

**INVITATION TO NEGOTIATE (ITN)**

**ADDENDUM #1**

August 14, 2020

**ITN Number:** 10677

**ITN Services:** The Department is seeking a ninety (90) bed co-located Residential Program, with innovations in delinquency programming and treatment services, for boys ages twelve (12) to nineteen (19) years old appropriate for nonsecure residential placement. The distribution of the beds and services will be flexible and as determined by the needs of the Department. The Department reserves the right to remove the four medically complex beds as conditions warrant. The initial beds and services distribution is as follows.

Gulf Academy: Thirty-three (33) beds for Intensive Mental Health (IMH) services as described in Attachment A-2; twelve (12) beds for Borderline Developmental Disability or Developmental Disability services as described in Attachments A-3 and A-4.

Hastings: Thirty (30) beds for Comprehensive Mental Health Treatment (CMH) services as described in Attachment A-5; fifteen (15) beds for Substance Abuse Treatment Overlay Services (SAOS) as described in Attachment A-6. The program names are currently, Hastings Comprehensive Mental Health Treatment Services Program (CMH) and Hastings Substance Abuse Treatment Overlay Services, respectively.

**UNSPSC Code:** 93141500 – Social development and services  
93141507 – Social work administration services

**Subject:** This Addendum contains updates to the ITN document and contains questions received from potential Respondents, and the Department's answers to the questions;

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

**REFERENCE:** Page 72, Attachment B, Section IV., B., Calendar of Events (table)  
**UPDATE:**

September 2, 2020	2:00 PM EDT	Written Replies Due and Opened <u>Conference Call</u>	<u>Via the DJJ Bid Library Telephone 1-888-585-9008 and enter code 901-262-928# when directed.</u>
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**REFERENCE:** Page 84, Attachment B, section XX., D., 1., h.  
**UPDATE:** Recreational Therapy and Leisure Time Activities

The Respondent shall provide daily recreational and leisure time activities in ways that are physically challenging, educational, therapeutic and constructive. Recreational activities shall be separate and distinct from mental health and substance abuse treatment services, and therefore shall be clearly identified as having separate designated times on the daily activity schedule from mental health and substance abuse treatment services. The Respondent shall employ the stated number of Recreation Therapist(s). who possess the stated qualifications and required experience.

**REFERENCE:** Pages 109-116, Attachment O, Cross Reference Table  
**DELETE:** Pages 109-116, Attachment O, Cross Reference Table  
**ADD:** Pages 109-116, Attachment O, REVISED Cross Reference Table

**REFERENCE:** Page 126, Attachment P  
**UPDATE:** A.7. Recreational Therapy and Leisure Time Activities

The Respondent shall provide daily recreational and leisure time activities in ways that are physically challenging, educational, therapeutic and constructive. Recreational activities shall be separate and distinct from mental health and substance abuse treatment services, and therefore shall be clearly identified as having separate designated times on the daily activity schedule from mental health and substance abuse treatment services. The Respondent shall employ the stated number of Recreation Therapist(s). ~~who possess the stated qualifications and required experience.~~

Return of this Addendum is not mandatory; however, the Respondent is responsible for its contents and is requested to sign and submit this Addendum with its response to the RFP. Protests must be filed with the General Counsel's Office, Department of Juvenile Justice, 2737 Centerview Drive, Tallahassee, Florida 32399-3100, within the time prescribed in section 120.57(3), Florida Statutes (F.S.), and chapter 28-110, Florida Administrative Code (F.A.C.). Notices delivered by hand delivery or delivery service shall be to the Agency Clerk, Office of the General Counsel, Florida Department of Juvenile Justice, 2737 Centerview Drive, Tallahassee, Florida 32399-3100, with a copy to the Department's Procurement Manager responsible for this solicitation. Failure to file a protest within the time prescribed in section 120.57 (3), 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. Written notices, formal requests and proceedings must conform to the requirements set forth in chapter 28-110, F.A.C.

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

SIGNED BY: \_\_\_\_\_

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Questions are presented in the exact manner they were received.**

**Sequel Youth & Family Services, LLC – Received 07/01/2020**

Question #1	Are there any plans to allow an actual onsite facility walkthrough prior to the contract being awarded?
Answer #1	No, there are no plans for such a walkthrough at this time due to COVID-19.
Question #2	When was the facility video surveillance system last updated?
Answer #2	The surveillance system was last updated in 2017 after Hurricane Irma, only adding parts needed to get the system back up and running.
Question #3	How many Offices are located in the Administrative Building and the Educational Building?
Answer #3	There are five offices in the administrative building as well as two in the back of the administration building. There are seven offices in the educational area, if you include teacher prep and the case management office.
Question #4	Are there any Major Maintenance Fund projects pending? What is the major maintenance fund balance?
Answer #4	There are currently no Major Maintenance Fund projects pending. The balance of the fund is \$2799.23 for Gulf and \$16,686.57 for Hastings.
Question #5	Based on the supply inventory, there are only seven desktop computers. How old are these computers and what software has been downloaded? How many offices are equipped to allow for the usage of a desktop computer?
Answer #5	According to the most recent inventory, all seven desk top computers were purchased on June 4, 2009. The type of software downloaded to them is unknown. There are thirty-four (34) offices including sub-control, and all are equipped with an ethernet cord and power outlet.
Question #6	If known, what are the yearly costs for the below items: Water, Electric, Food Cost, Maintenance and Repair Cost?
Answer #6	Please refer to the attached current H-Attachment for Gulf and Hastings.
Question #7	How many transport vehicles are required for this ITN? Are the transport vehicles operational? Will transport vehicles be provided by the state?
Answer #7	There are four vehicles on site. Two belong to DJJ and the other two belong to the current Provider.
Question #8	Will we receive the fire inspection report prior to occupancy?
Answer #8	The fire inspection will be completed on 1/11/21 and will be made available prior to occupancy.
Question #9	Can we receive a copy of the current H-attachment and current Org chart?
Answer #9	Please refer to the attached current H-Attachments and organizational chart for Gulf and Hastings.

