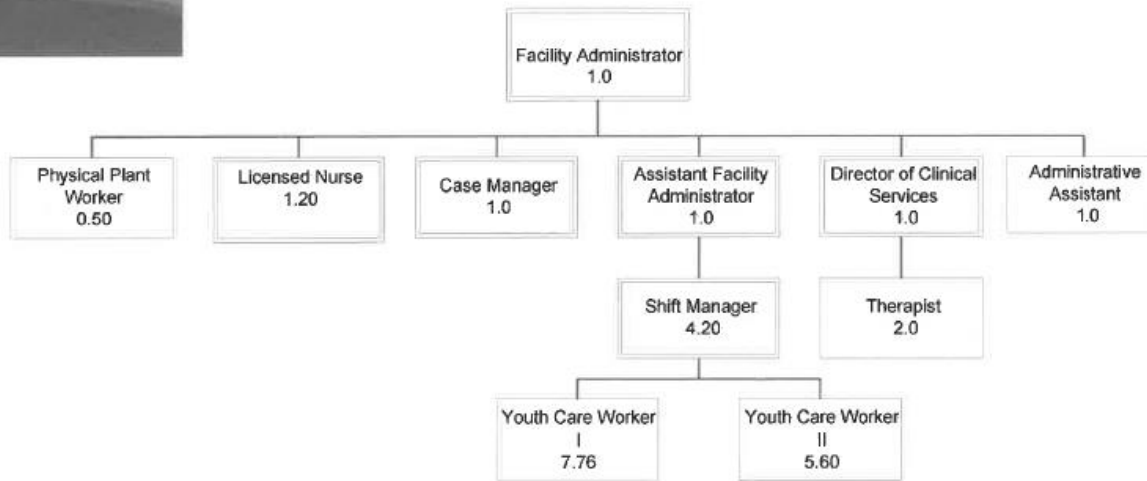
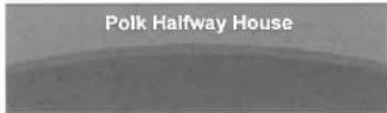




Date: October 25, 2016



DJJ Solicitation #: Polk R2095

G4S Youth Services, LLC v1

ATTACHMENT H-1
CONSULTANT COSTS - DO NOT MODIFY THIS TABLE STRUCTURE! - Use Narrative tab to enter exceptions, as needed.

Line Item #	1 Type of Consultant	2		3	4	5		6	7
		Budget - Annual							
		Unit Cost		Number of Units	Program Total (DJJ)	Matching Funds	Total		
Amount	Unit								
1	Physician Contract	\$ 211.54	hour	104	\$22,000.16			\$22,000.16	
2	Licensed Psychiatrist	\$ 230.77	hour	52	\$12,000.04			\$12,000.04	
3					\$0.00			\$0.00	
4					\$0.00			\$0.00	
5					\$0.00			\$0.00	
6					\$0.00			\$0.00	
7					\$0.00			\$0.00	
8					\$0.00			\$0.00	
9					\$0.00			\$0.00	
10	Other Consultants (provide detail in H-1 Narrative)			n/a	n/a	n/a	n/a	n/a	
TOTALS				n/a	\$34,000.20	\$0.00		\$34,000.20	

NOTE: Contracts with medical and/or mental health professionals are to be included here. The amount should represent the amount to be paid as per your agreement/ contract with those providers (e.g. \$250.00) and the unit is how often they are paid (e.g., hourly). However, if the contract is paid other than on an hourly basis, you must define under "Type of Consultant" the number of hours the consultant will be providing services at and/or off the site (e.g. Designated Health Authority, 2 hours per week on site; 24/7 on call, etc.)

DJJ Solicitation #: Polk R2095

G4S Youth Services, LLC v1

H-1 Narrative

Provide explanations of consultants reported in Attachment H-1 in the table below. For example:

Psychiatrist - Costs to subcontract with a psychiatrist to meet the needs of the program in accordance with DJJ's requirements, based on the technical proposal submitted which is for 6 on site hours every other week and 24/7 on call

Certified Behavior Analyst (CBA) Costs to subcontract with a Certified Behavior Analyst to meet the needs of the program in accordance with DJJ's requirements, based on the technical proposal submitted which is for 7 on site hours per week

Type of Consultant	Explanation (include how costs are computed)
Psychiatrist	Costs to subcontract with a psychiatrist to meet the needs of the program in accordance with DJJ's requirements, based on the technical proposal submitted which is for up to 6 on site hours bi-weekly and 24/7 on call availability. G4S presently operates 24 residential commitment programs within the State of Florida. We have derived this hourly rate from current contract comparison for the same service delivery.

