the probation office if additional equipment is needed during supervision.

- D. Limits on Youth to be Served
Only youth on Supervised Release status shall receive SRT services under the resulting Contract(s) as directed by the Department.

III. SERVICES TO BE PROVIDED

All services shall be delivered in accordance with this Attachment, Department Rules, and chapters 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 resulting Contract term, unless otherwise noted.

A. Service Tasks

SRT services: The Respondent shall provide staff to conduct SRT service tasks in accordance with the following requirements.

1. Contacts/Monitoring/Follow-up – All Youth

- a. The Respondent's SRT personnel shall track and monitor youth on Supervised Release status, to include their daily activities and ensure compliance with the rules and conditions of supervision.
- b. The Respondent's SRT personnel shall make the following contacts per youth:
 - 1) HD: One face-to-face contact per week, per youth
 - 2) IHD: Five face-to-face contacts per week, per youth
 - 3) IHDw/EM: Five face to face contacts per week, per youth, plus follow-up/response to all EM violation alerts as soon as possible but no later than within twenty-four (24) hours of notification of the alert.
- c. All SRT contacts must be documented in the Juvenile Justice Information System (JJIS) Case Notebook Module with Supervised Release selected as the note type.
- d. The Respondent's SRT personnel shall attend detention hearings in Circuit Court to complete initial contact requirements and install Global Positioning System (GPS)/EM devices (when applicable).
- e. The Respondent's personnel shall attend weekly Supervised Release Review Committee meetings to provide performance updates to Circuit Management and participate in the decisions regarding continued supervision standards for the youth assigned.
- f. The Respondent's SRT personnel shall respond to violations of supervision in accordance with the following: Supervised Release Continuum Guidelines (Exhibit #1), Supervised Release Home Detention Guidelines (Exhibit #2), Supervised Release Intensive Home Detention Guidelines (Exhibit #3) and Supervised Release Intensive Home Detention with Electronic Monitoring Guidelines (Exhibit #4). Compliance with Draft policies and any updates made by the Department is required. Violations and responses shall be reported via email within twenty-four (24) hours of becoming aware. Email notifications shall be sent to the assigned Juvenile Probation Officer (JPO) and the JPO supervisor. A weekly summary of violations shall be reported either verbally and/or in writing during the weekly Supervised Release Review Meeting.
- g. Some actions, (such as new offenses or abscond) shall result in immediate violations. Other actions (such as late arrival to school or EM cell signal lost) shall require investigation to determine willfulness before determining how to respond.

2. Youth on IHDw/EM:

a. Youth with GPS EM

Youth placed on Supervised Release – IHDw/EM are monitored through the GPS/EM provider. The Department will coordinate training for all SRT Trackers on the Department EM system which is accessible through the internet with a secure password.

- b. EM Installation/Scheduling/Programming
- 1) SRT Trackers shall be responsible for installation and removal of GPS/EM equipment on Department youth who are placed on Supervised Release with EM by a Court Order. The SRT Trackers shall be responsible for attending the youth detention hearing to install EM equipment and perform the initial scheduling of Supervised Release youth placed on IHDw/EM. This EM equipment for the youth shall be taken to the Circuit Court Detention Hearing each morning by the Department's Circuit Court Liaison and made available to the SRT personnel for installation.
 - 2) Staff at the Department's Juvenile Assessment Centers (JAC's) shall also be responsible for installation of GPS/EM equipment, for youth placed on IHDw/EM at the JAC prior to release.
 - 3) The Respondent's SRT personnel when installing EM equipment on youth, shall also be responsible for the initial scheduling of the EM equipment, to include programming of inclusion and exclusion zones, and other specifics to a youth's monitoring parameters as required by the Department's contracted GPS/EM system.
 - 4) SRT Trackers shall update all youth's scheduling in the Department's contracted GPS/EM system utilizing the EM's provider specific software as determined necessary by changes and reasonable requests of the youth and family that are not in violation of the Court Order.
- c. EM Management/Supervision/Follow-up/Contacts
- 1) The Respondent's SRT personnel shall utilize the Department's contracted EM system monitoring software as the primary tool to manage and monitor the IHDw/EM youth's activities and compliance with the rules and conditions of the Court Order.
 - 2) The Respondent's SRT personnel shall be responsible for the supervised tracking of youth assigned to the IHDw/EM program.
 - 3) The Respondent's SRT personnel shall make the required number of contracts of Supervised Release youth assigned to IHDw/EM, regardless of the level of compliance with the conditions of Court Order.
 - 4) During the times of required contacts, each SRT personnel shall visually inspect the EM equipment to ensure that it is working and properly attached to the youth's ankle. This may occur more frequently due to alerts and violations.
- d. EM Alert Monitoring
- 1) The Respondent's SRT personnel shall review the daily alerts report from the Department's EM contracted provider no later than 12:00 noon the next business day to determine which youth have an alert.
 - 2) The Respondent's SRT personnel shall be responsible for responding to all EM alerts as soon as possible but no later than within twenty-four (24) hours of notification. Examples of alert types include: tracker low battery; no position fix available; tamper proximity tracker alert; and inclusion zone leave alert.
- e. EM Alert Follow-up
- 1) Depending on the alert type or violation incurred, a response may include, but is not limited to: an immediate telephone call to the youth; a home visit; or the SRT personnel requesting the Department's youth report to a designed location for a visual inspection of the equipment.
 - 2) All alerts shall be responded to in accordance with the Department's Supervised Release Intensive Home Detention with

