

Date: March 26, 2020

Subject: Evening Reporting Center – Circuit 13, Hillsborough County

Request for Proposals (RFP): The Department seeks proposals to provide an Evening Report Center (ERC) in Hillsborough County for youth placed on Supervised Release and Court Ordered to an ERC. Services shall be implemented by August 1, 2020 as specified in Attachment I, Services to be Sought. The Department intends to contract for services in Circuit 13, Hillsborough County.

NOTE: Funding in Fiscal Year 2020/2021 is dependent upon legislative appropriation and not guaranteed. Contract award as a result of this solicitation may not result in a Contract.

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
Attachment D	Evaluation Criteria
Attachment E	Client Contact List
Attachment F	Florida Certified Minority Business Enterprise (CMBE) Subcontracting Utilization Plan ²
Attachment G	Sample Vendor Contract ²
Attachment H	Budget – 10672 ³
Attachment I	Reserved
Attachment J	Supplier Qualifier Report Request 12-23-16 ²
Attachment K	Drug-Free Workplace Certification ²
Attachment L	Facility / Site Requirements Certification (For Respondent Proposed Owned / Leased Facility)
Attachment M	Notice of Intent to Attend Solicitation Conference ³
Attachment N	Notice of Intent to Submit a Proposal ³
Attachment O	Cross Reference Table
Attachment P	Evaluation Questions/Considerations
Attachment Q	Reserved
Attachment R	Proposal Verification Form ³ (NEW)
Attachment S	Tie Breaking Certifications ³
Attachment T	Details of Interventions Proposed
Attachment I	Services to be Sought
Exhibit 1	Invoice ⁴
Exhibit 2	Youth Census Report ⁴
Exhibit 3	Florida Minority Business Enterprise (MBE) Utilization Report ⁴

¹ Available at: http://dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources/purchasing_forms

² Available at: <http://www.djj.state.fl.us/partners/procurement-and-contract-administration>

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

⁴ Available at: <http://www.djj.state.fl.us/partners/forms-library/contracts>

Respondents shall comply fully with the instructions on how to respond to the RFP. Respondents submitting a hardcopy proposal shall label it as "**DJJ SOLICITATION NUMBER 10672**" 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.

Per subsection 287.057(23), Florida Statute (F.S.), Respondents to this solicitation or persons acting on their behalf may not contact, between the release of this solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or 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.

Terminated for Cause Exclusions

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:

- 1) The twelve (12) month period shall begin with the effective date of termination for cause, as delineated in the termination letter from the Department.
- 2) 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 response to the solicitation.
- 3) If terminated for cause in the last twelve (12) month period preceding the Notice of Intended Award resulting from this solicitation, the Respondent shall be ruled disqualified and therefore ineligible to receive a contract award.
- 4) The above applies regardless of the business structure (for profit/not for profit) or the dates the corporations were created.

One Florida Initiative Requirement

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 may be due to the Department prior to Contract execution:

- 1) Does your organization have a Small Business Administration 8(a) certification? Yes (Y) / No (N)
If Y, then proceed no further with these questions.
- 2) Is your organization a non-profit? Y/N
If Y, then proceed no further with these questions.
- 3) Does your organization have more than 200 permanent full-time employees (including the permanent full-time staff of any affiliates)? Y/N
If Y, then proceed no further with these questions.
- 4) Does your organization have a net worth of \$5 million or more (including the value of any affiliates)? Y/N

Sincerely,

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

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1. DEFINITIONS

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

- (a) "Department" means the Department of Juvenile Justice that has released the solicitation.
- (b) "Procurement Manager" means the Department's contracting personnel, as identified in the procurement.
- (c) "Prospective Provider" or "Provider" means the business organization or entity providing the services and commodities specified in the response to this 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 below:

- (a) Technical Proposal Specifications;
- (b) Special Conditions;
- (c) Instructions to Respondents (Attachment A);
- (d) Instructions to Respondents (PUR 1001[1]);
- (e) General Conditions (PUR 1000[1]); and,
- (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, 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 proposal on a contract to provide any goods or services to a public entity;
- (b) submitting a proposal on a contract with a public entity for the construction or repair of a public building or public work;
- (c) submitting a proposal on leases of real property to public entity;
- (d) being awarded or performing work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and
- (e) transacting business with any public entity in excess of the Category Two threshold amount (\$35,000) provided in section 287.017, F.S.

8. DISCRIMINATORY VENDORS

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

- (a) submit a proposal on a contract to provide any goods or services to a public entity;
- (b) submit a proposal on a contract with a public entity for the construction or repair of a public building or public work;
- (c) submit a proposal 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 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.; engaged in business operations in Cuba or Syria pursuant to section 287.135, F.S., or engaged in business operations with the government of Venezuela or in any company doing business with the government of Venezuela pursuant to s. 215.472(3). 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, or to be engaged in business operations with the government of Venezuela or in any company doing business with the government of Venezuela.

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 the contract resulting from this solicitation 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 proposal; and,
- (m) All information provided by and representations made by the Respondents are material and important and will be relied upon by the Department in awarding the Contract. Any misstatement shall be treated as fraudulent concealment from the Department of the true facts relating to submission of the proposal. A misrepresentation shall be punishable under law, including, but not limited to, Chapter 817, F.S.

11. PERFORMANCE QUALIFICATIONS

The Department reserves the right to investigate or inspect at any time whether the services, qualifications, or facilities offered by a Respondent meet the anticipated Contract requirements. The Respondent shall at all times during the resulting Contract term remain responsive and responsible. The Respondent must be prepared, if requested by the Department, to present evidence of experience, ability, and financial standing, as well as a statement as to plant, machinery, and capacity of the Respondent for the delivery of services. If the Department

determines that the conditions of the solicitation documents are not complied with, or that the services proposed to be furnished do not meet the specified requirements, or that the qualifications, financial standing, or facilities are not satisfactory, or that performance is untimely, the Department may reject the proposal. The Respondent may be disqualified from receiving awards if the Respondent, or anyone in the Respondent's employment, has previously failed to perform satisfactorily in connection with public competitive solicitations 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 the date, time, 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 (as outlined in Attachments D and P);
- (b) The reference checks conducted by the Department, using the contacts provided by the Respondent in the Client Contact List, result in positive recommendations about the Respondent (Attachment E);
- (c) Relevant Experience and/or In Good Standing with Current/Recent DJJ Contract is met – Yes/No (Attachment C). For the purposes of this RFP, the definition of "In Good Standing" is if the Respondent is a current (or recent) DJJ Provider regarded as having complied with all their explicit duties and obligations, while not being subject to any form of sanction, suspension or disciplinary censure, nor having any open critical or major deficiencies. It would also mean that the Respondent has obtained and retained all applicable federal, state and local licenses and is current with required filings such as periodical reports, registrations, license and tax documents; and,
- (d) Meets Financial Proposal Evaluation Criteria (see Attachments B, D, and H).

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

18. CONTRACT FORMATION

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

19. CONTRACT OVERLAP

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

20. PUBLIC RECORDS

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

21. CONFIDENTIAL, PROPRIETARY, OR TRADE SECRET MATERIAL

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

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

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

22. PROTESTS

Any protest concerning this solicitation shall be made in accordance with subsections 120.57(3) and 287.042(2), F.S., and Rule 28-110, F.A.C. Questions to the Procurement Manager shall not constitute formal notice of 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 section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, F.S."
- (c) Rule 28-110.005, F.A.C., requires the following statement to be included in the solicitation: "Failure to file a protest within the time prescribed in Section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, F.S."

23. CAPTIONS AND NUMBERING

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

24. CONTACT DURING SOLICITATION

Pursuant to subsection 287.057(23), F.S.: "Respondents to this solicitation or persons acting on their behalf may not contact, between the release of this solicitation and the end of the 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.

ATTACHMENT B
GENERAL INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF PROPOSALS

- I. SOLICITATION NUMBER** RFP #10672
- II. SOLICITATION TYPE** The Department seeks proposals to provide an Evening Report Center (ERC) in Hillsborough County for youth placed on Supervised Release and Court Ordered to an ERC. Services shall be implemented by August 1, 2020 as specified in Attachment I, Services to be Sought. The Department intends to contract for services in Circuit 13, Hillsborough County.

NOTE: Funding in Fiscal Year 2020/2021 is dependent upon legislative appropriation and not guaranteed. Contract award as a result of this solicitation may not result in a Contract.

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

IV. GENERAL INFORMATION

A. Calendar of Events

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

DATE	TIME	ACTION	WHERE
Thursday, March 26, 2020	C.O.B.	Release of solicitation	MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_main_menu
Wednesday, April 1, 2020	C.O.B.	Deadline for Submission of Intent to Attend Solicitation Conference form (Attachment M)	Send to Michele.Cunniff@djj.state.fl.us
Wednesday, April 1, 2020	C.O.B.	Solicitation Conference Question Deadline – Last date and time written questions will be accepted for discussion at Solicitation Conference	Send to Michele.Cunniff@djj.state.fl.us

DATE	TIME	ACTION	WHERE
Thursday, April 9, 2020	10:00 AM EDT	Solicitation Conference Call (This is a Public Meeting to be held only upon public interest)	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 801-658-293# when directed. The Agenda can be found on MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_main_menu under the solicitation #.
Monday, April 13, 2020	C.O.B.	Deadline for Written Questions	Send to Michele.Cunniff@djj.state.fl.us
Thursday, April 23, 2020	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
Friday, May 1, 2020	C.O.B.	Deadline for Submission of Intent to Submit a Proposal (Attachment N)	Send to Michele.Cunniff@djj.state.fl.us
Wednesday, May 6, 2020	2:00 PM EDT	Proposals Due and Opened	Attention: Michele Cunniff Department of Juvenile Justice Bureau of Procurement and Contract Administration 2737 Centerview Drive, Suite 1100 Tallahassee, FL 32399-3100
Wednesday, May 13, 2020	3:00 PM EDT	Evaluation Team Briefing Conference Call (This meeting is open for public attendance)	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 801-658-293# A recording of the Conference Call will be available at: http://www.djj.state.fl.us/partners/contracting/conference-calls within 48 hours of the Briefing being concluded, excluding weekends and holidays.
Tuesday, May 26, 2020	2:00 PM EDT	Evaluation Team Debriefing Conference Call (This meeting is open for public attendance)	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 801-658-293#

DATE	TIME	ACTION	WHERE
			A recording of the Conference Call will be available at: http://www.djj.state.fl.us/partners/contracting/conference-calls within 48 hours of the Debriefing being concluded, excluding weekends and holidays.
Tuesday, June 23, 2020	C.O.B.	Notice of Intended Award	MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_main_menu
Saturday, August 1, 2020		Anticipated Contract Start Date	

- B. Time, Date and Place Proposals are Due
Proposals must be received **NO LATER** than the date and time specified in the Calendar of Events (Attachment B, Section IV., A.), and submitted to the Department at the address identified in Section III., above, or electronically as outlined in Section VI., C., 1. **Caution:** A proposal received at the designated office after the exact time specified will not be considered, as specified by Attachment B.
- C. The Respondent must complete the Attachment L [Facility / Site Requirements Certification (for Respondent Proposed Owned / Leased Facility)]. Site Visit Inspections for Respondent Owned/Leased facilities will be held by the Department as per Attachment L.
- 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 Call
The Department may conduct a Solicitation Conference Call on the date and at the time specified in the Calendar of Events. The purpose of the Solicitation Conference Call is to discuss the contents of the solicitation, answer the Respondents' questions and clarify areas of misunderstanding or ambiguity. If no interest in the call is indicated by Respondents (Attachment M), the Department has the option of cancelling the conference by placing a notice of cancellation of the call on the Vendor Bid System website at http://www.myflorida.com/apps/vbs/vbs_main_menu under the solicitation number. If the call 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 Call shall take note of the following:
1. Notice of "Intent to Attend Solicitation Conference Call": Respondents interested in participating in the Solicitation Conference Call are encouraged to submit a Notice of Intent to Attend Solicitation Conference Call (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 Call: Questions for verbal discussion at the Solicitation Conference Call shall be submitted in writing and sent to the Procurement Manager at: Michele.Cunniff@djj.state.fl.us, or by mail or facsimile, and shall be received by the date specified for Solicitation Conference Call 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 call.
 3. Agenda: An Agenda with questions submitted to date by Respondents will be posted on the Vendor Bid System website at http://www.myflorida.com/apps/vbs/vbs_main_menu under the solicitation number no less than forty-eight (48) hours (two business days) prior to the meeting time.