"Other Consultants" Detail (totals reflected in Attachment H-1, line 10)

Type of Consultant	Unit Cost		Number of Units	Program Total (DJJ)	Matching Funds	Total
	Amount	Unit				
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
Insert additional rows ABOVE THIS LINE as needed and edit summary formulas as required to capture all costs.						
Total, 0 Consultant Titles	\$0.00	n/a	n/a	n/a	n/a	n/a

DJJ Solicitation #: Polk R2095

G4S Youth Services, LLC v1

ATTACHMENT H-2

OPERATING CAPITAL OUTLAY (OCO) - DO NOT MODIFY THIS TABLE STRUCTURE! - Use Narrative tab to enter exceptions, as needed.
or ONE-TIME ONLY REQUEST FOR FURNITURE/EQUIPMENT

Line Item #	1	2	3	4	5	6	7
	Budget - FIRST YEAR COSTS ONLY						
	Operating Capital Outlay(s)	Unit Cost		Number of Units	Program Total (DJJ)	Matching Funds	Total
Amount		Unit					
1					\$0.00		\$0.00
2					\$0.00		\$0.00
3					\$0.00		\$0.00
4					\$0.00		\$0.00
5					\$0.00		\$0.00
6					\$0.00		\$0.00
7					\$0.00		\$0.00
8					\$0.00		\$0.00
9					\$0.00		\$0.00
10					\$0.00		\$0.00
	TOTALS			0	\$0.00	\$0.00	\$0.00

Note: Amounts should reflect portion of capital expense allocation to the budget term/year.

DJJ Solicitation #: Polk R2095

H-2 Narrative

G4S Youth Services, LLC v1

This page is for one-time purchases only - not to be included as annual, ongoing costs

Examples of costs explanations would be as follows:

- Computers needed for vocational programming and education
- Desks needed for educational needs

Operating Capital Outlay

Operating Capital Outlay	Total Cost	Explanation of Costs

DJJ Solicitation #: Polk R2096

G4S Youth Services, LLC v1

ATTACHMENT H-3
PERSONNEL DETAIL - DO NOT MODIFY THIS TABLE STRUCTURE! - Use Narrative tab to enter exceptions, as needed.
Budget - Annual