Electronic Monitoring Guidelines (Exhibit #4) by the SRT personnel, and notification to the youth's JPO and JPO Supervisor shall be made by email no later than twenty-four (24) hours after the alert.

- 3) The following alerts must result in a face-to-face contact: exclusion zone enter, case and/or strap tamper, and max no motion.
- 4) The initial response for the following alerts may be made via telephone: inclusion zone, cell signal lost, GPS jam reset, and track low battery. Second or subsequent alerts that meet these descriptions must be responded to face-to-face.

f. EM Equipment Removal

- 1) The Respondent's SRT personnel shall remove EM monitoring units and retrieve charging stations when the IHDw/EM youth's supervision has ended (as per the Court Order) and return the equipment to the local Circuit Probation Office for restocking.
- 2) At the time of expiration of a youth's IHDw/EM Court Order, the SRT personnel should coordinate to meet with the youth to remove the GPS/EM monitor and retrieve the charging station.
- 3) Respondents should note that the process for returning equipment may vary from Circuit to Circuit and may be updated as needed based on the needs of the Department.

3. JJIS and Data Requirements

- a. The Respondent shall designate a Regional Manager responsible for ensuring SRT Trackers perform the JJIS case note entry in a timely and correct manner. This staff person shall also be the main contact for the Department's Data Integrity Officer (DIO) and the Office of Program Accountability.
- b. The Respondent's SRT Trackers shall be responsible for entering Supervised Release youth case notes and pictures of EM equipment tampers in the JJIS.
- c. NOTE: The Department's DIO will attempt to facilitate the JJIS training to one or more staff prior to the start date of a contract resulting from this RFP. Background Checks must be completed prior to this training. The case note entry requirement is based on the Department's capability to provide access and utilization to the JJIS to the Respondent and SRT personnel.
- d. All required forms and business rules are located at: <http://www.djj.state.fl.us/partners/data-integrity-jjis/>.

4. Technology Equipment

- a. The Respondent shall provide SRT personnel with cell phones. Cell phones shall be smart phones, with texting and photo capability. Below is a link to the full tech specifications of the Apple Iphone 6s. https://www.gsmarena.com/apple_iphone_6s-7242.php
Those are the minimum phone specifications which will be authorized for purchase by the Department. See Information Resource Request (IRR) section below.
- b. The Respondent shall provide SRT personnel with a laptop with Wi-Fi capability for entering of case notes in the JJIS and other data to be collected. Minimum specifications for Department approved laptops are below:
 - 1) Intel Core i5, with 3MB Cache
 - 2) 8GB Available RAM
 - 3) 250GB SATA Hard Drive
 - 4) CDRW/DVD Reader Combo
 - 5) 15.6 Inch LCD monitor with minimum 1024X768 resolution capabilities

- 6) Windows 7 Compatible with External Display with minimum 128MB dedicated Video RAM
- 7) 10/100/1000 Ethernet Network Interface Card (NIC)
- 8) Wireless NIC must support at least 802.11g or 802.11a Standards
- 9) Bluetooth Wireless Device Support (Optional)
- 10) Sound Card (Should be included at no charge)
- 11) Genuine Windows 7 Enterprise or Windows 7 Ultimate 64-Bit with Media
- 12) Microsoft Office 2013 Professional
- 13) Minimum Integrated Speakers (Optional External)

c. IRR Approval:

- 1) All Department contracted providers must receive written approval from the Department prior to purchasing any Information Technology (IT) Resources used in the performance of contractual obligations. IT Resources are defined in Department Procedure FDJJ – 1205.01P (Revised 6/6/2017), titled Information Technology Resource Management Procedures and is located on the Department’s website at: <http://www.djj.state.fl.us/partners/policies-resources/department-policies/>.
- 2) The Respondent agrees to secure prior written approval by means of a Department IRR form before the purchase of any IT Resource. The Department’s Contract Manager is responsible for serving as the liaison between any provider and the Department’s Bureau of Information Technology during the completion of the IRR process. The use of contract funds for the purchase of IT Resource components must be approved by the Department’s Contract Manager as appropriate and allowable under the terms of the resulting Contract. The Respondent shall not be compensated for any IT Resource purchases made prior to obtaining the Department’s written approval.

5. Transportation

Transportation of staff making contacts with youth required under this Attachment I is inclusive of the overall service delivery. The Respondent shall ensure that all staff conducting SRT have access to reliable transportation and services are not affected by transportation issues. The Respondent shall have a plan to ensure transportation of staff is available and can be maintained throughout the term of the resulting Contract. Methods of transportation may include, but are not limited to, leasing of vehicles, use of staff’s personal vehicle, and mileage reimbursement. Use of public transportation is not sufficient.

B. Limits Within Services Must be Provided

Services shall be limited to youth on Supervised Release, placed on such status by Court Order and identified by the Department.

C. Staffing/Personnel

The Respondent’s staff and all personnel provided under the resulting Contract, whether performance is as a provider, 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

- a. Staffing Levels shall be based on the number of youth on Supervised Release in each geographical area. The number of SRT personnel is outlined in the table below. The Respondent must maintain the minimum number of SRT Trackers needed to meet the following SRT Trackers to youth ratios which are based on the projected number of youth on each level of Supervised Release for the Regional coverage area. The

Respondent shall maintain the appropriate level of contacts and staff to youth ratio as deemed necessary for the changing population.

- 1) HD: One face-to-face contact per week, per youth: Ratio of one SRT Tracker to twenty-five (25) youth.
 - 2) IHD: Five face-to-face contacts per week, per youth: Ratio of one SRT Tracker to twelve (12) youth.
 - 3) IHDw/EM: Five face to face contacts per week, per youth plus follow-up/response to all EM violation alerts as soon as possible but no later than within twenty-four (24) hours of notification of the alert. Ratio of one SRT Tracker to twelve (12) youth.
- b. For each Region, the number of staff required to perform services is outlined below. The Department does not have a preference of males or females for SRT personnel.

Position Titles	Total # of Full-Time Equivalent (FTE) by Region	Maximum Weekly Hours (per position)	Maximum Annual Hours
Northeast Region SRT Trackers	9	40	2,080 (per position)
Northwest Region SRT Trackers	9	40	2,080 (per position)
Central Region SRT Trackers	28	40	2,080 (per position)
South Region SRT Trackers	21	40	2,080 (per position)
Regional Program Director/Coordinator One per Region	4	40	2,080 (per position)

- c. Staffing Flexibility: The Respondent is expected to shift staff between Circuits as deemed necessary to maintain the required staff to youth ratios as prescribed for each Supervised Release level and ensure services are provided to all youth identified by the Department.
- d. The Department will conduct quarterly reviews of the average number of youth in each geographical area (Circuit) being served by a Region and the maximum caseloads and may request permanent adjustment in staffing or increase or decrease the staffing in any Circuit if the number of youth have increased or decreased significantly (more than twenty-five (25)%).

2. Staffing Qualifications

All Respondent personnel providing SRT services shall be at least twenty-one (21) years of age, possess a high school diploma and sufficient education and aptitude to pass the Department’s required training classes, and have at least six months experience working with youth. Documentation of compliance with these requirements shall be maintained in the employee’s personnel file.