4. Final Questions/Inquiries: Final questions after the Solicitation Conference Call, or any other inquiries regarding the solicitation, shall be submitted in writing and sent to the Procurement Manager at Michele.Cunniff@djj.state.fl.us, or by mail or facsimile, and shall be received by the date specified for Deadline for Written Questions in the Calendar of Events (Attachment B, Section IV., A.). The Department will not accept questions for 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.
 5. Non-Binding Communication: The Department will accept verbal questions during the Solicitation Conference Call 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.
 6. Department's Official Answer to Questions: The Department's official response to all written questions will be posted at http://www.myflorida.com/apps/vbs/vbs_main_menu as an addendum to this solicitation on or about the date specified in the Calendar of Events.
- F. Evaluator Briefing Session
The Department will hold an Evaluator Briefing Session at the date and time specified in the Calendar of Events. The purpose of the Evaluator Briefing Session is to ensure that evaluators fully understand the solicitation requirements and the evaluation and scoring process. This meeting is open for public attendance. A recording of the call will be available on the Department's website (<http://www.djj.state.fl.us/Providers/contracts/conference-calls/index.html>) within forty-eight (48) hours of the date listed on the Calendar of Events excluding weekends and holidays.
- G. Evaluator Debriefing Session
The Department will hold an Evaluator Debriefing Session at the date and time specified in the Calendar of Events. The purpose of the Debriefing Session is to allow evaluators an opportunity to state the page number(s) in the technical proposals where information relied on for assessing a score was found, record the scores assessed for the technical proposals and provide a concise summary of comments for each category/consideration. A recording of the call will be available on the Department's website at <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.
- H. On or about the date specified in the Calendar of Events (Attachment B, Section IV., A.), the Department's Notice of Intended Award will be posted on the Vendor Bid System website at 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 "Initiate 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.
- I. At every meeting subject to the Sunshine Law which relates to this procurement, the public shall be given reasonable opportunity to be heard.

V. MANDATORY CRITERIA

The following requirement must be met by the Respondent to be considered responsive to this RFP. Although there are other criteria set forth in this RFP, this is the only criteria deemed by the Department to be mandatory. Mandatory criteria that is incomplete or inaccurate may not be considered a "minor irregularity" as defined in Attachment A, 17.

Failure to meet this MANDATORY criteria shall result in a proposal not being evaluated and rejected as non-responsive.

- A. It is **MANDATORY** that the Respondent submit its complete proposal within the timeframes specified in the Calendar of Events (Attachment B, Section IV., A.). A proposal is considered complete if it contains all of the required documents listed in Attachment B, section XX.

VI. SOLICITATION INFORMATION

- A. The term "Provider" refers to:
1. "Provider" is defined to also include: any and all subsidiaries of the prospective Provider where the prospective Provider owns 80% or more of the common stock of the subsidiary; the parent corporation of the prospective Provider where the parent owns 80% or more of the common stock of the prospective Provider; and any and all subsidiaries of the parent corporation of the prospective Provider where the parent owns 80% of the common stock of the prospective Provider and the parent's subsidiaries.
 2. For all other purposes, the definition shall be as specified in Attachment A, 1.
- B. For the purposes of the Dun & Bradstreet Supplier Qualifier Report (SQR) (if applicable): the proposing entity ("Provider") named in the Transmittal Letter and the DUNS number listed there must match the company name and DUNS number listed on the D & B SQR.
- C. Respondents shall submit proposals in one of the following formats:
1. Electronic Upload of the Proposal(s):
 - a. The Department prefers Respondents to upload complete electronic proposals via the DJJ Bid Library, a private and secure online portal for solicitation documents, in SharePoint;
 - b. Respondents shall register for a DJJ Bid Library account by contacting the Procurement Manager for this RFP: Michele Cunniff, via e-mail at: Michele.Cunniff@djj.state.fl.us, or phone: (850) 717-2603;
 - c. Respondents are required to register their email address for access to the DJJ Bid Library using a **Microsoft** account;
 - 1) If the Respondent's organization already uses a Microsoft account, that email address should be utilized in the registration request.
 - 2) If the Respondent's organization does not use a Microsoft account, a free account can be created through Microsoft at <https://signup.live.com/?lic=1>. *This step must be completed first, prior to submitting the DJJ Bid Library registration request.* The email address used to create the Microsoft account should be utilized in the registration request to your Procurement Manager.
 - 3) Access to the DJJ Bid Library is granted by each user's specific Microsoft account. The Respondent's organization may elect to register a single or general Microsoft account for all submissions. This allows multiple users, with the Microsoft account log-in information, to view each other's uploads to the DJJ Bid Library. It also allows other users to edit and delete each other's uploads. *This is the method recommended by the Department.*
 - 4) If the Respondent's 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 (by the established deadline for proposals), even if there are multiple uploaded versions of the same document.

- 5) Once registered, the access link to the DJJ Bid Library will be emailed (sent from no-reply@sharepointonline.com. Check Spam, Clutter, or Junk folders).
- d. The complete electronic proposal shall be uploaded to the DJJ Bid Library no later than the deadline specified in the calendar of events for this RFP. Any and all documents uploaded, edited, or modified in any way after this deadline will be deemed non-responsive;
- e. The complete electronic proposal contains **all** documents as required per Attachment B., section XX., General Instructions for Preparation of the Proposal. Volumes 1 and 2 shall be saved in Microsoft Word and/or Excel. The signed transmittal letter (Volume 1, Tab 1) and Attachment C (Volume 1, Tab 2) are the only documents which can be saved in a PDF format. The Attachment H – Budget – 10672 (Volume 2, Tab 1) **must** be submitted in Excel; and,
- f. In the event the Provider needs technical assistance, the DJJ Bid Library Technical Assistant is Amber Mitchell, who can be reached via e-mail at: Amber.Mitchell@djj.state.fl.us or phone: (850) 717-2617.

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;
 - b. An original (which shall also be identified as “Original” on the cover) for each Attachment H – Budget -10672) 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 or Excel. The signed transmittal letter (Volume 1, Tab 1), and Attachment C (Volume 1, Tab 2) are the only documents which can be saved in a PDF format. The Attachment H – Budget – 10672 (Volume 2, Tab 1) **must** be submitted in Excel. 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., and Section VI., 1.; and,
 - 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 an Addendum or Informational Notice, and posted on the Vendor Bid System website at: http://www.myflorida.com/apps/vbs/vbs_main_menu. Prospective Respondents are responsible for checking the website for any changes.

VII. RESPONDENT’S QUESTIONS

INFORMATION WILL NOT BE AVAILABLE ORALLY. All inquiries shall be in writing and be sent to the Procurement Manager at Michele.Cunniff@djj.state.fl.us, or by mail or by facsimile (850-414-1625) and shall be received by the date specified in the Calendar of Events (Section IV., A.). The Respondent is responsible for ensuring that the Procurement Manager received the

inquiry. The Department will not take any further questions for 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 making a single award as a result of this solicitation. The award shall be made to a responsive and responsible Respondent.

NOTE: Funding in Fiscal Year 2020/2021 is dependent upon legislative appropriation and not guaranteed. Contract award as a result of this solicitation may not result in a Contract.

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 Intended Award 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 Intended Award 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, click on the DMS website at https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfm_p_vendors, and click on the Registration Requirements link. In order to register, you will need the following information:

- A. Company name;
- B. Tax ID type and number – Social Security Number (SSN) or Federal Employer Identification Number (FEIN);
- C. Tax filing information, including the business name on the 1099 or other tax form (where applicable);
- D. Location information:
 1. A business name for each company location (if different from the company name)
 2. A complete address for each location (including details for sending purchase orders, payments, and bills to each location)
 3. A contact person for each of the locations;
- E. Commodity codes that describe the products and/or services the company provides;
- F. CMBE information, if applicable; and,
- G. Complete the Substitute Form W-9 Process.

XI. CONTRACT PERIOD AND RENEWAL

The resulting Contract is expected to begin on **August 1, 2020**, and shall end at **11:59 p.m.** on **June 30, 2023**. The Department may renew the Contract upon the same terms and conditions, the duration(s) of which may not exceed the term of the original Contract, or three years, whichever is longer, and in accordance with subsection 287.057(13), F.S., and 60A-1.048, F.A.C.

XII. TYPE OF CONTRACT CONTEMPLATED

A Fixed Price Contract is 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 Vendor Contract, pursuant to Section 215.97, F.S.
- B. Statutory and rule requirements for the Provider for these types of contracts are specified in **Attachment G, Section VI. FINANCIAL AND TRANSACTIONS AUDIT REQUIREMENTS.**

XIV. TOTAL MAXIMUM CONTRACT DOLLAR AMOUNT

Total Maximum Annual Contract(s) Dollar Amount	\$100,000.00
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The Total Maximum Contract Dollar Amount (per Contract awarded) will be the Total Contract Amount.

XV. FINANCIAL CONSEQUENCES

- A. Financial consequences shall be assessed for Contract non-compliance or non-performance in accordance with the FDJJ Policy 2000 (Revised 01/31/19) for the following:
 - 1. Failure to submit an Outcome Based Corrective Action Plan (OBCAP) within thirty (30) calendar days of the finalized monitoring summary. This requires an acceptable OBCAP that clearly identified the root cause of the problem and outlines the process measures and outcomes that can be used to track the program’s success at correcting the issues. This timeframe may exceed thirty (30) calendar days if agreed to and approved in advance by the Regional Director or designee. The number of deficiencies or the complexity of the OBCAP will determine this approval;
 - 2. Failure to implement the OBCAP for identified deficiencies within the specified time frame(s); or
 - 3. Further failure to make acceptable progress in correcting deficiencies as outlined in the OBCAP within specified time frames.
- B. The Department’s Contract Manager or Regional Program Monitor conducts verification within ten business days of date identified by the Respondent on the OBCAP in the Department’s Program Monitoring and Management (PMM) system of when the deficiency would be corrected.
- C. The Department shall assess a financial consequence for noncompliance on the Respondent for each uncorrected deficiency identified in the OBCAP. After a failed second verification, the financial consequence(s) shall be assessed for each day the Provider has not complied retroactive to the date of the Department’s second verification site visit and shall continue to be imposed daily until each identified deficiency is remedied to full compliance with the OBCAP. Financial consequences for

- noncompliance can only be made as long as the language and calculations for financial consequences is in the original contract or amendment(s).
- D. The Respondent expressly agrees to the imposition of financial consequences as outlined below, in addition to all other remedies available to the Department by law.
 - 1. Total monthly value of contract X 1.0% = Financial Consequence. Imposition of consequences shall be per deficiency per day.
 - E. Written notification to the Respondent, including the deficiency(ies), the conditions (including time frames) that must be in place to satisfy the deficiency(ies) or the Department's concerns, the amount of the financial consequence and the month the deduction shall be made on the invoice, will be drafted by the Department's Contract Manager. The Department's Contract Manager shall deduct the approved amount from the Respondent's next monthly invoice as specified in the written notification.
 - F. If the Respondent has a grievance concerning the imposition of financial consequences for noncompliance, the Respondent shall follow the dispute process outlined in the resulting Contract, describing any extenuating circumstances that prevented them from correcting the deficiency(ies).
 - G. If the Respondent fails to address the Department's concerns after second verification and after the imposition of financial consequences, absent documentation of extenuating circumstances, the Department may move to the cure process, demand corrective action, and advise the Respondent that failure to do so will result in suspension of services or contract termination.

