



**REQUEST FOR INFORMATION (RFI)  
FOR  
TRANSITIONAL HOUSING ASSISTANCE SERVICES FOR YOUTH**

**RFI #10512**

**RESPONSES DUE BY: THURSDAY, AUGUST 17, 2017 AT 2:00 P.M., EASTERN DAYLIGHT TIME**

**MAIL OR DELIVER RESPONSES TO:**

**CHRISTOPHER MORRIS, PROCUREMENT MANAGER**

**FLORIDA DEPARTMENT OF JUVENILE JUSTICE**

**KNIGHT BUILDING**

**2737 CENTERVIEW DRIVE, SUITE 1100**

**TALLAHASSEE, FLORIDA 32399-3100**

**TELEPHONE NUMBER: (850) 717-2616**

**ELECTRONIC SUBMISSION FOR THIS RFI SHALL BE SUBMITTED TO:**

**EMAIL ADDRESS: [CHRISTOPHER.MORRIS@DJJ.STATE.FL.US](mailto:CHRISTOPHER.MORRIS@DJJ.STATE.FL.US)**

**Table of Contents**

<b>I.</b>	<b>INTRODUCTION</b>	<b>3</b>
	A. Calendar of Events	3
	B. Inquiries/Vendor Conference	4
	C. Background	5
	D. Statement of Need	5
<b>II.</b>	<b>RESPONSE CONTENTS</b>	<b>7</b>
	A. Contact Information	7
	B. Management Capability/Experience	7
	C. Client Contact List	7
	D. Response Requirements	7
	E. Pricing Information	11
	F. Florida Business Registration	11
	G. Reservation of Rights	11
	H. Public Records	12
<b>III.</b>	<b>SUBMITTAL INSTRUCTIONS</b>	<b>12</b>
	A. Format	12
	B. CD Submission	12
	C. Deadline for Responses	12
	Attachment I – Client Contact List	13
	Attachment II - Statutes Requiring Notification To Law Enforcement Of Information On Juvenile Sex Offenders	14

## I. INTRODUCTION

Pursuant to Rule 60A-1.042 Florida Administrative Code (F.A.C.), an agency may request information from the business community by issuing a written Request for Information (RFI). Agencies may use RFI's in circumstances including, but not limited to: determining whether or not to competitively procure a commodity or contractual service, determining what solicitation process to use for a particular need, or researching general, special, and/or technical specifications for a solicitation. A Vendor's answer to an RFI is not an offer and shall not be used to justify a contract with that vendor without otherwise complying with chapter 287, Florida Statutes (F.S.), and chapter 60A-1, F.A.C. Vendors submitting answers to an agency's RFI are not prohibited from responding to any related subsequent solicitation. The Department reserves the right to use or reject any information supplied in response to this RFI.

**THIS RFI IS NOT A PROCUREMENT THAT WILL RESULT IN A CONTRACT.** However, information received in response to this RFI may be used to develop future specifications. Interested parties are encouraged to respond with solutions that meet all or part of the specified requirements. Interested parties may offer one (1) or more solutions to the issue(s) presented. All questions should be directed to the contact person identified on the cover page of this RFI.

The Department's Office of Probation and Community Intervention seeks information about the availability of Vendors to provide Transitional Housing Assistance Services to Department youth, eighteen (18) years of age through twenty-one (21) years of age, who have no place to reside and are in the process of transitioning to independent living. Basic services must include housing with bathing, laundry, food (three (3) meals a day), electricity, access to a local phone and other ancillary support services, as specified further in this RFI. Services shall typically not exceed six (6) months (one hundred eighty (180) days) without additional authorization. The goal of the Department is to provide youth a secure place to reside in the least restrictive setting possible and other support services, while assisting the youth in maintaining an independent, drug free, crime-free lifestyle and making successful integration into adulthood and self-sufficiency in the community. Providers who contract with the Department to provide these services may be compensated at a fixed rate per day, per filled bed. Youth must be referred by the Department for Department funded beds.

The demographics of the population in need of this service include males and females, non-sex offenders, registered juvenile sex offenders, youth with a history of sexual offenses, or youth with prior felony convictions, many of whom have been released or will be released from a residential commitment program and are returning to their home communities. In addition, youth who are victims of human trafficking are also in need of a safe place to reside. The Department is not seeking a Vendor to accept ALL of the identified populations. In response to this RFI, Vendors will have an opportunity to identify the type of youth acceptable for their proposed housing services.

Interested Parties who are encouraged to respond to this RFI include For Profit, Not-for-Profit and Faith Based Agencies. These services shall ensure that for those youth referred to and participating in the program, their faith orientation or lack thereof, will not be considered in determining admission to the program and that the program shall not attempt to convert any such program participant toward a particular faith or religious practice. State funds shall only be expended to further the secular goals of transitioning youth to independent living along with successful reintegration into the community, and the reduction of recidivism.