- a. Exceptions to Above Qualifications: The Department may consider staff who do not meet the minimum education and experience qualifications listed above upon receipt of a written request from the Respondent which includes the name, education, experience and a statement to support an exemption from the above qualifications. Any such request and documentation of staff qualifications must be presented in the Staffing Section requirements of the RFP. After the Notice of Agency Decision, the Respondent shall submit the request to the Department’s Contract Manager and CPO of the Circuit. 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.
- b. Changes in Staff Qualifications: The Respondent shall provide a written request to the Department's Contract Manager and CPO to request a waiver of the above qualifications. Waivers of the above 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 CPO.
3. Back-Up Plan, Vacant Positions and Requested Changes to Approved Staff
 - a. Changes to the staffing levels required (as set forth in any Contract resulting from this RFP) are not authorized unless requested by the Respondent in writing (email acceptable) to the Department's Contract Manager and approved in writing (email acceptable) by the Department's Contract Manager. The Department's Contract Manager shall consult with the Office of Probation and Community Intervention prior to approving or disapproving the request in writing.
 - b. The Respondent shall have and utilize a written back-up plan for staffing vacancies to ensure provision of adequate qualified staff to fill-in for staff who may be absent from work (e.g., emergency, illness, or vacation) to ensure services to youth will not be canceled or rescheduled. In no case shall services be interrupted or not occur as required in the resulting Contract.
 - c. The Respondent agrees to notify the Department's Contract Manager in writing (e-mail acceptable) within seven working days when a staff position becomes vacant. Staffing changes that may affect service delivery, as stipulated in the resulting Contract, shall be requested in writing to the Department's Contract Manager for approval at least twenty (20) business days prior to the implementation of the change. The Department's Contract Manager shall consult with the Office of Probation and Community Intervention prior to approving or disapproving the request in writing.
 - d. The Department expects during the time of the vacancies, the youth receiving services under the resulting Contract shall receive services uninterrupted and the Respondent shall ensure the position is filled within sixty (60) days, but in no case should services to the youth as specified in this RFP not occur.
 4. Staff Background Checks
 - a. The Respondent shall comply with the Department's Statewide Procedure on Background Screening for Employees, Contractors/subcontractors, and Volunteers. The Respondent 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 and provided to the Department's Contract Manager prior to the initiation of employment to provide services.
 - c. The Respondent shall ensure staff obtains the required five-year background re-screening every five years from the date of their approval to work 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.
 - d. The Respondent shall notify the Department's Background Screening Unit when their employee (Respondent staff) is no longer providing services.

5. Monthly Schedule/Time sheets Documentationa. Monthly Work Schedule

- 1) The SRT Trackers shall work non-traditional hours to include weekends and evenings. Services responding to alerts shall be available twenty-four (24) hours per day, seven days per week for Department youth placed on GPS/EM services.
- 2) The Respondent shall develop a monthly schedule, to be submitted five days prior to the first of each month, for each month of service delivery. The monthly schedule shall indicate the times all SRT personnel are assigned to provide services in each Region, by Circuit. The monthly schedule shall be accompanied by a list of all approved staff providing SRT services, with contact information and coded on the monthly schedule for the days the individual is scheduled to work.
- 3) The Respondent shall provide a copy of the monthly schedule (email acceptable) to the Regional Director, each Circuit CPO with SRT services and the Department's Contract Manager. If changes to the schedule are needed midmonth, all changes shall be requested in advance of the needed changes and shall only be made upon agreement of the Regional Director and the Respondent, which shall be reduced to writing and emailed to the Department's Contract Manager.

b. Staff Timesheets

The Respondent shall develop and maintain staff timesheets of all Respondent staff for the purposes of documenting hours worked and receiving payment. Copies of the timesheets shall be provided with the monthly invoice as per Section V., Reports.

6. Staff Traininga. Respondent Required Training Plan

The Respondent shall provide a training plan to incorporate, at a minimum, pre-service and in-service training as outlined in Rule 63H, F.A.C. Training plans shall be approved by the Department's Office of Staff Development & Training (SD&T) to ensure compliance with Rule 63H, F.A.C. If applicable, the plan should also include any specialized training outlined in the resulting Contract. A plan must be submitted at the execution 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>.

b. Learning Management System Training

The Respondent is required to utilize the Department's Learning Management System (LMS) for all identified on-line training. In addition, Respondents must ensure that all required staff training is entered in the employees account in the LMS upon completion of each training, including instructor led, and Respondent delivered training. Prior to access to the LMS, the Respondent is required to have all staff background screened, which can take up to two weeks.

