

January 31, 2019

Subject: DJJ Solicitation Number RFP 10630

The Department of Juvenile Justice (Department) is seeking proposals in the Central Region (http://www.djj.state.fl.us/docs/about-us/circ_region-key_map.pdf?sfvrsn=0) from community, faith-based, not-for-profit organizations, LLC, and/or divisions of local government by County to address the issues facing youth at risk of delinquency between the ages of five and seventeen (17). The Department seeks the implementation and delivery of innovative programs to address juvenile delinquency prevention and intervention efforts throughout the State of Florida that include, but are not limited to: mentoring; after-school programming; tutoring; academic assistance; life skills training; job internships; learning to live violence-free; family engagement; recreational programs for girls and boys; substance abuse intervention; educational enhancement; and other services that will support prevention and intervention of youth from the juvenile justice system. The Respondent shall indicate the extent to which they will focus on maintaining and strengthening the family as a whole so that children may remain in their homes and communities. The proposed Program should address how the Program will engage and work with parents, families, caregivers and other key support networks.

The RFP package consists of this transmittal letter with the following attachments and exhibits (some of which are not included but are available electronically as noted):

PUR 1000[1]	General Contract Conditions - Incorporated by Reference ¹
PUR 1001[1]	General Instructions to Respondents - Incorporated by Reference ¹
Attachment A	General Instructions to Respondents - Special Conditions
Attachment B	General Instructions for the Preparation and Submission of Proposals
Attachment C	Certification of Experience (Mandatory)
Attachment D	Evaluation Criteria
Attachment E	Client Contact List (Mandatory)
Attachment F	Florida Certified Minority Business Enterprise (CMBE) Subcontracting Utilization Plan ²
Attachment G	Sample Contract ²
Attachment H	Prevention Budget December 2018 ² (Mandatory)
Attachment I	Tie Breaking Certifications ⁴
Attachment J	Price Sheet (Mandatory)
Attachment K	Drug-Free Workplace Certification ²
Attachment L	Reserved
Attachment M	Notice of Intent to Attend Solicitation Conference Form ⁴
Attachment N	Notice of Intent to Submit a Proposal/Bid ⁴
Attachment O	Cross Reference Table (Mandatory)
Attachment P	Evaluation Questions/Considerations
Attachment R	Proposal Verification Form ⁴ (NEW)
Attachment I	Services to be Sought
Attachment I-A	Subsection A – Services Components (Mandatory)
Exhibit 1	Invoice ²
Exhibit 2	Florida Minority Business Enterprise (MBE) Utilization Report ²
Exhibit 3	Start Up Implementation Plan
Exhibit 4	Youth Census Report ²
Exhibit 5	Monthly Activity Progress Report – State Funded Programs ²
Exhibit 6	Staff Vacancy Report ³
Exhibit 7	Staff Hire Report ³
Exhibit 8	Sample Youth Discharge Form ³

¹Available at:

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

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

³Available at: <http://www.djj.state.fl.us/partners/contract-management>

⁴Document uploaded as a separate document for the RFP and posted on the Vendor Bid System.

Respondents shall comply fully with the instructions on how to respond to the RFP. Respondents shall label proposals as "**DJJ SOLICITATION NUMBER 10630**" using the label form included in this RFP on the envelope(s) containing the proposal. The purpose of labeling the envelope is to put the Department's mailroom on notice that the package is a proposal in response to a DJJ solicitation and should not be opened except by the Department's Procurement & Contract Administration Bureau at the specified date and time.

Eligible Respondents include units of local government, and non-profit and for-profit organizations. Funding for this program is provided through the State of Florida Funds. For-profit organizations should be aware there are special conditions associated with Federal funding awards, including the requirement that commercial organizations agree not to make a profit as a result of an award; not to charge a management fee for the performance of a contract; and to comply with the contract cost principles of subpart 31.2 of the Federal Acquisition Regulations. Circuit Advisory Board (CAB) members and State Advisory Group (SAG) members and their employers (or any entity with a CAB/SAG member on their Board of Directors) are precluded from submitting a proposal to this RFP.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of this solicitation and the end of the seventy-two (72) hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or manager of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the procurement documents. Violation of this provision may be grounds for rejecting a proposal. All communications from Respondents shall be in writing (by e-mail, facsimile or mail), and cite the subject solicitation number and be directed to the attention of the Procurement Manager below.

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

In addition to other criteria set forth in this solicitation document, any Respondent, and any and all subsidiaries of the Respondent, that have had a contract terminated by the Department for cause is subject to the follow provisions below: The twelve (12) month period shall begin with the effective date of termination for cause, as delineated in the termination letter from the Department.

- a) If terminated for cause in the last twelve (12) month period preceding the Date Written Proposals Are Due and Opened for this solicitation, the Respondent shall be ruled disqualified and therefore ineligible to submit a bid, proposal or response to the solicitation.
- b) If terminated for cause in the last twelve (12) month period preceding the Anticipated Date of Contract Award resulting from this solicitation, the Respondent shall be ruled disqualified and therefore ineligible to receive a contract award.
- c) The above applies regardless of the business structure (for profit/not for profit) or the dates the corporations were created.

The "One Florida Initiative" was developed in an effort to increase diversity and opportunities in state contracting without using discriminatory policies. If a Respondent(s) is awarded a contract resulting from this solicitation, answers to the following questions are due to the Department prior to contract execution:

- 1) Does your organization have a Small Business Administration 8(a) certification? Yes (Y) / No (N)
If Y, then proceed no further with these questions.
- 2) Is your organization a non-profit? Y/N
If Y, then proceed no further with these questions.
- 3) Does your organization have more than 200 permanent full-time employees (including the permanent full-time staff of any affiliates)? Y/N
If Y, then proceed no further with these questions.

- 4) Does your organization have a net worth of \$5 million or more (including the value of any affiliates)? Y/N

Sincerely,

Dominique L. Wimberly, Procurement Manager
Bureau of Procurement and Contract Administration
Florida Department of Juvenile Justice
The Knight Building, Suite 1101
2737 Centerview Drive
Tallahassee, Florida 32399-3100
Telephone: (850) 717-2606
Fax: (850) 414-1625
E-Mail Address: Dominique.Wimberly@djj.state.fl.us

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**ATTACHMENT A
GENERAL INSTRUCTIONS TO RESPONDENTS – SPECIAL CONDITIONS**

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1. DEFINITIONS

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

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

2. GENERAL INSTRUCTIONS

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

3. SUBMISSION OF PROPOSALS

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

4. TERMS AND CONDITIONS

All proposals are subject to the terms of the following sections of this solicitation, which, in case of conflict, shall have the order of precedence listed:

- a. Technical Specifications
- b. Special Conditions
- c. Instructions to Respondents (Attachment A)
- d. Instructions to Respondents (PUR 1001[1])
- e. General Conditions (PUR 1000[1])
- f. Introductory Materials

The Department objects to and shall not consider any additional terms or conditions submitted by a Respondent, including any appearing in documents attached as part of a Respondent's proposal. In submitting its proposal, a Respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a proposal, shall be grounds for rejecting a proposal.

5. QUESTIONS

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

6. CONFLICT OF INTEREST

This solicitation is subject to chapter 112, Florida Statutes (F.S.). Respondents shall disclose within their proposal the name of any manager, director, employee or other agent who is also an employee of the State. Respondents shall also disclose the name of any state employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent or its affiliates.

7. CONVICTED VENDORS

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

- a. submitting a bid on a contract to provide any goods or services to a public entity;
- b. submitting a bid on a contract with a public entity for the construction or repair of a public building or public work;
- c. submitting bids on leases of real property to public entity;
- d. being awarded or performing work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and
- e. transacting business with any public entity in excess of the Category Two threshold amount (\$35,000.00) provided in section 287.017, F.S.

8. DISCRIMINATORY VENDORS

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

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

9. SCRUTINIZED COMPANIES LIST

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

10. RESPONDENT'S REPRESENTATION AND AUTHORIZATION

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

- a. The Respondent is not currently under suspension or debarment by the State or any other governmental authority.
- b. To the best of the knowledge of the person signing the proposal, the Respondent, its affiliates, subsidiaries, directors, managers, and employees have not in the last ten years been convicted or found liable for any act prohibited by law in any public contract.

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

11. PERFORMANCE QUALIFICATIONS

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

awards if the Respondent, or anyone in the Respondent's employment, has previously failed to perform satisfactorily in connection with public bidding or contracts. This paragraph shall not mean or imply that it is obligatory upon the Department to make an investigation either before or after award of the resulting Contract, but should the Department elect to do so, the Respondent is not relieved from fulfilling all resulting Contract requirements.

12. PUBLIC OPENING

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

13. METHODOLOGY FOR AGENCY DECISION

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

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

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

14. ELECTRONIC POSTING OF NOTICE OF AGENCY DECISION

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

15. FIRM RESPONSE

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

16. CLARIFICATIONS / REVISIONS

Before award, the Department reserves the right to seek clarifications or request any information deemed necessary for proper evaluation of submissions from all Respondents deemed eligible for Contract award. Failure to provide the requested information may result in rejection of the proposal.

17. MINOR IRREGULARITIES / RIGHT TO REJECT

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

18. CONTRACT FORMATION

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

19. CONTRACT OVERLAP

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

20. PUBLIC RECORDS

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

21. CONFIDENTIAL, PROPRIETARY, OR TRADE SECRET MATERIAL

The Department takes its public records responsibilities, as provided under chapter 119, F.S. and Article I, Section 24 of the Florida Constitution, very seriously. If the Respondent considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, trade secret or otherwise not subject to disclosure pursuant to chapter 119, F.S., the Florida Constitution or other authority, the Respondent must also simultaneously provide the Department with a separate redacted copy of its proposal and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Department's solicitation name, number, and the name of the Respondent on the cover, and shall be clearly titled "Redacted Copy." The redacted copy shall be provided to the Department at the same time the Respondent submits its proposal to the solicitation and must only exclude or redact those exact portions which are claimed confidential, proprietary, or trade secret.

The Respondent shall be responsible for defending its determination that the redacted portions of its proposal are confidential, trade secret or otherwise not subject to disclosure. Further, the Respondent shall protect, defend, and indemnify the Department for any and all claims arising from or relating to Respondent's determination that the redacted portions of its proposal are confidential, proprietary, trade secret or otherwise not subject to disclosure.

If the Respondent fails to submit a Redacted Copy with its proposal, the Department is authorized to produce the entire documents, data or records submitted by the Respondent in answer to a public records request for these records.

22. PROTESTS

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

- a. Paragraph 120.57(3)(b), F.S., and Rule 28-110.003, F.A.C., require that a notice of protest of the solicitation documents shall be made within seventy-two (72) hours after the posting of the solicitation.
- b. Paragraph 120.57(3)(a), F.S., requires the following statement to be included in the solicitation: "Failure to file a protest within the time prescribed in subsection 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."
- c. Rule 28-110.005, F.A.C. requires the following statement to be included in the solicitation: "Failure to file a protest within the time prescribed in subsection 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, F.S."

23. CAPTIONS AND NUMBERING

The captions, section numbers, article numbers, title and headings appearing in this solicitation are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of such articles or sections of this solicitation, nor in any way affect this solicitation and shall not be construed to create a conflict with the provisions of this solicitation.

24. CONTACT DURING SOLICITATION

Pursuant to subsection 287.057(23), F.S: "Respondents to this solicitation or persons acting on their behalf may not contact, between the release of this solicitation and the end of the seventy-two (72) hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response."

25. SPECIAL CONDITIONS

Pursuant to Rule 60A-1.002(7), F.A.C., an agency may attach additional contractual and technical terms and conditions. These "special conditions" shall take precedence over Form PUR 1000 and PUR 1001 unless the conflicting term is statutorily required, in which case the term contained in the form shall take precedence.

26. COOPERATION WITH INSPECTOR GENERAL

It is the duty of every state officer, employee, agency, special district, board, commission, contractor, and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to this section. By submitting a proposal to this solicitation, the Respondent acknowledges its understanding and willingness to comply with this requirement.

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**ATTACHMENT B
GENERAL INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF PROPOSALS**

I. SOLICITATION NUMBER RFP #10630

II. SOLICITATION TYPE Request for Proposal: This RFP is issued by the State of Florida, Department of Juvenile Justice (Department), to solicit proposals in the Central Region (http://www.djj.state.fl.us/docs/about-us/circ_region-key_map.pdf?sfvrsn=0) from community, faith-based, not-for-profit organizations, LLC, and/or divisions of local government to address the issues facing youth at risk of delinquency between the ages of five and seventeen (17). The Department seeks the implementation and delivery of innovative programs to address juvenile delinquency prevention and intervention efforts throughout the State of Florida that include, but are not limited to: mentoring; tutoring, academic assistance, life skills training, job internships, learning to live violence-free, family engagement, recreational programs, substance abuse intervention; education enhancement, and other services that will support prevention and intervention of youth from the juvenile justice system. The proposed Program should address how the program will engage and work with parents, families, caregivers and other key support networks. Respondents may view Juvenile Justice Circuit Advisory Boards (CAB) Comprehensive Plans in an effort to understand the resources, weakness and strengths of their prospective Circuits in which they are submitting a proposal for this solicitation. The Juvenile Justice CAB Comprehensive Plans are located at the following link: <http://www.djj.state.fl.us/partners/circuit-advisory-boards>.