In addition, Vendors willing to house registered sex offenders shall be familiar with the requirements of housing registered sex offenders as outlined further in this RFI.

Any information solicited and acquired by this RFI may be used to inform the development of future competitive solicitations.

### A. Calendar of Events

Listed below are the important actions, including dates and times by which the actions must be taken or completed. All times are local time (Eastern Daylight Time) in Tallahassee, Florida.

DATE	TIME	ACTION
Wednesday, May 31, 2017	C.O.B.	Release of RFI
Friday, June 16, 2017	5:00 P.M. EDT	Due Date of Notice of Attendance at RFI Vendor Conference and Deadline to submit Pre-Conference Questions for discussion on the RFI Vendor Conference Call (Notice of Attendance is not mandatory).
Thursday, July 6, 2017	10:00 A.M. EDT	RFI Vendor Conference Call: To Participate on the Conference Call telephone 1-888-670-3525 and enter code 9075229919# when directed. 24 hours prior to the conference call an Agenda can be found on MyFlorida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs_www.main_menu">http://www.myflorida.com/apps/vbs/vbs_www.main_menu</a> under the RFI #10512.
Monday, July 10, 2017	5:00 P.M. EDT	Final Deadline for Questions – Last date and time written questions will be accepted for this RFI
Thursday, July 27, 2017	C.O.B.	Anticipated date that the answers to the written questions will be posted to the Vendor Bid System
Thursday, August 17, 2017	2:00 P.M. EDT	RFI Responses Due

B. Inquiries/Vendor Conference

The Department may conduct an RFI conference, for the purposes of asking questions of Vendors regarding available services on the date and at the time specified in the Calendar of Events. The purpose of the conference is to discuss the needs of the Department and Vendors' questions and clarify areas of misunderstanding or ambiguity.

If no interest is indicated in the RFI Vendor's Conference, 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\\_www.search\\_r2.criteria\\_form](http://www.myflorida.com/apps/vbs/vbs_www.search_r2.criteria_form) under the solicitation number. If the 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. Vendors interested in the RFI Vendor's Conference shall take note of the following:

1. Notice of Attendance to RFI Vendor's Conference: Vendors interested in participating in a Conference are encouraged to submit their company name, address, city, state, zip and contact name with telephone number to the Procurement Manager by fax or e-mail at (850) 414-1625 or [Christopher.Morris@dji.state.fl.us](mailto:Christopher.Morris@dji.state.fl.us). This is not a mandatory requirement.
2. Pre-RFI Vendors Conference Questions: Questions for verbal discussion at the RFI Vendor's Conference shall be submitted in writing and sent to the Procurement Manager by email or facsimile (850-414-1625) no later than ten (10) calendar days prior to the RFI vendor's conference. 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 by Vendors will be posted on the MyFlorida.com website at [http://www.myflorida.com/apps/vbs/vbs\\_www.search\\_r2.criteria\\_form](http://www.myflorida.com/apps/vbs/vbs_www.search_r2.criteria_form) under the RFI number no less than twenty-four (24) hours (one (1) business day) prior to the meeting time.
4. Conference Call: At the scheduled time of the conference call, Vendors 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 RFI Vendor's Conference, or any other inquiries regarding the RFI, shall be submitted in writing and sent to the Procurement Manager at [Christpher.Morris@dji.state.fl.us](mailto:Christpher.Morris@dji.state.fl.us) or by mail or facsimile (850-414-1625) and shall be received by the date specified for Final Deadline for Questions in Section I., A., Calendar of Events, of this RFI. The Department will not accept

questions regarding this RFI after close of business on the date specified for Final Deadline for Questions in the Calendar of Events.

6. Non-Binding Communication: The Department will accept verbal questions during the RFI Vendor's 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 submitted in writing. Any information communicated through oral communication shall not be binding on the Department and shall not be relied upon by any Vendor.
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\\_search\\_r2.criteria\\_form](http://www.myflorida.com/apps/vbs/vbs_search_r2.criteria_form) as an addendum to this solicitation on or about the date specified in the Calendar of Events.

C. Background

Historically, the Department has had limited success in finding safe, stable housing for this population of youth who are unable to return to their family home. Typically, youth over the age of eighteen (18) are in need of a safe place to live, ancillary support and assistance in obtaining employment or finishing educational requirements. The Department has current Providers and other resources available to these youth in obtaining access to employment and education services through the Department funded Transitional Programs which are available in each of the Department's Regions. Youth nearing the age of adulthood, having completed their residential commitment, need to reside in a less restrictive setting as they progress into independent living and governing themselves.

D. Statement of Need

This RFI has been issued for the purpose of gathering information regarding the interest and availability of Vendors to offer Transitional Housing Assistance Services, as described here, throughout the State of Florida. The information compiled in response to this RFI may be used in future solicitations by the Department.