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.

Proposals shall be submitted in black and white only, as documents throughout the proposal may be used to draft the resulting Contract(s) which cannot contain color for scanning purposes. Additionally, please limit the use of Respondent logos and labels to the Transmittal Letter and first page of the Technical Response.

Attachment A, #17, "Minor Irregularities / Right To Reject" may be utilized should a Respondent fail to submit any of the information required in the hardcopy or electronic submission of either Volume 1 or Volume 2, except those areas explicitly noted.

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 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 posting the Notice of Intended 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 (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 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 Manager or as provided in the solicitation documents”; and,

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; is not listed on the Scrutinized Companies with Activities in Sudan List; is not listed on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; is not engaged in business operations in Cuba or Syria; and, is not engaged in business operations with the government of Venezuela or in any company doing business with the government of Venezuela. (pursuant to sections 215.472, 215.4725, 215.473, and 287.135, F.S.)”.
12. The Transmittal Letter must contain this exact statement: “On behalf of (insert Respondent’s name), this letter certifies that the Attachment H – Budget – 10672 submitted is complete, reflects reasonable costs for the service being proposed, and all costs are necessary to provide the proposed services. I understand that the Attachment H – Budget - 10672, which has been submitted by the date and time required in the RFP, will be evaluated on a pass/fail basis in accordance with Attachment D.

B. Cross Reference Table - Volume 1, Tab 1

In order to assist the Respondent in its development of a responsive proposal and to facilitate proposal evaluation by the Department, the Respondent shall provide a table that cross-references the contents of its proposal with the contents of the RFP. Please see Attachment O to this RFP for the cross reference table. The Respondent shall insert the Attachment O in Volume 1, Tab 1, just after the Part A - Transmittal Letter. Remember to complete Attachment O in its entirety.

Respondents are advised that the Department’s ability to conduct a thorough review of proposals is dependent on the Respondents ability and willingness to submit proposals which are well ordered, detailed, comprehensive, and readable. Clarity of language and adequate, accessible documentation is essential, and is the responsibility of the Respondent. The Respondent shall ensure the proposal’s sections are properly and completely identified by citing all the applicable page numbers correlating to the requested documentation in Attachment O.

C. Certification of Experience - Volume 1, Tab 2

It is required that the Respondent sign and submit under Volume 1, Tab 2, the Attachment C, Certificate of Experience. The Respondent must demonstrate two years of experience within the last five years of providing services to at-risk and/or juvenile delinquent populations similar to services as specified in this RFP.

D. Drug-Free Workplace Certification & Tie Breaking Certifications – Volume 1, Tab 2

The proposal may contain the Drug-Free Workplace Certification in accordance with section 287.087, Florida Statutes (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 form is labeled as Attachment K. The Respondent may also submit Attachment S (Tie-Breaking Certifications), which is not mandatory.

E. Client Contact List – Volume 1, Tab 2

It is required that the Respondent submit an Attachment E with a minimum of three references. This list is required in order for the proposal to be complete.

1. The Attachment E must be completed and submitted with at least three previous or current clients for whom the Respondent has provided services to at-risk and/or juvenile delinquent populations similar to services 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. Only original hardcopies submitted within the proposal or copies submitted electronically through the DJJ Bid Library are acceptable.

F. Technical Proposal - Volume 1, Tab 3

THIS SECTION IS SCORED AND ANY ERRORS OR OMISSIONS CANNOT BE WAIVED.

The Technical Proposal (described below) shall be prepared in the format listed below utilizing 8.5" x 11" paper with one-inch margins top, bottom, and sides. Each Respondent shall limit the Technical Proposal's narrative to no more than 60 (sixty) consecutive pages.

Pages submitted in excess of the specified limit for the Technical Proposal's narrative will be removed prior to evaluation and will not be evaluated. Any attachments, charts, photos, maps, diagrams, or other resource materials that support the information provided in the Technical Proposal shall be referenced within the Technical Proposal's narrative, included as exhibits or attachments to the Technical Proposal, and presented at the end of the Technical Proposal. Such exhibits or attachments shall not be counted in the 60 (sixty) page limitation established for the Technical Proposal.

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

1. **Category #1: Management Capability**
The Respondent shall describe their company's management capability to manage / control the services to be provided. The Respondent shall provide a copy of the corporate organizational chart and description of the corporate organizational structure and leadership staff's qualifications (resume or job description) that indicate sufficient management capability to perform or provide oversight of the services required. The Respondent shall describe the corporate oversight and support for the program. The Respondent shall describe the internal quality improvement process utilized to identify problems and improve processes.
2. **Category #2: General Understanding of Service Needs**
The Respondent shall describe their general understanding of the need of the Department to contract for an ERC program site/location in Hillsborough County to include a general description of the youth, the time frames for youth participation and the services youth shall receive. The Respondent shall explain what makes their organization's proposed program a maximized ERC program, explaining the anticipated long-term results that will benefit program participants.
3. **Category #3: Target Population within the County**
The Respondent shall describe their understanding of the target population to be referred to the Evening Reporting Center and the need for an ERC program site/location in Hillsborough County. The Respondent shall describe their organization's understanding of the needs of the target population, including criminogenic risk factors, status, specialized gender needs, and other components that contribute to delinquency, and their approach to identifying and meeting the needs of the target population.

4. **Category #4: A Balanced and Restorative Justice Approach to Providing Services**
The Respondent shall describe their understanding of the need for services delivered to youth to be based on Restorative Justice and how that will be accomplished. The Respondent shall describe their understanding of the need for services to be Gender Specific and how that will be accomplished. The Respondent shall describe their understanding of the need to provide services that addresses factors which impact disproportionate minority contact and how that will be accomplished.
5. **Category #5: Goals of the Service and how Success will be Measured**
The Respondent shall describe their understanding of the goals for the Evening Reporting Center and how that will be accomplished within the proposed program services. What constitutes success in their proposed program?
6. **Category #6: Program Eligibility / Admission / Length of Program Participation**
The Respondent shall describe the eligibility of program participants to be referred and how eligibility criteria will be reviewed and documented. Describe how soon admission to the program should occur and their understanding of the length of program participation for youth.
7. **Category #7: Individualized Service Planning**
The Respondent shall describe the proposed programs approach to the youth's individualized service planning, including criteria and components to be addressed, the methodology to be used, documentation to be reviewed to determine the youth's service needs and how the planned intervention and planned structured activities support the youth's goals and completion of the Court Order. The Respondent shall explain how their program's approach is individualized and how addressing service needs of the youth in this manner will optimize the ERC services delivery and the benefits to be achieved through the methods described.
8. **Category #8: Delinquency Interventions and Fidelity**
The Respondent shall describe which, if not all, of the Delinquency Interventions listed in Attachment I it will offer to program participants. The Respondent shall describe what criminogenic risk factors will be addressed, include the frequency and length of participation for each intervention to be provided, and complete Attachment T in its entirety. The Respondent shall describe how the fidelity of each delinquency intervention will be tracked to ensure interventions are provided in accordance with fidelity.
9. **Category #9: Structured Activities**
The Respondent shall specifically describe the proposed plan for delivering Career Exploration services and how that will be accomplished. The Respondent shall specifically describe the proposed plan for Mentoring, and how that will be accomplished, including the frequency and if staff or volunteers in the community will be utilized. The Respondent shall specifically describe the proposed plan for offering Homework Assistance and Tutoring and how that will be accomplished. The Respondent shall specifically describe the proposed Community Service Component and how it will be accomplished with ERC youth. The Respondent shall describe any other proposed structured activities and explain their understanding of the linkages between these activities, aftercare in the community, and how their proposed structured activities will promote responsible decision making and allow the youth to make positive peer associations.

10. **Category #10: Case Management Coordination Strategies & Circuit 13, Hillsborough County's Effective Response Plan**
The Respondent shall describe the Case Management Coordination Strategies to be employed to ensure services are offered aggressively to youth to encourage active participation. The Respondent shall describe how roadblocks to successful service delivery will be removed. The Respondent shall describe their understanding of Circuit 13, Hillsborough County's Effective Response Plan and how it will be employed if needed for youth at the ERC.
11. **Category #11: Youth Employment**
The Respondent shall describe the process employed by their proposed program that demonstrates how youth that are, or become, gainfully employed during program participation will have a service plan in place, to ensure completion of the Court Order and to be allowed to maintain employment.
12. **Category #12: Transportation**
The Respondent shall describe their organization's plan for transportation which demonstrates an understanding of how transportation is a critical need to support an ERC program site/location in Hillsborough County. The Respondent shall provide methods of transportation (vehicles, buses, staff cars) and explain if the Respondent's owned / leased vehicles, insurance, staff requirements for transporting youth, and how compliance with the Department's policy and requirements as set forth in Attachment I on transportation, will be met. (Note: The Department's Transportation policy is available on the Department's website).
13. **Category #13: Youth Case Files, Records and Documentation**
The Respondent shall explain their programs process for developing a youth's case file upon admission and the documentation requirements.
14. **Category #14: Data Collection and Reporting Services**
The Respondent shall describe their organization's process for data collection on all referrals (both accepted and rejected referrals), placements (admissions), and releases with dates and reasons notated for each youth.
15. **Category #15: Staffing / Personnel**
The Respondent shall provide a staffing plan for the number of filled program slots proposed for an ERC program site/location in Hillsborough County to include job titles, qualifications, and duties of each staff member which meets the requirements in Attachment I. The Respondent shall describe their staffing backup plan, how vacancies and absent positions will be covered with qualified approved staff, to ensure no interruption in services. The Respondent shall describe their understanding of the Department's Background Screening Process, including time frames for completion, and that background screening is the first requirement of staff prior to any training. The Respondent shall describe their organization's understanding of the requirements for staff training as specified in Attachment I and attach a proposed staff training plan as required by the Department. The staff training plan shall indicate the source of training (either instructor led by Respondent, using the Department's online Learning Management System, or a Department Instructor-led training) and time frames for training staff.
16. **Category #16: Implementation Plan**
The Respondent shall describe their understanding of the tasks involved, with dates and time frames necessary, for program service implementation as soon

as possible, but no later than August 1, 2020, which specifically addresses key pre-operational points, including but not limited to the following:

- a. finalizing site arrangements and ordering fixtures and furnishings for an ERC program site/facility location in Hillsborough County
- b. obtaining Local and State facility inspections prior to occupancy.
- c. transportation planning for transporting youth within Hillsborough County to the ERC program site/location and home after program services.
- d. meal and snack preparation and delivery to youth, and where youth will eat.
- e. advertising, hiring, and background screening of proposed staff.
- f. training staff for direct care and other training, including training in any modalities to be delivered.