1	2	3	4	5	6					10	11	12	13	14
					Monthly Fringe Benefits									
Line Item #	Position Title (All positions common to similar solicitations are included below. Please note any exceptions in H-3 Narrative)	Alternate Titles (Other titles that have been used by providers for similar roles or services)	Total Number of FTEs	Number of FTEs with Benefits (subgroup of column 3)	Full-Time Equivalent Monthly Salary (1)	Retirement	FICA	Health Insurance	Life Insurance	Other (2)	Total Fringe Benefits	Program Total Salary and Benefits (DJJ)	Total Matching Funds	Total Annual Salaries and Benefits
1	Program Director	Facility Administrator, Regional Diversion Manager, Executive Director, Project Coordinator	1.00	1.00	\$5,000.00	\$25.00	\$310.00	\$391.00	\$9.60	\$376.77	\$1,112.37	\$73,348.44		\$73,348.44
2	Asst Program Director	Assistant Program Director, Director of Operations, Assistant Facility Administrator	1.00	1.00	\$3,333.00	\$25.00	\$206.67	\$391.00	\$6.40	\$270.23	\$899.30	\$50,787.60		\$50,787.60
3	Administrative Assistant	Intake Specialist, Medical Services Clerk, Records Clerk, Program Assistant, Human Resources Manager, Operations Compliance, QI, Accounting / HR Tech	1.00	1.00	\$2,167.00	\$25.00	\$134.33	\$391.00	\$4.16	\$195.96	\$750.15	\$35,005.80		\$35,005.80
4	Case Manager Supervisor	Case Manager Supervisor, Unit Manager, Lead Case Manager									\$0.00	\$0.00		\$0.00
5	Case Manager	Care Manager, JJ Case Manager	1.00	1.00	\$2,750.00	\$25.00	\$170.50	\$391.00	\$5.28	\$232.95	\$824.73	\$42,896.76		\$42,896.76
6	Health Services Administrator, RN	Senior Health Services Administrator									\$0.00	\$0.00		\$0.00
7	Shift Supervisor	Staff Mentor, Unit Manager, Program Lead Staff, Circuit Supervisor, Night Supervisor, Resident Supervisors	4.20	4.20	\$2,791.67	\$25.00	\$173.06	\$391.00	\$5.36	\$235.61	\$830.05	\$182,534.69		\$182,534.69
8	Transporter Youth Care Worker	Driver, Transport, Rec Aide/Transporter									\$0.00	\$0.00		\$0.00
9	Recreation Therapist	Recreation Specialist									\$0.00	\$0.00		\$0.00
10	Youth Care Worker I	Program Specialists, Direct Care Staff, Youth Care Specialist I, Youth Care Specialist II, Security Youth Care Workers, Youth Care Counselors	7.76	7.76	\$1,916.62	\$25.00	\$118.83	\$391.00	\$3.68	\$539.31	\$1,077.82	\$278,842.25		\$278,842.25
11	Youth Care Worker II	Program Specialists, Direct Care Staff, Youth Care Specialist I, Youth Care Specialist II, Security Youth Care Workers, Youth Care Counselors	5.60	5.60	\$2,166.61	\$25.00	\$134.33	\$391.00	\$4.16	\$552.99	\$1,117.48	\$220,690.85		\$220,690.85
12	Master Control Room Supervisor										\$0.00	\$0.00		\$0.00
13	Control Room Personnel										\$0.00	\$0.00		\$0.00
14	Physical Plant Worker	Maintenance	0.50	0.50	\$1,666.67	\$25.00	\$103.34	\$391.00	\$3.20	\$464.32	\$986.86	\$15,921.18		\$15,921.18
15	Employment Transition Specialist	Employment/Transition Specialist									\$0.00	\$0.00		\$0.00
16	Food Services Manager	National School Lunch Coordinator, Kitchen Supervisor									\$0.00	\$0.00		\$0.00
17	Dietary Worker	Food Service Worker, Food Support, Cook									\$0.00	\$0.00		\$0.00
18	Vocational Instructor	Vocational Instructor I									\$0.00	\$0.00		\$0.00
19	Vocational Aide										\$0.00	\$0.00		\$0.00
20	Teacher	Certified Teacher									\$0.00	\$0.00		\$0.00
21	DHA (Designated Health Authority)	Director of Clinical Services, Medical Doctor									\$0.00	\$0.00		\$0.00
22	DMHA (Designated Mental Health Authority)	Clinical Manager, Clinical Director	1.00	1.00	\$4,167.00	\$25.00	\$258.33	\$391.00	\$8.00	\$323.50	\$1,005.83	\$62,073.96		\$62,073.96
23	Clinical Coordinator	Licensed Clinical Coordinator/Supervisor									\$0.00	\$0.00		\$0.00
24	Nurse (RN)	Nurse, RN, Shift Nurse, LPN	1.20	1.20	\$4,500.00	\$25.00	\$279.00	\$391.00	\$8.64	\$344.81	\$1,046.45	\$79,897.68		\$79,897.68
26	Local Care Counselor										\$0.00	\$0.00		\$0.00
26	Clinical Counselor / Therapist	Therapist, Substance Abuse Counselor, Restorative Justice Counselor, Group Treatment Therapist	2.00	2.00	\$3,125.00	\$25.00	\$193.75	\$391.00	\$6.00	\$256.92	\$872.67	\$95,944.08		\$95,944.08
27	Psychiatrist										\$0.00	\$0.00		\$0.00
28	Psychologist										\$0.00	\$0.00		\$0.00
29	Certified Behavioral Analyst (CBA)										\$0.00	\$0.00		\$0.00
30	Juvenile Sex Offender Therapist	Licensed Lead Therapist									\$0.00	\$0.00		\$0.00
31	Transition Services Manager										\$0.00	\$0.00		\$0.00
32	Community Safety Specialist										\$0.00	\$0.00		\$0.00
33	Staff Development Coordinator										\$0.00	\$0.00		\$0.00

Please enter "Other"

Please enter "Other"