The Department has determined the most immediate need is housing assistance with meals, in a less restrictive setting for these youth, who, could technically be living on their own in the community. Therefore, the Department is seeking Vendors to provide the most basic of housing needs and assistance, with the understanding that these youth should be allowed to come and go as needed in a non-restrictive setting, such as no or limited curfews and few mandatory program/service requirements for participation.

1. Required Transitional Housing Assistance Services

Transitional Housing Assistance Services includes provision of the following:

- a. Safe, stable living accommodations (a room with a bed and place to store clothing), electricity, bathing place with hot/cold running water, three (3) meals a day, laundry access and local telephone service in a clean safe facility. Common areas for additional amenities, such as a kitchen for cooking or TV/study areas are also desired.
- b. Connection to a group of community volunteers, when appropriate, to assist in offering a variety of services that will assist the youth in transitioning to independent living.
- c. Providing connections to resources within the community that can offer assistance (including funding) with the following services, as desired and appropriately needed by the youth:
  - 1) Medical/Dental Services;
  - 2) Transportation Assistance; and
  - 3) Connections with public agencies that can provide assistance to the youth in obtaining any necessary documentation needed for adults, such as driver's license, personal identification card, disability benefits, and food stamps, if eligible.

2. Ancillary Support Services

A Vendor may elect to provide ancillary support services to assist the youth in transitioning to independent living. Services, such as these below, are valuable

additions to the provision of housing and can be obtained through the use of community resources or volunteers. Support services include, but are not limited to the following:

- a. Assistance to the youth in developing basic living skills to further their transition to independent living and maintaining a place of their own, which should include, but not be limited to: consumer education/grocery shopping, instruction in personal budgeting, use of banking/credit/checking/savings, monthly bill paying, housekeeping/cleaning, care and maintenance of a living space, menu planning, food preparation and parenting skills (if applicable) and how to access medical and dental care.
- b. Assistance with developing interpersonal skills, enhancing the ability to establish positive relationships with peers and adults, making good decisions and participating in pro-social activities and managing stress of everyday life.

3. Facility Requirements

Interested Vendors shall be aware that a facility/site/housing accommodation proposed for services shall be approved for the purposes outlined in this RFI and is sanitary and safe.

- a. The Vendor shall provide staff, materials, supplies and equipment to manage and operate the facility/site/housing accommodation in accordance with all applicable federal, state and local laws, rules and regulations and other requirements governing operation and maintenance of the facility.
- b. The location of the housing accommodation shall be in close proximity to public transportation (if no transportation is provided) and to employment and educational opportunities, if possible.
- c. All youth shall be housed in a sanitary, safe, residential type facility maintained in an attractive condition with all equipment and appliances in proper working order.
- d. Youth referred for Transitional Housing Assistance Services shall be supplied with the following:
  - 1) Appropriately furnished living quarters that have electricity, hot and cold running water, with a bed, mattress, pillow, towels and linens and sufficient storage for personal articles;
  - 2) Bathroom facilities properly equipped with hot and cold running water, adequate plumbing in working order.
  - 3) Three (3) meals per day, with access to a furnished kitchen and/or dining facility maintained in a clean, safe condition with access to cooking equipment and appliances in working order.
  - 4) Access to laundry, and free telephone service.
- e. If required, facilities shall comply with Chapter 4A-44, F.A.C., Rules of the State Fire Marshall for facilities not leased or owned by the State of Florida, as applicable.
- f. If required, the interested Vendor shall comply with the provisions of the Americans with Disabilities Act.

4. Registered Juvenile Sex Offenders

Vendors interested in housing Registered Juvenile Sex Offenders shall take note of the following required Florida statutory requirements for housing registered sex offenders. In addition, Vendors should also be aware of the notification to law enforcement on information related to juvenile sex offenders in chapter 985.4815, F.S., which is included in its entirety at the end of this document.

*Section 948.30 Additional terms and conditions of probation or community control for certain sex offenses.—Conditions imposed pursuant to this section do not require oral pronouncement at the time of sentencing and shall be considered standard conditions of probation or community control for offenders specified in this section.*

*(1) Effective for probationers or community controlees whose crime was committed on or after October 1, 1995, and who are placed under supervision for violation of chapter 794, s. 800.04, s. 827.071, s. 847.0135(5), or s. 847.0145, the court must impose the following conditions in addition to all other standard and special conditions imposed:*



(a) A mandatory curfew from 10 p.m. to 6 a.m. The court may designate another 8-hour period if the offender's employment precludes the above specified time, and the alternative is recommended by the Department of Corrections. If the court determines that imposing a curfew would endanger the victim, the court may consider alternative sanctions.