G. Financial Proposal - Volume 2

1. Budget – 10672 – Volume 2, Tab 1

- a. The Respondent must complete and submit Attachment H – Budget – 10672. The total budget amount must match the total amount in Attachment B, Section XIV.

2. CMBE Utilization Plan – Volume 2, Tab 2

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

H. Mailing Label

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

<p>DJJ SOLICITATION NUMBER 10672</p> <p>DATE DUE: Wednesday, May 6, 2020 at 2:00 PM EDT ENVELOPE/BOX # _____ OF _____ ENVELOPE(S)/BOX(ES)</p> <p>Florida Department of Juvenile Justice Bureau of Procurement and Contract Administration Attention: Michele Cunniff, Procurement Manager 2737 Centerview Drive, Suite 1100 Tallahassee, Florida 32399-3100</p>
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XXI. ADDITIONAL REQUIREMENTS FOR RESPONDENTS SELECTED FOR CONTRACT AWARD

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

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

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**ATTACHMENT C
CERTIFICATION OF EXPERIENCE**

RFP #10672

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

COMPANY NAME: _____

DATE ESTABLISHED: _____

PRIMARY BUSINESS: _____

TOTAL NUMBER OF EMPLOYEES: _____

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

NUMBER OF YEARS PROVIDING SERVICES SIMILAR TO SERVICES AS SPECIFIED IN THIS RFP TO AT-RISK YOUTH (PUBLIC AND OR PRIVATE): _____

LIST ENTITIES FOR WHO THE COMPANY HAS PROVIDED FOR AT-RISK AND/OR JUVENILE DELINQUENT POPULATIONS SIMILAR TO SERVICES AS SPECIFIC IN THIS RFP, WITHIN THE LAST FIVE YEARS, AND THE DATES OF PERFORMANCE (RESPONDENT MUST DEMONSTRATE TWO YEARS EXPERIENCE WITHIN THE LAST FIVE YEARS):

IF SERVICES PROVIDED TO THE DEPARTMENT:

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

CURRENT DEPARTMENT CONTRACT / RATE AGREEMENT NUMBER UNDER WHICH RESPONDENT IS PROVIDING SERVICES: _____

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

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

PREVIOUS DEPARTMENT CONTRACT / RATE AGREEMENT NUMBER UNDER WHICH THE RESPONDENT PROVIDED SERVICES: _____

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

I _____, CERTIFY THAT THE RESPONDENT KNOWN AS _____ HAS AT LEAST ____ YEARS EXPERIENCE WITHIN THE LAST FIVE (5) YEARS RELEVANT TO THE IMPLEMENTATION AND OPERATION OF PROGRAMS TO AT-RISK AND/OR JUVENILE DELINQUENT YOUTH.

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

ATTACHMENT D - EVALUATION CRITERIA

I. Maximum Possible Points

Proposal Section	Section Title	Maximum Possible Points per Section
A.	<u>Technical Proposal – Volume 1</u>	
	1. Management Capability	125
	2. General Understanding of Service Needs	50
	3. Target Population Within the County	75
	4. A Balanced and Restorative Justice Approach to Providing Services	60
	5. Goals of the Services and How Success Will Be Measured	30
	6. Program Eligibility/Admission/Length of Program Participation	40
	7. Individualized Service Planning	90
	8. Delinquency Interventions and Fidelity	75
	9. Structured Activities	50
	10. Case Management Coordination Strategies and Circuit 13, Hillsborough County's Effective Response Plan	25
	11. Youth Employment	30
	12. Transportation	60
	13. Youth Case Files, Records and Documentation	20
	14. Data Collection and Reporting Services	20
	15. Staffing/Personnel	125
	16. Implementation Plan	50
	Total Maximum Overall Points	925

II. Evaluation Criteria

This RFP contains requirements that are specified in Attachment B, Section V. Failure to meet these requirements may result in a proposal not being evaluated and rejected as non-responsive. Evaluation and review of the Respondent's proposal will be based solely on the Volumes 1 and 2, unless otherwise noted in this RFP.

The Department will use the following methods to score the relevant section of the Respondent's proposal.

A. 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.

Use the following rating scores to rate the evaluation question in Attachment P		AWARD CRITERIA
RATING	SCORE	EVALUATION DESCRIPTION

Excellent	5	The technical 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 technical proposal meets all technical specifications and requirements for the component specified. The approach is comprehensive and complete in every detail. The technical proposal approach contains some innovative details for some of the components specified.
Adequate	3	The technical proposal meets all technical specifications and requirements for the component specified.
Poor	2	The technical 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 technical 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 technical proposal does not address the service component(s) specified, or the evaluator is not able to locate the information in the technical proposal.

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

B. Financial Proposal - Evaluation Criteria

1. The Attachment H – Budget – 10672 will be evaluated by the Department for the following criteria:
 - a. The Grand Total in the Attachment H is at, or under, the maximum amount listed in Attachment B, section XIV., Total Maximum Annual Contract Dollar Amount.
 - b. Staff listed in the Attachment H – Budget – 10672 includes all staff listed in Attachment I, Section III., C., 2., Staff Qualifications.
2. A Respondent must meet **all** of the criteria in 1., above, in order to “pass” the evaluation of the financial proposal. Failure of a Respondent to meet all of the above criteria shall result in a “fail” status, and the proposal shall be deemed non-responsive and not moved forward for the evaluation and scoring of the technical proposal.
3. Once an Attachment H – Budget – 10672 has passed the evaluation, the Department may request the Respondent to correct errors or omissions not related to the evaluated criteria stated above, and/or respond to concerns identified by the Department relating to the proposed costs and/or narrative provided in the Attachment H – Budget - 10672. The Respondent is required to submit the corrected Attachment H – Budget - 10672, and answer any questions concerning the Attachment H – Budget 10672, within the timeframe established by the Department.
4. The Department reserves the right to require changes to the Attachment H – Budget - 10672 after the Department has reviewed the proposed costs for being allowable, reasonable, and necessary.

5. Should a Respondent fail to capture a proposed cost in the Attachment H – Budget – 10672 that is essential for successful operation of the services being procured by this RFP, the Department requires the Respondent to assume responsibility for any errors or omissions related to the proposed cost. The Department may ask the Respondent to reflect such a cost in the Attachment H – Budget – 10672 as a “Matching / In-Kind Fund”.

C. Application of Points

To determine the highest scoring Respondent, the Respondent with the highest Maximum Overall Points for the technical proposal will be ranked first, the Respondent with the second highest Maximum Overall Points for the technical proposal will be ranked second, etc.

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**ATTACHMENT E
CLIENT CONTACT LIST**

RFP #10672

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
THE POSTING OF THE NOTICE OF INTENDED AWARD.**

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ATTACHMENT L
FACILITY / SITE REQUIREMENTS CERTIFICATION (FOR RESPONDENT PROPOSED OWNED / LEASED FACILITY)

RFP #10672

FOR RESPONDENTS PROPOSING USE OF THEIR OWNED/LEASED FACILITY
OR
FOR RESPONDENTS PROPOSING USE OF AN OWNED/LEASED FACILITY NOT CURRENTLY OWNED/LEASED
BY THE RESPONDENT

Submission of this form and the supporting documentation is a requirement for the Respondent to be deemed responsive to this RFP, unless the site is currently being used for a Department of Juvenile Justice (DJJ) program. Each item listed below is a program facility/site requirement for a DJJ program. The Respondent shall certify, by initialing next to each requirement below, that the proposed facility fully meets or will meet these requirements at the time of reply submission or will fully meet these requirements prior to the start of contract services. The Department may or may not elect to conduct a site inspection on the date and time indicated in the RFP Calendar of Events.

All facilities and property provided for services must meet the requirements stated in this Attachment.

Please indicate program facility/site status by circling one (e.g., IS or WILL; HAS or WILL HAVE, etc.) status for each of the following requirements listed below and initialing to signify compliance with the requirement, and attach the required letters or documentation for each requirement:

	Program Facility/Site Requirement	Respondent's Initials
1	The proposed facility is / will meet all state, county, and city zoning, permitting and licensing, as well as any other requirements necessary to operate the facility.	
2	The proposed facility is / will be ready to commence program operations prior to the Department scheduled site visit/inspection.	
3	The proposed facility has / will have working electricity in all areas to be used by program participants.	
4	The proposed facility has / will have working air conditioning and will maintain air conditioning in all areas to be used by program participants.	
5	The proposed facility has / will have a working heating system and will maintain heating in all areas to be used by program participants.	
6	The proposed facility has / will have adequate space to accommodate program activities.	
7	The proposed facility has / will have adequate space and facilities to meet bathroom and dining needs for the number of youth proposed to be served.	
8	The proposed facility complies / will comply with all applicable Florida Administrative Code requirements, Rules of the State Fire Marshal, and applicable Uniform Fire Safety Standards found in Chapter 633, Florida Statutes.	
9	The proposed facility is in current/or will be in current compliance with the Florida American with Disabilities Accessibility Implementation Act before occupancy.	
10	The proposed facility has / will have office space available that allows for confidential business to be conducted. The office space includes access to a telephone and computer hook-up.	

11	The proposed facility has / will have a written evacuation plan that includes diagrammed evacuation routes covering emergencies such as fire, natural disasters, hurricanes, and other severe weather. This plan is / will be maintained on-site and provided to the Department at the scheduled site inspection and to the Department's Contract Manager on an annual basis thereafter.	
12	The proposed facility is / will be accessible to public or other means of transportation.	
13	The proposed building or site is available / will be available and suitable for use for the program to be procured by this RFP by the anticipated Contract start date of services.	
14	If the Respondent does not own the proposed site(s), the Respondent has <u>attached</u> additional documentation demonstrating the proposed building or site is available / or will be available and is suitable for use for the program being procured by this RFP. If unable to obtain a letter, a signed affidavit shall be inserted in its place attesting to the attempt to obtain the letter and signed by the person who signs the Written Reply Transmittal Letter. If only an affidavit is submitted, and the Respondent is determined to be the highest-ranking Respondent, prior to notice of Final Agency Decision, the Procurement Manager shall request, and the Respondent shall submit, within ten business days of the request date, a letter from the facility owner/leasing agent indicating the proposed facility/site is available for services by the anticipated Contract start date.	
15	The Respondent shall <u>attach</u> a letter from the local government(s) that the facility or site complies with any specified comprehensive plan, zoning codes, ordinances and other requirements. If the Respondent is unable to obtain a letter, a signed affidavit shall be inserted in its place attesting to the attempt to obtain the letter and signed by the person who signs the transmittal letter. If only an affidavit is submitted, and the Respondent is determined to be the highest-ranking Respondent, prior to notice of Final Agency Decision, the Procurement Manager shall request, and the Respondent shall submit, within ten business days of the request date, a letter from the facility owner/leasing agent indicating the proposed facility/site is available for services by the anticipated Contract start date.	
16	The Respondent shall <u>attach</u> narrative information on how or if the facility or site will be renovated, maintained or otherwise made suitable for the Department for this program and provide a timeline for any renovations. <u>If no changes are anticipated, the Respondent shall so state.</u>	
17	The Respondent further agrees to be responsible for all costs associated with repairs and maintenance of the program facility and shall ensure that funds are available and dedicated to ensuring the total safety, maintenance, upkeep, appearance, and sanitation of the facility and grounds.	
18	The Respondent agrees that the proposed facility is / will be in working order (passing all occupancy inspections) and is located within the proposed County area as specified in this RFP.	