1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Line Item #	Position Title (All positions common to similar solicitations are included below. Please note any exceptions in H-3 Narrative)	Alternate Titles (Other titles that have been used by providers for similar roles or services)	Total Number of FTEs	Number of FTEs with Benefits (subgroup of column 3)	Full-Time Equivalent Monthly Salary (1)	Monthly Fringe Benefits					Total Fringe Benefits	Program Total Salary and Benefits (DJJ)	Total Matching Funds	Total Annual Salaries and Benefits
						Retirement	FICA	Health Insurance	Life Insurance	Other (2)				
	Other Program Staff (3) (Provide detail in H-3 Narrative)		0.00	0.00	n/a	n/a	n/a	n/a	n/a	n/a	\$0.00	\$0.00	\$0.00	\$0.00
	Corporate Staff (4) (Provide detail in H-3 Narrative)		2.06	2.06	\$159,833.32	\$700.00	\$9,909.67	\$10,948.00	\$306.88	\$16,737.78	\$38,602.33	\$200,865.03	\$0.00	\$200,865.03
	TOTALS		28.32	28.32	\$396,367.48	\$2,100.60	\$24,698.75	\$32,853.38	\$764.87	\$45,416.27	\$105,833.87	\$1,338,808.32	\$0.00	\$1,338,808.32
					Aggregate Benefits Rates:	0.53%	6.20%	8.25%	0.19%	11.40%	26.67%			

- Notes:**
- (1) Full Time Equivalent Monthly Salary - The salary rate in this cell should be the full-time equivalent (e.g., 40 hour per week) rate associated with the position. Adjustments necessary to reflect costs of part-time staff or partial allocations should be made using the "Total Number of FTEs" column.
 - (2) Other - Please define items included in "Other" fringe benefits in the H-3 Narrative tab.
 - (3) Line 34 - Other Program Staff - If other direct care (program-specific) staff are required for the program that do NOT align with the standard positions provided, please include detail in H-3 Narrative tab.
 - (4) Line 35 - Corporate Staff - Positions not listed in the array provided, who are associated with the management of the program but not engaged in direct care (Other Program Staff) should be listed by position and FTE allocation in the H-3 Narrative tab.

**EXHIBIT 1
REVISED DEPARTMENT-FURNISHED PROPERTY INVENTORY**

DJJ Solicitation #: Polk R2095

G4S Youth Services, LLC v1

H-3 Narrative
Examples of costs explanations would be as follows

Monthly Total Compensation per FTE (Salary + Benefits)

Personnel Narrative Tables

Other Program Staff

Title/Position	# of FTEs (may be less than 1.00)	# of FTEs with Benefits (subgroup of total)	Monthly Salary per FTE	Monthly Fringe Benefits per FTE						Monthly Program Total Salary and Benefits (DJJ)	Monthly Matching Funds	Monthly Total Salary and Benefits	Explanation of Position/Title
				Retirement	FICA	Health Insurance	Life Insurance	Other (2)	Total Fringe Benefits				
									\$0.00	\$0.00		\$0.00	
									\$0.00	\$0.00		\$0.00	
									\$0.00	\$0.00		\$0.00	
									\$0.00	\$0.00		\$0.00	
									\$0.00	\$0.00		\$0.00	
									\$0.00	\$0.00		\$0.00	
									\$0.00	\$0.00		\$0.00	
									\$0.00	\$0.00		\$0.00	
									\$0.00	\$0.00		\$0.00	
									\$0.00	\$0.00		\$0.00	
									\$0.00	\$0.00		\$0.00	
Insert additional rows above this line as needed and edit summary columns/rows as required to capture all costs.													
Total, 0 Positions	0.00	0.00	n/a	n/a	n/a	n/a	n/a	n/a	\$0.00	\$0.00	\$0.00	\$0.00	

Corporate Personnel

Title/Position	# of FTEs (may be less than 1.00)	# of FTEs with Benefits (subgroup of total)	Monthly Salary per FTE	Monthly Fringe Benefits per FTE						Monthly Program Total Salary and Benefits (DJJ)	Monthly Matching Funds	Monthly Total Salary and Benefits	Explanation of Position/Title
				Retirement	FICA	Health Insurance	Life Insurance	Other (2)	Total Fringe Benefits				
Staff Development Manager	0.02	0.02	\$4,166.67	\$25.00	\$258.33	\$391.00	\$8.00	\$451.77	\$1,134.10	\$1,144.97		\$1,144.97	
Staff Development Coordinator	0.02	0.02	\$3,500.00	\$25.00	\$217.00	\$391.00	\$6.72	\$388.64	\$1,028.36	\$978.13		\$978.13	
Specialty Trainer	0.02	0.02	\$5,166.67	\$25.00	\$320.33	\$391.00	\$9.92	\$546.48	\$1,292.73	\$1,395.23		\$1,395.23	
Training Fidelity & Review Specialist	0.02	0.02	\$3,500.00	\$25.00	\$217.00	\$391.00	\$6.72	\$388.64	\$1,028.36	\$978.13		\$978.13	
Superintendent of Schools	0.08	0.08	\$7,250.00	\$25.00	\$449.50	\$391.00	\$13.92	\$743.78	\$1,623.20	\$8,837.71		\$8,837.71	