(b) If the victim was under the age of 18, a prohibition on living within 1,000 feet of a school, child care facility, park, playground, or other place where children regularly congregate, as prescribed by the court. The 1,000-foot distance shall be measured in a straight line from the offender's place of residence to the nearest boundary line of the school, child care facility, park, playground, or other place where children congregate. The distance may not be measured by a pedestrian route or automobile route. A probationer or community controllee who is subject to this paragraph may not be forced to relocate and does not violate his or her probation or community control if he or she is living in a residence that meets the requirements of this paragraph and a school, child care facility, park, playground, or other place where children regularly congregate is subsequently established within 1,000 feet of his or her residence.

**II. RESPONSE CONTENTS**

Vendors are requested to include information relating to the provision of Transitional Housing Assistance Services for DJJ youth, specifically completing and returning the table below with your response.

A. Contact Information

Please complete the following information on your organization, as applicable.

Agency Name:		Date:		
Primary Contact Person w/ Title:				
Federal Tax ID Number or Social Security #:				
E-mail address:				
Administrative Office Address				
City:	County:	State:	Zip Code:	
Telephone:		Fax:		
Date Beds Available for Occupancy:				
Total number of employees/staff:				
Corporate Status: (check one if applicable)	<input type="checkbox"/> For Profit	<input type="checkbox"/> Not for Profit	<input type="checkbox"/> Faith Based	<input type="checkbox"/> Other _____

B. Management Capability/Experience/Client List

Provide a general overview of the company's profile including a detailed description of the company's past experience, capability, and capacity for Transitional Housing Assistance Services that will meet the needs of the Department, as specified in this RFI.

C. Client Contact List for Reference Purposes

Please submit Attachment I, Client Contact List, with a minimum of three (3) previous or current clients for whom the Vendor has delivered transitional housing services for adults. Clients are expected to be businesses or other organizations and cannot be parents/guardians, students, or minors. 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. The Department shall not be listed as a reference.

D Response Requirements

Please provide a response to the following questions in the table below regarding your company's proposed provision of Transitional Housing Assistance Services, as specified in this RFI.

If you have questions before you can provide a response, please ask all questions as specified in section I., B., Inquiries/RFI Conference. All Vendor questions submitted in writing will be discussed during the RFI Vendor Conference Call and formal answers provided in writing in the form of an addendum to this RFI.

If your organization has bed/slot availability in more than one (1) geographical location, please submit a response for each location proposed.

Please note: All cells in the following tables will expand with data entry on a WORD version of this form, available upon request, from the Procurement Manager for this RFI.

<b>Vendor Housing Population: Please complete the following chart indicating the geographical location and the population you are able to house/serve. Please be as specific as possible and identify any criteria that would eliminate acceptance of a youth.</b>				
<b>GEOGRAPHICAL LOCATION OF PROPOSED BEDS/SLOTS</b>		City, State, Zip, County		
Age of Youth		18 and over:	<input type="checkbox"/>	Optional –17 Years of Age and Emancipated <input type="checkbox"/>
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Both <input type="checkbox"/>
Youth with No Sex Offenses		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Willing to further discuss <input type="checkbox"/>
Registered Juvenile Sex Offenders		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Willing to further discuss <input type="checkbox"/>
Youth with a History of Sex Offenses		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Willing to further discuss <input type="checkbox"/>
Youth with Prior Felonies		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Willing to further discuss <input type="checkbox"/>
Victims of Human Trafficking		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Willing to further discuss <input type="checkbox"/>
Please specify or attach program eligibility criteria:				



Please provide any specific criteria that would make any specific population of youth ineligible to participate in services at your facility.

**Facility Information: Please complete the following chart information on the facility proposed and initial indicating if your facility is or will be in compliance with the requirements stated.**

Name of Program if applicable			
Program Site Address			
City:	County:	State:	Zip Code:
Telephone:		Fax:	
Type of Facility- (House, Apt, Church, etc.):			
Number of transitional beds your agency has available for this program:	# Male Beds:	# Female Beds:	
Number of Bath room available for use by DJJ youth.	# for Boys	# for Girls	
Are Laundry facilities available for DJJ youth to use.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Is the facility located within 1000 feet of a school, childcare center, playground or commercial establishment frequented primarily by children?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>INITIAL</b>	<b>Please initial to indicate understanding and compliance with requirement.</b>		
	The facility has working electricity in all areas to be used by Department youth.		
	The facility has telephone service to be used by Department youth.		
	The facility has working air conditioning in all areas to be used by Department youth.		
	The facility has a working heating system in all areas to be used Department youth.		
	The facility has hot and cold running water for Department youth.		
	The facility has passed inspection by the State Fire Marshal if required by state, county, and city zoning, permit, and licensure requirements. The Vendor shall provide documentation of compliance with all such requirements.		