c. Staff Training

- 1) For the purposes of the resulting Contract, staff are not considered Direct-Care Staff and therefore are not subject to Chapter 63H-2, F.A.C., Direct-Care Staff Training. The following training is required as specified.
 - a) Contracted non-residential employees are authorized to be in the presence of youth prior to the completion of the training requirements outlined below. However, the following essential skills must be completed first:

- i. Protective Action Response (PAR) Certification Training – thirty-two (32) hour course to learn the Department approved verbal and physical intervention techniques associated with program PAR and obtain PAR certification in accordance with Chapter 63H-1, F.A.C. – Instructor led
 - ii. Cardiopulmonary Resuscitation (CPR) and First Aid Certification Training accredited by the Department of Labor, Occupational Safety and Health Administration (OSHA). Training is offered by the American Heart Association, the American Red Cross, the National Safety Council, and other nationally recognized and private educational organizations. - Instructor led course to obtain certification
 - iii. Ethics: On-line course titled “Ethics Basics” (minimum of one hour) lessons to include but are not limited to:
 - Definition of “ethics” and “professionalism”;
 - Behaviors that are violations of Florida laws, Florida rules, or Department policies and procedures;
 - Consequences for violating Florida laws, Florida rules, or Department policies and procedures; and
 - Inappropriate behaviors and importance of reporting conduct violations.
 - iv. Suicide prevention processes and procedures in accordance with Rule 63N-1.0091, F.A.C., which requires six hours of staff training annually on suicide prevention and implementation of suicide precautions. Two hours online plus four additional hours as designated by the Department’s Office of Health Services.
 - v. Emergency planning in accordance with 63N-1.011, F.A.C., which requires each detention center and residential commitment program to train staff on immediate response to mental health and substance abuse emergencies and must provide semi-annual training on emergency response procedures. On-line
 - vi. Central Communications Center (CCC) - If the Respondent staff is not trained on CCC right away, an incident might occur and go unreported to the CCC. – On-line
 - vii. JJIS - JJIS Respondent training is completed by the Department through local area DIOs across the state. This initial training allows staff access to the JJIS. - Instructor led
 - viii. Client Confidentiality – On-line
- b) Additional training requirements are as follows. (Staff must complete all trainings within 180 days of hire date)
- i. Understanding youth - On-line course titled “Adolescent Development”

- ii. Interpersonal/Communication skills - Instructor led or available on line as the following
 - Communication is the Key to Success
 - Delivering Constructive Criticism Parts 1-4
 - Effective Verbal and Nonverbal Communication
 - Professional Interaction with the Public
- iii. Sexual harassment – On-line (minimum of one hour) lessons shall include but are not limited to:
 - Quid Pro Quo;
 - Hostile work environment; and
 - Reporting Incidents.
- iv. Human diversity - On-line course titled “Diversity”
- v. Safety training (On-line for a (minimum of two hours) lessons shall include but are not limited to:
 - Safety Policy FDJJ 1305;
 - Employee safety responsibility;
 - Safety prevention;
 - Back safety;
 - Slips, trips, and falls;
 - Office safety;
 - Computer workstations;
 - Vehicle operations;
 - Hazard communication;
 - Universal precautions (blood borne pathogens);
 - Driving safety;
 - Violence in the workplace;
 - Emergency procedures (shall include but is not limited to: fire, natural disaster, biohazard, medical, mental health, escape, riot, disturbances, and the Continuity of Operations Plan [COOP]); and,
 - Workers’ compensation.
- vi. New Employee Orientation (minimum of one hour) lessons shall include but are not limited to the Department overview.
- vii. Prison Rape Elimination Act (PREA) (minimum of one hour) lessons shall include content from Department Policy 1919.
- viii. Customer Service (minimum of one hour).
- ix. Records management and public records (minimum of one hour) lessons shall include but are not limited to:
 - Definition of a record;
 - Importance of adhering to the retention schedule;
 - Types of records;
 - Responding to record requests;
 - Elements of a good record filing system;
 - Proper storage conditions for public records;