Question #10	What is the monthly cost for the DHA, Licensed Psychiatrist, and Licensed Psychologist?
Answer #10	Please refer to the attached current H-Attachments for Gulf and Hastings.
Question #11	Given that there is one place on the H Attachment for the per diem, how should we break out the individual program rates?
Answer #11	There should be one budget per each component per diem rate.
<b>Youth Opportunity Investments, LLC – Received 07/01/2020</b>	
Question #1	P. 46 mentions psychiatrist onsite weekly for 40 hours per week. Is this correct to have a full-time psychiatrist (MD)?
Answer #1	Yes, this solicitation is requiring a full-time psychiatrist for Attachment A-5 Intensive Mental Health Treatment Services - Comprehensive
Question #2	P. 62 discusses reducing monthly invoices for vacant positions. Please confirm this is only for the Intensive Medical Staffing Plans, and clarify which positions are included.
Answer #2	This language is specific to those youth receiving Medically Complex Residential Medical Overlay Services. Page 57, Section II Staff Positions and Qualifications lists the positions that are included.
Question #3	Confirm whether one of the program RNs may be designated as the Nurse/Clinic Manager for the Intensive Medical beds, or must this be a separate position not serving any other youth?
Answer #3	The Nurse/Clinical Manager mentioned in the Office of Health Services (OHS) Attachment 7 for medically complex youth is the same as what Residential Services refers to as a Health Services Administrator - RN (HSA).  There is only a need for one HSA (OHS term: Nurse/Clinic Manager).
Question #4	Page 81 states “Replies should be submitted in black and white only... please limit the use of Respondent logos and labels to the Transmittal Letter and first page in the Technical Response”. Please confirm this applies and that it is the Department’s requirement that pictures, branding, logos, etc. are not to be included in the response and that the Department just desires (up to) 70 pages of plain black and white text. a. Please confirm whether respondents that submit responses with color, pictures, logos, etc. will be deemed non-responsive. b. Please confirm whether this “black and white” requirement means the Technical Response is not to include a branding header/footer on each page. c. Would the Department consider instead that the winning respondent submit a new document with branding/logos/pictures removed that is black/white?
Answer #4	Yes, please submit in black and white only and please limit the use of Respondent logos and labels to the Transmittal Letter and first page in the Technical Response. a. <b>INFORMATION SUBMITTED IN VARIANCE WITH THESE INSTRUCTIONS MAY NOT BE REVIEWED.</b> b. Please limit the use of Respondent logos and labels to the Transmittal Letter and first page in the Technical Response. c. No.
Question #5	Can the Department provide Blueprints/construction plans for the program so respondents can understand the size of each room to better propose innovative programming?
Answer #5	The blueprints are not available however we are able to provide the floor plans without the room measurements.

Question #6	Would the Department provide our past performance score (just for Part 1, Florida-specific indicators) to us prior to the written response deadline?																								
Answer #6	No, this cannot be provided prior to the written response deadline.																								
Question #7	Is there any historical data available related to the monthly and/or annual cost of utilities (electric, water/sewer, waste, gas)?																								
Answer #7	Please refer to the attached current H-Attachment for Gulf and Hastings.																								
Question #8	How old are the HVAC units, and when were they last serviced?																								
Answer #8	<p>A semi-inspection was completed by Florida Comfort on 4/21/20 and a monthly preventative maintenance was completed by maintenance on 6/15/20.</p> <p>The ages of the HVAC units are listed below:</p> <table border="0"> <tr> <td>A/C Unit, 25 Ton Roof Top</td> <td>1</td> <td>Trane</td> <td>6/29/2016</td> </tr> <tr> <td>A/C Unit, 20 Ton Roof Top</td> <td>1</td> <td>Trane</td> <td>9/29/2016</td> </tr> <tr> <td>A/C Unit, 20 Ton Roof Top</td> <td>1</td> <td>Trane</td> <td>9/29/2016</td> </tr> <tr> <td>A/C Unit, 20 Ton Roof Top</td> <td>1</td> <td>Trane</td> <td>9/29/2016</td> </tr> <tr> <td>A/C Unit, 10 TON</td> <td>1</td> <td>Trane</td> <td>8/31/2016</td> </tr> <tr> <td>A/C Unit, 20 TON</td> <td>1</td> <td>Trane</td> <td>6/7/2017</td> </tr> </table>	A/C Unit, 25 Ton Roof Top	1	Trane	6/29/2016	A/C Unit, 20 Ton Roof Top	1	Trane	9/29/2016	A/C Unit, 20 Ton Roof Top	1	Trane	9/29/2016	A/C Unit, 20 Ton Roof Top	1	Trane	9/29/2016	A/C Unit, 10 TON	1	Trane	8/31/2016	A/C Unit, 20 TON	1	Trane	6/7/2017
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A/C Unit, 10 TON	1	Trane	8/31/2016																						
A/C Unit, 20 TON	1	Trane	6/7/2017																						
Question #9	Is all of the kitchen equipment in working order?																								
Answer #9	The garbage disposal is not currently working.																								
Question #10	Will the department ensure all the bathrooms and showers are PREA compliant prior to contract award?																								
Answer #10	The bathroom PREA partition project has been completed and every stall is working properly.																								
Question #11	What are the current treatment and interventions provided at Gulf and Hastings?																								
Answer #11	Please see the attached Exhibits 7A-7C, Evidence-Based Delinquency Interventions & Mental Health Treatment & Substance Abuse Treatment Sessions Tables for Gulf and Hastings.																								
Question #12	Page 48 Section E(c) "Individual and family therapy (weekly individual and/or family therapy sessions);"- Does this mean youth are to receive either individual or family therapy once a week based on the individualized treatment plan?																								
Answer #12	Yes, this statement means that you can provide individual <u>and</u> family therapy weekly or that you can provide individual or family therapy weekly.																								
Question #13	The ITN and Scoring mention that the Recreational Therapist must possess the stated qualifications and required experience. Can you clarify what the stated qualifications and required experience is for the Recreational Therapist positions?																								
Answer #13	The minimum qualifications and required experience for these positions are not stated in this solicitation and will not be scored.																								
<b>Rite of Passage – Received 07/01/2020</b>																									
Question #1	The student population consists of intensive mental health, borderline development disability, developmental disability, comprehensive mental health treatment, or substance abuse treatment; will a provider be able to commingle the students during instructional time?																								