III. PROCUREMENT OFFICE Dominique L. Wimberly, Procurement Manager
Bureau of Procurement and Contract Administration
Florida Department of Juvenile Justice
The Knight Building, Suite 1101
2737 Centerview Drive
Tallahassee, Florida 32399-3100
Telephone: (850) 717-2606
Fax: (850) 414-1625
E-Mail Address: Dominque.Wimberly@djj.state.fl.us

IV. GENERAL INFORMATION

A. Calendar of Events
Listed below are the important actions and dates/times by which the actions must be taken or completed. All references to “days” in this document refer to calendar days unless otherwise specified. If the Department finds it necessary to change any of these dates and/or times, the change will be accomplished via an informational notice or addendum, and will be posted on the “MyFlorida” website http://www.myflorida.com/apps/vbs/vbs_www.main_menu. All listed times are local time in Tallahassee, Florida (Eastern Daylight/Standard Time).

DATE	TIME	ACTION	WHERE
Thursday, January 31,	C.O.B.	Release of Solicitation	MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_www.main_menu

2019			
Thursday, February 7, 2019	C.O.B.	Deadline for Submission of Intent to Attend Solicitation Conference Form (Attachment M)	Send to Dominque.Wimberly@djj.state.fl.us
Thursday, February 7, 2019	C.O.B.	Solicitation Conference Question Deadline – Last date and time written questions will be accepted for discussion at Solicitation Conference	Send to Dominque.Wimberly@djj.state.fl.us
Thursday, February 14, 2019	10:00 AM EST	Solicitation Conference/Conference Call (This is a Public Meeting to be held only upon public interest)	Bureau of Procurement and Contract Administration Knight Building, Department Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 537706468# when directed. The Agenda can be found on MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_main_menu under the solicitation #10630.
Monday, February 18, 2019	2:00 PM EST	Deadline to request link to register for the Webinar	To participate in the Webinar, please email the Procurement Manager the anticipated date of participation and request the link to register for the Webinar at: Dominque.Wimberly@djj.state.fl.us
Tuesday, February 19, 2019	9:00 AM EST	After-School/Summer Program Webinar	Knight Building, Department Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 The Respondent must register for the After- School/Summer Program Webinar prior to the date of the Webinar. To participate in the Webinar, please email the Procurement Manager the anticipated date of participation and request the link to register for the Webinar at: Dominque.Wimberly@djj.state.fl.us
OR			
Thursday, February 21, 2019	1:00 PM EST		
Friday, February 22, 2019	C.O.B.	Final Date and time deadline written questions will be accepted Deadline for Submission of Intent to Submit a Proposal / Bid (Attachment N)	Send to Dominque.Wimberly@djj.state.fl.us
Thursday, March 14, 2019	C.O.B.	Anticipated date that answers to written questions will be posted on the web site	MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_main_menu

Monday, March 18, 2019	1:00 PM EDT	Technical Assistance Conference Call (To be held before proposals due)	Bureau of Procurement and Contract Administration Knight Building, Department Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 537706468#
Wednesday, March 27, 2019	2:00 PM EDT	Proposals due and opened	Attention: Dominique L. Wimberly Department of Juvenile Justice Bureau of Procurement and Contract Administration 2737 Centerview Drive, Suite 1134 Tallahassee, FL 32399-3100
Wednesday, April 10, 2019	10:00 AM EDT	Evaluation Team Briefing Conference Call (This meeting is open for public attendance)	Bureau of Procurement and Contract Administration Knight Building, Department Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 537706468# A recording of the Conference Call will be available at: http://www.djj.state.fl.us/partners/contracting/conference-calls within forty-eight (48) hours of the Briefing being concluded excluding weekends and holidays.
Wednesday, May 22, 2019	10:00 AM EDT	Evaluation Team Debriefing Conference Call (This meeting is open for public attendance)	Bureau of Procurement and Contract Administration Knight Building, Department Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 537706468# A recording of the Conference Call will be available at: http://www.djj.state.fl.us/partners/contracting/conference-calls within forty-eight (48) hours of the Debriefing being concluded excluding weekends and holidays.
Wednesday, June 12, 2019	C.O.B.	Anticipated date of posting of Notice of Agency Decision	MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_main_menu
Tuesday, June 25, 2019	10:00 AM EDT	Post Award Conference Webinar (NEW)	Knight Building, Department Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 The Awardee must register for the Post Award Conference Webinar prior to the date of the Webinar. The Procurement Manager will send out the link to register for the Webinar to the selected Awardee(s).
Monday, August 5, 2019	C.O.B.	Anticipated Execution date	
Tuesday, August 15, 2019		Anticipated Service start date	

- B. Time, Date and Place Proposals are Due
Proposals must be received **NO LATER** than the date and time specified in the Calendar of Events (Attachment B, Section IV., A.), and submitted to the Department of Juvenile Justice (Department or DJJ) at the address identified in Section III.
Caution: A proposal received at the designated office after the exact time specified will not be considered, as specified by Attachment A.
- C. There is no site visit requirement for this solicitation.
- D. The Department reserves the right to modify non-material terms of the RFP prior to execution of the Contract resulting from this RFP, when such modification is determined to be in the best interest of the State of Florida.
- E. Solicitation Conference
The Department may conduct a solicitation conference on the date and at the time specified in the Calendar of Events. The purpose of the conference is to discuss the contents of the solicitation and Respondents' questions and clarify areas of misunderstanding or ambiguity.
If no interest in the solicitation conference is indicated by Respondents, the Department has the option of cancelling the conference by placing a notice of cancellation of the conference on the MyFlorida.com website at http://www.myflorida.com/apps/vbs/vbs_main_menu under the solicitation number. If the conference is cancelled, questions and answers will be posted in the form of an addendum on or before the date specified in the Calendar of Events. Respondents interested in the Solicitation Conference shall take note of the following:
1. "Notice of Intent to Attend Solicitation Conference": Respondents interested in participating in the solicitation conference are encouraged to submit a "Notice of Intent to Attend Solicitation Conference" (Attachment M to this RFP) by the date and time specified in the Calendar of Events to the Procurement Manager by fax or e-mail. This is not a mandatory requirement.
 2. Questions for Solicitation Conference: Questions for verbal discussion at the solicitation conference shall be submitted in writing and sent to the Procurement Manager at: Dominque.Wimberly@djj.state.fl.us, or by mail or facsimile, and shall be received by the date specified for Solicitation Conference Questions in the Calendar of Events (Attachment B, Section IV., A.). The intent of this deadline is to provide the Department sufficient time to prepare answers for discussion at the conference.
 3. Agenda: An Agenda with questions submitted to date by Respondents will be posted on the MyFlorida.com website at http://www.myflorida.com/apps/vbs/vbs_main_menu under the solicitation number no less than twenty-four (24) hours (one business day) prior to the meeting time.
 4. Conference Call: At the scheduled time of the conference call, Respondents shall contact the Bureau of Procurement and Contract Administration at the number listed in the Calendar of Events.
 5. Final Questions/Inquiries: Final questions after the solicitation conference, or any other inquiries regarding the solicitation, shall be submitted in writing and sent to the Procurement Manager at Dominque.Wimberly@djj.state.fl.us, or by mail or facsimile, and shall be received by the date specified for Final Date and time deadline written questions will be accepted in the Calendar of Events (Attachment B, Section IV., A.). The Department will not accept questions on this solicitation after close of business on the date specified in the Calendar of Events. The Respondent is responsible for ensuring that the Procurement Manager receives the inquiry.
 6. Non-Binding Communication: The Department will accept verbal questions during the Solicitation Conference and will make a reasonable effort to provide answers at that time. Impromptu questions will be permitted and spontaneous answers provided; however, the Department will issue written answers ONLY to

questions subsequently submitted in writing as indicated in Attachment B, VII. Any information communicated through oral communication shall not be binding on the Department and shall not be relied upon by any Respondent. Questions shall be submitted in writing in accordance with the deadline for questions in the Calendar of Events.

7. Department's Official Answer to Questions: The Department's official response to all written questions will be posted at http://www.myflorida.com/apps/vbs/vbs_main_menu as an addendum to this solicitation on or about the date specified in the Calendar of Events.
- F. After-school/Summer Program Webinar
The Department will conduct two After-school/Summer Program webinars at the dates and times specified in the Calendar of Events (Attachment B., Section IV., A.). Registration for the webinars will be based on first come, first served. For information regarding the registration process, please contact the Procurement Manager. It is imperative that the Respondent participate in one of the webinars. The purpose of this webinar is to provide an overview of conducting business with the Department and the After-school/Summer Services Program. The Department request that if a Respondent has multiple personnel participating in this Webinar, that one registration be used to join the Webinar.
- G. Technical Assistance (TA) Conference Call
The Department will conduct a Technical Assistance conference call at the date and time specified in the Calendar of Events. The purpose of the call is for the Department's Procurement Manager for this RFP to review all of the mandatory criteria and submission requirements with Respondent's before the proposals are due. This call will provide a "verbal checklist" for Respondent's. The Department will accept verbal questions during the TA Conference Call and will make a reasonable effort to provide answers at that time; however, questions will only be taken and answered related to the General Instructions for Preparation of the Proposal (see Attachment B, Section XX.) No questions will be answered related to the programmatic requirements of the RFP. Any information communicated through oral communication shall not be binding on the Department.
- H. Evaluator Briefing Session
The Department will hold an Evaluator Briefing Session at the date and time specified in the Calendar of Events. The purpose of the Evaluator Briefing Session is to ensure that evaluators fully understand the solicitation requirements and the evaluation and scoring process. This meeting is open for public attendance. A recording of the call will be available on the Department's website (<http://www.djj.state.fl.us/Providers/contracts/conference-calls/index.html>) within forty-eight (48) hours of the date listed on the Calendar of Events excluding weekends and holidays.
- I. Evaluator Debriefing Session
The Department will hold an Evaluator Debriefing Session at the date and time specified in the Calendar of Events. The purpose of the Debriefing Session is to allow evaluators an opportunity to identify the page number(s) in the proposals where information relied on for assessing a score was found, record the scores assessed for the proposals and discuss the merits of the proposals, including strengths and weaknesses. A recording of the call will be available on the Department's website (<http://www.djj.state.fl.us/Providers/contracts/conference-calls/index.html>) within forty-eight (48) hours of the date listed on the Calendar of Events excluding weekends and holidays.
- J. On or about the date specified in the Calendar of Events (Attachment B, Section IV., A.), the Department's Notice of Agency Decision will be posted on the "MyFlorida" website http://www.myflorida.com/apps/vbs/vbs_main_menu. Click on "Search Advertisements," and use the drop-down list under Advertisement Type and select Agency Decision, then, under Agency, select the Department of Juvenile Justice. Click "Advertisement Search," select the RFP and double click on the RFP number. Call the

Department's Procurement Manager at the telephone number listed in Attachment B, Section III., with any questions regarding accessing the website.

- K. Post Award Conference Webinar (NEW)
The Department will conduct a Post Award Conference Webinar with the selected Awardee(s) at the date and time specified in the Calendar of Events (Attachment B, Section IV., A.). The purpose of this webinar is to provide vital information and clarity regarding the pre-operational and operational requirements of the new resulting Contract.
- L. At every meeting subject to the Sunshine Law which relates to this procurement, the public shall be given reasonable opportunity to be heard.

V. **MANDATORY REQUIREMENTS**

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

- A. It is **MANDATORY** that the Respondent submits its proposal within the time frame specified in the Calendar of Events (Attachment B, Section IV., A.)
- B. It is **MANDATORY** that any Respondent that has not previously provided same or similar services for the Department within the previous two years, sign and submit under Volume 1, Tab 2, submit the **Attachment C, Certification of Experience**. The Respondent must demonstrate two years of experience within the last five years of providing delinquency prevention and intervention services to at-risk youth.
- C. It is **MANDATORY** that the Respondent prepares and submits a fully completed, originally signed **Transmittal Letter** that contains all the information required by Attachment B, Section XX., A.
- D. It is **MANDATORY** that the Respondent submit **Attachment E (Client Contact List)** with a minimum of three contacts. This list is a part of the technical proposal and is required in order for the proposal to be considered complete.
 1. The Attachment E must be completed and submitted with **at least three** previous or current clients for whom the Respondent has delivered same or similar services to at-risk and/or delinquent youth as described in Attachment I. Clients are expected to be businesses or other organizations and cannot be parents/guardians, students, or minors.
 2. The Department reserves the right to contact any and all references in the course of this solicitation and make a fitness determination, not subject to review or challenge.
 3. The Department shall not be listed as a reference. If the Respondent has only provided these same or similar services to the Department, the Respondent is to include an attestation statement from the individual with authority to bind the Respondent in place of the Attachment E.
 4. Hardcopies submitted within the technical proposal or copies submitted through electronic upload with the proposal to the Department's Bid Library are acceptable.
- E. It is **MANDATORY** that the Respondent submits a completed and signed **Attachment H (Prevention Budget December 2018)**.
- F. It is **MANDATORY** that the Respondent shall provide a price for the services by returning a completed and signed copy of the Department's **Attachment J (Price Sheet)**. The price must include all services, material and labor necessary to complete the Services to be Sought as outlined in Attachment I and described in this RFP and the Respondent's proposal. This price shall be expressed as two decimal number prices. Any proposal without a completed and signed Attachment J or with a proposed price exceeding the Total Available Annual Maximum Contract Dollar Amount shall be rejected.
- G. It is **MANDATORY** that the prospective Respondent submits a completed **Attachment O (Cross Reference Table)**.
- H. It is **MANDATORY** that the Respondent describe each service task to be delivered using the **Attachment I-A, Subsection A, Service Components**.