The following items are informational only:

19	Name of Proposer's Organization	
20	County of Proposed Facility	
21	Street Address (Location) of Proposed Facility City, State, Zip	

22	Total Number of Filled Program Slots Proposed	
-----------	--	--

ATTESTATION: I, _____, certify, as the Respondent, that I understand and agree that the contracted or proposed facility for the ERC site within the Hillsborough County area proposed for this RFP, shall meet all of the facility and/or site requirements as outlined in this RFP and the time frames as specified in the RFP. The site and/or facility shall meet all requirements to the full satisfaction of the Department, as determined by the Department, prior to the start of Contract services.

Respondent's Signature: _____

Printed Name: _____

Title: _____

Date: _____

Site Inspection

Prior to posting a Notice of Intended Award, the Department may conduct a site inspection to ensure that the proposed site meets all requirements of the Department and the RFP. The Respondent's owned/leased site/facility shall meet all requirements to the satisfaction of the Department, as determined by the Department.

The Respondent with whom the Department proposes an award for the ERC shall be provided advance notice by telephone of the specific date for the site inspection. Reasonable attempts will be made to contact the Respondent between the hours of 8:00 a.m. and 5:00 p.m. Eastern Time, Monday through Friday, no less than twenty-four (24) hours prior to the visit. Therefore, it is the responsibility of the Respondent to provide notice of any change in contact information, including telephone number, to the Procurement Manager.

ATTACHMENT O

CROSS REFERENCE TABLE

RFP DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)			LOCATION IN PROPOSAL (TO BE COMPLETED BY RESPONDENT)	
SECTION/PART	SUBJECT		PAGE NUMBERS	SECTIONS/PARTS
Attachment B., Section XX., A.	Transmittal Letter			
Attachment B., Section XX., B.	Attachment O - Cross Reference Table			
Attachment B., Section XX., C.	Attachment C - Certification of Experience			
Attachment B., Section XX., D.	Certificate of Drug-Free Workplace			
Attachment B., Section XX., E.	Attachment E – Client Contact List			
Attachment B., Section XX., G., 1.	Attachment H – Budget - 10672			
Attachment B., Section XX., G., 2.	Certified Minority Business (CMBE) Utilization Plan			
TECHNICAL PROPOSAL				
<p>*PLEASE NOTE: The Respondent is requested to provide evidence of existing documentation (plans, resumes, charts, etc.) as requested in this cross-reference table and addressed below. If evidentiary documentation is not currently available, provide evidence of intent or plan to implement and identify as such. This will include proposed plans, schedules, proposed staff contracts, job description etc. Include all relevant information that will assist in evaluating the proposal. Failure to provide information as requested may result in 0 points being assessed for that portion of the proposal evaluation. If the Respondent is selected for contract award, the proposed service and all elements thereof will be incorporated by reference into the resulting Contract, unless they do not otherwise meet the terms and conditions of this RFP.</p>				
CATEGORY #1: MANAGEMENT CAPABILITY				
Attachment B, Section XX., F., 1.	The Respondent shall describe their company's management capability to manage / control the services to be provided.			
Attachment B, Section XX., F., 1.	The Respondent shall provide a copy of the corporate organizational chart and description of the corporate organizational			

ATTACHMENT O

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	structure and leadership staff's qualifications (resume or job description) that indicate sufficient management capability to perform or provide oversight of the services required.			
Attachment B, Section XX., F., 1.	The Respondent shall describe the corporate oversight and support for the program.			
Attachment B, Section XX., F., 1.	The Respondent shall describe the internal quality improvement process utilized to identify problems and improve processes.			
	CATEGORY #2: GENERAL UNDERSTANDING OF SERVICE NEEDS			
Attachment B, Section XX., F., 2. and Attachment I.	The Respondent shall describe their general understanding of the need of the Department to contract for an ERC program site/location in Hillsborough County, to include a general description of the youth, the time frames for youth participation and the particular services youth shall receive.			
Attachment B, Section XX., F., 2. and Attachment I.	The Respondent shall explain what makes their organization's proposed program a maximized ERC program, explaining the anticipated long-term results that will benefit program participants.			
	CATEGORY #3: TARGET POPULATION WITHIN THE COUNTY			
Attachment B, Section XX., F., 3. and Attachment I, I., B.	The Respondent shall describe their understanding of the target population to be referred to the Evening Reporting Center program locations and the need for an ERC program site/location in Hillsborough			

ATTACHMENT O

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RFP DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)			LOCATION IN PROPOSAL (TO BE COMPLETED BY RESPONDENT)	
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	County.			
Attachment B, Section XX., F., 3. and Attachment I, I., B.	The Respondent shall describe their organization's understanding of the needs of the target population, including criminogenic risk factors, status, specialized gender needs, and other components that contribute to delinquency, and their approach to identifying and meeting the needs of the target population.			
	CATEGORY #4: A BALANCED AND RESTORATIVE JUSTICE APPROACH TO PROVIDING SERVICES			
Attachment B, Section XX., F., 4. and Attachment I, I., D., 1.	The Respondent shall describe their understanding of the need for services delivered to youth to be based on Restorative Justice and how that will be accomplished.			
Attachment B, Section XX., F., 4. and Attachment I, I., D., 2.	The Respondent shall describe their understanding of the need for services to be Gender Specific and how that will be accomplished.			
Attachment B, Section XX., F., 4. and Attachment I, I., D., 3.	The Respondent shall describe their understanding of the need to provide services that addresses factors which impact disproportionate minority contact and how that will be accomplished.			
	CATEGORY #5: GOALS OF THE SERVICE AND HOW SUCCESS WILL BE MEASURED			
Attachment B, Section XX., F.,	The Respondent shall describe their understanding of the goals for the Evening			

ATTACHMENT O

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5. and Attachment I, I., G.	Reporting Center and how that will be accomplished within the proposed program services. What constitutes success in their proposed program?			
	CATEGORY #6: PROGRAM ELIGIBILITY/ADMISSION/LENGTH OF PROGRAM PARTICIPATION			
Attachment B, Section XX., F., 6. and Attachment I, II.	The Respondent shall describe the eligibility of program participants to be referred and how eligibility criteria will be reviewed and documented. Describe how soon admission to the program should occur and their understanding of the length of program participation for youth.			
	CATEGORY #7: INDIVIDUALIZED SERVICE PLANNING			
Attachment B, Section XX., F., 7. and Attachment I, III., A., 2.	The Respondent shall describe the proposed programs approach to the youth's individualized service planning, including criteria and components to be addressed, the methodology to be used, documentation to be reviewed to determine the youth's service needs and how the planned intervention and planned structured activities support the youth's goals and completion of the Court Order. The Respondent shall explain how their program's approach is individualized and how addressing service needs of the youth in this manner will optimize the ERC services delivery and the benefits to be achieved through the methods described.			

ATTACHMENT O

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	CATEGORY #8: DELINQUENCY INTERVENTIONS AND FIDELITY		
Attachment B, Section XX., F., 8. and Attachment I, III., A., 3. and Attachment T.	The Respondent shall describe which, if not all, of the Delinquency Interventions listed in Attachment I it will offer to program participants. The Respondent shall describe what criminogenic risk factors will be addressed, include the frequency and length of participation for each intervention to be provided, and complete Attachment T in its entirety.		
Attachment B, Section XX., F., 8. and Attachment I, III., A., 3. and Attachment T.	The Respondent shall describe how the fidelity of each delinquency intervention will be tracked to ensure interventions are provided in accordance with fidelity.		
	CATEGORY #9: STRUCTURED ACTIVITIES		
Attachment B, Section XX., F., 9. and Attachment I, III., A., 4., a.	The Respondent shall specifically describe the proposed plan for delivering Career Exploration services and how that will be accomplished.		
Attachment B, Section XX., F., 9. and Attachment I, III., A., 4., b.	The Respondent shall specifically describe the proposed plan for Mentoring, and how that will be accomplished, including the frequency and if staff or volunteers in the community will be utilized.		
Attachment B, Section XX., F., 9. and	The Respondent shall specifically describe the proposed plan for offering Homework Assistance and Tutoring and how that will		

ATTACHMENT O

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Attachment I, III., A., 4., c.	be accomplished.			
Attachment B, Section XX., F., 9. and Attachment I, III., A., 4., d.	The Respondent shall specifically describe the proposed Community Service Component and how it will be accomplished with ERC youth.			
Attachment B, Section XX., F., 9. and Attachment I, III., A., 4., e.	The Respondent shall describe any other proposed structured activities and explain their understanding of the linkages between these activities, aftercare in the community, and how their proposed structured activities will promote responsible decision making and allow the youth to make positive peer associations.			
	CATEGORY #10: CASE MANAGEMENT COORDINATION STRATEGIES AND CIRCUIT 13, HILLSBOROUGH COUNTY'S EFFECTIVE RESPONSE PLAN			
Attachment B, Section XX., F., 10. and Attachment I, III., A., 5., a.	The Respondent shall describe the Case Management Coordination Strategies to be employed to ensure services are offered aggressively to youth to encourage active participation. The Respondent shall describe how roadblocks to successful service delivery will be removed.			
Attachment B, Section XX., F., 10. and Attachment I, III., A., 5., b.	The Respondent shall describe their understanding of Circuit 13, Hillsborough County's Effective Response Plan and how it will be employed if needed for youth at the ERC.			

ATTACHMENT O

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RFP DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)			LOCATION IN PROPOSAL (TO BE COMPLETED BY RESPONDENT)	
SECTION/PART	SUBJECT		PAGE NUMBERS	SECTIONS/PARTS
CATEGORY #11: YOUTH EMPLOYMENT				
Attachment B, Section XX., F., 11. and Attachment I, III., A., 6.	The Respondent shall describe the process employed by their proposed program that demonstrates how youth that are, or become, gainfully employed during program participation will have a service plan in place, to ensure completion of the Court Order and to be allowed to maintain employment.			
CATEGORY #12: TRANSPORTATION				
Attachment B, Section XX., F., 12. and Attachment I, III., A., 8.	The Respondent shall describe their organization's plan for transportation which demonstrates an understanding of how transportation is a critical need to support an ERC program site/location in Hillsborough County. The Respondent shall provide methods of transportation (vehicles, buses, staff cars) and explain if the Respondent's owned / leased vehicles, insurance, staff requirements for transporting youth, and how compliance with the Department's policy and requirements as set forth in Attachment I on transportation, will be met. (Note: The Department's Transportation policy is available on the Department's website).			
CATEGORY #13: YOUTH CASE FILES, RECORDS AND DOCUMENTATION				
Attachment B, Section XX., F., 13. and Attachment I, III.,	The Respondent shall explain their programs process for developing a youth's case file upon admission and the documentation requirements.			