Answer #1	Yes, this is how they are currently operating.
Question #2	How many medically complex youth currently reside at the location and what is the historical usage rate of these beds?
Answer #2	In the current contract, there are currently two filled medical beds at Gulf Academy, out of the six total medical beds available. Hastings does not have medical beds in the current contract.  Within the last Fiscal Year 7/2019 – 6/2020, the beds were utilized for 299 days by three youth at Gulf Academy.
Question #3	Please provide a link to the newest budget form (Attachment H – Budget March 2020); the contract exhibits and attachments listed on the DJJ Procurement and Contract Administration website has the 2019 version only.
Answer #3	The exhibits and attachments are the correct documents needed for this solicitation. The Attachment H – Budget March 2020 was included in the solicitation as a separate document.
Question #4	Please provide clarification regarding the maximum per diem by services. The ITN identifies Intensive Mental Health and Comprehensive Mental Health have a maximum rate of \$287; medically complex has a maximum per diem of \$215; and Substance Abuse has a maximum per diem of \$223. Is the Borderline Developmental Disability and Developmental Disability Services also at maximum rate of \$223?
Answer #4	Yes, the Borderline Developmental Disability and the Developmental Disability Services per diem will be at the maximum rate of \$223.
<b>TrueCore Behavioral Solutions – Received 07/01/2020</b>	
Question #1	The ITN states that clinical staff are not to be counted in ratio. Will an exception be made during individual, family, and/or group therapy for clinicians that are PAR trained and assigned a radio for safety and security?
Answer #1	No, clinicians are not counted in the staff to youth ratio.
Question #2	Could you please verify the per incident amount of \$5,000.00 for the Major Maintenance Fund?
Answer #2	Yes, the per incident amount is \$5,000.00 for the Major Maintenance Fund.
Question #3	In Section XIV – Funding Amount, subsection A of the ITN, it identifies specific maximum per diems to be proposed for specific bed types; however, subsection C asks for a bundled rate. Is the Department looking for one (1) bundled rate inclusive of all programs identified in subsection A or does subsection A represent the bundled services to be proposed and for the provider to propose three (3) unique per diems?
Answer #3	The department is not requiring a bundled rate for all programs. A bundled rate is one that includes all associated costs and with the understanding that there will be no provision for any additional associated costs, e.g. an overlay rate.
Question #4	Could you please confirm the expected start date of the contract to be June 1, 2021?
Answer #4	Yes, the anticipated contract start date is June 1, 2021.
Question #5	Is the provider required to maintain twenty-four (24) hour nursing coverage during instances in which the medical beds are not utilized?

Answer #5	Yes, the Provider is required to maintain twenty-four (24) hour nursing coverage during instances in which the medical beds are not utilized.
Question #6	Are there specific hours associated / required for the weekly onsite visits conducted by the Certified Behavior Analyst / Board Certified Behavior Analyst listed in the ITN?
Answer #6	No, there are no specific hours that are associated/required for the weekly onsite visits conducted by the Certified Behavioral Analyst/Board Certified Behavioral Analyst that is listed in the ITN.
Question #7	Is the Health Services Administrator position (referenced on page 11) and the Nurse / Clinical Manager position (referenced in Attachment A-7) two (2) separate positions?
Answer #7	The Health Services Administrator and the Nurse/Clinical Manager are the same position. The Office of Health Services just states the name of this position differently in Attachment A-7 Medically Complex Residential Medical Overlay Services.
Question #8	For youth receiving comprehensive intensive mental health treatment services, the Psychiatrist is required to be onsite at least 40 hours per week. Are these hours included or separate from the required hours listed in the other treatment service areas?
Answer #8	These hours are inclusive of the required hours listed in other treatment areas.

DJJ Solicitation #:

### Budget Summary Gulf

Budget Categories	DJJ Total	Matching Funds	Percent of Total for Matching Funds	Total (DJJ & Matching Funds)
Program: Contractors and Facility	\$559,998.88	\$52,228.78	9%	\$612,227.66
Program: Staffing	\$2,473,464.08	\$0.00	N/A	\$2,473,464.08
Support: Overhead	\$667,443.24	\$0.00	N/A	\$667,443.24
Support: Corporate	\$0.00	\$0.00	N/A	\$0.00
<b>Sub total</b>	\$3,700,906.20	\$52,228.78	1%	\$3,753,134.98
Major Maintenance Fund (Monthly costs are calculated as Program Cost x .005)	\$18,504.53			
<b>Sub total + MMF</b>	\$3,719,410.73			\$3,753,134.98
Cost Reimbursement	\$0.00			\$0.00
<b>Grand total</b>	\$3,719,410.73	\$52,228.78	1%	\$3,753,134.98

<b>Budget prepared by:</b>
Enter the name.
<b>Budget approved by:</b>
Enter the name.
<b>Date of budget preparation:</b>
Enter the date.



Number of beds/slots	56
Calendar days	365
Overlay cost per slot**	
Per diem	\$181.97
Unfilled bed per diem	\$171.97
**This cell is not to be used for new solicitations.	