	The facility conforms to applicable occupancy and use permits for building, sanitation, health and fire codes. The Vendor shall provide documentation of compliance with all such requirements,
	The facility provides or will provide a fire retardant mattress, pillow, bed linens, towels and a secure place for storage of personal articles for Department youth.
	There is or will be an operating smoke detector in each bedroom used by Department youth.
	All bathtubs and/or showers used by program participants are or will be in proper working condition.
	All toilets used by Department youth are or will be in proper working condition.
	All sinks used by Department youth are in proper working condition.
	The facility has an indoor kitchen and dining area.
	The refrigerator is in proper working condition.
	Appliances for cooking are in proper working condition.
	The facility is in close proximity to public transportation, educational and employment opportunities. Describe the closest bus stop location by address.
	There is recreational space at the facility or nearby, such as a park.
	Provide photos of location and facility, if available.
<p><b>Program/Service Rules for Participation:</b> The Department desires that youth, eighteen (18) years of age and older shall reside in the least restrictive setting as possible. Please outline or attach a copy of your program's rules and regulations, policies, etc., that will govern the youth referred to and accepted by your program for services. Your program's rules must specify detailed reasons for termination of a youth from the program/services.</p>	
<p><b>Ancillary Support Services:</b> Provide a detailed description of any ancillary support service to be provided by your organization to assist youth in transitioning to independent living and adulthood.</p>	

**Community Linkages for Outside Referrals:** Describe other community resources within your geographic area that you have a relationship with that can offer additional services to transitional youth. Indicate the name of the organization, and what services can be obtained for the benefit of referred youth.

**Volunteer Base:** Connecting youth to volunteers and mentors for assistance in learning basic skills and competencies necessary for independent living is vital. Please describe your base of volunteers or mentors that can assist youth. Describe how youth will be matched, if warranted, with a volunteer mentor.

E. Pricing Information

Provide your company's estimated daily per diem/per filled bed/slot rate for services. The price shall be inclusive of all of housing, food (three meals a day), electricity, local phone access, job placement assistance and ancillary services necessary to fully provide the services, as specified in this RFI. The Department will only pay for filled beds (i.e., when a youth is placed for services and occupying a bed/slot).

**Note: If your organization has bed/slot availability in more than one (1) geographical location, please submit a response for each location proposed.**

Geographical Area of the State where proposed bed/slots are located	Per Diem Rate per day per Filled Bed/Slot
	\$ _____

F. Florida Business Registration

1. Is your company registered with the Florida Department of State to conduct business in Florida? If not please register at <http://www.sunbiz.org/>
2. Is your company registered to do business with the State of Florida in MyFloridaMarketPlace? If not please register at <https://vendor.myfloridamarketplace.com/>

G. Reservation of Rights

The Department reserves the right to selectively request additional information from any or all Vendors and may invite such Vendors to elaborate upon its RFI response in an oral presentation to Department staff. If scheduled, such presentations will be held at the Florida Department of

Juvenile Justice headquarters in Tallahassee, Florida. If requested, the date and time will be identified after responses to this RFI are due. All presentations related to this RFI are open to the public.

H. Public Records

Article 1, Section 24, Florida Constitution, guarantees every person access to public records. Florida law broadly defines what constitutes a public record in section 119.07, F.S. As such, all responses to this RFI are public records unless exempt by law. If a Vendor believes that its response contains information that should not be a public record, the vendor shall clearly segregate and mark that information (for example, placing the material in a separate electronic file, and including "Confidential" in the filename) and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption.

**III. SUBMITTAL INSTRUCTIONS**

The Department will only be accepting electronic responses that have been saved on a compact disc and mailed to the Procurement Manager for this solicitation.

Responses shall be submitted as follows:

A. Format

All electronically mailed submissions shall be in the Microsoft format. Attachments shall be submitted in a PDF, Microsoft Word, Adobe and/or Microsoft Excel file.

B. CD submission

Electronic responses saved on a compact disc may be mailed to the Department's Procurement Officer (listed in this RFI).

C. Deadline for Responses

Responses are due by Thursday, August 17, 2017.

All submissions for this RFI shall be submitted to:

**Email: Christopher Morris@DJJ.State.fl.us**

Chris Morris, Procurement Manager  
Bureau of Procurement and Contract Administration  
Florida Department Of Juvenile Justice  
Knight Building  
2737 Centerview Drive, Suite 1100  
Tallahassee, Florida 32399-3100  
Telephone Number: (850) 717-2616

All written inquiries shall be directed to the Procurement Manager at the above electronic address and shall be received by the date and time specified above. It is anticipated all written inquiries and the Department's answers will be posted on the web site on the time and date noted in the Calendar of Events.