VI. SOLICITATION INFORMATION

- A. The term "Provider" refers to:
1. "Provider" is defined to also include: any and all subsidiaries of the prospective Provider where the prospective Provider owns eighty percent (80%) or more of the common stock of the subsidiary; the parent corporation of the prospective Provider where the parent owns eighty percent (80%) or more of the common stock of the prospective Provider; and any and all subsidiaries of the parent corporation of the prospective Provider where the parent owns eighty percent (80%) of the common stock of the prospective Provider and the parent's subsidiaries.
 2. For all other purposes, the definition shall be as specified in Attachment A, 1.
- B. For the purposes of the Dun & Bradstreet SQR (if applicable): the proposing entity ("Provider") named in the Transmittal Letter and the DUNS number listed there must match the company name and DUNS number listed on the D & B SQR.
- C. Respondents shall submit proposals in one of the following formats:
1. Electronic Upload Proposal
 - a. The Department prefers Respondents to upload **complete** electronic proposals via the Department's Bid Library, a private and secure online portal for solicitation documents, in SharePoint.
 - b. Respondents shall register for a Department Bid Library account by contacting the Procurement Manager for this RFP: Dominique L. Wimberly, via E-mail at: Dominique.Wimberly@djj.state.fl.us, or Phone: (850) 717-2606.
 - c. Respondents are required to register their email address for access to the Department Bid Library using a Microsoft account.
 - 1) If your organization already uses a Microsoft account, **that** email address should be utilized in the registration request.
 - 2) If your organization does not use a Microsoft account, a free account can be created through Microsoft at <https://www.office.com>. **This step must be completed first, prior to submitting the DJJ Bid Library registration request.** The email address used to create the Microsoft account should be utilized in the registration request to your Procurement Manager.
 - 3) Access to the Department Bid Library is granted by each user's specific Microsoft account. Your organization may elect to register a single or general Microsoft account for **all** submissions. Use of a general Microsoft account allows multiple users, with the Microsoft account log-in information, to view each other's uploads to the Department Bid Library. It also allows other users to edit and delete each other's uploads. ***This is the method recommended by the Department.***
 - 4) If your organization elects to register multiple users with individual Microsoft accounts, each user **will not** be able to view, edit, or delete each other's submissions. If two users with individual accounts upload the same document, the Department will use the **most current version** of the document (within the established due date/time), even if there are multiple uploaded versions of the same document.
 - 5) Once registered, the access link to the Department Bid Library will be emailed (*Sent from no-reply@sharepointonline.com. Check Spam, Clutter, or Junk folder.*).
 - d. Electronic proposals shall be uploaded to the Department Bid Library no later than the due date and time specified in the calendar of events for

this RFP. Any and all documents uploaded, edited, or modified in any way after this date and time will be deemed non-responsive.

- e. The complete proposal which contains Volumes 1 and 2 shall be saved in Microsoft Word and/or Excel. The signed transmittal letter (Volume 1, Tab 1), Attachment C (Volume 1, Tab 2), and Attachment J (Volume 2, Tab 1) are the only documents which can be saved in a PDF format. The Attachment H – Prevention Budget December 2018 (Volume 2, Tab 2) must be submitted in Excel, at a minimum.
- f. In the event the Provider needs technical assistance, the Bid Library technical assistant is Leanna Brown, and can be reached via Email at: Leanna.Brown@dji.state.fl.us or Phone: (850) 717-2601.

OR

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

VII. RESPONDENT’S QUESTIONS

INFORMATION WILL NOT BE AVAILABLE ORALLY. All inquiries shall be in writing and be sent to the Procurement Manager at Dominique.Wimberly@dji.state.fl.us, or by mail or by facsimile (850-414-1625) and shall be received by the date specified in the Calendar of Events (Section IV.A.). The Respondent is responsible for ensuring that the Procurement Manager received the inquiry. The Department will not take any further questions on this RFP after close of business that day. The Department’s responses to questions will be posted at http://www.myflorida.com/apps/vbs/vbs_main_menu as an addendum to this RFP on or about the date specified in the Calendar of Events (Section IV.A.). Any information communicated through oral communication shall not be binding on the Department and shall not

be relied upon by any Respondent. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of this solicitation and the end of the seventy-two (72) hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or Manager of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the procurement documents. Violation of this provision may be grounds for rejecting a proposal.

VIII. NUMBER OF AWARDS

The Department anticipates four awards as a result of this solicitation. The awards shall be made to responsive and responsible Respondents.

IX. FAILURE TO EXECUTE CONTRACT

In the event no protest is filed within the prescribed timeframe, the Department will commence preparation of the Contracts with the intended Respondents. If, for any reason, the intended Respondent fails to execute a contract within fifteen (15) consecutive calendar days after a Contract has been presented to it for signature, or if the Department determines that the Respondent is ineligible to participate due to its being convicted of a Public Entity Crime, debarred, suspended or otherwise prohibited from receiving federal or state funds, the Department may (1) attempt to contract with the next ranked Respondent without posting of an additional Notice of Agency Decision or Addendum; (2) reject all proposals and re-advertise the RFP; or (3) reject all proposals. If the Department and the next ranked Respondent fail to execute a contract, the Department may (1) attempt to contract with the next ranked Respondent sequentially until a Respondent willing to execute a Contract is found without posting of an additional Notice of Agency Decision or Addendum; (2) reject all proposals and re-advertise the RFP; or (3) reject all proposals.

X. VENDOR REGISTRATION

Prior to entering into a Contract with the Department, the selected Respondent(s) must be registered with the Florida Department of Management Services (DMS) Vendor Registration System. To access online registration, log on to www.myflorida.com, and click on the 'MyFloridaMarketPlace' link under 'Hot Topics.' Once on the 'MyFloridaMarketPlace' website, click on the 'Vendors' link to begin registration. In order to register, you will need the following information:

- A. Company name
- B. Tax ID type and number – Social Security Number (SSN) or Federal Employer Identification Number (FEIN)
- C. Tax filing information, including the business name on the 1099 or other tax form (where applicable)
- D. Location information :
 - 1. A business name for each company location (if different from the company name)
 - 2. A complete address for each location (including details for sending purchase orders, payments, and bills to each location)
 - 3. A contact person for each of the locations
- E. Commodity codes that describe the products and/or services the company provides
- F. CMBE (Certified Minority Business Enterprises) information, if applicable
- G. State-issued sequence number - available from DMS by faxing a request on company letterhead to 850-414-8331.

XI. CONTRACT PERIOD AND RENEWAL

The resulting Contracts are anticipated to begin on **August 15, 2019** and shall end at **11:59 p.m.** on **June 30, 2022**. These Contracts may be renewed.

XII. TYPE OF CONTRACT CONTEMPLATED

A total of four Cost Reimbursement Contracts are anticipated from this solicitation. A copy of a sample contract containing all required terms and conditions is included as Attachment G.

XIII. DESIGNATION OF CONTRACT UNDER THE FLORIDA SINGLE AUDIT ACT

- A. All contracts with the Department are classified as either Recipient/Sub-Recipient, FSAA Exempt, or Vendor contracts. It is the Department’s determination that this Contract is a **Recipient/Sub-Recipient** Contract, pursuant to Section 215.97, F.S. However, if the Respondent is a district school board, charter school, community college, public university, government outside of Florida, or a Federal agency, the Contract will be classified as FSAA Exempt, and the Vendor requirements will apply to the resulting Contract.
- B. Statutory and rule requirements for the Provider for these types of contracts are specified in Attachment G, Section VI. **FINANCIAL AND TRANSACTIONS AUDIT REQUIREMENTS.**

XIV. TOTAL MAXIMUM ANNUAL CONTRACT DOLLAR AMOUNT

Total Maximum Annual Contract(s) Dollar Amount	\$125,000.00
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It is a MANDATORY requirement that the total maximum annual amount proposed on Attachment J is at or below the Total Maximum Annual Contract Dollar Amount stated in the RFP.

XV. FINANCIAL CONSEQUENCES

- A. Financial consequences shall be assessed for Contract non-compliance or non-performance in accordance with the FDJJ Policy 2000 (Revised 02/08/18) for the following:
 - a. failure to submit a Corrective Action Plan (CAP) within specified time frame(s);
 - b. failure to implement the CAP within the specified time frame(s); and/or
 - c. upon further failure to make acceptable progress in correcting deficiencies as outlined in the CAP within specified time frames.
- B. The Respondent expressly agrees to the imposition of financial consequences as outlined below, in addition to all other remedies available to the Department by law.
 - Total value of the Contract X .1% = Financial Consequence. Imposition of consequences shall be based on per deficiency per day.
- C. Upon the Department’s decision to impose financial consequences, written notification will be sent to the Respondent. Notification will outline the deficiency(ies) for which financial consequences are being imposed, the conditions (including time frames) that must be in place to satisfy the deficiency(ies) and/or the Department’s concerns, the amount of the financial consequence and the month the deduction shall be made on the invoice. The Department’s Contract Manager shall deduct the amount of financial consequences imposed from the Respondent’s next monthly invoice as specified in the written notification.
- D. If the Provider has a grievance concerning the imposition of financial consequences for noncompliance, the Provider shall follow the dispute process outlined in this Contract, describing any extenuating circumstances that prevented them from correcting the deficiency(ies).

XVI. OPTIONS

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

Option for Changes in Contract Services

The Department has the option to modify the resulting Contract, including adding, reducing, or deleting services during the Contract term. The optioned services may not commence before

execution of an amendment. Delivery of changed services shall be upon the terms, conditions, and rate agreed in the exercise of the options of the resulting Contract.

XVII. SUBCONTRACTING

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

The Department supports diversity in its Procurement Program and requests that Respondents use all subcontracting opportunities afforded by this solicitation to embrace diversity. The award of subcontracts by Respondents should reflect the full diversity of the citizens of the State of Florida. The Office of Supplier Diversity (OSD) website <http://osd.dms.state.fl.us/> includes a list of Certified Minority Business Enterprises (CMBEs) that could be offered utilization opportunities.

XVIII. FAITH-BASED NON-DISCRIMINATION CLAUSE

Pursuant to paragraph 985.601(3)(b), F.S., the Department intends that, whenever possible and reasonable, it will make every effort to consider qualified faith-based organizations on an equal basis with other private organizations when selecting Providers of services to juveniles.

XIX. ELABORATE PROPOSALS

It is not necessary to prepare proposals using elaborate brochures and artwork, expensive paper and bindings, or other expensive visual presentation aids. Proposals should be prepared in accordance with the instructions herein. The Department is not responsible for and, therefore, shall not reimburse any costs incurred in the preparation or submission of the proposal submitted in response to this RFP. The Department shall be liable for payment only as provided in a fully executed contract.

XX. GENERAL INSTRUCTIONS FOR PREPARATION OF THE PROPOSAL

The instructions for this RFP have been designed to help ensure that all proposals are reviewed and evaluated in a consistent manner, as well as to minimize costs and response time. INFORMATION SUBMITTED IN VARIANCE WITH THESE INSTRUCTIONS MAY NOT BE REVIEWED OR EVALUATED. All proposals must detail the services that will be delivered, the expected results and the recommended performance measures and contain the sections outlined below. Those sections are called "Tabs." A "Tab", as used here, is a section separator, offset and labeled, (Example: "Tab 1, Transmittal Letter"), so that each evaluator can easily turn to "Tabbed" sections during the evaluation process. Failure to have all copies properly "tabbed" makes it much more difficult for the Department to evaluate the proposal. Failure of the Respondent to provide any of the information required in the hard copy of either Volume 1 (the Technical Proposal) and Volume 2 (the Financial Proposal) portions of the RFP proposal shall result in no points being awarded for that element of the evaluation/review. Prior to submitting the proposal, the Respondent shall complete, sign and submit the **Attachment R – "Proposal Verification Form" (NEW)** to assist and ensure that the proposal is in compliance with the instructions listed below. This form shall be placed in Volume 1, Tab 1 **before** the Transmittal Letter.