- Proper record labeling;
 - Elements of a good record tracking system;
 - Proper methods to destroy records; and
 - Use of forms and documentation related to record retention, storage, tracking, and destruction.
- x. Sunshine Law (minimum of one hour) lessons shall include but are not limited to:
- What the Sunshine Law covers; and
 - Portions of chapter 286, F.S., that apply to staff.
- xi. Civil Rights (minimum of three hours) lessons shall include but are not limited to:
- Sexual Harassment (minimum of one hour) lessons shall include but are not limited to:
 - ❖ Quid Pro Quo;
 - ❖ Hostile work environment; and
 - ❖ Reporting incidents.
 - Equal Employment Opportunity (EEO) (minimum of one hour) lessons shall include but are not limited to:
 - ❖ Americans with Disabilities Act (ADA) and Rehabilitation Act of 1978;
 - ❖ Protected classes and types of discrimination;
 - ❖ Reasonable accommodations; and
 - ❖ Reporting violations.
 - Health Insurance Portability and Accountability Act of 1996 (HIPAA) (minimum of one hour) lessons shall include but are not limited to:
 - ❖ Protected information;
 - ❖ Information protection practices; and
 - ❖ Reporting violations.
- c) Upon request by a Regional Director, the Director for SD&T will grant up to a ninety (90) day extension to the 180 day time frame for completing training requirements. The extension may only be based on the following:
- i. Death of an immediate family member;
 - ii. Serious chronic condition, illness or injury;
 - iii. Immediate family crisis;
 - iv. Court appearance;
 - v. Military duty;
 - vi. Family medical leave; or
 - vii. Other emergency circumstances.
- d) Testing requirements for pre-service training are as follows:
- i. A passing score of at least seventy (70) percent on all applicable computer-based courses;
 - ii. PAR testing and evaluation requirements as outlined in Chapter 63H-1, F.A.C.; and

- iii. Successful completion of all written and practical requirements for CPR/First Aid training.
- e) Contracted non-residential staff must complete twenty-four (24) hours of annual in-service training beginning the calendar year after the staff has completed pre-service training.
- f) The following are mandatory training topics that must be retaken and completed each year:
 - i. PAR update (Chapter 63H-1, F.A.C.);
 - ii. CPR;
 - iii. First Aid, unless the specific certification is good for more than one year, in which case, training is only necessary as required by certification; and
 - iv. Professionalism and ethics.
- g) All contracted non-residential programs will submit to SD&T a written list that includes course names, descriptions, objectives, and training hours for any Instructor-led in-service training other than the above topics.
- h) Documentation procedures are as follows:
 - i. The Respondent shall ensure that a training file is maintained for each direct-care staff, and that they meet all requirements.
 - ii. Completion of all training requirements shall be documented on the Department's computer-based tracking system.
 - iii. Facilities and programs shall develop an annual in-service training calendar which must be updated as changes occur.

2) Training Costs

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 in the resulting Contract and shall be coordinated with the Department.

7. Additional Staff Requirements

The Department reserves the right to require the Respondent to immediately remove their staff member from a duty assignment, and/or bar the staff member/subcontractor from further service, 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:

- 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 the course of 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. Disruptive conduct;
 - w. Sleeping or inattentiveness on duty;
 - x. Leaving work area or duty assignment without authorization;
 - y. Violation of safety practices;
 - z. Retaliation against any individual for having exercised any lawful right;
 - aa. Failure or inability to perform assigned duties;
 - bb. Substance abuse; or,
 - cc. Consecutive non-performance concerns.
- D. Service Locations/Times/Changes
- 1. Service Location
Services shall take place at multiple locations where contact with youth shall be made within the Department's Northwest, Northeast, Central and South Regions as set forth in the resulting Contract.
 - 2. Service Times
The SRT personnel shall work non-traditional hours to include detention hearing times, weekends and evenings. Receiving notification to alerts shall be available twenty-four (24) hours per day, seven days per week for Department youth placed on GPS/EM services with response times as indicated in Section III., A., Service Tasks.
 - 3. Changes in Location/Times
Changes to the location for services shall only be made by direction of the Office of Probation and Community Intervention and shall require a contract amendment.
- E. Property and Facility Standards
- 1. Non-Expendable Tangible Personal Property:
 - a. Title (ownership) to all non-expendable property shall 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 Department-furnished property or property acquired by the Respondent through funding sources identified above, with a cost of \$1,000 or more and lasting more than one year, and hardback-covered bound books costing \$250 or more, and computers, regardless of cost shall be accounted for in accordance with Rule 69I-72., F.A.C. All such property, including replacements to Department-furnished property that is lost, destroyed, exhausted or determined surplus under the terms of the resulting Contract, shall be returned to the Department upon the resulting Contract termination. 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, on a quarterly basis, a listing of all items purchased that quarter under the 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 Department-furnished property without the written permission of the Department. Department policies and procedures shall be followed when disposing of Department-furnished property.
- f. The Respondent shall not use any Department-furnished property or property acquired by the Respondent through funding sources identified above for any purpose except the delivery of services identified in the resulting Contract.
- g. The Respondent shall submit a final inventory report for approval by the Department at conclusion of the resulting Contract.
- h. The Respondent shall submit an annual joint inventory report of all Department-furnished property or property acquired by the Respondent through funding sources identified above to the Department's Contract Manager.
- i. The Respondent shall report annually to the Department's Contract Manager 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 by the 5th day of each month. When utilizing Department-furnished vehicles, the Respondent shall comply with the Department's Vehicle Operations Policy and the Department of Management Services issued Fleet Management Manual.
- j. The Department finds 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.