**ATTACHMENT I  
CLIENT CONTACT LIST**

CLIENT 1:

NAME OF CLIENT: \_\_\_\_\_

TITLE OF CLIENT: \_\_\_\_\_

FIRM OR BUSINESS NAME: \_\_\_\_\_

OFFICE TELEPHONE NUMBER: \_\_\_\_\_ OFFICE E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TYPE OF SERVICE PROVIDED: \_\_\_\_\_

CLIENT 2:

NAME OF CLIENT: \_\_\_\_\_

TITLE OF CLIENT: \_\_\_\_\_

FIRM OR BUSINESS NAME: \_\_\_\_\_

OFFICE TELEPHONE NUMBER: \_\_\_\_\_ OFFICE E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TYPE OF SERVICE PROVIDED: \_\_\_\_\_

CLIENT 3:

NAME OF CLIENT: \_\_\_\_\_

TITLE OF CLIENT: \_\_\_\_\_

FIRM OR BUSINESS NAME: \_\_\_\_\_

OFFICE TELEPHONE NUMBER: \_\_\_\_\_ OFFICE E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TYPE OF SERVICE PROVIDED: \_\_\_\_\_

CLIENT 4:

NAME OF CLIENT: \_\_\_\_\_

TITLE OF CLIENT: \_\_\_\_\_

FIRM OR BUSINESS NAME: \_\_\_\_\_

OFFICE TELEPHONE NUMBER: \_\_\_\_\_ OFFICE E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TYPE OF SERVICE PROVIDED: \_\_\_\_\_

**ATTACHMENT II**  
**STATUTES REQUIRING NOTIFICATION TO LAW ENFORCEMENT OF INFORMATION ON**  
**JUVENILE SEX OFFENDERS**

985.4815 Notification to Department of Law Enforcement of information on juvenile sexual offenders.

(1) As used in this section, the term:

(a) "Change in status at an institution of higher education" has the same meaning as provided in s. 775.21.

(b) "Conviction" has the same meaning as provided in s. 943.0435.

(c) "Electronic mail address" has the same meaning as provided in s. 668.602.

(d) "Institution of higher education" has the same meaning as provided in s. 775.21.

(e) "Internet identifier" has the same meaning as provided in s. 775.21.

(f) "Permanent residence," "temporary residence," and "transient residence" have the same meaning as provided in s. 775.21.

(g) "Professional license" has the same meaning as provided in s. 775.21.

(h) "Sexual offender" means a person who is in the care or custody or under the jurisdiction or supervision of the department or is in the custody of a private correctional facility and who:

1. Has been adjudicated delinquent as provided in s. 943.0435(1)(h)1.d.; or

2. Establishes or maintains a residence in this state and has not been designated as a sexual predator by a court of this state but has been designated as a sexual predator, as a sexually violent predator, or by another sexual offender designation in another state or jurisdiction and was, as a result of such designation, subjected to registration or community or public notification, or both, or would be if the person were a resident of that state or jurisdiction, without regard to whether the person otherwise meets the criteria for registration as a sexual offender.

(i) "Vehicles owned" has the same meaning as provided in s. 775.21.

(2) The clerk of the court that adjudicated and entered a disposition regarding the sexual offender for the offense or offenses for which he or she was convicted shall forward to the department and the Department of Law Enforcement a certified copy of any order entered by the court imposing any special condition or restriction on the sexual offender which restricts or prohibits access to the victim, if the victim is a minor, or to other minors. The Department of Law Enforcement may include on its Internet website such special conditions or restrictions.

(3) If a sexual offender is not sentenced to a term of residential commitment, the clerk of the court shall ensure that the sexual offender's fingerprints are taken and forwarded to the Department of Law Enforcement within 48 hours after the court sentences the offender. The fingerprints shall be clearly marked "Sexual Offender Registration."

(4) A sexual offender, as described in this section, who is under the supervision of the department but who is not committed shall register with the department within 3 business days after adjudication and disposition for a registrable offense and otherwise provide information as required by this subsection.

(a) The sexual offender shall provide his or her name; date of birth; social security number; race; sex; height; weight; hair and eye color; tattoos or other identifying marks; the make, model, color, vehicle identification number (VIN), and license tag number of all vehicles owned; permanent or legal residence and address of temporary residence within the state or out of state while the sexual offender is in the care or custody or under the jurisdiction or supervision of the department in this state, including any rural route address or post office box; if no permanent or temporary address, any transient residence; address, location or description, and dates of any current or known future temporary residence within the state or out of state; all home telephone numbers and cellular telephone numbers required to be provided pursuant to s. 943.0435(4)(e); all electronic mail addresses and Internet identifiers required to be provided pursuant to s. 943.0435(4)(e); and the name and address of each school attended. The sexual offender shall also produce his or her passport, if he or she has a passport, and, if he or she is an alien, shall produce or provide information about documents establishing his or her immigration status. The offender shall also provide information about any professional licenses he or she has. The department shall verify the address of each sexual offender and shall report to the Department of Law Enforcement any failure by a sexual offender to comply with registration requirements.