The proposal shall consist of the following parts:

A. Transmittal Letter – Volume 1, Tab 1

The proposal must contain a fully completed **Mandatory** transmittal letter that meets the following criteria:

1. Submitted on the Respondent's letterhead.
2. Signed by an individual who has the authority to bind the Respondent.
3. Contain the Respondent's official name (the company name), address, telephone number, and email address.
4. Contain the name and title of the Respondent official who will sign any contract (this individual shall have the authority to bind the Respondent and shall be available to be contacted by telephone, email or attend meetings, as may be appropriate regarding the solicitation).
5. Contain the Respondent's Federal Employee Identification Number (including the State of Florida Vendor Sequence Number, if available). If not available, please

- make that statement, and the Department will collect the information prior to Contract award.
6. Contain the Respondent's DUNS Number, if applicable. If not applicable, please make that statement.
 7. If the proposing entity is a "DBA" or "Doing Business As", the Respondent shall state the reason for it.
 8. The transmittal letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that the (insert Respondent's name) agrees to all terms and conditions contained in the Request for Proposal for which this proposal is submitted."
 9. The transmittal letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that (insert Respondent's name) has met all conditions and requirements of Attachment A, including that neither it nor its principals are presently debarred, suspended, or proposed for debarment, or have been declared ineligible or voluntarily excluded from participation in this Procurement/contract by any federal department or agency." If the Respondent is unable to certify to any part of this statement, such Respondent shall include an explanation in the transmittal letter.
 10. The transmittal letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that neither (insert Respondent's name) nor anyone acting on its behalf have contacted anyone, between the release of the solicitation and due date of this solicitation, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the solicitation documents."
 11. The transmittal letter must contain this exact statement: "On behalf of (*insert Respondent's name*), this letter certifies that (*insert Respondent's name*) is not listed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel; the Scrutinized Companies with Activities in Sudan List; the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; or has been engaged in business operations in Cuba or Syria (pursuant to Florida Statutes 215.472, 215.4725, 215.473, and 287.135)".
 12. The statement "On behalf of (insert Respondent's name), this letter certifies that neither (insert Respondent's name) nor anyone acting on its behalf is a Circuit Advisory Board (CAB) or State Advisory Group (SAG) member, nor is a relative of or employed by a CAB or SAG member, nor is receiving any form of compensation from, or serving as a director or officer of a grant recipient or applicant, of a CAB or SAG member.
- B. Cross Reference Table - Volume 1, Tab 1
In order to assist the Respondent in its development of a responsive proposal and to facilitate proposal evaluation by the Department, the Respondent shall provide a table that cross-references the contents of its proposal with the contents of the RFP. Please see Attachment O to this RFP for the cross-reference table. The Respondents shall complete and insert the **MANDATORY** Attachment O in Volume 1, Tab 1, just after the Part A - Transmittal Letter. Remember to complete Attachment O in its entirety.
- C. Certificate of Experience - Volume 1, Tab 2
It is **MANDATORY** that any Respondent that has not previously provided same or similar services for the Department within the previous two years, sign and submit under Volume 1, Tab 2, the Attachment C, Certificate of Experience. The Respondent must demonstrate two years of experience within the last five years of providing delinquency prevention and intervention services to at-risk youth.
- D. Drug-Free Workplace Certification – Volume 1, Tab 2
The proposal may contain the Drug-Free Workplace Certification in accordance with section 287.087, F.S. (if desired by the Respondent) for preference in the event of a tie in the scoring of a competitive solicitation. This is not a mandatory requirement. The Certification form (Attachment K) is available at:

<http://www.djj.state.fl.us/providers/contracts/index.html>. The Tie-Breaking Guidelines are attached to this solicitation as Attachment I.

E. Client Contact List – Volume 1, Tab 2

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

1. The Attachment E must be completed and submitted with **at least three** previous or current clients for whom the Provider has delivered same or similar services to at-risk and/or delinquent youth as described in Attachment I.
2. The Department reserves the right to contact any and all references in the course of this solicitation and make a fitness determination, not subject to review or challenge.
3. The Department shall not provide a reference. If the Respondent has only provided these same or similar services to the Department, the Respondent is to include an attestation statement from the individual with authority to bind the Respondent in place of the Attachment E.
4. No faxes will be accepted for Attachment E (Client Contact List). Only original hardcopies submitted within the technical proposal or copies submitted through electronic upload with the proposal to the Department Bid Library are acceptable.

F. Service Components – Volume 1, Tab 3

It is **MANDATORY** that the Respondent complete and describe each service task to be delivered using the Attachment I-A, Subsection A, Service Components form.

G. Technical Proposal - Volume 1, Tabs 4 – 9

The Technical Proposal (described below in paragraphs 1-6) shall be prepared in the format listed below utilizing 8.5" x 11" paper with one-inch margins top, bottom, and sides. Each Respondent shall limit the Technical Proposal's narrative to no more than sixty (60) consecutive pages. **Pages submitted in excess of the specified limit for the Technical Proposal's narrative will be removed prior to evaluation and will not be evaluated.** Any attachments, charts, photos, maps, diagrams, or other resource materials that support the information provided in the Technical Proposal shall be referenced within the Technical Proposal's narrative, included as exhibits or attachments to the Technical Proposal, and presented at the end of the Technical Proposal. Such exhibits or attachments shall not be counted in the sixty (60) page limitation established for the Technical Proposal.

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

1. Introductory Statement – Volume 1, Tab 4
This section should be an introductory statement of the general strategy and methodology that will be used to achieve the project goals.
2. Management Capability – Volume 1, Tab 5
 - a. This section shall reasonably and logically identify the management approach to plan, control, and manage the services, in accordance with requirements identified in Attachment I, Services to be Sought.
 - b. This section shall provide a copy of the Respondent's corporate organizational chart and description of the corporate organizational structure, leadership staff qualifications (including licenses, qualifications, education, experience) needed in order to meet the requirements to provide services as outlined in the RFP.
 - c. This section shall also identify the Respondent's corporate oversight and support for the services required for the program.
 - d. This section shall identify whether Contract approval is required by a governing entity (Board or Committee). If so, provide a detailed plan as to how the Respondent's organization will ensure the resulting Contract is executed by the anticipated Contract start date.
3. Statement of Need – Volume 1, Tab 6
This section shall identify how the proposed Respondent addresses the issues and unmet programmatic needs facing youth between five and seventeen (17) at

risk of delinquency during summer and after-school hours and risk factors for the identified domains: school, use of free time, employment, relationships, family/living arrangement, alcohol and drugs, mental health, attitudes/behaviors, aggression and skills. Respondents may view Juvenile Justice Circuit Advisory Boards (CAB) Comprehensive Plans in an effort to understand the resources, weakness and strengths of their prospective Circuits in which they are submitting a proposal for this solicitation. The Juvenile Justice CAB Comprehensive Plans are located at the following link: <http://www.djj.state.fl.us/partners/circuit-advisory-boards>.

4. Services to be Sought – Volume 1, Tab 7

This section shall include a detailed description of the Respondents approach to providing the services required by this RFP.

- a. The Respondent shall explicitly address all Department requirements specified in Attachment I and must include Service Tasks to be Performed, Service Location(s) and Times, Deliverables, and Performance Measures.
- b. This section shall identify how the proposed program addresses the problem and provides a solution to the problem identified in the Statement of Need.
- c. The section shall clearly identify how involvement within the schools, community, and neighborhoods, will assist in providing services to at-risk youth. The Respondent should address how the program will engage and work with parents, families, caregivers and other key support networks.
- d. This section shall describe the criteria to be utilized to determine youth program eligibility and define successful program completion.
- e. This section shall describe the service components and service tasks to be utilized within the program and appropriate frequency and time frames of proposed services to ensure youth at risk of delinquency are able to complete program services in a timely manner (see Attachment I-A, Subsection A).
- f. This section shall outline how the program will accomplish and track its performance measures and performance outcomes.
- g. In addition, the Respondent shall provide the documentation as requested and outlined in Attachment O. PLEASE NOTE THAT IT IS INSUFFICIENT FOR PROPOSALS TO MERELY RECITE OR REITERATE THE SERVICES TO BE SOUGHT.

5. Staffing & Personnel – Volume 1, Tab 8

- a. This section shall describe the number and type of staff to perform services, required management staff positions, and key personnel that are required in order to deliver services as specified in the RFP.
- b. This section shall describe all professional qualifications and licensure of all management personnel and key personnel that are required in order to deliver services as specified in the RFP.
- c. This section shall describe any training required for staff to perform services as specified in the RFP. Respondent shall provide a detailed training plan for the Department's Office of Staff Development & Training to review and approve.
- d. The Respondent shall describe in detail how the criminal background records check will be accomplished prior to providing services to the youth.

6. Implementation Plan – Volume 1, Tab 9

This section shall provide a detailed plan of implementation for the services to be sought for the duration of the initial Contract term in accordance with requirements identified in Attachment I, Services to be Sought.

H. Financial Proposal (Volume 2)

1. Price – Volume 2, Tab 1
 - a. It is **MANDATORY** that the Respondent shall provide a price for the services by returning a completed and signed copy of the Department's Attachment J - Price Sheet. The price must include all services, material and labor necessary to complete the Services to be Sought in Attachment I as described in this RFP and the Respondent's proposal. This price shall be expressed as two decimal number prices.
 - b. It is **MANDATORY** that the Respondent shall submit a completed and signed Attachment J that proposes an Annual Maximum Proposed Contract Dollar Amount at or below the Annual Maximum Contract Dollar Amount stated in the RFP.
 - c. The Price Sheet will be scored (see Attachment D).
2. Budget – Volume 2, Tab 2
 - a. It is **MANDATORY** that the Respondent complete, sign and submit Attachment H Prevention Budget December 2018 in Tab 2 of Volume 2. The Attachment H template is available at: <http://www.djj.state.fl.us/providers/contracts>. The total budget amount must match the Annual Maximum Proposed Contract Dollar Amount on the Attachment J – Price Sheet.
3. Certified Minority Business (CMBE) Utilization Plan – Volume 2, Tab 3

The Respondent shall describe its plan and/or methods to encourage diversity and utilize minority businesses in the performance of the services described in this solicitation. The information provided in this section shall address the plan described in the Attachment F - available at: <http://www.djj.state.fl.us/providers/contracts/index.html> of the RFP. The Respondent shall also include documentation supporting the CMBE Plan, for each Florida CMBE listed on Attachment F that the Respondent intends to utilize in the program procured. Florida CMBEs must meet all CMBE eligibility criteria and be certified as a CMBE by the Office of Supplier Diversity (OSD) of the Florida Department of Management Services. The documentation shall be a 1-page letter supplied by the CMBE on its letterhead stationery, stating the intent of the CMBE to participate in the program and clearly identifying the Department Solicitation Number. No points will be awarded for the CMBE Utilization Plan.

I. Mailing Label

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

DEPARTMENT SOLICITATION NUMBER 10630
DATE DUE: WEDNESDAY, MARCH 27, 2019 at 2:00 PM EDT
ENVELOPE/BOX # _____ OF _____ ENVELOPE(S)/BOX(ES)
Florida Department of Juvenile Justice Bureau of Procurement and Contract Administration Attention: Dominique Wimberly, Procurement Manager 2737 Centerview Drive, Suite 1101 Tallahassee, Florida 32399-3100

XXI. ADDITIONAL REQUIREMENTS FOR RESPONDENTS SELECTED FOR CONTRACT AWARD

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

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

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**ATTACHMENT C – MANDATORY (IF APPLICABLE)
CERTIFICATION OF EXPERIENCE
(TO BE COMPLETED BY THE RESPONDENT)
RFP #10630**

THIS MANDATORY (IF APPLICABLE) FORM SHALL BE COMPLETED BY THE RESPONDENT AND SIGNED BY A PERSON LEGALLY AUTHORIZED TO MAKE BINDING STATEMENTS ON BEHALF OF THE RESPONDENT. THE COMPLETED AND SIGNED FORM SHALL BE SUBMITTED WITH THE PROPOSAL.

COMPANY NAME: _____

DATE ESTABLISHED: _____

PRIMARY BUSINESS: _____

TOTAL NUMBER OF EMPLOYEES: _____

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

NUMBER OF YEARS PROVIDING DELINQUENCY PREVENTION AND INTERVENTION SERVICES TO AT-RISK YOUTH AS DESCRIBED IN THE RFP (PUBLIC AND/OR PRIVATE): _____

LIST ENTITIES FOR WHO THE COMPANY HAS PROVIDED DELINQUENCY PREVENTION AND INTERVENTION SERVICES TO AT-RISK YOUTH WITHIN THE LAST FIVE YEARS AND THE DATES OF PERFORMANCE (RESPONDENT MUST DEMONSTRATE TWO YEARS EXPERIENCE WITHIN THE LAST FIVE YEARS:

I _____, CERTIFY THAT THE RESPONDENT KNOWN AS _____ HAS AT LEAST ____ YEARS EXPERIENCE WITHIN THE LAST FIVE YEARS RELEVANT TO THE PROVISION OF SERVICES TO AT-RISK AND/OR DELINQUENT YOUTH.

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

ATTACHMENT D - EVALUATION CRITERIA

Proposal Section	Section Title	Maximum Possible Points per Section
A.	Technical Proposal – Volume 1	
	1. Introductory Statement	0
	2. Management Capability	100
	3. Statement of Need	50
	4. Services to be Sought	200
	5. Staffing & Personnel	150
	6. Implementation Plan	50
B.	Financial Proposal – Volume 2	
	1. Price Sheet (Attachment J)	200
	2. Budget (Attachment H)	0
	Total Maximum Overall Points	750

EVALUATION CRITERIA

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

- I. The Department will use the following methods to score the relevant section of the Respondent's proposal.
- A. Transmittal Letter
This is a requirement (see Attachment B, Section XX., A.) of the RFP; however, no points will be awarded.
- B. Technical Proposal
- The Technical Proposal's sections will be evaluated by a minimum of three Department employees serving as evaluators. They will independently score these sections based on the requirements of the RFP on a 0-5 scale. The assignment of points by each evaluator will be based upon the following description of each score:

Use the following rating scores to rate the evaluation question in Attachment P:		AWARD CRITERIA
RATING	SCORE	EVALUATION DESCRIPTION
Excellent	5	The proposal exceeds all technical specifications and requirements for the service component specified. The approach is innovative, comprehensive, and complete in every detail.
Very Good	4	The proposal meets all technical specifications and requirements for the component specified. The approach is comprehensive and complete in every detail. The proposal approach contains some innovative details for some of the components specified.

Adequate	3	The proposal meets all technical specifications and requirements for the component specified.
Poor	2	The proposal does not meet all technical specifications and requirements for the component specified, or it demonstrates minimum understanding of the requirements for the component specified.
Unsatisfactory	1	The proposal fails to demonstrate the Respondent's understanding of the requirements for the component specified or the ability to provide the service.
Not Addressed	0	The Respondent's proposal does not address the service component(s) specified, or the evaluator is not able to locate the information in the Respondent's proposal.

2. Evaluators will score proposals based on the information provided in response to the criteria outlined in Attachment P.