ATTACHMENT O

CROSS REFERENCE TABLE

RFP DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)			LOCATION IN PROPOSAL (TO BE COMPLETED BY RESPONDENT)	
SECTION/PART	SUBJECT		PAGE NUMBERS	SECTIONS/PARTS
A., 9.				
	CATEGORY #14: DATA COLLECTION AND REPORTING SERVICES			
Attachment B, Section XX., F., 14. and Attachment I, III., A., 10.	The Respondent shall describe their organization's process for data collection on all referrals (both accepted and rejected referrals), placements (admissions), and releases with dates and reasons notated for each youth.			
	CATEGORY #15: STAFFING/PERSONNEL			
Attachment B, Section XX., F., 15. and Attachment I, III., C.	The Respondent shall provide a staffing plan for the number of filled program slots proposed for an ERC program site/location in Hillsborough County to include job titles, qualifications, and duties of each staff member which meets the requirements in Attachment I.			
Attachment B, Section XX., F., 15. and Attachment I, III., C., 4.	The Respondent shall describe their staffing backup plan, how vacancies and absent positions will be covered with qualified approved staff, to ensure no interruption in services.			
Attachment B, Section XX., F., 15. and Attachment I, III., C., 5.	The Respondent shall describe their understanding of the Department's Background Screening Process, including time frames for completion, and that background screening is the first requirement of staff prior to any training.			
Attachment B, Section XX., F., 15. and	The Respondent shall describe their organization's understanding of the requirements for staff training as specified			

ATTACHMENT O

CROSS REFERENCE TABLE

RFP DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)			LOCATION IN PROPOSAL (TO BE COMPLETED BY RESPONDENT)	
SECTION/PART	SUBJECT		PAGE NUMBERS	SECTIONS/PARTS
Attachment I, III., C., 3.	in Attachment I and attach a proposed staff training plan as required by the Department. The staff training plan shall indicate the source of training (either instructor led by Respondent, using the Department's online Learning Management System, or a Department Instructor-led training) and time frames for training staff.			
	CATEGORY #16: IMPLEMENTATION PLAN			
Attachment B, Section XX., F., 16.	<p>The Respondent shall describe their understanding of the tasks involved, with dates and time frames necessary, for program service implementation as soon as possible, but no later than August 1, 2020, which specifically addresses key pre-operational points, including but not limited to the following:</p> <ul style="list-style-type: none"> a. finalizing site arrangements and ordering fixtures and furnishings for an ERC program site/location in Hillsborough County b. obtaining Local and State facility inspections prior to occupancy. c. transportation planning for transporting youth in Hillsborough County to the ERC program site/location and home after program services. d. meal and snack preparation and delivery to youth, and where youth will eat. e. advertising, hiring, and background screening of proposed staff. 			

ATTACHMENT O

CROSS REFERENCE TABLE

RFP DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)			LOCATION IN PROPOSAL (TO BE COMPLETED BY RESPONDENT)	
SECTION/PART	SUBJECT		PAGE NUMBERS	SECTIONS/PARTS
	f. training staff for direct care and other training, including training in any modalities to be delivered.			

ATTACHMENT P
EVALUATION QUESTIONS/CONSIDERATIONS

CATEGORY #1: Management Capability

Consideration 1.1: To what extent does the Respondent describe their company's management capability to manage/control the services to be provided? *(Weighted: 7 Max Points: 35)*

Consideration 1.2: To what extent does the Respondent provide a copy of the corporate organizational chart and description of the corporate organizational structure and leadership staff's qualifications (resume or job description) that indicates sufficient management capability to perform or provide oversight of the services required? *(Weighted: 6 Max Points: 30)*

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

Consideration 1.4: To what extent does the Respondent describe the internal quality improvement process utilized to identify problems and improve processes? *(Weighted: 6 Max Points: 30)*

CATEGORY #2: General Understanding of Service Needs

Consideration 2.1: To what extent does the Respondent describe their general understanding of the need of the Department to contract for Evening Reporting Center in Hillsborough County, to include a general description of the youth, the time frames for youth participation and the particular services youth shall receive? Does the Respondent explain what makes their organization's proposed program a maximized ERC program, explaining the anticipated long-term results that will benefit program participants? Consider the Respondent's explanation of the new status from the DRAI of Supervised Release youth required to report to ERC's by Court Order and a general understanding of the needs of the population, time frames for participation, services and what in particular makes their proposed program a maximized ERC program with results that match the Department's overarching goals. *(Weighted: 10 Max Points: 50)*

CATEGORY #3: Target Population Within the County

Consideration 3.1: To what extent does the Respondent describe their understanding of the target population to be referred to the Evening Reporting Center in Hillsborough County and the need for the location to be within Hillsborough County? Consider the description of youth in Hillsborough County and the location of the program within Hillsborough County. *(Weighted: 6 Max Points: 30)*

Consideration 3.2: To what extent does the Respondent describe their organization's understanding of the needs of the target population, including criminogenic risk factors, status, specialized gender needs, and other components that contribute to delinquency, and their approach to identifying and meeting the needs of the target population? Consider their understanding of criminogenic risk factors, status, specialized gender needs, and other components that contribute to delinquency, and to identifying and meeting the needs of the target population. *(Weighted: 9 Max Points: 45)*

CATEGORY #4: A Balanced and Restorative Justice Approach to Providing Services

Consideration 4.1: To what extent does the Respondent describe their understanding of the need for services delivered to youth to be based on Restorative Justice and how that will be accomplished? Consider the Department's philosophy for Restorative Justice as outlined in the Services to be Sought. *(Weighted: 4 Max Points: 20)*

Consideration 4.2: To what extent does the Respondent describe their understanding of the need for services to be Gender Specific and how that will be accomplished? Consider the Department's requirement for Gender Specific Services as outlined in the Services to be Sought. *(Weighted: 4 Max Points: 20)*

Consideration 4.3: To what extent does the Respondent describe their understanding of the need for services that addresses factors which impact disproportionate minority contact and how that will be

accomplished? Consider the Department's requirement for Gender Specific Services as outlined in the Services to be Sought. *(Weighted: 4 Max Points: 20)*

CATEGORY #5: Goals of the Service and How Success Will Be Measured

Consideration 5.1: To what extent does the Respondent describe their understanding of the goals for the Evening Reporting Center and how that will be accomplished within the proposed program services? What constitutes success in their proposed program? Consider the goals outlined in Attachment I and how the Respondent proposes to meet those goals with the proposed program services. Do they define success for the proposed program consistent with the Services to be Sought? *(Weighted: 6 Max Points: 30)*

CATEGORY #6: Program Eligibility / Admission / Length of Program Participation

Consideration 6.1: To what extent did the Respondent demonstrate an understanding of the eligibility requirements for youth participating in the ERC program, how eligibility will be documented and admission timeframes? Consider timely review of eligibility on youth referred, and how soon admission to the program will occur. *(Weighted: 4 Max Points: 20)*

Consideration 6.2: To what extent does the Respondent describe their understanding of the length of program participation for youth? Consider the length of stay per status or Court Orders, the number of days for completion of interventions and structured activities, and how program completion is defined. *(Weighted: 4 Max Points: 20)*

CATEGORY #7: Individualized Service Planning

Consideration 7.1: To what extent does the Respondent describe the proposed programs approach to the youth's individualized service planning, including criteria and components to be addressed, the methodology to be used, documentation to be reviewed to determine the youth's service needs and how the planned intervention and planned structured activities support the youth's goals and completion of the Court Order? Does the Respondent consider needs criteria and components to be addressed, the methodology to be used, documentation to be reviewed, and do intervention and structured activities planned support a youth's goals and completion of the Court Order? *(Weighted: 9 Max Points: 45)*

Consideration 7.2: To what extent does the Respondent explain how their program's approach is individualized and how addressing service needs of the youth in this manner will optimize the ERC services delivery and the benefits to be achieved through the methods described? *(Weighted: 9 Max Points: 45)*

CATEGORY #8: Delinquency Interventions and Fidelity

Consideration 8.1: Does the Respondent propose at least one or more Delinquency Interventions as outlined in Attachment I to be offered to program participants? Does the Respondent describe what criminogenic risk factors will be addressed, including the frequency and length of participation for each intervention to be provided? *(Weighted: 10 Max Points: 50)*

Consideration 8.2: Does the Respondent describe how the fidelity of each delinquency intervention will be tracked to ensure interventions are provided in accordance with fidelity? Is Attachment T completed in its entirety, and accurately reflects the proposed Delinquency Interventions? *(Weighted: 5 Max Points: 25)*

CATEGORY #9: Structured Activities

Consideration 9.1: To what extent does the Respondent describe their proposed plan for delivering Career Exploration services and how that will be accomplished? Does the Respondent specifically describe the proposed plan for Mentoring, Homework Assistance and Tutoring, and the proposed Community Service Component and how these will be accomplished with ERC youth. *(Weighted:5 Max Points: 25)*

Consideration 9.2: To what extent does the Respondent describe any other proposed structured activities and explain their understanding of the linkages between these activities, aftercare in the community, and how their proposed structured activities will promote responsible decision making and allow the youth to make positive peer associations? *(Weighted: 5 Max Points: 25)*

CATEGORY #10: Case Management Coordination Strategies and Circuit 13, Hillsborough County's Effective Response Plan

Consideration 10.1: To what extent does the Respondent describe Case Management Coordination Strategies to be employed to ensure services are offered aggressively to youth to encourage active participation? Does the Respondent describe how roadblocks to successful service delivery will be removed? *(Weighted: 3 Max Points: 15)*

Consideration 10.2: To what extent does the Respondent describe their understanding of Circuit 13, Hillsborough County's Effective Response Plan and how it will be employed if needed for youth at the ERC? Consider: Refer to Circuit 13, Hillsborough County's Effective Response Plan requirements. *(Weighted: 2 Max Points: 10)*

CATEGORY #11: Youth Employment

Consideration 11.1: To what extent does the Respondent describe the process employed by their proposed program that demonstrates how youth that are, or become, gainfully employed during program participation will have a service plan in place, to ensure completion of the Court Order and to be allowed to maintain employment? Consider: Does the Respondent acknowledge working with the Circuit to ensure youth can complete Court Ordered requirements and maintain employment? *(Weighted: 6 Max Points: 30)*

CATEGORY #12: Transportation

Consideration 12.1: To what extent does the Respondent describe their organization's plan for transportation which demonstrates an understanding of how transportation is a critical need to support the ERC program? Consider: How transportation is addressed, routes within neighborhoods, time frames for transportation. *(Weighted: 6 Max Points: 30)*

Consideration 12.2: Does the Respondent provide methods of transportation (vehicles, buses, staff cars) and explain if the Respondent's owned / leased vehicles, insurance, staff requirements for transporting youth, and compliance with the Department's policy and requirements as set forth in Attachment I on transportation, will be met. (Note: The Department's Transportation policy is available on the Department's website) *(Weighted: 6 Max Points: 30)*

CATEGORY #13: Youth Case Files, Records and Documentation

Consideration 13.1: To what extent does the Respondent explain their programs process for developing a youth's case file upon admission and does their description meet the documentation requirements? Consider: Time frames for file development, the contents and required documentation. *(Weighted: 4 Max Points: 20)*

CATEGORY #14: Data Collection and Reporting Services

Consideration 14.1: To what extent does the Respondent describe their organization's process for data collection on all referrals (both accepted and rejected referrals), placements (admissions), and releases with dates and reasons notated for each youth? Consider: The importance of data collections and how the Respondent is tracking this information manually and their ability to report on it (since not in the JJIS). *(Weighted:4 Max Points: 20)*

CATEGORY #15: Staffing/Personnel

Consideration 15.1: To what extent does the Respondent provide a staffing plan which is sufficient for the number of filled program slots proposed for an ERC program to include job titles, qualifications, and duties of each staff member which meets the requirements in Attachment I? *(Weighted: 6 Max Points: 30)*

Consideration 15.2: To what extent does the Respondent describe their staffing back-up plan, and address how vacancies and absent positions will be covered with qualified approved staff, to ensure no interruption in services? *(Weighted: 6 Max Points: 30)*

Consideration 15.3: To what extent does the Respondent describe their understanding of the Department's Background Screening Process, including time frames for completion, and that background screening is the

first requirement of staff prior to any training? Is the background screening included in the position advertisements? *(Weighted: 5 Max Points: 25)*

Consideration 15.4: To what extent does the Respondent demonstrate an understanding of the requirements for staff training (as specified in Attachment I)? Does the proposed staffing plan indicate the source of training (instructor led by Respondent, Department Learning Management System, or Department Instructor led training) and time frames for training staff? *(Weighted: 8 Max Points: 40)*

CATEGORY #16: Implementation Plan

Consideration 16.1: To what extent does the Respondent's describe their understanding of the tasks involved, with dates and time frames necessary, for program service implementation as soon as possible, but no later than August 1, 2020, which specifically addresses key pre-operational points, including but not limited to the following:

- a. finalizing site arrangements and ordering fixtures and furnishings for the ERC program site/location in Hillsborough County?
- b. obtaining Local and State facility inspections prior to occupancy;
- c. transportation planning for transporting youth within Hillsborough County to the ERC program site/location and home after program services;
- d. meal and snack preparation and delivery to youth, and where youth will eat;
- e. advertising, hiring, and background screening of proposed staff; and
- f. training staff for direct care and other training, including training in any modalities to be delivered.