**EXHIBIT 1
REVISED DEPARTMENT-FURNISHED PROPERTY INVENTORY**

Director of Research & Prog Development	0.02	0.02	\$7,416.67	\$25.00	\$459.83	\$391.00	\$14.24	\$759.57	\$1,649.64	\$1,958.32		\$1,958.32	
Administrative Assistant	0.02	0.02	\$2,916.67	\$25.00	\$180.83	\$391.00	\$5.60	\$333.39	\$935.82	\$832.14		\$832.14	
Director of Volunteer Services	0.02	0.02	\$2,500.00	\$25.00	\$155.00	\$391.00	\$4.80	\$293.93	\$869.73	\$727.86		\$727.86	
Director of Food Services	0.02	0.02	\$4,166.67	\$25.00	258.33	\$391.00	\$8.00	\$451.77	\$1,134.10	\$1,144.97		\$1,144.97	
Director of Projects and System Support	0.02	0.02	\$6,000.00	\$25.00	372.00	\$391.00	\$11.52	\$625.40	\$1,424.92	\$1,603.78		\$1,603.78	
Regional HAS & Regional Compliance Manager	0.58	0.58	\$6,666.66	\$25.00	\$413.33	\$391.00	\$12.80	\$688.54	\$1,530.67	\$57,053.44		\$57,053.44	
Accounts Payable & Payroll Assistant	0.13	0.13	\$3,750.00	\$25.00	232.50	\$391.00	\$7.20	\$412.31	\$1,068.01	\$7,747.36		\$7,747.36	
Executive Assistant	0.02	0.02	\$5,083.33	\$25.00	315.17	\$391.00	\$9.76	\$538.59	\$1,279.52	\$1,374.37		\$1,374.37	
Assistant Controller	0.02	0.02	\$7,416.67	\$25.00	459.83	\$391.00	\$14.24	\$759.57	\$1,649.64	\$1,958.32		\$1,958.32	
Accounting Manager	0.29	0.29	\$4,000.00	\$25.00	248.00	\$391.00	\$7.68	\$435.99	\$1,107.67	\$17,774.69		\$17,774.69	
Payroll Manager	0.02	0.02	\$5,333.33	\$25.00	330.67	\$391.00	\$10.24	\$562.26	\$1,319.17	\$1,436.94		\$1,436.94	
Corporate HR Manager	0.02	0.02	\$6,166.67	\$25.00	382.33	\$391.00	\$11.84	\$641.19	\$1,451.36	\$1,645.50		\$1,645.50	
Corporate HR Assistant	0.02	0.02	\$4,583.33	\$25.00	284.17	\$391.00	\$8.80	\$491.23	\$1,200.20	\$1,249.24		\$1,249.24	
Director of Business Development	0.02	0.02	\$8,166.67	\$25.00	506.33	\$391.00	\$15.68	\$830.60	\$1,768.61	\$2,146.02		\$2,146.02	
Business Development Manager	0.02	0.02	\$5,166.67	\$25.00	320.33	\$391.00	\$9.92	\$546.48	\$1,292.73	\$1,395.23		\$1,395.23	
Regional Director	0.29	0.29	\$10,000.00	\$25.00	620.00	\$391.00	\$19.20	\$1,004.20	\$2,059.40	\$41,966.71		\$41,966.71	
Regional Clinical Director	0.29	0.29	\$8,333.33	\$25.00	516.67	\$391.00	\$16.00	\$846.38	\$1,795.05	\$35,246.76		\$35,246.76	
Director of Program Support	0.02	0.02	\$8,083.33	\$25.00	501.17	\$391.00	\$15.52	\$822.71	\$1,755.40	\$2,125.17		\$2,125.17	
Manager of Program Support	0.02	0.02	\$6,500.00	\$25.00	403.00	\$391.00	\$12.48	\$672.75	\$1,504.23	\$1,728.91		\$1,728.91	
Director of Contract & Policy Development	0.02	0.02	\$5,666.67	\$25.00	351.33	\$391.00	\$10.88	\$593.83	\$1,372.04	\$1,520.36		\$1,520.36	
Project Manager of Data &	0.02	0.02	\$4,750.00	\$25.00	294.50	\$391.00	\$9.12	\$507.02	\$1,226.64	\$1,290.95		\$1,290.95	