	Expenses	Percentage of budget
Program	\$3,051,967.49	82.06%
Support	\$667,443.24	17.94%
<b>Totals</b>	<b>\$3,719,410.73</b>	<b>100.00%</b>

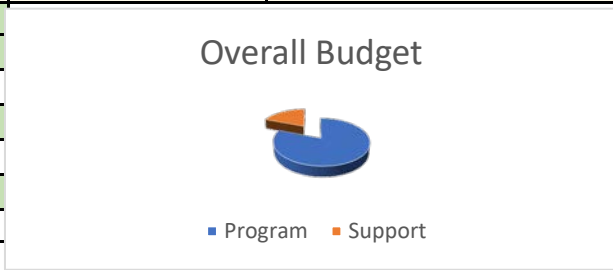


DJJ Solicitation #:

### Budget Summary Hastings

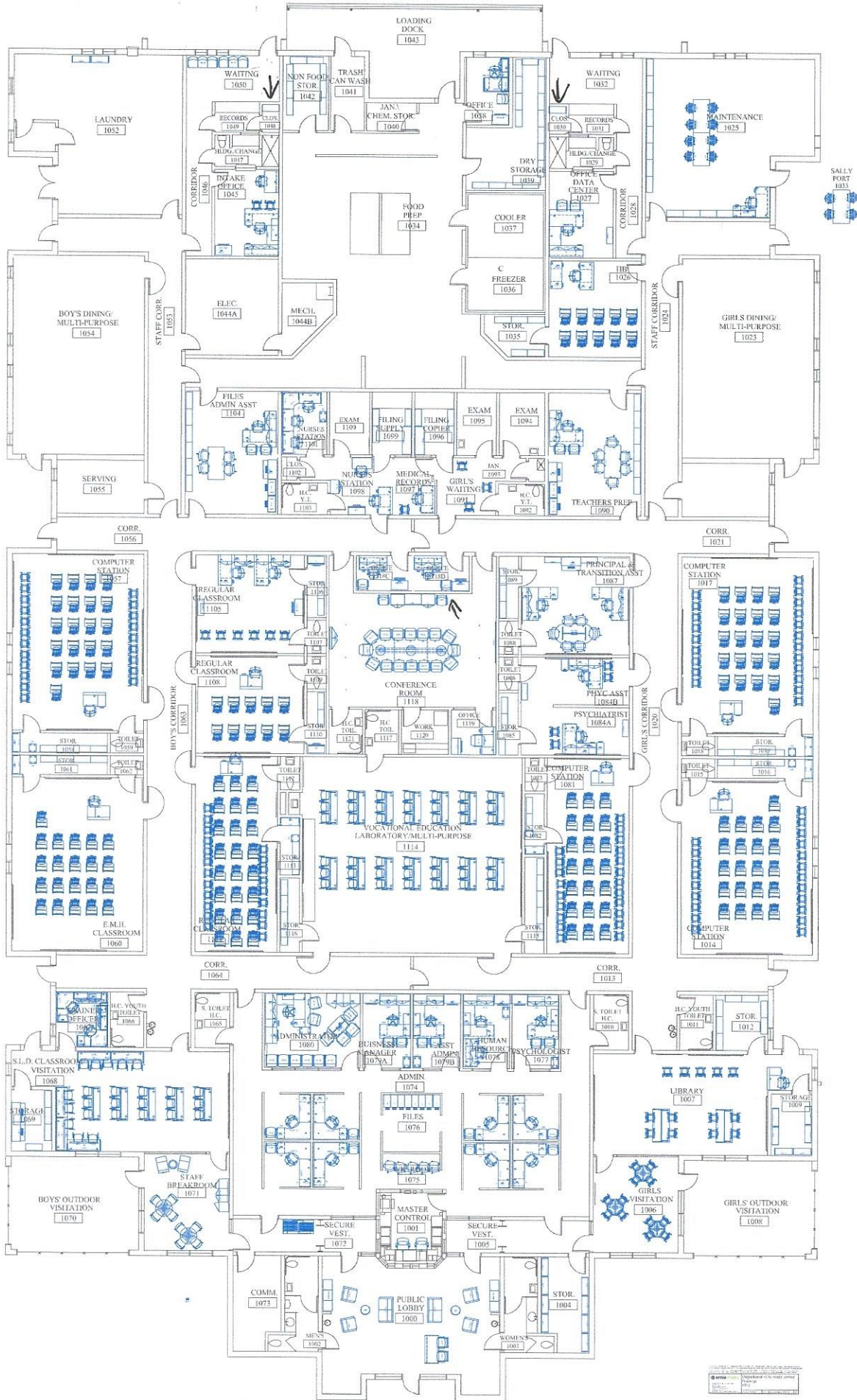
Budget Categories	DJJ Total	Matching Funds	Percent of Total for Matching Funds	Total (DJJ & Matching Funds)
Program: Contractors and Facility	\$778,257.50	\$75,544.94	9%	\$853,802.44
Program: Staffing	\$2,835,765.94	\$0.00	N/A	\$2,835,765.94
Support: Overhead	\$857,140.92	\$0.00	N/A	\$857,140.92
Support: Corporate	\$0.00	\$0.00	N/A	\$0.00
<b>Sub total</b>	<b>\$4,471,164.36</b>	<b>\$75,544.94</b>	<b>2%</b>	<b>\$4,546,709.30</b>
Major Maintenance Fund (Monthly costs are calculated as Program Cost x .005)	\$22,355.82			
<b>Sub total + MMF</b>	<b>\$4,493,520.18</b>			<b>\$4,546,709.30</b>
Cost Reimbursement	\$0.00			\$0.00
<b>Grand total</b>	<b>\$4,493,520.18</b>	<b>\$75,544.94</b>	<b>2%</b>	<b>\$4,546,709.30</b>