B. Financial Proposal - Evaluation Criteria

1. It is **MANDATORY** that the Respondent shall provide a price for the services by returning a completed and signed copy of the Department's **Attachment J - Price Sheet**. The price must include all services, material and labor necessary to complete the Services to be Sought in Attachment I as described in this RFP and the Respondent's proposal. The price sheet will be scored. Any proposal without a completed and signed Attachment J or with an Annual Maximum Proposed Contract Dollar Amount exceeding the Total Available Annual Maximum Contract Dollar Amount shall be rejected.
2. The score for price will be based upon the lowest "Unit Price" submitted on Attachment J by all Respondents. The total available points for price is 200 points. Therefore, the Respondent who submits the lowest "Rate/Price" shall receive 200 points. All others price proposals will receive points according to the following formula:

$$\frac{(N)}{X} \times 200 = Z$$

Where: N = lowest verified Unit Price of all proposals submitted.
 X = Respondent's proposed unit price
 Z = points awarded
3. Price sheets will be examined to determine if all calculations are accurate. Any Price sheet that is incomplete or in which there are significant inconsistencies or inaccuracies may be rejected by the Department. No deviations, qualifications or counter offers will be accepted. The Department reserves the right to reject any or all proposals.
4. All price table calculations will be verified for accuracy. In the event that a mathematical error is identified, Unit Prices submitted by the Respondent will prevail.
5. It is **MANDATORY** that the Respondent submits a completed and signed Attachment H. However, no points will be awarded for the Attachment H. The Financial Proposal will be evaluated to determine whether the costs listed in the Attachment H are allowable pursuant to state and federal expenditure laws, rules and regulations and authorized by the agreement between the State and Provider. To be reasonable, a cost must be evaluated to determine that the amount does not exceed what a prudent person would incur given specific circumstances. To be necessary, cost must be essential to the successful completion of the program.

C. Application of Points

To determine the highest scoring Respondent, the Procurement Manager will add the Respondent's Technical Proposal Points (max of 550 points) and the Respondent's Price

Points (max of 200 points) together for cumulative total. The Respondent with the highest Grand Total will be ranked first, the Respondent with the second highest Grand Total will be ranked second, etc. The Department anticipates four awards as a result of this solicitation.

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**ATTACHMENT E (MANDATORY)
CLIENT CONTACT LIST
RFP #10630**

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

CLIENT 1:

NAME OF CLIENT: _____

TITLE OF CLIENT: _____

FIRM OR BUSINESS NAME: _____

OFFICE TELEPHONE NUMBER: _____ **OFFICE E-MAIL:** _____

ADDRESS: _____

TYPE OF SERVICE PROVIDED: _____

CLIENT 2:

NAME OF CLIENT: _____

TITLE OF CLIENT: _____

FIRM OR BUSINESS NAME: _____

OFFICE TELEPHONE NUMBER: _____ **OFFICE E-MAIL:** _____

ADDRESS: _____

TYPE OF SERVICE PROVIDED: _____

CLIENT 3:

NAME OF CLIENT: _____

TITLE OF CLIENT: _____

FIRM OR BUSINESS NAME: _____

OFFICE TELEPHONE NUMBER: _____ **OFFICE E-MAIL:** _____

ADDRESS: _____

TYPE OF SERVICE PROVIDED: _____

CLIENT 4:

NAME OF CLIENT: _____

TITLE OF CLIENT: _____

FIRM OR BUSINESS NAME: _____

OFFICE TELEPHONE NUMBER: _____ **OFFICE E-MAIL:** _____

ADDRESS: _____

TYPE OF SERVICE PROVIDED: _____

**ATTACHMENT G
SAMPLE CONTRACT**

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

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

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ATTACHMENT J - PRICE SHEET (MANDATORY)

SERVICE TYPE	TOTAL NUMBER OF YOUTH SERVED PER DAY	UNIT PRICE TBD BASED ON ANNUAL MAXIMUM PROPOSED CONTRACT DOLLAR AMOUNT	SERVICE DAYS	ANNUAL MAXIMUM PROPOSED CONTRACT DOLLAR AMOUNT
Invest in Children Program	(1)	(4) Rate/Price: \$ _____	(2)	(3) \$ _____
<p>NOTE: IT IS MANDATORY THAT # (3) THE TOTAL ANNUAL MAXIMUM PROPOSED CONTRACT DOLLAR AMOUNT DOES NOT EXCEED THE TOTAL AVAILABLE ANNUAL MAXIMUM CONTRACT DOLLAR AMOUNT (\$125,000.00) STATED IN THE RFP. IF IT IS EXCEEDED, THE RESPONDENT'S PROPOSAL WILL NOT BE EVALUATED.</p>				

INSTRUCTIONS:

In cell # (1) above, the Respondent shall insert the "Total Number of Youth Served Per Day".
 In cell # (2), the Respondent shall insert the number of "Service Days" (total number of days annually that youth will be served).
 In cell # (3), the Respondent shall insert the "Annual Maximum Proposed Contract Dollar Amount".
 In cell # (4), the Respondent shall insert the "Unit Price".

NOTE: THE TOTAL ANNUAL MAXIMUM PROPOSED AMOUNT (3) WILL BE MULTIPLIED BY THE NUMBER OF YEARS IN THE INITIAL TERM OF THE CONTRACT (AS APPLICABLE). TERMS OF LESS THAN ONE YEAR SHALL BE PRO-RATED. ANY RENEWAL OPTIONS EXERCISED IS AT THE DEPARTMENT'S DISCRETION AND SHALL BE ON THE SAME TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT.

By submission of and signature on this form, the prospective Respondent agrees to all terms and conditions of this RFP and commits the prospective Respondent to the prices stated.

NAME: _____ **TITLE:** _____

COMPANY: _____

E-MAIL ADDRESS: _____

TELEPHONE NUMBER: _____

SIGNATURE: _____ **DATE:** _____

ATTACHMENT O				
THE COMPLETION OF THIS CROSS-REFERENCE TABLE IS A MANDATORY REQUIREMENT				
RFP/PROPOSAL CROSS REFERENCE TABLE				
RFP DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)			LOCATION IN PROPOSAL (TO BE COMPLETED BY PROSPECTIVE RESPONDENT)	
SECTION/PART	SUBJECT	MANDATORY CRITERIA (X FOR YES)	PAGE NUMBERS	SECTIONS/PARTS
	GENERAL PROPOSAL RESPONSE REQUIREMENTS			
PLEASE NOTE: General Proposal Response Requirements that are checked as Mandatory Criteria must be provided by the prospective Respondent to be considered responsive to this RFP. Failure to provide the required mandatory documentation will result in a proposal not being evaluated and rejected as non-responsive.				
Attachment B, Section V., G., Section XX., B,	MANDATORY – Attachment O - Cross Reference Table	X		
Attachment B, Section V., C., Section XX., A	MANDATORY - Transmittal Letter containing all the information required by Section XX., A.	X		
Attachment B, Section V., B., Section XX., C.	MANDATORY - Attachment C – Any Respondent that has not previously provided same or similar services for the Department within the past two years, sign and submit under Volume 1, Tab 2 the Attachment C, Certificate of Experience. The Respondent must demonstrate two years of experience with the last five years of providing delinquency prevention and intervention services to at-risk youth.	X		
Attachment B, Section V., D., Section XX., E.	MANDATORY - Attachment E - Must be completed and submitted with at least three previous or current clients for whom the Respondent has delivered same or similar services to at-risk and/or delinquent youth. Clients are expected to be businesses or other organizations and cannot be parents/guardians, students, or minors.	X		

ATTACHMENT O				
THE COMPLETION OF THIS CROSS-REFERENCE TABLE IS A MANDATORY REQUIREMENT				
RFP/PROPOSAL CROSS REFERENCE TABLE				
RFP DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)			LOCATION IN PROPOSAL (TO BE COMPLETED BY PROSPECTIVE RESPONDENT)	
SECTION/PART	SUBJECT	MANDATORY CRITERIA (X FOR YES)	PAGE NUMBERS	SECTIONS/PARTS
Attachment B, Section V., F., Section XX., H., 1., Attachment D.	MANDATORY - Attachment J – A completed and signed copy of the Attachment J with the total maximum proposed amount at or below the maximum contract dollar amount stated in the RFP.	X		
Attachment B, Section V., E., Section XX., H., 2.,	MANDATORY - Attachment H – Prevention Budget December 2018	X		
Attachment B, Section XX., D.	Certificate of Drug-Free Workplace.			
	TECHNICAL PROPOSAL RESPONSE (SUGGESTED DOCUMENTATION*)			
<p>*PLEASE NOTE: The Respondent is requested to provide evidence of existing documentation (plans, resumes, charts, etc.) as requested in this cross-reference table and addressed below. If evidentiary documentation is not currently available, provide evidence of intent or plan to implement and identify as such. This will include proposed plans, schedules, proposed staff contracts, job description etc. Include all relevant information that will assist us in evaluating your proposal. Failure to provide information as requested may result in 0 points being assessed for that portion of the proposal evaluation. If the Prospective 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 RFP.</p>				
	CATEGORY #1: Introductory Statement			
Attachment B, Section XX., G., 1.	This section should be an introductory statement of the general strategy and methodology that will be used to achieve the project goals.			
	CATEGORY #2: Management Capability			
Attachment B, Section XX., G., 2., a.	Identify the management approach to plan, control, and manage the services, in accordance with requirements identified in Attachment I, Statement of Services to be Sought.			

ATTACHMENT O				
THE COMPLETION OF THIS CROSS-REFERENCE TABLE IS A MANDATORY REQUIREMENT				
RFP/PROPOSAL CROSS REFERENCE TABLE				
RFP DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)			LOCATION IN PROPOSAL (TO BE COMPLETED BY PROSPECTIVE RESPONDENT)	
SECTION/PART	SUBJECT	MANDATORY CRITERIA (X FOR YES)	PAGE NUMBERS	SECTIONS/PARTS
Attachment B, Section XX., G., 2., b.	Provide a copy of Respondent's corporate organizational chart and description of the corporate organizational structure and leadership staff qualifications (including licenses, qualifications, education, experience) that indicate sufficient management capability to perform or provide the services required in the RFP.			
Attachment B, Section XX., G., 2., c., and d.	Describe the Respondent's corporate oversight and support for the services. The proposal shall identify whether Contract approval is required by a governing entity (Board or Committee), and if so provide a detailed plan as to how the Respondent's organization will ensure the resulting Contract is executed by the anticipated Contract start date of August 15, 2019.			
CATEGORY #3: Statement of Need				
Attachment B, Section IX., G., 3.	Describe how the Respondent's program will address the issues and unmet programmatic needs facing at-risk youth and their identified risk factors for the identified domains (school, use of free time, employment, relationship, family, living arrangements, alcohol and drugs, mental health, attitudes/behavior, aggression, skills). Respondents may view Juvenile Justice Circuit Advisory Boards (CAB) Comprehensive Plans in an effort to understand the resources, weakness and strengths of their prospective Circuits in			

ATTACHMENT O				
THE COMPLETION OF THIS CROSS-REFERENCE TABLE IS A MANDATORY REQUIREMENT				
RFP/PROPOSAL CROSS REFERENCE TABLE				
RFP DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)			LOCATION IN PROPOSAL (TO BE COMPLETED BY PROSPECTIVE RESPONDENT)	
SECTION/PART	SUBJECT	MANDATORY CRITERIA (X FOR YES)	PAGE NUMBERS	SECTIONS/PARTS
	which they are submitting a proposal for this solicitation. The Juvenile Justice CAB Comprehensive Plans are located at the following link: http://www.djj.state.fl.us/partners/circuit-advisory-boards .			
CATEGORY #4: Services to be Sought				
Attachment B, Section XX., G., 4., a.	Address, in detail, all Department requirements specified in Attachment I and must include Service Tasks to be Performed, Service Location(s) and Times, Deliverables, Reports, and Performance Measures.			
Attachment B, Section XX., G., 4., b.	Describe the Respondent's plan to address the problem and to develop a solution in response to the problem identified in the Statement of Need.			
Attachment B, Section XX., G., 4., c.	Describe the Respondent's plan to address how involvement within the schools, community, and neighborhoods will assist in services to at-risk youth. Describe how Respondent plans to address how the program will engage and work with parents, families, caregivers and other key support networks.			
Attachment B, Section XX., G., 4., d.	Describe, in detail, the Respondent's company's criteria utilized to determine youth's program eligibility and define successful program completion.			
Attachment B, Section XX., G., 4., e.	Describe the Respondent's service components and service tasks to be used within the program and the appropriate			

ATTACHMENT O				
THE COMPLETION OF THIS CROSS-REFERENCE TABLE IS A MANDATORY REQUIREMENT				
RFP/PROPOSAL CROSS REFERENCE TABLE				
RFP DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)			LOCATION IN PROPOSAL (TO BE COMPLETED BY PROSPECTIVE RESPONDENT)	
SECTION/PART	SUBJECT	MANDATORY CRITERIA (X FOR YES)	PAGE NUMBERS	SECTIONS/PARTS
	frequency and time frames of proposed services that ensures youth are able to complete program services in a timely manner (see Attachment I-A, Subsection A).			
Attachment B, Section XX., G., 3., f.	Describe how the Respondent's company will accomplish its performance measures and performance outcomes.			
CATEGORY #5: Staffing and Personnel				
Attachment B, Section XX., G., 5., a.	Describe the Respondent's company's number and type of staff to perform services, required management staff positions, and key personnel that are required in order to deliver services as specified in the RFP.			
Attachment B, Section XX., G., 5., b.	Describe all professional qualifications and licensure of all management personnel and key personnel that are required in order to deliver services as specified in the RFP.			
Attachment B, Section XX., G., 5., c., and d.	Describe any training/certification required for staff to perform services as specified in the RFP. Provide a detailed training plan for the Department's Staff & Development Training to review and approve. Provide details on how the criminal background records check will be accomplished prior to providing services to the youth.			
CATEGORY #6: Implementation Plan				
Attachment B, Section XX., G., 6., and Exhibit 3	Provide a detailed plan of implementation for the services to be provided for the duration of the initial Contract term.			