**EXHIBIT 1
REVISED DEPARTMENT-FURNISHED PROPERTY INVENTORY**

Electronic Records													
Director of Project Evaluation & Training	0.02	0.02	\$7,416.67	\$25.00	459.83	\$391.00	\$14.24	\$759.57	\$1,649.64	\$1,958.32		\$1,958.32	
Director of Staff Development & Training	0.02	0.02	\$6,166.67	\$25.00	382.33	\$391.00	\$11.84	\$641.19	\$1,451.36	\$1,645.49		\$1,645.49	
Insert additional rows above this line as needed and edit summary columns/rows as required to capture all costs.													
Total, 28 Positions	2.06	2.06	159,833.32	700.00	9,909.67	10,948.00	306.88	16,737.78	38,602.33	\$200,865.03	\$0.00	\$200,865.03	

Please define what is included in "Other" fringe benefits if dollars included in budget:

There will be one Designated Mental Health Clinician Authority who is a Licensed Mental Health Professional and a Qualified Juvenile Sex Offender Therapist. In order to oversee all the clinical programming at the facility the DMHCA is required to be a licensed mental health professional. In addition, this person will need to be a qualified JSO therapist responsible for coordinating and overseeing the JSO treatment and carry a caseload of two youth in which they will provide assessment, evaluation, treatment planning, individual, family, and group therapy. There will be one Licensed Mental Health Professional who is a Qualified Juvenile Sex Offender Therapist (Lead Therapist). The program will be providing JSO treatment services to 42 youth. The JSO programming will be overseen by the DMHCA in conjunction with the Licensed Mental Health Professional described as the Lead Therapist. This person will carry a caseload of 10 youth providing all treatment services as well as assist in administrative duties at the program; filling in for the DMHCA when absent. There will be seven non-licensed mental health therapists. The program will have 48 youth receiving MHOS programming and 42 youth receiving JSO services. In order to provide all the interventions effectively allowing ample time for individualized treatment, four therapists will be providing the MHOS treatment with a caseload size of 12 youth and three non-licensed therapists will be providing JSO services with a caseload size of 10 youth. The current FA salary has remained at the same level as the salary in 1997 with no change. Through the history of the program the Facility Administrator salary has remained stagnant with no changes to account for the increase in the cost of living. In addition the current salary is not comparable with other Juvenile Justice programs around the state of Florida. OJOCC is broken down into 6 distinct 16 bed secure dormitories. Historically the program operated at a facility wide ratio requirement which reduced the number of staff required on each shift. To meet the "active supervision" direct care ratio requirement we will need to operate with 15 YCWs on 1st and 2nd shift and 12 on 3rd shift. In addition to those positions we must staff our HBI, Culinary arts, transports and controlled observation. With the relief factor calculated in it puts the program at 80.16 direct care FTEs. With regards to Corporate Staff positions and their management or direct oversight of the program, see below. Staff Development Manager - Assists with establishing facility training curriculums and calendars based upon Department of Juvenile Justice guidelines, Establishes daily documentation system to support overall training curriculum, Establishes system to track training compliance daily and ensures that all employees renew certifications when required, Participates in developing professional knowledge and skills of employees on a day to day basis, Conducts daily audits of files to ensure compliance and documentation, Establishes daily effective communication with each Facility Administrator and management team members. Staff Development Coordinator - Participates in the development, implementation, and training of new and current staff on a daily basis, Supports facility internal and external customer service standards on a daily basis, Works with established facility training curriculums and calendars based upon Department of Juvenile Justice guidelines, Establishes daily documentation system to support overall training curriculum, Establishes system to track training compliance and ensures that all employees renew certifications when required, Ensures that training records are maintained and filed in accordance with policies, procedures and practices on a daily basis. Speciality Trainer - Prepares daily correspondence relating to the training programs, Prepares clear, sound, accurate and informative reports on the training programs and activities containing findings, conclusions and recommendations on a daily basis, Supervises the establishment and maintenance of essential training records and files. Training Fidelity & Review Specialist - Participates in the development, implementation, and training of new and current staff on a daily basis, Supports daily facility internal and external customer service standards, Works with established facility training curriculums and calendars based upon Department of Juvenile Justice guidelines, Establishes daily documentation system to support overall training curriculum, Establishes system to track training compliance and ensures that all employees renew certifications when required, Ensures that training records and training plans are maintained and filed in accordance with policies, procedures, and practices on a daily basis, Daily Tracks and schedules all delinquency certifications for new and current staff, Provides delinquency curriculum training for Impact of Crime, Thinking for a Change, Life Skills and Skills Streaming. Superintendent of Schools - Conducts reviews and evaluations of company's education programs and develops and monitors quality improvement plans on a daily basis, Coordinates and supervises the implementation and operation of the National School Lunch and Breakfast Program in company-operated schools on a daily basis, Designs and coordinates daily the system for collection and reporting of education performance data, Assists on a daily basis in designing or conducting training programs, Coordinates activities with other agencies and programs on a daily basis. Director of Research & Prog Development - Provides daily measures and outcomes for incidents and other measurable data sequential to the programs. Administrative Assistant - Performs clerical duties such as word processing, filing, composing correspondence, faxing, and record keeping that impact the program on a daily basis, Fills in and provides backup as necessary to ensure completion of special projects and routine duties on daily basis, Handles daily inquiries and responds to callers, refers complicated/sensitive inquiries to the proper individual or unit for the program. Director of Volunteer Services - Participates on a daily basis in various recreation programs and activities with juvenile residents to stimulate interest in and cooperation with various social and education programs, Teaches, or participates in various daily living activities with juvenile residents to stimulate interest in and train skills needed for independent living, Provides on a daily basis advice to individual juvenile residents on personal problems they encounter while in the facility such as peer pressure, adapting to the surroundings, and so forth by presenting a positive role model and using common sense to relieve tension and prevent additional problems. Director of Food Services - Develop and maintain policies and procedures regarding kitchen operations to include the purchasing of goods, equipment and services