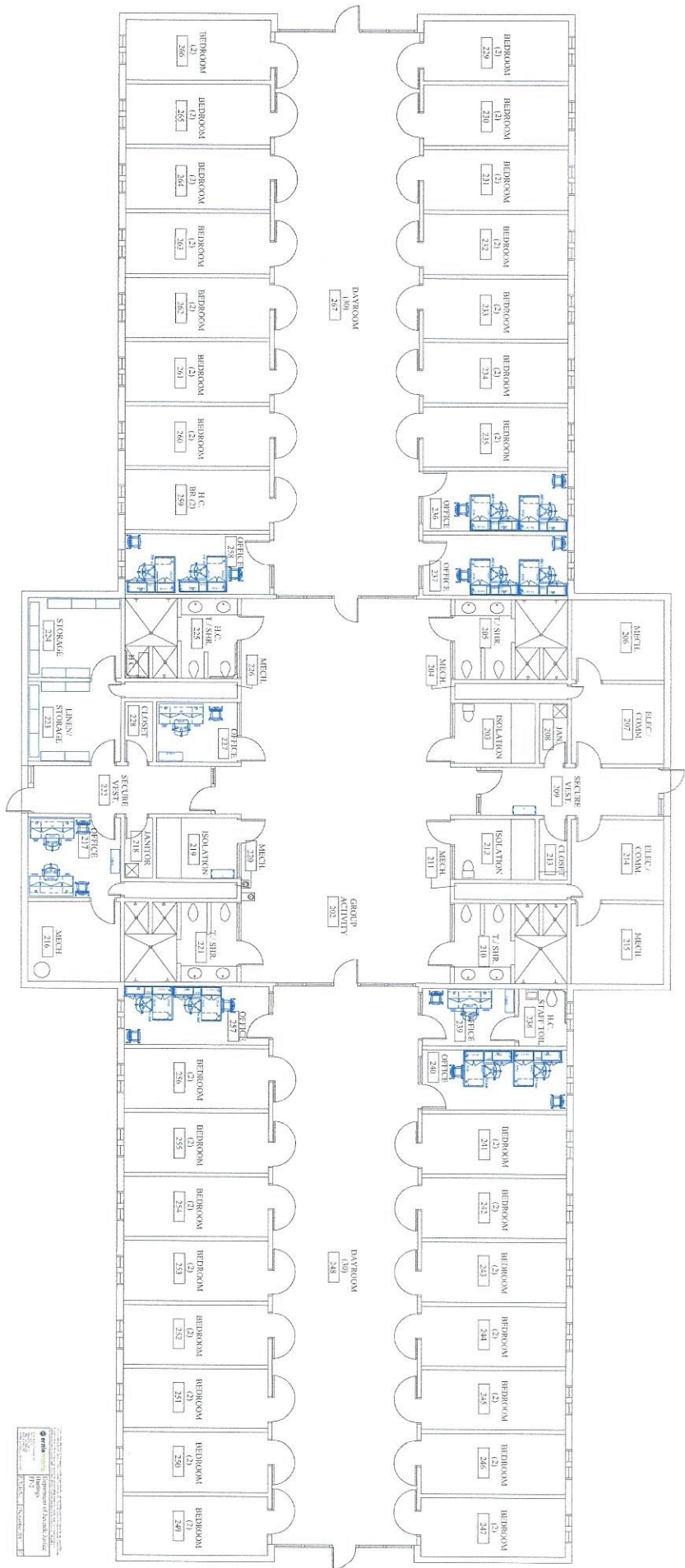
<b>Budget prepared by:</b>
Enter the name.
<b>Budget approved by:</b>
Enter the name.
<b>Date of budget preparation:</b>
Enter the date.



Number of beds/slots	64
Calendar days	365
Overlay cost per slot**	
Per diem	\$192.36
Unfilled bed per diem	\$182.36
**This cell is not to be used for new solicitations.	

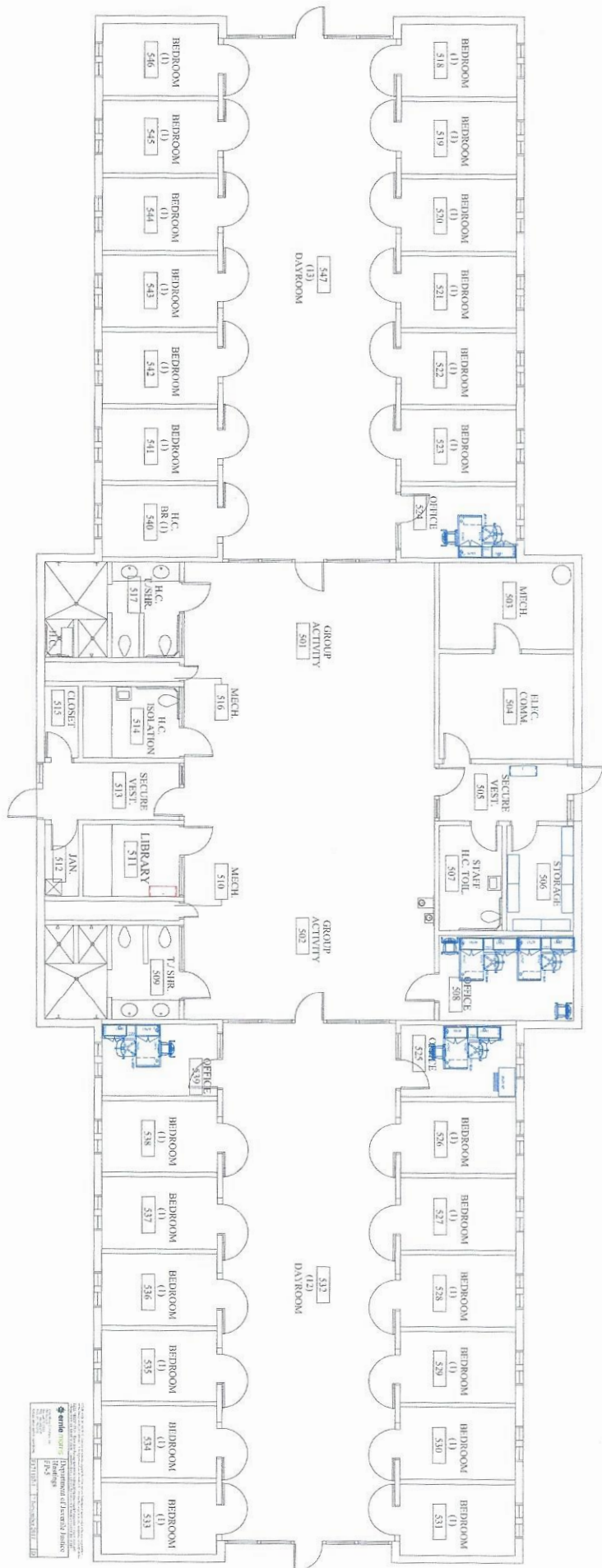
	Expenses	Percentage of budget
Program	\$3,636,379.26	80.92%
Support	\$857,140.92	19.08%
<b>Totals</b>	<b>\$4,493,520.18</b>	<b>100.00%</b>