(b) If the sexual offender is enrolled or employed, whether for compensation or as a volunteer, at an institution of higher education in this state, the sexual offender shall provide the name, address, and county of each institution, including each campus attended, and the sexual offender's enrollment,



volunteer, or employment status. Each change in status at an institution of higher education must be reported to the department within 48 hours after the change in status at an institution of higher education. The department shall promptly notify each institution of the sexual offender's presence and any change in the sexual offender's enrollment, volunteer, or employment status.

(c) A sexual offender shall report in person to the sheriff's office within 48 hours after any change in vehicles owned to report those vehicle information changes.

(5) In addition to notification and transmittal requirements imposed by any other provision of law, the department shall compile information on any sexual offender and provide the information to the Department of Law Enforcement. The department must make the information available electronically to the Department of Law Enforcement in its database in a format that is compatible with the requirements of the Florida Crime Information Center.

(6)(a) The information provided to the Department of Law Enforcement must include the following:

1. The information obtained from the sexual offender under subsection (4).
2. The sexual offender's most current address and place of permanent, temporary, or transient residence within the state or out of state, and address, location or description, and dates of any current or known future temporary residence within the state or out of state, while the sexual offender is in the care or custody or under the jurisdiction or supervision of the department in this state, including the name of the county or municipality in which the offender permanently or temporarily resides, or has a transient residence, and address, location or description, and dates of any current or known future temporary residence within the state or out of state; and, if known, the intended place of permanent, temporary, or transient residence, and address, location or description, and dates of any current or known future temporary residence within the state or out of state upon satisfaction of all sanctions.
3. The legal status of the sexual offender and the scheduled termination date of that legal status.
4. The location of, and local telephone number for, any department office that is responsible for supervising the sexual offender.
5. An indication of whether the victim of the offense that resulted in the offender's status as a sexual offender was a minor.
6. The offense or offenses at adjudication and disposition that resulted in the determination of the offender's status as a sex offender.
7. A digitized photograph of the sexual offender, which must have been taken within 60 days before the offender was released from the custody of the department or a private correctional facility by expiration of sentence under s. 944.275, or within 60 days after the onset of the department's supervision of any sexual offender who is on probation, postcommitment probation, residential commitment, nonresidential commitment, licensed child-caring commitment, community control, conditional release, parole, provisional release, or control release or who is supervised by the department under the Interstate Compact Agreement for Probationers and Parolees. If the sexual offender is in the custody of a private correctional facility, the facility shall take a digitized photograph of the sexual offender within the time period provided in this subparagraph and shall provide the photograph to the department.

(b) If any information provided by the department changes during the time the sexual offender is under the department's care, control, custody, or supervision, including any change in the offender's name by reason of marriage or other legal process, the department shall, in a timely manner, update the information and provide it to the Department of Law Enforcement in the manner prescribed in subsection (5).

(7) If the sexual offender is in the custody of a local jail, the custodian of the local jail shall register the offender within 3 business days after intake of the offender for any reason and upon release, and shall forward the information to the Department of Law Enforcement. The custodian of the local jail shall also take a digitized photograph of the sexual offender while the offender remains in custody and shall provide the digitized photograph to the Department of Law Enforcement.

(8) If the sexual offender is under federal supervision, the federal agency responsible for supervising the sexual offender may forward to the Department of Law Enforcement any information regarding the sexual offender which is consistent with the information provided by the department under this section and may indicate whether use of the information is restricted to law enforcement purposes only or may be used by the Department of Law Enforcement for purposes of public notification.

(9) A sexual offender, as described in this section, who is under the care, jurisdiction, or supervision of the department but who is not incarcerated shall, in addition to the registration requirements provided

in subsection (4), register in the manner provided in s. 943.0435(3), (4), and (5), unless the sexual offender is a sexual predator, in which case he or she shall register as required under s. 775.21. A sexual offender who fails to comply with the requirements of s. 943.0435 is subject to the penalties provided in s. 943.0435(9).

(10)(a) The failure of a sexual offender to submit to the taking of a digitized photograph, or to otherwise comply with the requirements of this section, is a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

(b) A sexual offender who commits any act or omission in violation of this section may be prosecuted for the act or omission in the county in which the act or omission was committed, the county of the last registered address of the sexual offender, or the county in which the adjudication and disposition occurred for the offense or offenses that meet the criteria for designating a person as a sexual offender.

(c) An arrest on charges of failure to register when the offender has been provided and advised of his or her statutory obligations to register under s. 943.0435(2), the service of an information or a complaint for a violation of this section, or an arraignment on charges for a violation of this section constitutes actual notice of the duty to register. A sexual offender's failure to immediately register as required by this section following such arrest, service, or arraignment constitutes grounds for a subsequent charge of failure to register. A sexual offender charged with the crime of failure to register who asserts, or intends to assert, a lack of notice of the duty to register as a defense to a charge of failure to register shall immediately register as required by this section. A sexual offender who is charged with a subsequent failure to register may not assert the defense of a lack of notice of the duty to register.