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that impact the program on a daily basis, Develop procedures to ensure cost efficiency regarding the cost of food, goods and services in G4S kitchen that impact the program on a daily basis. Director of Projects and System Support - Plans and administers on a daily basis the Quality Improvement and health and safety programs through technology in order to ensure compliance with Quality Improvement Standards and goals and objectives of the risk management program, Establishes and maintains a centralized and ongoing monitoring, reporting and evaluation system that ensures daily compliance with Quality Improvement standards and risk management policies and procedures and that includes a mechanism for documenting all discrepancies and actions taken. Regional HSA & Regional Compliance Manager - Conducts daily on-site verification reviews as determined by risk, need or assignment to evaluate fidelity, compliance and quality of the delivery of health services within assigned programs. Ensures reporting information is shared with the assigned program and regional/corporate leadership, Ensures system fidelity daily as related to health services through audits and system reviews within all assigned programs (i.e. health files, health logs, trackers, internal and external alert systems, monthly management reports and performance outcome reports), Conducts daily reviews of contracts, policies and procedures, licensing and accreditation, as well as state regulations and mandated guidelines to ensure compliance and systems fidelity as it relates to health services within all assigned programs, Maintains effective daily communication with facility management, regional and corporate leadership regarding data and trends, procedural implementation and program outcomes for assigned programs, Works in concert daily with Facility Administrator, Health Services Administrator and regional/corporate leadership to coordinate all external audits/reviews, planning and needs for assigned programs. Accounts Payable & Payroll Assistant - Generates daily purchase orders when requested by Facility Administrators, Compare requested purchase orders to budget and approve/escalate as appropriate on a daily basis, Match purchase orders daily to invoices and code properly within Peoplesoft. Assist Accounting Managers daily as needed regarding research, Contact vendors and reconcile vendor statements as applicable on a daily basis. Executive Assistant - Responsible for daily typing and form development, departmental, and facility support as requested by CEO or other management team members, Responsible for providing daily customer service to both facility-based and outside contacts to ensure effective communication and problem solving. Assistant Controller - Develops internal controls and processes that support the business objectives and conform to accounting standards for the program on a daily basis, Supervises daily the general business operation of the facility, including the preparation and current maintenance of financial, personnel and other reports and records; the purchase, receipt, storage, and distribution of equipment, materials, and supplies; and the compilation, analysis, interpretation of data relating to collection, expenditures, budgets, stores, and other matters, Provides daily direction to payroll staff. Accounting Manager - Approve budget overages for program on a daily basis, Assist daily in the budget and forecasting process, Provide daily ad hoc reporting as requested, • Provide guidance to accounts payable support personnel regarding coding of invoices, Assist in the creation of finance policies and procedures as they relate to facility daily operations. Payroll Manager - Review and Post all hours for submission to Headquarter payroll on a daily basis, Maintain all payroll and time and attendance records for the program on a daily basis, Under supervision, performs the preliminary and routine accounting work involved in the daily auditing of accounts, Assist in preparing daily routine accounting and statistical tabulations and routine accounting reports, Maintain all 401(k) records for the program Maintain all PTO Records for the program. Corporate HR Manager - Develops and executes daily creative and proactive recruiting plans, Networks through industry contacts, association memberships, trade groups and social and professional networking groups that impact the program on a daily basis, • Assists in performing reference checks, pre-employment drug screens and background checks for potential employees, Assists daily in writing and forwarding rejection letters, Assists in interviewing and selecting candidates daily, Assists daily in preparing and sending new hire/employment offer packages, Ensures employee files are created for new hires and all required documentation is filed, Maintains for the program all pertinent