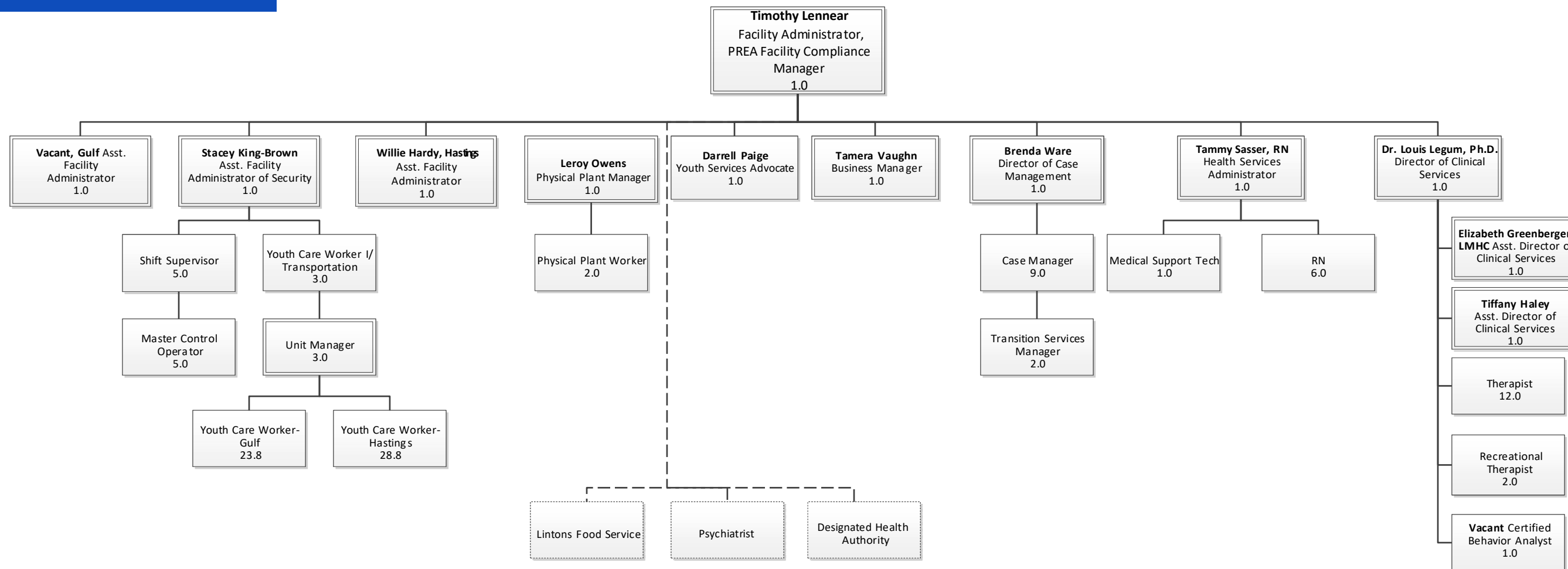






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Hastings Comprehensive Mental Health Treatment Facility/  
Gulf Academy



**REVISED ATTACHMENT O  
CROSS REFERENCE TABLE**

ITN DOCUMENTATION		LOCATION IN REPLY	
(TO BE COMPLETED BY DEPARTMENT)		(TO BE COMPLETED IN ITS ENTIRETY BY RESPONDENT)	
SECTION/PART	SUBJECT	PAGE NUMBERS	SECTIONS/PARTS
	<b>GENERAL REPLY MANDATORY</b>		
Attachment B Section XX., G., 1.	Attachment D – Past Performance for Residential Commitment Programs Evaluation		
	<b>GENERAL REPLY REQUIREMENTS</b>		
Attachment B Section XX	Attachment Q - Reply Verification Form		
Attachment B Section XX., A.	Transmittal Letter containing all information		
Attachment B Section XX., B.	Attachment O – Cross Reference Table		
Attachment B Section XX., C.	Attachment K –Drug-Free Workplace Certification		
Attachment B, Section XX., F. 1.	Attachment H – Budget (with Major Maintenance Fund) March 2020		
Attachment B, Section XX., F., 2.	Financial Viability Documentation: D&B Supplier Qualifier Report or Financial Audits to determine financial viability		
Attachment B Section XX., F., 3.	Certified Minority Business Enterprise (CMBE) Utilization Plan		
Attachment B, Section XX., H., 1.	School Board Letter		
Attachment B, Section XX., H., 2.	Outside Party Agreements and Letter of Support		



Attachment A., V., G.	Daily Activity Schedule		
Attachment A., V., G.	Self-Sufficient Plan		
Attachment A., V., G.	Staffing and Personnel Plan		
Attachment A., V., G.	Staff Training Plan		
Attachment A., V., G.	Organizational Chart		
Attachment A., V., G.	Human Resource Development Plan		
Attachment A., V., G.	Program and Facility Readiness Plan		
Attachment A., V., 1., d.	Exhibit 3: Delinquency Interventions and Treatment Services Table		
Attachment A., V., 1., g.	Exhibit 2: Primary Services Form		
<b>TECHNICAL REPLY</b>			
<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 DJJ in evaluating your technical reply. Failure to provide information as requested may result in 0 points being assessed for that portion of the technical reply evaluation. If the Respondent is selected for Contract award, the proposed service and all elements thereof will be incorporated by reference into the resulting Contract, unless they do not otherwise meet the terms and conditions of this ITN.</p>			
	<b>a. INNOVATIVE PROGRAM SERVICES TO BE PROVIDED</b>		
Attachment B Section XX., D., 1., a.	<p>Replies must include a description of the services to be provided with an explanation of how the proposed services will specifically advance the Department's vision and major goals as outlined in the solicitation's Statement of Purpose. The Respondent shall propose and describe in detail the innovative nature of program services to (minimally) include 1. Delinquency Programming, 2. Gender-specific</p>		