(Weighted: 10 Max Points: 50)

**ATTACHMENT T
DETAILS OF INTERVENTIONS PROPOSED**

Name of Proposed Curriculum(s)	Specific risk factors addressed with the curriculum	Age(s) of youth proposed curriculum is appropriate for	Minimum specific training required to provide curriculum	Frequency of curriculum delivery	Enter the required length of a single session based on the curriculum	Enter the duration of the curriculum	Total number of hours for completion	Session type (individual/family/group) if group, is it open/closed?	Indicate if Evidence Based or Promising Practice Use EB or PP to indicate
<i>(e.g. Arise Lifeskills)</i>	<i>Antisocial Attitudes / Behaviors, Aggression</i>	<i>12-14 years old</i>	<i>Bachelor's Degree</i>	<i>2 X per week</i>	<i>2 hours</i>	<i>6 weeks</i>	<i>24 Hours</i>	<i>Group / Open</i>	<i>PP</i>

Instructions:

Column 1 - Enter all the curriculums by name that your company will provide to Department youth.

Column 2 - Enter the specific risk factors of the youth that the curriculum will address. The following risk factors should be used, and more than one risk factor can be used per intervention:

- Problems at School/Work
- Poor Use of Free Time
- Problematic Relationships
- Family Problems
- Antisocial Attitudes/Behaviors
- Aggression
- Weak Social Skills

Column 3 – Enter the age(s) of youth for which the proposed curriculum is appropriate.

Column 4 – Enter the minimum specific training required to provide the curriculum (i.e. Bachelor’s Degree, Master’s Degree, Developer-required training).

Column 5 – Enter the frequency of Curriculum delivery (how many times a week/month).

Column 6 - Enter the required length of a single session based on the curriculum.

Column 7 – Enter the duration of the curriculum (how many days/weeks should it take to complete).

Column 8 – Enter the number of hours of therapy/counseling needed to complete the curriculum.

Column 9 – Enter the session type – Individual, Family, or Group (if Group, indicate if closed or open group).

Column 10 - Enter either EB or PP for the Curriculum [is it Evidence-Based (EB) or Promising Practice (PP)].

**ATTACHMENT I
SERVICES TO BE SOUGHT**

I. GENERAL DESCRIPTION

A. Services Sought

1. The Respondent shall implement and operate an Evening Reporting Center (ERC) program in Circuit 13, Hillsborough County, for youth on Supervised Release status with pending delinquency proceedings.
2. The ERC program shall be located within Circuit 13, Hillsborough County where youth reside and shall meet all the requirements as listed in Attachment I of this RFP.
3. Youth shall be served by the ERC program from the time of Court Order until released by the Court.
4. The Respondent shall deliver one or more delinquency interventions (to include promising practices or practices with demonstrated effectiveness, as listed in Section III of this Attachment) that address the criminogenic risk factors associated with delinquency, and provide skills to improve pro-social decision-making, supervision, structured activities and support services, as defined in this Attachment I.

B. Targeted Population

The Evening Reporting Center shall serve the targeted population residing and attending school in Circuit 13, Hillsborough County.

C. General Description of Services

1. **Court Order Placements**
 - a. The Department will refer youth to the ERC program based on the youth's residential location and Detention Risk Assessment Instrument (DRAI) / detention hearing outcome.
 - b. Youth may be served for a time period of twenty-one (21) calendar days, not to exceed thirty (30) calendar days from the date of the referral from the Department.
 - c. Court orders that exceed the above length of stay(s) shall be reviewed and approved by the Chief Probation Officer (CPO) in Circuit 13.
2. The Respondent shall ensure supervision of youth in the ERC program during all program activities and during program hours to include youth participating in community service projects, outside structured activities or program incentives.
3. Youth admitted to the ERC program shall receive one or more delinquency interventions, programmatic case management coordination, community work site supervision, and support services, that are gender responsive and include restorative justice practices, which may include employment readiness, academic remediation, life skills training and experiential education, as further specified in this Attachment I.
4. Delinquency interventions shall be designed to address criminogenic risk factors such as those listed below with the goal of determining the youth's risks and needs and providing services to directly address those issues:
 - a. School;
 - b. Use of Free Time;
 - c. Employment;
 - d. Relationships;
 - e. Family;
 - f. Alcohol and Drugs;
 - g. Attitudes and Behaviors;
 - h. Aggression; and
 - i. Skills.
5. The Respondent shall be responsible for programmatic case management coordination and identifying and removing roadblocks to successful service delivery.

6. Respondent delivered interventions are subject to education, licensure, degree requirements and applicable Florida rule requirements and DJJ Rule, Chapter 63N-1 requirements, as applicable to the intervention.
7. Services shall also include structured activities and support services beyond the delinquency intervention to include a community service component.
8. All youth shall be required to complete Respondent-identified and supervised community service activities and participate in program incentives that are developmentally and age appropriate.

D. Balanced and Restorative Justice Approach

The Department's referrals will include youth of different gender and race; therefore, the Respondent's services shall address the different ethnicities, races, and gender-specific needs of all youth. Services shall be delivered consistent with the Balanced and Restorative Justice Approach adopted by the Department.

1. Restorative Justice

Restorative Justice is a philosophy that views crime by focusing on repairing the harm caused to people and relationships as a result of the criminal activity. The Respondent's service provision shall reflect the Restorative Justice philosophy. Independent living skills shall facilitate traits valued by others in the community and should assist offenders in functioning in society in a meaningful, positive way; becoming stronger in character; showing remorse and empathy towards others; connecting within the community and recognizing potential to be positive members of the community; and practicing opportunities to lead, belong, mentor, contribute and make meaningful choices.

2. Gender-Specific Services

The Respondent shall provide gender specific services (Programming) with components and treatment services that are designed to comprehensively meet the special needs of adolescent boys and girls. Programming shall foster positive gender identity development, recognize the risk factors and issues most likely to impact adolescents and protective factors and skill competencies that can deter future delinquency and enhance treatment services. Gender specific treatment and delinquency services shall include, but are not limited to:

- a. Promotion of positive relationships including those with family members, friends, and staff;
- b. Communication skills, assertiveness and appropriate expression of anger, using evidence-based approaches shown to be effective for adolescents;
- c. A safe environment, free from verbal harassment, harassment secondary to gender identity issues, bullying, teasing, violence, racism, sexism and sexual abuse and ongoing staff assessment to ensure a trauma-free environment;
- d. An environment in which adolescents feel safe to share their feelings and discuss their problems, protected from harm by self, peers, and staff;
- e. Education about adolescents' physical and sexual health including sexually transmitted diseases, contraception, exercise, and personal health care;
- f. Education programs, mutual support and mentoring opportunities, events and speakers to share experiences of adolescents from various ethnic, racial and socio-economic backgrounds;
- g. An environment that acknowledges the contributions of adolescents through posters, murals, books, magazines, and videos;
- h. Sexual decision making and how to communicate personal limits; and
- j. Parenting education which includes prenatal care for female adolescents.

3. Minority Services

The Respondent's services shall be provided to youth in a manner that addresses the factors that impact disproportionate minority contact with the juvenile justice system. The Respondent shall provide a service that fosters positive identity development, recognizes the risk factors and issues most likely to impact minority youth, and the protective factors and skill competencies that can deter future

delinquency. Services shall be culturally sensitive and include events that recognize the contributions of people from various ethnic, racial and socio-economic backgrounds.

E. Authority

Section 985, F.S., authorizes the Department to provide for the health and well-being of youth in the state's care and to provide for the care, safety, and protection of children in an environment that fosters healthy social, emotional, intellectual, and physical development; to ensure secure and safe custody; and to promote the health and well-being of all children under the state's care.

F. Service Limits

The Respondent shall ensure that funds provided in the resulting Contract will not be used for any purpose other than for an Evening Reporting Center and must be used to serve youth in the eligible, target population as specified in Section II., B., Youth Eligibility.

G. Major Goal(s) of the Service

1. The Department's goal for a Supervised Release ERC is to deliver program services with interventions and structured activities pursuant to the youth's Court Order that prevent recidivism and continued involvement in the juvenile justice system.
2. Effective programs facilitate a measurable and positive change in youth behavior, reduce favorable attitudes towards delinquent/criminal behavior(s), and provide youth with skills and tools to support these changes with the goal of preventing recidivism and/or future criminal involvement. Because the target population is at heightened risk for placement in secure detention, services include strategies and techniques to engage the youth and his/her family by identifying their individual needs, alerting the Department when a mental health and/or substance abuse need is identified, and immediately reporting this information to the Department for further action.
3. Success in achieving these goals will be measured through the number and percentage of youth with:
 - a. No failures to appear for court hearings;
 - b. No new law violations pending court or while participating in the program; and
 - c. No technical violations resulting in a secure detention placement.

H. Definitions

1. Balanced and Restorative Justice Approach - A philosophy that focuses on repairing harm caused to people and relationships by the criminal/delinquent act(s). Service(s) is delivered in a manner that holds youth accountable for their behavior and fosters a restorative community and culture where staff and youth are encouraged to participate in decision-making, conflict resolution, and community service and awareness activities that build leadership skills.
2. Chief Probation Officer (CPO) - The Department employee responsible for managing Probation program operations, and staff within each of Florida's twenty (20) judicial circuits.
3. Criminogenic Needs - Dynamic risk factors shown through research to be predictive of future criminal behavior.
4. Delinquency Interventions - Are research proven strategies and tactics that provide delinquent youth with skills, training, and education to appropriately and responsibly respond to environmental, social, and familial triggers previously resulting in delinquent, criminal, and/or anti-social behavior(s). The purpose of implementing delinquency interventions is to prevent criminal and anti-social behavior; reduce recidivism for those already in the juvenile justice system and reduce youth dynamic/changeable risk factors (or criminogenic needs) proven to be the major cause(s) of juvenile criminal behavior.
5. Evening Reporting Center - Is located and serves youth in high-referral neighborhoods by providing structured programs and services during the critical hours of the afternoon and early evening. ERC daily activities and programming are diverse, structured and designed to provide youth with needed support (e.g.,

tutoring, mentoring, social skills, employability skills, incentive recreational activities, victim impact and restoration). Transportation, meals, and relevant facilitated group curricula is provided by skilled staff. The program is supported through the collaboration of community-based organizations, city government, education, law enforcement, youth directed agencies, judicial partners, and others.