IV. DELIVERABLES

The Respondent shall submit an invoice with sufficient documentation to fully justify payment for services delivered. Failure by the Respondent to promptly report and document deliverables as required, shall result in a reduction in the invoice. In months where the Respondent did not complete services, an invoice is not required.

A. Deliverable/Service Unit

The Deliverable under the resulting Contract is an hour of service delivery performed by SRT personnel.

- 1. The minimum level of service is an hour of service working non-traditional hours to include detention hearing times, weekends and evenings conducting ongoing surveillance for youth on Supervised Release status to include, but not be limited to, the required contacts/monitoring/follow-up activities per week based on the youths' type of Supervised Release, i.e. HD, IHD, or IHDw/EM as set forth in Section III., A., 1., of this Attachment I. Surveillance activities and

- contacts/monitoring/follow-up shall be documented in case notes in the JJIS. Verification of the performance of youth surveillance activities will be done by the Department's Contract Manager reviewing required case notes in the JJIS.
2. Supporting Documentation
 - a. The monthly Youth Census Report completed by Respondent staff with a list of youth that received services during the invoice month. The Department's Contract Manager will verify youth as being tracked/monitored through the JJIS.
 - b. Timesheet(s) indicating hours worked by SRT personnel each week, to include a list of youth surveilled and contacted each day for the week of the timesheet, attested to by the Regional Manager, shall be provided by the Respondent to the Department's Contract Manager with each monthly invoice.
 3. The Department may adjust (reduce) any subsequent invoice upon finding that service hours cannot be verified for a given month. In addition, the Department reserves the right to withhold any payment, or pro-rate any payment, if the Respondent fails to perform any task or other activity required by the resulting Contract in accordance with the terms and conditions of the resulting Contract.
 4. Failure by the Respondent to promptly report and document deliverables as required shall result in a reduction in the monthly invoice.

V. REPORTS

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

Respondent	Department
Name: TBD	Name: TBD
Address:	Address:
City, State Zip Code:	City, State Zip Code:
Telephone Number:	Telephone Number:
Email Address:	Email Address:

- C. Contract Manager Contact Information Changes: After execution of the resulting Contract, any changes in the contact information to the Contract Managers may be provided by either party, by written notification to the other party, with a copy of the written notification to be sent to the Department's Bureau of Procurement and Contract Administration. A copy of the written notification shall be maintained in the official Contract (BPCA) record. All notices required by the resulting Contract or other communication regarding the resulting Contract shall 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 within thirty (30) calendar 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 subsection 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 not receive payment for services rendered prior to the execution date or after the termination date of the resulting Contract.