**ATTACHMENT P
EVALUATION QUESTIONS/CONSIDERATIONS**

CATEGORY #1: Introductory Statement

Consideration 1.1: Does the proposal have an introductory statement of the general strategy and methodology that will be used to achieve the project goals? *(Not Scored)*

CATEGORY #2: Management Capability

How well does the proposal describe the Respondent's management capability?

Consideration 2.1: To what extent does the proposal describe the Respondent's management approach to plan, control, and manage the services, in accordance with requirements identified in Attachment I, Services to be Sought? *(Weighted: 7 Max Points: 35)*

Consideration 2.2: How well does the Respondent's proposed organizational structure (as indicated in the organizational chart and in the leadership's staff qualifications) indicate sufficient management capability to perform the services required by the RFP? *(Weighted: 6 Max Points: 30)*

Consideration 2.3: How well does the proposal clearly identify corporate oversight and support for the services? Does the proposal identify whether Contract approval is required by a governing entity (Board or Committee) and if so, does the proposal include a detailed plan as to how the organization will ensure the contract is executed by the August 15, 2019, start date? *(Weighted: 7 Max Points: 35)*

CATEGORY #3: Statement of Need

How well does the proposal outline the need for the program of services? Describe the services to be sought.

Consideration 3.1: How well does the Respondent identify how the program will address the issues and unmet programmatic needs facing youth between the ages of five and seventeen (17) and their identified risk factors for the identified domains? Consider the proposed services to address school, use of free time, employment, relationships, family/living arrangement, alcohol and drugs, mental health, attitudes/behaviors, aggression and skills. *(Weighted: 10 Max Points: 50)*

CATEGORY #4: Services to be Sought

How well does the proposal describe the services to be sought?

Consideration 4.1: To what extent does the proposed program address the problem and provide a solution to the problem identified in the Statement of Need? *(Weighted: 7 Max Points: 35)*

Consideration 4.2: To what extent does the proposal clearly identify how involvement within the schools, community, and neighborhoods will assist in services to at-risk youth? Consider the proposed services should address how the program will engage and work with parents, families, caregivers and other key support networks. *(Weighted: 8 Max Points: 40)*

Consideration 4.3: To what extent does the proposal describe the criteria to be utilized to determine youth program eligibility and define successful program completion? *(Weighted: 9 Max Points: 45)*

Consideration 4.4: To what extent does the proposal describe the service components and service tasks to be utilized within the program and appropriate frequency and time frames of proposed services to ensure youth are able to complete the program services in a timely manner? *(Weighted: 9 Max Points: 45)*

Consideration 4.5: How well does the proposal describe how the Respondent will accomplish and track its performance measures and performance outcomes. *(Weighted: 7 Max Points: 35)*

CATEGORY #5: Staffing and Personnel

How well does the proposal outline the staffing and personnel structure?

Consideration 5.1: To what extent does the proposal outline the number and type of staff to perform service, management staff positions, and key personnel that are required in order to deliver services as specified in the RFP? *(Weighted: 12 Max Points: 60)*

Consideration 5.2: How well does the Respondent identify professional qualifications and licensure of all management personnel and key personnel that are required in order to deliver services as specified in the RFP? *(Weighted: 8 Max Points: 40)*

Consideration 5.3: How well does the proposal describe any training/certification required for staff to perform services as specified in the RFP? Did the proposal include a detailed training plan for the Department's SD&T approval? Did the proposal describe in detail how the criminal background records check will be accomplished prior to providing services to the youth. *(Weighted: 10 Max Points: 50)*

CATEGORY #6: Implementation Plan

To what extent does the Respondent outline the proposed implementation plan?

Consideration 6.1: To what extent does the proposal provide a detailed plan of implementation for the services to be sought for the duration of the initial contract term? Consider the timeline for each service task (including anticipated dates of start and completion) of services and deliverables. *(Weighted: 10 Max Points: 50)*

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**ATTACHMENT I
SERVICES TO BE SOUGHT**

I. GENERAL DESCRIPTION

A. General Description of Services

This RFP is issued by the State of Florida, Department of Juvenile Justice (the Department) is seeking proposals in the Central Region (http://www.djj.state.fl.us/docs/about-us/circ_region-key_map.pdf?sfvrsn=0) from community, faith-based, not-for-profit organizations, LLC, and/or divisions of local government to address the issues facing youth at risk of delinquency between the ages of five and seventeen (17). The Department seeks the implementation and delivery of innovative programs to address juvenile delinquency prevention and intervention efforts throughout the State of Florida that include, but are not limited to: mentoring; tutoring; academic assistance; life skills training; job internships; learning to live violence-free; family engagement; recreational programs; substance abuse intervention; educational enhancement; and other services that will support prevention and intervention of youth from the juvenile justice system.

The proposed Respondent should address how the Program will engage and work with parents, families, caregivers and other key support networks.

B. Authority for Specific Program Service(s)

Chapter 985, Florida Statutes (F.S.) gives the Department of Juvenile Justice the authority to:

1. Develop and implement effective programs to prevent delinquency;
2. Divert children from the traditional juvenile justice system;
3. Intervene at an early stage of delinquency;
4. Provide critically needed alternatives to institutionalization and deep-end commitment; and
5. Provide well-trained personnel, high-quality services, and cost-effective programs within the juvenile justice system.

C. Major Goal(s) of the Program/Service

The Department's goal is to provide innovative program opportunities to address juvenile delinquency that engage at-risk and/or delinquent youth. Therefore, the organization awarded a resulting Contract will be monitored to ensure that its program achieves substantial success in delivering services that reduce delinquency and improve pro-social behaviors as a means to furthering the Department's goal and program objectives.

D. Program Implementation

The successful Respondent must have the capability to execute a Contract and begin services by August 15, 2019. The Respondents shall complete a timeline for implementation of all proposed activities from Notice of Agency Decision through Contract execution (Exhibit 3, Start-Up Implementation Plan). The resultant Contract shall reflect the service period August 15, 2019 through June 30, 2022.

E. Available Funding

The Department anticipates awarding four Contracts as a result of this RFP. The Contracts awarded under this RFP are approximately \$125,000.00 each, annually. Funding for the resulting Contract year (initial Contract award) and renewal years, if applicable, may increase or decrease, based on available funding to the Department.

F. Definitions

1. **Evidence-based Delinquency Interventions:** Interventions and practices which have been independently evaluated and found to reduce the likelihood of recidivism, or at least two criminogenic needs within a juvenile offending population. The evaluation must have used sound methodology, including, but not limited to, random assignment, use of control groups or matched comparison groups, valid and reliable measures, low attrition, and appropriate analysis. Such studies shall provide evidence of statistically significant positive effects of adequate size and duration. In addition, there must be evidence that replication

- by different implementation teams at different sites is possible with similar positive outcomes.
2. **Mentoring:** A process in which the mentor serves as a role model, trusted counselor, or teacher who provides opportunities for development, growth, and support to less experienced individuals. In career mentoring, for example, individuals receive career-related information, encouragement, and advice.
 3. **Prevention:** Efforts that support youth who are “at-risk” of becoming involved in delinquent behavior and help prevent a juvenile from entering the juvenile justice system as delinquent. Prevention includes arbitration, diversionary, or mediation programs, and community service work, or other treatment available subsequent to a child committing a delinquent act.
 4. **Outcome:** A measure of the quantified result, impact, or benefit of program tasks on the clients, customers, or users of the services.
 5. **Respondent:** Also referred to as the Provider, the Respondent is the entity submitting a response, proposal, and/or reply to this specific solicitation.
 6. **Response, Proposal, and/or Reply:** A document submitted in reply to a Request for Proposal (RFP) procurement document to be considered for contract award as a lead agency for the Department.
 7. **At-Risk Youth:** At-Risk Youth is defined as any youth who exhibits problem behaviors such as un-governability, truancy, and running away from home. Additionally, a youth who has an identified risk in their record of referrals, school, use of free time, relationships, family/living arrangement, alcohol and drugs, mental health, attitudes/behaviors, aggression, and skills domains is considered at-risk.
 8. **Subcontractor:** An agreement entered into by the Provider with any other person or organization that agrees to perform any performance obligations for the Provider specifically related to securing or fulfilling the Provider’s obligations to the Department under the terms of this Contract.

II. YOUTH TO BE SERVED

- A. General Description of Youth to be Served
The Respondent shall provide program services for youth who may be at-risk for formal involvement in the juvenile justice system, and who meet the eligibility criteria contained in the resulting Contract.
- B. Youth Eligibility
Services are limited to youth between the ages of five to seventeen (17). The decision to accept a youth into the program shall be made by the Respondent.
- C. Youth Referral/Determination
Youth may be referred to the Respondent by parents, legal guardians, local schools, community service organizations, network of community linkages and the Department. The Department shall resolve all disputes regarding the eligibility of youth to participate in the program. The Respondent shall contact the Department’s assigned Contract Manager prior to the admission of youth whose eligibility is in dispute.
- D. Limits on Youth to be Served
Youth who have completed program services may be a participant in program services as a new youth in a following Contract year(s) if services are needed. The Respondent shall complete all necessary closeout procedures for JJIS/Prevention Web once the youth has completed program services. Youth who turn eighteen (18) while enrolled in the program may continue program services until completion.
- E. Youth Discharge Planning
If services are not received in a thirty (30) day period, the youth shall be discharged from the program. Upon release/discharge from program services, the Respondent shall complete and submit to the Department’s Contract Manager a youth’s discharge form. The Respondent shall ensure the youth’s release date is entered into the JJIS/Prevention Web system.

III. SERVICES TO BE PROVIDED

A. Service Tasks

1. One assessment using the Department's Prevention Assessment Tool (PAT) shall be completed and entered into JJIS/Prevention Web for each newly admitted youth. The Respondent shall complete the intake process and data entry into JJIS Prevention Web on each newly admitted youth within three business days of the youth's admission to the program. All youth must have the PAT completed and entered in JJIS Prevention Web within seven calendar days of admission to the program. The Respondent shall complete and enter into JJIS Prevention Web an exit Prevention PAT on each youth within the last fourteen (14) calendar days of the youth's participation in the program. An exit PAT is required for youth whose length of stay in a prevention program is greater than sixty (60) calendar days. Youth should be released from JJIS within seven calendar days of release from services. The assessment shall include identification of youth risk factors with contributing variables that may have an impact on youth's behaviors and attitudes.
2. Transportation Services (if applicable): The Respondent shall provide or arrange for the provision of transportation for program-related purposes, when necessary and appropriate. The Respondent shall ensure that the vehicles used to transport youth shall be maintained in safe operating conditions at all times, do not exceed the number of persons the vehicle was designed to carry, and are equipped with seat belts and a first aid kit. The Respondent shall ensure all employees who are responsible for transporting youth have a valid license to operate the vehicle. Program-related purposes shall include, but are not limited to:
 - a. Community volunteer and service learning project.
 - b. Youth development or educational activities.
3. Youth Service Plan: The Respondent shall maintain a youth service plan for each youth served. The youth's service plan shall contain all program services the youth will attend during the Contract term. The Respondent shall document all service tasks that have been accomplished toward completion of each youth's service plan.
4. List all the major specific service tasks and a description of each task that must be carried out to deliver the overall services (e.g., mentoring; tutoring; academic assistance; life skills training; job internships; learning to live violence-free; family engagement; recreational programs; substance abuse intervention; and educational enhancement).
 - a. Describe in detail the requirements of delivering the specific service tasks and/or sub-tasks that fall under each major task. Use subheadings as needed.
 - b. Number the Major Service Tasks as necessary and also sub-number/outline the Sub-tasks that are related to the Major Task.
 - c. If there is a program acceptance, admittance, discharge, and/or termination process describe it/them here. If there is a process or programs that allow completion, you can describe successful completion or failure here.
5. Programs must target at-risk and/or delinquent youth between the ages of five and seventeen (17), to divert them away from the juvenile justice system. Examples: The following list presents examples (not exhaustive) of the types of program activities that can be funded:
 - a. Mentoring,
 - b. Tutoring,
 - c. Academic Assistance,
 - d. Life Skills Training,
 - e. Job Internships,
 - f. Learning to Live Violence-Free,
 - g. Family Engagement,
 - h. Recreational Programs,

- i. Substance Abuse Intervention, and
 - j. Educational Enhancement
- B. Service Tasks Limits
 The Respondent shall serve youth between the ages of five and seventeen (17). The Respondent shall provide services to youth who meet the eligibility criteria contained in the resulting Contract. The Respondent shall not be reimbursed for services rendered outside the terms of the resulting Contract. All prescribed services shall be provided in a manner consistent with applicable federal and state laws, rules and regulations. The Respondent shall be able to provide continuous services throughout the contract term.
- C. Service Locations and Times
 - 1. Service Locations
 The Respondent shall outline in detail where services shall be provided. Any additional space where services are to be provided shall be approved in writing by the Department's Contract Manager.
 - 2. Service Times
 Administrative services shall be provided, at a minimum, during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except for state recognized holidays. Hours of operation deviating from traditional business hours should be detailed in the proposal.
 - 3. Changes to Service Locations and/or Times
 The Respondent shall submit a request for written approval prior to any changes to the location of services or times for service delivery to the Department's Contract Manager. Approval must be obtained in writing from the Department, prior to any such changes.
- D. Staffing & Personnel
 The Respondent and all personnel provided under the resulting Contract from this RFP, whether performance is as a Respondent, subcontractor, or any employee, agent or representative of the Respondent or subcontractor, shall continually maintain all licenses, protocols, and certifications that are necessary and appropriate or required by the Department or another local, state or federal agency, for the services to be performed or for the position held. All such personnel shall renew licenses or certifications pursuant to applicable law or rule. The Respondent shall provide copies of all current licenses or certificates required for the delivery of services under this resulting Contract, to the Department's Contract Manager, prior to the delivery of services or as a part of the proposal.
 - 1. Background Screening
 Prior to the provision of services, staff shall comply with the Department's Statewide Procedure on Background Screening for Employees, Vendors, and Volunteers available for review on the Department's website. The Provider shall comply with the requirements for background screening pursuant to chapters 39, 435, 984 and 985, F.S. and the Department's background screening policy. The Provider shall verify the employment eligibility of all current and prospective employees through the United States Department of Homeland Security's E-Verify System, throughout the duration of the Contract.
 - 2. Staff Training
 This section shall address the Respondent's training plan to deliver trainings required by the Office of Prevention. The Respondent may offer these required trainings in-house or use the Department's Learning Management System to participate in trainings and document the completion of the required trainings by its employees, agents, or subcontractors. All staff must have in his/her personnel file documentation of the completion of minimum training requirements, with the number of hours earned. All employees hired after Contract execution shall complete training requirements within ninety (90) days of hire date. All independent training curriculums shall be submitted to the Department's Contract Manager for review and approval by the Department's Staff Development and Training unit. Training information shall be updated based on certification or

minimum training requirements for individual trainings. Training information may be requested by the Office of Program Accountability for validation purposes.