(d) Registration following such arrest, service, or arraignment is not a defense and does not relieve the sexual offender of criminal liability for the failure to register.

(11) The department, the Department of Highway Safety and Motor Vehicles, the Department of Law Enforcement, the Department of Corrections, personnel of those departments, and any individual or entity acting at the request or upon the direction of those departments are immune from civil liability for damages for good faith compliance with this section and shall be presumed to have acted in good faith in compiling, recording, reporting, or providing information. The presumption of good faith is not overcome if technical or clerical errors are made by the department, the Department of Highway Safety and Motor Vehicles, the Department of Law Enforcement, the Department of Corrections, personnel of those departments, or any individual or entity acting at the request or upon the direction of those departments in compiling, recording, reporting, or providing information, or, if the information is incomplete or incorrect because the information has not been provided by a person or agency required to provide it, was not reported, or was falsely reported.

(12) Any person who has reason to believe that a sexual offender is not complying, or has not complied, with the requirements of this section and who, with the intent to assist the sexual offender in eluding a law enforcement agency that is seeking to find the sexual offender to question the sexual offender about, or to arrest the sexual offender for, his or her noncompliance with the requirements of this section:

(a) Withholds information from, or does not notify, the law enforcement agency about the sexual offender's noncompliance with the requirements of this section and, if known, the whereabouts of the sexual offender;

(b) Harbors, attempts to harbor, or assists another person in harboring or attempting to harbor the sexual offender;

(c) Conceals, attempts to conceal, or assists another person in concealing or attempting to conceal the sexual offender; or

(d) Provides information to the law enforcement agency regarding the sexual offender that the person knows to be false commits a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084. This subsection does not apply if the sexual offender is incarcerated in or is in the custody of a state correctional facility, a private correctional facility, a local jail, or a federal correctional facility.

(13)(a) A sexual offender must report in person each year during the month of the sexual offender's birthday and during every third month thereafter to the sheriff's office in the county in which he or she resides or is otherwise located to reregister.

(b) The sheriff's office may determine the appropriate times and days for reporting by the sexual offender, which must be consistent with the reporting requirements of this subsection. Reregistration must include any changes to the following information:

1. Name; social security number; age; race; sex; date of birth; height; weight; hair and eye color; tattoos or other identifying marks; fingerprints; palm prints; address of any permanent residence and address of any current temporary residence, within the state or out of state, including a rural route address and a post office box; if no permanent or temporary address, any transient residence; address, location or description, and dates of any current or known future temporary residence within the state or out of state; passport information, if he or she has a passport, and, if he or she is an alien, information about documents establishing his or her immigration status; all home telephone numbers and cellular telephone numbers required to be provided pursuant to s. 943.0435(4)(e); all electronic mail addresses and Internet identifiers required to be provided pursuant to s. 943.0435(4)(e); name and address of each school attended; employment information required to be provided pursuant to s. 943.0435(4)(e); the make, model, color, vehicle identification number (VIN), and license tag number of all vehicles owned; and photograph. A post office box may not be provided in lieu of a physical residential address. The offender shall also provide information about any professional licenses he or she has.

2. If the sexual offender is enrolled or employed, whether for compensation or as a volunteer, at an institution of higher education in this state, the sexual offender shall also provide to the department the name, address, and county of each institution, including each campus attended, and the sexual offender's enrollment, volunteer, or employment status.

3. If the sexual offender's place of residence is a motor vehicle, trailer, mobile home, or manufactured home, as defined in chapter 320, the sexual offender shall also provide the vehicle identification number; the license tag number; the registration number; and a description, including color scheme, of the motor vehicle, trailer, mobile home, or manufactured home. If the sexual offender's place of residence is a vessel, live-aboard vessel, or houseboat, as defined in chapter 327, the sexual offender shall also provide the hull identification number; the manufacturer's serial number; the name of the vessel, live-aboard vessel, or houseboat; the registration number; and a description, including color scheme, of the vessel, live-aboard vessel, or houseboat.

4. Any sexual offender who fails to report in person as required at the sheriff's office, who fails to respond to any address verification correspondence from the department within 3 weeks after the date of the correspondence, or who knowingly provides false registration information by act or omission commits a felony of the third degree, punishable as provided in ss. 775.082, 775.083, and 775.084.

(c) The sheriff's office shall, within 2 working days, electronically submit and update all information provided by the sexual offender to the Department of Law Enforcement in a manner prescribed by that department.

History.—s. 13, ch. 2007-209; s. 15, ch. 2010-92; s. 66, ch. 2013-116; s. 11, ch. 2014-5; s. 29, ch. 2014-162; s. 63, ch. 2016-24; s. 8, ch. 2016-104.