applicant and interview data in the Human Resources Information System (HRIS), Prepares and maintains daily reports that are necessary to carry out the functions of the Human Resources department, Provides current and prospective employees on a daily basis with information about policies, job duties, wages, opportunities for promotion and employee benefits, Assists with addressing employee relations issues daily such as harassment allegations, work complaints and/or other employee concerns/issues. Corporate HR Assistant - Provides current and prospective employees on a daily basis with information about policies, job duties, wages, opportunities for promotion and employee benefits, Assists with addressing employee relations issues daily such as harassment allegations, work complaints and/or other employee concerns/issues. Director of Business Development - Aware of established contract guidelines as it relates to daily outcome monitoring and services. Business Development Manager - Prepares daily business marketing reports and communication materials, Prepares daily reports to respond to business performance. Regional Director - Ensures daily compliance with established contract guidelines as it relates to outcome monitoring and services, Ensures facility administrators have daily systems established which manages facility FTE's with specific procedures developed to address turnover ratios, vacancy issues, and overtime utilization, Ensures facilities are in daily compliance with Department of Juvenile Justice regulations or Department of Children and Families as applicable, Provides daily company leadership and overall management. Regional Clinical Director – Coordinates services related to daily Facility Specific Overlay System, Provides daily consultation regarding behavior management practices, Participates in training and daily development for purpose of professional growth and skill enhancement, Ensures facility compliance with the daily implementation of the Comprehensive Suicide Plan, including Precautionary Observation, Supervises the daily operations of programs for rehabilitation and treatment, including referral, counseling, and other social service activities and programs. Director of Program Support - Ensures facilities are maintained in a safe and secure manner, and that the program culture supports an environment of Physical and Emotional Safety on a daily basis, Ensures that case management services, clinical services, medical services, support services, and behavior management are provided according to their respective guidelines on a daily basis, Ensures daily compliance with established contract guidelines as it relates to outcome monitoring and services. Manager of Program Support - Ensures daily compliance with established contract guidelines as it relates to outcome monitoring and services. Director of Contract & Policy Development - Responsible for daily review of all program policy and procedures. Maintains working knowledge of contract requirements and mandated guidelines as applicable to specialized facility requirements, licensure and accreditations, Works closely with regional teams and assists in the development of program specific post orders for policies as assigned on a daily basis, Assists in development and maintenance of daily monitoring tools, forms and system enhancements to track data, analyze trends and evaluate performance improvement initiatives. Project Manager of Data & Electronic Records - Plans and administers on a daily basis the technology in order to ensure compliance with data and record keeping that impacts the program on a daily basis, Assists with technology issues identified by employees at the program and rectifies the issue on a daily basis. Director of Project Evaluation & Training - Establishes company training curriculums and calendars based upon Department of Juvenile Justice, contracts, RFP's, licensure and accreditation guidelines that impact the program on a daily basis, establishes daily documentation system to support overall training curriculum, Monitors and audits training files for compliance on a daily basis, Assists with the development of training policy and procedures that impact the program on a daily basis. Director of Staff Development & Training - Develops the training plan and manages curriculum and schedules that impact the program on a daily basis, Establishes systems to track training compliance and ensures that all employees renew certifications when required, Establishes

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systems to maintain an accurate Staff Verification System – to include employee hire, termination and position changes that occur on a daily basis, Understands and demonstrates knowledge on a daily basis of the Standardized Program Evaluation Protocol (SPEP) Treatment Quality Indicators and establishes systems for compliance for all facility SPEP curriculums.