- a. Respondent staff shall be trained on the Department's Policy and Procedures regarding Human Trafficking. The required training is available through the Department's Learning Management System (Course FDJJ 316 – Human Trafficking 101 for Direct Care Staff). This course introduces the staff to the nature and scope of human trafficking, trains them to recognize the signs of trafficking in victims and teaches them what to do if they suspect someone is a victim of human traffickers.
- b. The Respondent may use in-house or the Department's Learning Management System to complete all training requirements as listed below. The Respondent and all subcontractors shall complete training on the following:
 - PREA – Positions listed in the Contract, *direct-contact, non-direct-contact and subcontractors (two-year basis)
 - Sexual Harassment – Positions listed in the Contract, *direct-contact, non-direct-contact and subcontractors (two-year basis)
 - Human Trafficking - Positions listed in the Contract, direct-contact, non-direct-contact and subcontractors (one-year basis)
 - Trauma Informed Care – Positions listed in the Contract and subcontractors' *direct-contact positions (within ninety [90] days of Contract execution)
 - Information Security Awareness – Positions listed in the Contract, *direct-contact, non-direct-contact and subcontractors who handled/input youth information (within ninety [90] days of Contract execution)
 - Child Abuse/Incident Reporting – Positions listed in the Contract, *direct-contact, non-direct-contact and subcontractors (within ninety [90] days of Contract execution)
 - Suicide Prevention – Positions listed in the Contract, and subcontractors' *direct-contact positions (within ninety [90] days of Contract execution)
 - Equal Employment Opportunity (EEO) - Staff listed in the Contract, *direct-contact, non-direct contact and subcontractors (within ninety [90] days of Contract execution)
 - Program Monitoring & Management (PMM) System/Juvenile Justice Information System (JJIS)/Staff Verification System (SVS) – One position listed in the Contract must initially be trained.
 - Cardiopulmonary Resuscitation (CPR)/First Aid - The Provider shall acquire CPR/First Aid training from a third-party source for all *direct-contact positions and subcontractors' *direct-contact positions.
- c. Prevention Assessment Tool (PAT) Training (one day)
 For Respondent staff completing the PAT and/or entering the PAT data in JJIS, the following required trainings must be completed: JJIS, Motivational Interviewing (MI), and PAT. The PAT was developed to assist prevention programs in identifying areas of highest criminogenic need, developing a meaningful intervention plan, and monitoring progress in reducing risk factors and increasing protective factors. Pre-requisites for this training are completion of both JJIS and MI trainings. The Respondent may request PAT training by accessing the following link: <http://www.djj.state.fl.us/partners/our-approach/PACT/prevention-assessment-tool>.
- d. MI Training (two days)
 Respondent staff utilizing the PAT shall complete MI training prior to the PAT training. MI is a directive, client-centered interaction style for eliciting behavior change by helping youth to explore and resolve ambivalence. MI training is intended to provide staff with more effective communication strategies to utilize when interacting with youth. The Respondent may conduct their own MI training, as long as they have a Department approved Qualified Trainer who follows the training protocol/trainer agreement issued

by the Department and the trainer meets Qualified Trainer qualifications. Documentation of MI training shall be maintained for each staff. The Respondent shall coordinate with the Department's assigned Contract Manager to schedule MI training.

**direct-contact - staff who have face to face contact with youth.*

3. Staff Training Costs
All training costs and expenses occurring from, associated with, Department-required training necessary for performance under the resulting Contract or otherwise required by federal or state law, rule, or department policy for Respondent employees, agents or subcontractors, shall be the responsibility of the Respondent. Therefore, all training costs are included in the total cost of the services requested. The Department is not responsible for and, therefore, shall not reimburse any additional, itemized training costs, including but not limited to, software, licenses, travel and materials, incurred in the performance of the resulting Contract.
 4. Staffing Levels
The Respondent shall ensure the constant presence of sufficient qualified staff to provide the services listed in order to ensure that there shall be no waiting lists for program services and shall monitor staff vacancies to ensure services are not cancelled, postponed, or rescheduled.
 5. Staffing Qualifications
All staff shall possess adequate education and training to perform the duties for which they are assigned and meet all applicable licensing or certification requirements for their respective disciplines.
 6. Staffing Schedule and Vacancies
The Respondent shall have and utilize a written back-up plan and have adequate qualified staff to fill-in for required Respondent staff who may be absent from work (e.g., unexpected emergency, illness, or vacation) to ensure that services shall not be cancelled or rescheduled. Those individuals who are responsible for the delivery of services are considered key personnel. In the event of a vacancy of key personnel, the Department's Contract Manager shall be notified within twenty-four (24) hours. Additionally, the vacant positions shall be filled by an individual with equivalent experience and expertise.
 7. Staff Changes
Changes to the staffing levels, titles, and qualifications required in the resulting Contract are not authorized. Any changes to staffing levels, titles, and qualifications shall be made through a formal Amendment. Staffing changes at any level within the program shall be reported on the Staff Vacancy Report which shall be submitted monthly to the Department's Contract Manager.
- E. JJIS Contact and Training
The Respondent shall be responsible for the accuracy of the information entered into the JJIS/ Prevention Web. This responsibility is based on the Department's capability to provide access and utilization to the Provider. The Respondent shall designate a lead staff person responsible for ensuring completion and accuracy of the JJIS data entry, including admission and release dates. This staff person shall also be the main contact for the Department's Data Integrity Officer and the Office of Program Accountability. The Department will provide limited assistance to the Provider with JJIS/Prevention Web training.
- F. Record Keeping
The Respondent shall document all service tasks are being accomplished or have been completed. The Respondent shall document completion of training requirements, with the number of hours earned for all staff. The Respondent shall maintain a case file for each youth served. The file shall contain documentation of referral into this contracted program and written parental consent. Data shall be collected and maintained in such a

way as to permit data integrity verification against the JJIS/Prevention Web, invoices, and submitted reports.

G. Data Collection

Upon access to the Department's JJIS/Prevention Web system, the Respondent shall enter data into the following systems. The responsibility for entering data in JJIS is based on the Department's capability to provide access and utilization to the Respondent. The Respondent shall contact the Department's Data Integrity Officer in the area to gain appropriate access and secure training within forty-five (45) days of this Contract start date.

1. JJIS/Prevention Web: The Respondent must enter data into the JJIS/Prevention Web within three business days of youth's admittance to the program. All youth information required in the JJIS/Prevention Web shall be collected and maintained in hard copy format.
2. Staff Verification System (SVS): The purpose of the SVS is to create a comprehensive database of employees who work with youth in juvenile justice programs. Each time a supervisor is considering hiring a new employee, the supervisor will be able to access the system to obtain the work history of the individual in juvenile justice programs in Florida. The system will show the programs the person has worked for and will provide a previous employer's name and telephone number for job references. By sharing this information, the Department will be able to ensure that undesirable employees do not move from the Department to a Provider program or from one Provider program to another. Florida Statute authorizes the sharing of this information for all criminal justice agencies, including the Department of Juvenile Justice and its Providers. Each Provider will be required to input several data items on each employee including employee name, social security number, date of hire, program where employed, and job title. Once the initial data on all employees is added to the system, Providers will be responsible for updating the list monthly regarding employees who have left their employment and all new hires. The Department's data will be updated via the State of Florida People First system.
3. Program Monitoring & Management (PMM) System: The purpose of the PMM System is to provide a single site for the Department's monitoring process, document storage, deficiency review and corrective actions, and performance measures. Respondent will be able to view monitoring reports and enter comments, build Corrective Action Plans (CAPS) to respond to deficiencies, and enter data on performance issues as determined in the Contract or service area.
4. The Respondent is required to collect and report to the Department the following data for evaluation purposes:
 - a. Demographic information of youth served: Name, date of birth, race, sex, Social Security Number, date of admission, and date of release;
 - b. Behavior characteristics of youth admitted to the program; and
 - c. Types of prevention services provided.
5. The Respondent is required to maintain data on a monthly basis in each individual participant's file and shall enter data into JJIS/Prevention Web as required.
6. The Respondent, throughout the term of this Contract, shall document compliance with required service tasks, performance and evaluation data, and provide documentation of such data for inspection upon request.
7. The Respondent shall participate in the annual Comprehensive Accountability Report (CAR) data verification project for a period of two years following the completion of the current Contract year.
8. The Department will conduct outcome evaluations and recidivism studies concentrating on the re-offending and re-adjudication of juveniles who complete the program for one State fiscal year after the youth is released from the program.

9. These evaluations and studies will consider the content of the program, its components and the duration of the program. The results may be used in the rating of the program for any future funding.
 10. The Respondent shall complete all necessary close-out procedures for JJIS/Prevention Web once the youth has completed program services.
- H. Circuit Advisory Board Participation
The Respondent shall collaborate and participate in Circuit Advisory Board meetings within the Circuit in which services are provided throughout the Contract term.

IV. **PROPERTY**

- A. Non-Expendable Tangible Personal Property:
1. Title (ownership) to all non-expendable property shall be vested in the Department at the time of the purchase of the property if the property is acquired from:
 - a. Expenditure of funds provided by the Department under a cost reimbursement Contract.
 - b. Expenditure of funds provided by the Department as operational expense dollars.
 2. All Department-furnished property acquired by the Respondent through funding sources identified above, with a cost of \$1,000 or more and lasting more than one year, and hardback-covered bound books costing \$250 or more, and computers regardless of cost, shall be accounted for in accordance with Rule 69I-72, F.A.C. All such property, including replacements to Department-furnished property that is lost, destroyed, exhausted, or surplus under the terms of the resulting Contract, shall be returned to the Department upon Contract termination. Any replacements shall be of equal or greater value when returned to the Department.
 3. Upon delivery of Department-furnished property to the Respondent, the Respondent assumes the risk and responsibility for its loss and damage.
 4. The Respondent shall submit to the Department's Contract Manager a listing of all items purchased for the program with Department funds and include supporting documentation of funds used. The Respondent shall include this with the first invoice submitted after purchase of the item(s). The Respondent shall not dispose of Department-furnished property without the written permission of the Department. Department policies and procedures shall be followed when disposing of state-furnished property.
 5. The Respondent shall not use any Department-furnished property for any purpose except the delivery of services identified in the resulting Contract.
 6. The Respondent shall submit a final inventory report that is approved by the Department at conclusion of the resulting Contract.

V. **DELIVERABLES**

The Respondent shall submit an invoice with sufficient documentation to fully justify payment for services delivered. Failure by the Respondent to promptly report and document deliverables as required shall result in a reduction in the invoice.

If the Respondent fails to meet the minimum level of performance, the Department will not reimburse the Respondent for expenses incurred during the month the minimum level of performance was not met.

Service Units/Deliverables

- A. The deliverable is a month of services in accordance with the Respondent's proposed service tasks outlined in Attachment I-A, Subsection A, of the resulting Contract.
- B. In addition to using the Respondent's proposed program deliverables (determined by the Respondent) in Attachment I-A, Subsection A of the proposal, the following Department

program deliverable (minimum standards) shall be utilized by the Department throughout the duration of the resulting Contract.

1. One assessment using the Department's Prevention Assessment Tool (PAT) shall be completed and entered into Prevention Web for each newly admitted youth within three business days. The assessment shall include identification of youth risk factors with contributing variables that may have an impact on youth's behaviors and attitudes.

VI. REPORTS

The Department will require progress or performance reports throughout the term of the resulting Contract. The Respondent shall complete reports as required to become eligible for payment.