- b. Invoices for amounts due under the resulting Contract shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.
 - c. Documentation of service delivery shall be in accordance with Attachment I, Section IV., Deliverables and shall be accompanied by reports as outlined below.
2. Youth Census Report
A complete list of youth who were provided services required under the terms and conditions of this Contract during the service period detailed on the invoice shall be furnished. At a minimum, the Youth Census Report shall include the youth's last name and initial of first name, juvenile justice identification number, and indicate the dates that the youth was provided services. Prior to the submission of the monthly Youth Census Report, the Provider shall confirm the accuracy of youth census data in the JJIS.
 3. Monthly Staff Hours Summary Report
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.
 4. Staff Timesheets
Staff timesheets for each staff who worked during the invoice month shall be submitted with the monthly invoice to document the number of hours worked. The timesheets shall distinguish between hours worked and leave/vacation/personal time off.
 5. Monthly Report List of Youth Tracked
A list of youth for whom SRT services were provided shall be submitted monthly with the invoice. The report shall include the youth's first name and initial of last name, JJIS number, supervision status (i.e. HD, IHD or IHDw/EM and the start and end date of tracking). The report shall be submitted to the Department's Contract Manager monthly in a format to be mutually agreed upon by the Department's Contract Manager and the Respondent.
 6. Information Resource Request (IRR)
All IRR purchases must be in accordance with section VIII., General Terms & Conditions of the resulting contract.
 7. Proof of Insurance
A Certificate of Insurance shall be provided to the Department's Contract Manager 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 the resulting Contract.
 8. Subcontract(s)
A copy of all subcontract agreements entered into by the Respondent and a subcontractor for services required of the Respondent via the resulting Contract, shall be submitted to the Department in advance for review. A signed copy of the subcontract shall be provided to the Department's Contract Manager prior to the delivery of service to Department youth and payment to the subcontractor.
 9. Organizational Chart
The Respondent's organizational chart shall be provided to the Department's Contract Manager, upon execution of the resulting Contract, annually, and upon changes. The organizational chart shall include the programmatic and administrative structure of the Respondent's organization.
 10. Staff Vacancy Report
The Respondent shall provide to the Department's Contract Manager, a complete list of all vacant program positions required by the resulting Contract, and include the position title, position number, date of vacancy, and position description. The Respondent shall provide an explanation for vacancies, which exceed sixty (60) calendar days. Services shall be provided to all Department youth by qualified Respondent staff regardless of whether a position(s) is vacant.

11. Staff Hire Report
The Respondent shall provide to the Department's Contract Manager, 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 the resulting Contract, a copy of the license, certification, and/or education credentials shall be provided with the Staff Hire Report. A copy can be found at <http://www.djj.state.fl.us/partners/contract-management>.
12. Florida Minority Business Enterprise (MBE) Utilization Report
The Respondent shall submit to the Department's Contract Manager, along with each monthly invoice, a copy of Exhibit 5, Florida MBE Utilization Report listing all payments made for supplies and services to MBEs during the invoice period. The listing shall identify the MBE code for each payment.
13. Continuity of Operations Plan (COOP)
Prior to the delivery of service, the Respondent shall submit to the Department's Contract Manager a COOP, which provides for the continuity of 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.
14. Ad Hoc Reports
The Respondent shall provide the Department ad hoc reporting upon request of the Department's Contract Manager or designee.

REPORT LIST	FREQUENCY	DUE DATE	DUE TO DEPARTMENT
Invoice	Monthly	30th day of the following reporting month	Contract Manager
Youth Census Report	Monthly	With the Invoice	
Monthly Staff Hours Summary Report	Monthly	With the Invoice	Contract Manager
Staff Timesheets	Monthly	With the Invoice	Contract Manager
Monthly Report List of Youth Tracked	Monthly	With the Invoice	Contract Manager
Proof of Insurance	Prior to the delivery of service and prior to expiration	Prior to July 1 st of each year	Contract Manager
Copy of Subcontracts	Prior to subcontracting and upon changes	Prior to July 1 st of each year	Contract Manager
Organizational Chart	Upon execution, annually, and upon changes	Prior to July 1 st of each year	Contract Manager
Staff Vacancy Report	Monthly	With invoice	Contract Manager
Staff Hire Report	Monthly	With invoice	Contract Manager
MBE Utilization Report	Monthly	With invoice	Contract Manager
COOP Report	Annually and upon changes	Prior to July 1 st of each year	Contract Manager
Ad Hoc Reports	Upon Request	As Requested	As Requested

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 will approve or reject deliverables and reports.

VI. PERFORMANCE MEASURES

A. Performance Outcomes

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.

GOAL: 100% of identified SRT personnel (or qualified replacement staff) shall be assigned to youth in compliance with the ratios for youth on Supervised Release as prescribed in Attachment I, 365 days per year.

MEASURE: This percentage shall be calculated by dividing the actual average daily population of youth on each Supervised Release status by the number of qualified SRT Trackers employed.

STANDARD: 100% of identified SRT personnel (or qualified replacement staff) shall be assigned to youth in compliance with the ratios for youth on Supervised Release as prescribed in Attachment I, 365 days per year.

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 resulting Contract to determine the effectiveness of the services. The results may be used in evaluation of the service needs or the Respondent's performance when considering future contract renewals and funding.