	Services, 3. Restorative Justice Principles and Programming, 4. Mental Health and Substance Abuse Treatment Services, 5. Behavioral Management System, 6. Pre-vocational and Vocational Services, 7. Recreational Therapy and Leisure Time Activities.		
	<b>b. DELINQUENCY PROGRAMMING</b>		
Attachment B Section XX., D., 1., b.	The Respondent shall propose delinquency programming for youth which utilizes evidence-based or promising practices designed to reduce the influence of specific risk factors and to increase specific protective factors related to re-offending behavior. The Respondent shall match youth to these delinquency interventions based on the results of a risk and needs assessment. The Respondent must complete the Delinquency Interventions and Treatment Services table provided in the solicitation document.		
	<b>c. GENDER SPECIFIC SERVICES</b>		
Attachment B Section XX., D., 1., c.	The Respondent shall propose comprehensive gender-specific services in all its program components, delinquency interventions and treatment services. For each program component, delinquency intervention and treatment service, the proposed gender-specific services will systematically address the special needs of adolescents while empowering the youth voice. Proposed programming shall foster positive gender identity development, recognize the risk factors and issues most likely to impact adolescents and the protective factors and skill competencies that can minimize risk factors and enhance treatment services		
	<b>d. RESTORATIVE JUSTICE PHILOSOPHY AND RESTORATIVE PROGRAMMING</b>		
Attachment B Section XX., D., 1., d.	The Respondent shall propose comprehensive programming that reflects Restorative Justice principles and describe how it will implement restorative justice practices. The Respondent will describe how it will protect the public, hold offenders accountable, offer opportunities for competency development, demonstrate an understanding of restorative justice principles and the vocabulary of restorative practices, use restorative language, facilitate dialogue that promotes ideas for making things right when harm has occurred and use restorative practices such as nonviolent communication to contribute to the wellbeing of youth. The Respondent shall describe how it will foster a restorative community within the residential		

	<p>program. The Respondent shall state which Restorative Justice model will be used and describe with specific and concrete details of how the model will be implemented on a day-to-day basis, what training the staff will complete and how they will show comprehension and use of the stated objectives.</p>		
	<p><b>e. MENTAL HEALTH AND SUBSTANCE ABUSE TREATMENT SERVICES</b></p>		
<p>Attachment B Section XX., D., 1., e.</p>	<p>The Respondent shall describe its proposed evidence-based or promising practices for mental health and substance abuse treatment services. The Respondent must provide all the pertinent staffing details for the provision of these services. The Respondent must explain how these services will meet the requirements outlined in rule 63N-1, F.A.C. The description of the proposed services must include specific details and concrete examples of how the service components (e.g. curricula, activities, schedule) will meet the unique needs of the youth.</p>		
	<p><b>f. BEHAVIORAL MANAGEMENT SYSTEM</b></p>		
<p>Attachment B Section XX., D., 1., f.</p>	<p>The Respondent shall propose a behavioral management and a positive reinforcement system that fosters accountability. The Respondent shall describe how it will incorporate principles and practices related to trauma-informed care into the behavioral management system. The Respondent shall describe how it will ensure that all staff, including subcontractors, educators and volunteers, will be fully trained in the implementation of the proposed behavioral management system.</p>		
	<p><b>g. PRE-VOCATIONAL AND VOCATIONAL SERVICES</b></p>		
<p>Attachment B Section XX., D., 1., g.</p>	<p>The Respondent shall describe what additional (beyond what is required) pre-vocational and vocational services are proposed. The Respondent shall clearly articulate what distinguishes and differentiates these two types of services in its definition and the proposed services. The Respondent shall describe in detail how the unique interests, aptitudes, and skills of the youth will be developed while building upon their existing strengths and in a manner supportive of their employability. The Respondent shall describe how its services will give youth an occupational advantage in their own community.</p>		

	<b>h. RECREATIONAL THERAPY AND LEISURE TIME ACTIVITIES</b>		
Attachment B Section XX., D., 1., h.	The Respondent shall provide daily recreational and leisure time activities in ways that are physically challenging, educational, therapeutic and constructive. Recreational activities shall be separate and distinct from mental health and substance abuse treatment services, and therefore shall be clearly identified as having separate designated times on the daily activity schedule from mental health and substance abuse treatment services. The Respondent shall employ the stated number of Recreation Therapist(s).		
	<b>i. LIVING ENVIRONMENT</b>		
Attachment B Section XX., D., 1., i.	The Respondent shall propose a program that promotes mentoring, positive role modeling and positive one-on-one and small group interactions and interventions while maintaining an environment that promotes a therapeutic environment for the youth. The Respondent shall describe how it will ensure that the following components (described briefly here) are implemented: input from youth on rules governing community living, the promotion of effective communication, relationship development, cultural diversity, the development of positive identify and respect for self and others, visitation and access to modes of communication, community interactions, appropriate clothing.		
	<b>j. COMMUNITY INVOLVEMENT OPPORTUNITIES AND PRO-SOCIAL ACTIVITIES</b>		
Attachment B Section XX., D., 1., j.	The Respondent shall describe what community involvement opportunities exist, what specific programs and activities will be implemented and will precisely outline how else it will engage with the community to provide youth with off-campus activities (as permitted and as set forth in Rule 63E-7, F.A.C.) and pursuits that support transition back into the community.		
	<b>k. DISCHARGE PLANNING AND TRANSITION SERVICES</b>		
Attachment B Section XX., D., 1., k.	The Respondent shall provide a description of its discharge planning and transition services. The reply shall include a detailed description of how discharge placement planning will begin at program admission. The Respondent shall employ a Transition Services Manager to coordinate these services and include in its reply a		