- A. The following are the Contract Managers for the respective parties. All matters shall be directed to the Contract Managers for action or disposition. Any and all notices shall be delivered to the parties at the following addresses:

Provider	Department
Individual's Name	Contract Manager's Name (To be provided in the final Contract)
Mailing Address	Mailing Address
City, State, Zip code	City, State, Zip Code
Telephone Number	Telephone Number
Fax Number	Fax Number
E-Mail Address	E-Mail Address

- B. After execution of the resulting Contract, any changes in the contact information to the above Contract Managers may be provided by either party, by written notification to the other party, with a copy of the written notification to be sent to the Department's Bureau of Procurement & Contract Administration. A copy of the written notification shall be maintained in the official Contract record. All notices required by the resulting Contract or other communication regarding the resulting Contract shall be sent by United States Postal Service or other delivery service with proof of delivery.

1. Invoice
A properly prepared invoice shall be submitted directly to the Department's Contract Manager within thirty (30) calendar days following the end of the month for which services were rendered. Supporting documentation for each deliverable must be included as per Attachment I, Section V., as well as the Monthly Deliverable Activity Report. Payment of the invoice shall be pursuant to section 215.422; F.S. and any interest due shall be paid pursuant to section 55.03(1), F.S. A Vendor Ombudsman, established within the Department of Financial Services, may be contacted if a Respondent is experiencing problems in obtaining timely payment(s) from a State of Florida agency. The Vendor Ombudsman may be contacted at 850-413-5516.

2. Youth Census Report
A complete list of youth who were provided services, required under the terms and conditions of this Contract during the service period detailed on the invoice, shall be furnished. At a minimum, the Youth Census Report shall include the youth's last name and initial of first name, juvenile justice identification number, date of service, and the service required by this Contract which was provided. No confidential information, such as a youth's full name or date of birth, shall be submitted with the Youth Census Report or any other documentation. The Respondent must redact confidential identifying information from any hardcopies submitted to the Department and password protect any electronic files.

3. Monthly Expenditure Report
A list of all expenditures using Contract funds shall be submitted with the Respondent's invoice on a monthly basis. Invoices for cost reimbursement Contracts must be supported by an itemized listing of expenditures by category

(salary, travel, expenses, etc.). Supporting documentation must be provided for each amount for which reimbursement is being claimed indicating that the item has been paid, to include copies of cashed checks or bank statements showing payment. An example of the type of documentation representing the minimum requirements for the Salaries Category is a payroll register showing gross salary charges, fringe benefits, other deductions and net pay. If a staff member for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable. Each piece of documentation should clearly reflect the dates of service. Only allowable expenditures from categories in the Cost Reimbursement Line Item Budget shall be reimbursed.

4. Monthly Activity & Progress Report
A summary of program services using Contract funds shall be submitted with the Respondent's invoice on a monthly basis. The report shall also include a summary of collaborative partners, number of sessions participants served, program specific objectives, and program concerns. Changes to this report form may be mutually agreed upon between the Provider and the Department's Contract Manager. A copy of the MAR can be located at: <http://www.djj.state.fl.us/partners/contract-management>.
5. Youth Discharge Form
The Respondent shall complete and submit the Youth Discharge form to the Department's Contract Manager for youth that have been released/discharged from the program.
6. Proof of Insurance
A Certificate of Insurance shall be provided to the Department's Contract Manager prior to the delivery of service, and prior to expiration of insurance. Certificates of Insurance shall reflect appropriate coverage(s) based on the recommendation of a licensed insurance agent, and the minimums listed in the resulting Contract.
7. Subcontract(s)
A copy of all subcontracted agreements entered into by the Respondent and a subcontractor for services required of the Respondent via the resulting Contract, shall be submitted to the Department in advance for review. A signed copy of the subcontract reviewed by the Department shall be provided to the Department's Contract Manager prior to the delivery of service to Department youth and payment to the subcontractor.
8. Organizational Chart
The Respondent's organizational chart shall be provided upon execution of the resulting Contract, annually, and upon changes. The organizational chart shall include the programmatic and administrative structure of the Respondent's organization.
9. Staff Vacancy Report
The Respondent shall provide a complete list of all vacant program positions required by the resulting Contract, and include the position title, position number, date of vacancy, and position description. The Respondent shall provide the Department's Contract Manager with an explanation for vacancies, which exceed ninety (90) calendar days. Services shall be provided to all Department youth by qualified Respondent staff regardless of whether a position(s) is vacant. A copy of the Staff Vacancy Report can be found at: <http://www.djj.state.fl.us/partners/contract-management>.
10. Staff Hire Report
The Respondent shall provide a complete list of staff hired to fill vacant positions to include their full legal name, the position title, position number, date of hire, date of background screening, and position description. If any position filled requires specific licensing, certification, or education as required in the resulting Contract, a copy of the license, certification, and/or education credentials shall be

- provided with the Staff Hire Report. A copy of the Staff Hire Report can be found at: <http://www.djj.state.fl.us/partners/contract-management>.
11. Minority Business Enterprise (MBE) Utilization Report
The Respondent shall submit to the Department’s Contract Manager, along with each monthly invoice, the MBE Utilization Report listing all payments made for supplies and services to Minority Business Enterprises (MBEs) during the invoice period. The listing shall identify the MBE code for each payment.
 12. Information Resource Request (IRR)
All IRR purchases must be in accordance with Section VIII., General Terms & Conditions of the resulting Contract.
 13. Continuity of Operations Plan (COOP)
Prior to the delivery of service, the Respondent shall submit a COOP to the Department’s Contract Manager who will route to the program area Regional Director, or Designee for approval. The COOP must provide for the continuity of Contract services in the event of a manmade/natural disaster/emergency. The Department approved plan format can be found on the Department’s website. Additional information can be found in FDJJ 1050, Continuity of Operations Plans.
 14. Training Plan
The Department will provide a training plan to incorporate at a minimum, all contractual pre-service and in-service training as outlined in the resulting contract related to Rule 63H. A copy of the template can be found at <http://djj.state.fl.us/partners/contract-management>.
 15. Annual Report
The annual report shall also describe any obstacles, overall program goals and objectives and how successful the program was at achieving them. Number of volunteers utilized, and number of staff shall be provided in the report.
 16. Budget
The Respondent shall submit the budget annually or within thirty (30) days of a requested change to the Department’s Contract Manager.
 17. Annual Affidavit of Compliance with Level 2 Screening Standards
The Respondent shall submit to the Department’s Contract Manager the Annual Affidavit of Compliance with Level 2 Screening Standards confirming that all employees and volunteers working in their facility or program have been properly screened prior to working with Department youth. A copy of the forms can be found at <http://www.djj.state.fl.us/services/support/OIG/BSU>.

REPORT LIST	FREQUENCY	DUE DATE	DUE TO DEPARTMENT
Invoice	Monthly	Within thirty (30) calendar days following the end of the month for which services were rendered	Contract Manager
Youth Census Report	Monthly	To be submitted with the monthly invoice	Contract Manager
Monthly Expenditure Report	Monthly	To be submitted with the monthly invoice	Contract Manager
Monthly Activity & Progress Report	Monthly	To be submitted with the monthly invoice	Contract Manager
Youth Discharge Form	Monthly	To be submitted with the monthly invoice	Contract Manager
Proof of Insurance	Upon Contract execution; or renewal	Prior to the delivery of services and prior to expiration of insurance	Contract Manager

Copy of Subcontracts	Upon execution of the subcontract	Prior to delivery of services to youth payment to the subcontractor	Contract Manager
Organizational Chart	Upon Contract execution; annually; and upon changes	Prior to the delivery of services and annually at renewal thereafter	Contract Manager
Staff Vacancy Report	Monthly	To be submitted with the monthly invoice	Contract Manager
Staff Hire Report	Monthly	To be submitted with the monthly invoice	Contract Manager
MBE Utilization Report	Monthly	To be submitted with the monthly invoice	Contract Manager
Information Resource Request (IRR)	Prior to the purchase of information technology soft/hardware	Prior to the purchase of information technology soft/hardware	Contract Manager
Continuity of Operations Plan (COOP)	Annually	Prior to the delivery of services and February 1 st each year	Contract Manager
Training Plan	Prior to the execution of the Contract; annually	Prior to the execution of the Contract and by January 31 st (annually)	Staff Development & Training
Annual Report	Annually	To be submitted with the monthly invoice	Contract Manager
Budget	Annually, or within thirty (30) days of requested change	Annually, or within thirty (30) days of requested change	Contract Manager
Office of the Inspector General Background Investigations – Annual Affidavit of Compliance with Level 2 Screening Standards	Annually	January 30 of each calendar year	Contract Manager

C. Report Receipt and Documentation

The Respondent shall submit written reports with all required documentation within the time frame(s) listed above to the correct individuals to become eligible for payment. Delivery of deliverables and reports shall not be construed to mean acceptance of those deliverables and reports. The Department reserves the right to reject deliverables and reports as incomplete, inadequate, or unacceptable. The Department’s Contract Manager will approve or reject deliverables and reports.

VII. PERFORMANCE MEASURES/OUTCOMES

The Respondent or its approved subcontractors (if applicable) shall meet the following program specific performance measures:

A. Performance Outputs

1. Risk Factors

Goal: 100% of youth served in the program will have at least one risk factor present in three out of the ten risk domains identified in the Prevention Assessment Tool.

Measure: The number of newly admitted youth with at least one risk factor present in three out of the ten risk domains divided by the total number of newly admitted youth served.

Standard: 70% of youth served in the program will have at least one risk factor present in three out of the ten risk domains identified in the Prevention Assessment Tool.

Frequency: This shall be reported on an annual basis.

Prevention Assessment Tool Domains and Risk Factors	
Domain:	Risk Factors:
School	Special Education, expulsions/suspensions, unexcused absences/habitual truancy, GPA below 2.0/grades under C
Use of Free Time	Lack of interest and/or participation in structured activities
Employment (for applicable youth)	Having problems with current employment, lacks knowledge of what it takes to maintain a job
Relationships	Positive adult relationships, antisocial peers/gang association, admires antisocial peers
Family/Living Arrangement	Household member history of jail/prison, parental drug/mental health/employment problem, transient/shelter/homeless living situation, history of running away, threats or actual physical abuse/domestic violence in home, inadequate parental supervision, consistently disobeying parents
Alcohol and Drugs	Past alcohol and/or drug use
Mental Health	History of physical/sexual abuse, neglect
Attitudes/Behaviors	Impulsive, lack of empathy/no remorse, resents/defies authority and/or responsible behavior, proud of antisocial behavior
Aggression	History of physical aggression/fighting or threats of physical harm
Skills	Poor consequential thinking, poor goal setting, poor problem solving, lack of social skills to deal with others, problems, or emotions

2. Assessment
Goal: 100% of eligible youth will receive a PAT assessment within seven calendar days of admission to the program.
Measure: Number of youth with a PAT assessment that are registered in Prevention Web within seven calendar days of admission to the program divided by the total number of youth admitted.
Standard: 95% of eligible youth will receive a PAT assessment within seven calendar days of admission to the program.
Frequency: This shall be reported on an annual basis.

B. Performance Outcomes

1. Assessment
Goal: 100% of the participating youth enrolled in the program shall successfully complete the program.
Measure: The total number of youth that successfully complete the program enrolled in the program divided by the total by the total number of youth enrolled in the program.

Standard: 90% of the participating youth enrolled in the program shall successfully complete the program.

Frequency: This shall be reported on an annual basis.

2.

Recidivism

Goal: 100% of youth who successfully complete a program shall remain crime free for twelve (12) months.

Measure: Number of youth who did not receive subsequent adjudication, adjudication withheld or an adult conviction for any new violation of law within twelve (12) months of successfully completing the program divided by the number of youth who successfully complete the program.

Standard: Not to exceed the recidivism percent as reported in the Comprehensive Accountability Report that is published annually for similar programs.

Frequency: This shall be reported on an annual basis.

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Attachment I-A. Subsection A. Service Components (MANDATORY)

Example Service Component Include Service Tasks to be Provided for each Program Service Component Identified	Frequency	What time of day, day of week, and during which months will the service be offered to all participants	Minimum number of hours of this service to be considered as "completed all services"
Example Service Component: GED prep work (Four 6-week sessions)	3 times a week for 6 weeks	1:30-4:30pm Every Monday, Wednesday and Friday for 6 weeks every two months September/October, November/December, January/February and March/April	54 classroom hours
Example Service Task(s): Outreach to participant's schools to identify need, classroom instruction, pre and post GED testing.			
Service Component Include Service Tasks to be Provided for each Program Service Component identified	Frequency	What time of day, day of week and during which months will the service be offered to all participants?	Minimum number of hours of this service to be considered as "completed all services"
Service Component:			
Service Task(s)*:			
Service Component:			
Service Task(s)*:			
Service Component:			
Service Task(s)*:			

*The Respondent shall complete and describe each service task to be delivered as outlined in Section III., A., Services Tasks.

Exhibit 3
Start-Up Implementation Plan

The Respondent shall provide a separate plan of its first thirty (30) days of activities from Notice of Agency Decision to contract execution. In this plan, please indicate all activities listed below that will be accomplished so that the Respondent can begin services of youth by the 15th day of August 2019. Please attach additional pages, if needed.

Action Task/Deliverable	Time Frame needed (# of Days)	Targeted Completion Date	Staff and Resources Required to Achieve Task by Target Date	Brief Narrative of Implementation Plan for Action Task
1. Appoint/Hire/background screen/train Identify functional committee/person for oversight of program start up.				
2. Staffing/Hiring				
a. (identify each Staff Member)				
b.				
c.				
d.				
3. Background Screening				
4. Staff Training and/or Certification				
5. Recruitment plan to services				
6. Fiscal Infrastructure				
a. Separate Bank Account				

b. Accounting software or an accounting system that you will use to track its Provider expenditures.				
c. Identified staff who will deal with the accounting system.				
7. Select and acquire program facility where services will be provided				