	<p>detailed position description and schedule. The Transition Services Manager must possess the stated qualifications and experience. The reply shall include example of a self-sufficiency assessment, plan and a description of the services to be provided at a minimum to include future economic self-sufficiency in both traditional and non-traditional setting, safe and affordable housing, conditional release, job training and retention, placement and child care, where appropriate.</p>		
<p><b>I. STAFFING AND PERSONNEL</b></p>			
<p>Attachment B Section XX., D., 1., l.</p>	<p>The Respondent shall describe how it will ensure that sufficiently qualified staff are available to provide program services and proper supervision of youth at all times including how it will cover any staff shortages of any duration (including breaks). The Respondent will affirm its understanding that neither supervisors nor facility administration staff will be included in the stated minimum staff to youth ratios while performing their regularly scheduled activities and that clinical staff will not be included in the stated minimal staff to youth ratios.</p>		
<p><b>m. STAFFING LEVELS</b></p>			
<p>Attachment B Section XX., D., 1., m.</p>	<p>The Respondent must provide a detailed staffing plan to include position titles, number of positions, qualifications, proposed working hours, duties/responsibilities and proposed salaries of all program staff. The Respondent must state the living wage of the county where staff will work and the specified surrounding counties and how it was calculated. The plan must include licensure status of all proposed clinical staff and the details for the provision of clinical staff and clinical services to include weekends and evenings. The plan's details must be consistent with all other documents and exhibits in the reply. The Respondent shall describe in detail how it will provide uninterrupted physical sight and sound presence and supervision of youth, twenty-four (24) hours per day, every day of the year with no less than the minimally acceptable ratio of staff to youth.</p>		
<p><b>n. HEALTH AND NURSING SERVICES</b></p>			

<p>Attachment B Section XX., D., 1., n.</p>	<p>The Respondent shall describe its proposed health and nursing services and explain how these services will meet the requirements outlined in rule 63M-2, F.A.C. The description of the proposed services must include specific details and concrete examples of how the service components will meet the unique needs of the youth. The Respondent must explain how it will meet the requirements for the Health Services Administrator (HSA), the nursing services to be given on-site by Registered Nurses (RNs) licensed in the State of Florida and for the required number of hours.</p>		
	<p><b>o. STAFF TRAINING</b></p>		
<p>Attachment B Section XX., D., 1., o.</p>	<p>The Respondent shall provide a detailed training plan showing that all full-time and part-time direct care staff shall be trained in accordance with Rule 63H, F.A.C. and in addition to the Department's learning management system training, direct care staff shall be trained in the solicitation's stated minimal requirements: ethics, stress management, gender-responsive services, behavioral management and modification, positive reinforcement strategies and techniques, emotional and behavioral development of children and adolescents, risk factors for delinquency, triggers and treatment, Physical development and common health issues, restorative justice philosophy and practices, trauma responsive services, Post-traumatic Stress Disorder (PTSD), victimization, exploitation, domestic violence, trauma, and recovery issues, CPR and AED, universal precautions and bloodborne pathogens, emergency evacuation procedures for youth with a medical alert system, for intake staff: Facility Entry Physical Health Screening Form and administration of the Massachusetts Youth Screening Instrument-Second Edition (MAYSI-2), CAT/RAY and other required intake processes and procedures, risk factors and triggers relating to homicidal risk and prevention, immediate access to emergency medical, mental health, and substance abuse services, the program's treatment model, suicide prevention processes and procedures, Prison Rape Elimination Act. The Respondent shall articulate what additional training will be given and which staff will receive that training.</p>		
	<p><b>p. MANAGEMENT CAPABILITY</b></p>		

<p>Attachment B Section XX., D., 1., p.</p>	<p>Describe the Respondent's organizational mission, history, background, experience and structure. Using concrete details, describe its quality assessment and improvement system. Describe its human resources development plan with specific examples. Describe the policies, processes and procedures for assessing its management capabilities and specifically how the need for corrections and improvements are identified and made. Explain how this organization is equipped to provide the unique services outlined in the solicitation's scope of services. Provide an organizational chart with linkage to the program level and one that is consistent with all other exhibits. Describe in detail which positions represent corporate staff and explain their roles and responsibilities including those that are exclusive to the residential program in question.</p>		
<p><b>q. PROGRAM AND FACILITY READINESS PLAN</b></p>			
<p>Attachment B Section XX., D., 1., q.</p>	<p>The Respondent shall include a program and facility readiness plan. The plan must clearly convey that thorough consideration has been given to each major component of a residential program such that the services will be available by the projected service date. The plan must describe in detail the objectives, activities, responsible party and the timeframe for the completion of each objective and all associated activities for each major component. The program and facility readiness plan must identify the critical path activities and describe, in detail, an alternate path in the event of delays or failures on the critical path.</p>		

**ATTACHMENT P  
WRITTEN REPLY EVALUATION QUESTIONS**

**A.7. Recreational Therapy and Leisure Time Activities - REVISED**

The Respondent shall provide daily recreational and leisure time activities in ways that are physically challenging, educational, therapeutic and constructive. Recreational activities shall be separate and distinct from mental health and substance abuse treatment services, and therefore shall be clearly identified as having separate designated times on the daily activity schedule from mental health and substance abuse treatment services. The Respondent shall employ the stated number of Recreation Therapist(s).

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent has proposed daily recreational and leisure time activities that are physically challenging, educational, therapeutic and constructive. Recreational activities are shown to be separate and distinct from mental health and substance abuse treatment services and are clearly identified as having separate designated times on the daily activity schedule from mental health and substance abuse treatment services. The Respondent has proposed to employ the stated number of recreation therapist(s).	3 Points	
The Respondent has proposed daily recreational and leisure time activities that are physically challenging, educational, therapeutic and constructive. Recreational activities are shown to be separate and distinct from mental health and substance abuse treatment services and are clearly identified as having separate designated times on the daily activity schedule from mental health and substance abuse treatment services. The Respondent has proposed to employ the stated number of recreation therapist(s).	2 Points	
The Respondent has proposed daily recreational and leisure time activities that are physically challenging, educational, therapeutic and constructive. Recreational activities are shown to be separate and distinct from mental health and substance abuse treatment services and are clearly identified as having separate designated times on the daily activity schedule from mental health and substance abuse treatment services. The Respondent has proposed to employ fewer than the stated number of recreation therapist(s).	1 Point	
The Respondent has not proposed daily recreational and leisure time activities that are physically challenging, educational, therapeutic and constructive. Recreational activities have not been shown to be separate and distinct from mental health and substance abuse treatment services and are clearly identified as having separate designated times on the daily activity schedule from mental health and substance abuse treatment services. The Respondent has not proposed to employ the stated number of recreation therapist(s).	0 Points	

**FINAL SCORE:** \_\_\_\_\_ **(0-3)**

**INITIALS & DATE:** \_\_\_\_\_