6. Promising Practices - Manualized curricula that have been evaluated and found to reduce the likelihood of recidivism or at least one criminogenic need with a juvenile offending population. These delinquency interventions have a significant amount of empirical support. The evaluation must have used sound methodology, including, but not limited to, random assignment or quasi-experimental design, use of control or comparison groups, valid and reliable measures, and appropriate analysis. Such studies shall provide evidence of statistically significant positive effects. In addition, there must be evidence that replication by different implementation teams at different sites is possible with similar positive outcomes.
7. Gender-Specific/Responsive Services - Services designed to meet the unique needs of boys and girls including gender identity development, identification of risk and protective factors that hinder pro-social and responsible decision-making, and skills competencies that promote responsible male/female behavior. Gender-specific services may include parenting; health and/or sexual education classes; and communication techniques utilizing a research-based approach specific to boys/girls.
8. Juvenile Justice Information System (JJIS) - The Department's electronic information system, used to gather and store information on youth having contact with the Department.
9. Juvenile Probation Officer (JPO) - An employee of the Department responsible for the intake of youth upon arrest and the supervision of youth on Court Ordered supervision in the community. The JPO serves as the primary case manager for the purpose of managing, coordinating, and monitoring the services provided and sanctions required for each youth. When the duties of the JPO are part of a contracted service, the JPO will not be responsible for the duties required of a contracted provider.
10. Juvenile Probation Officer Supervisor (JPOS) - An employee of the Department or a contracted provider who provides first line oversight and management of the JPO. The JPOS is responsible for overall direction and guidance of the services provided by the JPO including, but not limited to, reviewing the progress of cases, documenting compliance with law and Court Orders, and approving Youth Empowered Success (YES) Plans and revisions to YES Plans. When the duties of the JPOS are part of a contracted service, the JPOS will not be responsible for the duties required of a contracted provider.
11. Minority Services – Services designed and delivered to address the unique needs of minority youth in a manner that recognizes the factors associated with disproportionate minority contact with the juvenile justice system.
12. Referral – Referral occurs when the Department's JPO books a youth in the Probation Resource Booking (PRB) system.
13. Skill-Building – Programs providing instruction, practice, incentives, and other such activities aimed at developing skills that help youth control his/her behavior and participate in normative pro-social functions. The main forms of this are: behavioral programs; cognitive-behavioral therapy; social skills training; and challenge programs.
14. Structured Activities - Any activity that allows youth to interact with positive peers, mentors, family members, employment, community service and other approved services which enhance the program experience for the youth, as well as enhance the safety of the community.
15. Practices with Demonstrated Effectiveness - Practices based on general principles, strategies, and modalities reported in criminological, psychological, or other social science research as being effective with a juvenile population. These

interventions have empirical support for the principles, theoretical framework, or components of the intervention. The specific interventions have usually not been evaluated using either random assignment or the use of control/comparison groups. For an intervention to be deemed a practice with demonstrated effectiveness, the empirical research must have shown that practices that contain similar components or similar principles have shown reductions of the program participants versus the comparison group(s) in at least one criminogenic need. These practices should be outlined in a format that ensures consistent delivery by the facilitator across multiple groups.

II. YOUTH TO BE SERVED

- A. General Description of the Youth to be Served
The ERC program shall serve youth who are scored for Supervised Release according to the DRAI and Court Ordered to the ERC program.
- B. Youth Eligibility
Services shall be made available to youth ages twelve (12) – eighteen (18) (youth less than twelve (12) years of age shall be served on a case by case basis, as determined by the Circuit CPO) placed on intake, probation, post commitment probation and conditional release that are referred by the Department and meet the following criteria:
1. The youth shall reside and attend school within circuit 13, Hillsborough County.
 2. Youth outside circuit 13 can be served on a case by case basis, as approved by the Circuit CPO, and upon referral by the Circuit.
- C. Youth Referral/Determination for Services
1. The Department will refer eligible youth for services and the Respondent shall review referrals to ensure eligibility requirements are met.
 2. The Department will forward referrals to the Respondent with the following referral packet forms and information, when available:
 - a. Expanded Face Sheet;
 - b. School information (e.g. standardized testing scores, Individual Education Plans [IEPs], 504 Plans, IQ scores or ratings [e.g. "normal"], grades, behavior and attendance records;
 - c. Victim statements;
 - d. Release of Information forms;
 - e. Prior medical information available to the Department (i.e. medical history and/or results of a medical exam after obtaining release when necessary);
 - f. History of employment and vocational training; and
 - g. Signed Authority for Evaluation and Treatment (AET) form.
 3. If there is a dispute regarding the appropriateness of the referral, the Department's Circuit CPO or Assistant CPO in Circuit 13 will make the final determination for ERC program eligibility and will notify the Court accordingly.
 4. If the ERC program is at capacity, the Respondent shall send written documentation to the appropriate Department's CPO or Assistant CPO stating that the ERC program is at capacity along with the anticipated date a slot will be available. No youth shall be placed on a waiting list.
 5. Any referral disputes shall be forwarded in writing within two business days of receipt of the referral to the Department's Contract Manager with a copy to the appropriate CPO.
 6. In the event the youth refuses to attend the ERC program, the Respondent shall immediately contact the appropriate CPO or Assistant CPO about the youth's refusal to attend the ERC program.
 7. The Respondent and the Department shall work cooperatively to engage the youth to attend the ERC program pursuant to the Court Order.
- D. Length of ERC Program Participation
The youth must be enrolled in the ERC program within one business day of the Court Order or Department referral. The youth will remain in the ERC program until they meet one of the following discharge reasons:

1. They have successfully completed the Supervised Release ERC placement, as directed by Court Order (twenty-one (21) days or less);
 2. They have been unsuccessful in a Supervised Release ERC placement, and the Court has made a determination to place the youth in secure detention, or releases the youth to the Department or other program provider agency to supervise in another alternative community-based supervision program;
 3. They are terminated from Supervised Release supervision; or
 4. They have successfully completed the program and are returned to the supervision of the Department or Supervised Release Tracker Agency.
- E. Data Collection Record Keeping
The Respondent shall keep their own data and records on all referrals (both accepted and rejected), placements (admissions), and releases with dates and reasons notated for each youth.
- F. Specify Limits on Youth to be Served
The following youth shall not be served under this Contract:
1. Youth pending competency review;
 2. Youth twelve (12) years of age and under (unless approved on a case by case basis by the CPO of the Circuit);
 3. Youth with severe mental health issues that deter compliance; and
 4. Youth with out of county dependency placements/shelter.

III. SERVICE TASKS

- A. Tasks to be Performed
The following service tasks shall be delivered to youth admitted to the ERC as follows:
1. Program Orientation
The Respondent shall conduct an orientation for all youth and his/her parent(s) immediately upon the youth's admission to include, but not be limited to the following:
 - a. Delivery of a handbook or brochure detailing goals and services;
 - b. Review of the service planning process and copy of the ERC program
 - c. Telephone usage guidelines (including calls to the Florida Abuse Hotline);
 - d. Review of the State of Florida's Child Abuse Reporting procedures;
 - e. Program's policy on youth rights, incident and grievance reporting;
 - f. Transportation plan to and from the ERC program site/location in Hillsborough County (Respondent vehicle, private vehicle, local school district, or public transportation);
 - g. Name, title, contact information for key staff;
 - h. Program's goals, expectations of the youth and his/her parents;
 - i. Emergency procedures;
 - j. Code of conduct and dress code; and
 - k. Description of the average length of stay in the program based on pre-or-post adjudication status (twenty-one (21) days – forty-five (45) days).
 2. Individualized Service Planning
 - a. The Respondent shall conduct individualized service planning with the recognition that many of our youth have problems dealing with others, basic and advanced social skills, the emotions of others, etc.
 - b. Individualized service planning shall meet the needs of the individual youth while ensuring that the youth can realistically apply the knowledge and skills learned while participating in the ERC program.
 - c. The Respondent shall work with the Department, the JPO and circuit staff to ensure that service delivery supports the goals of the youth's service needs and supervision plan, as applicable.
 - d. Upon admission, each youth shall be immediately enrolled in one or more delinquency interventions, excluding any mental health or substance abuse treatment intervention.

- e. Any additional service needs may be identified through assessments, Court Orders, etc., and should be documented as required in the youth's case file and incorporated into service planning.
 - f. Part of service planning shall include the completion of Community Service activities. NOTE: This is not mandated for all youth and shall be determined on a case-by-case basis per the Court Order and in consultation with the youth's JPO. The JPO/Department has final say regarding this requirement.
 - g. The Respondent's staff shall identify, schedule and supervise youth participation in service activities and document youth participation via the youth's completion of a time record with his/her name, unique identification number, date of service and signature on a record of attendance for each service activity.
 - h. When appropriate and consistent with the Department's goals for services, the Respondent staff may identify, schedule, and supervise leisure activities (incentives) that promote responsible decision-making, allow youth to develop positive peer associations, and extend the Respondent's opportunities to supervise the youth's activities in the community.
3. Delinquency Interventions
Youth admitted to the ERC program are required to participate in one or more of the delinquency interventions listed below.
- a. 8 To Great
8 to Great, a flexible curriculum centered around teaching basic communication skills, decision making formula, bullying prevention, goals vs. dreams and gratitude ritual. This curriculum also focuses on teaching the application of social skills, preparing youth for service in school and the community, interviewing skills and applying the eight high ways for daily personal use.
 - b. Teaching Alternatives to Gangs (TAG)
The TAG intervention, which is a gang intervention curriculum that targets highest risk factors while promoting protective factors that address areas such as anti-social peers, bullying, peer pressure, anger and aggression.
 - c. Skillstreaming the Adolescent
Skillstreaming the Adolescent employs a four-part training approach—modeling, role-playing, performance feedback, and generalization—to teach essential prosocial skills to adolescents. The curriculum provides a complete description of the Skillstreaming intervention, with instructions for teaching fifty (50) prosocial skills.
Skill Areas include:
 - 1) Classroom survival skills;
 - 2) Friendship-making skills;
 - 3) Skills for dealing with feelings;
 - 4) Skill alternatives to aggression; and
 - 5) Skills for dealing with stress.
 - d. The EQUIP Program
EQUIP is a three-part intervention method for working with antisocial or behavior disordered adolescents. The approach includes training in moral judgement, anger management/correction of thinking errors, and prosocial skills. Youth involved in the EQUIP training program participate in two types of group sessions—Equipment Meetings (in which the leader teaches specific skills) and Mutual Help Meetings (in which the leader coaches students as they use the skills they have learned to help each other).

- e. ARISE Life Skills
ARISE Life Skills Program is a program that trains staff to conduct interactive ARISE Life Skills sessions with youth in their care. The ARISE Life Management Skills curriculum is based on cognitive behavioral and social learning theory. It uses role playing and modeling to teach youth to make choices and changes in their behavior. The curriculum encourages group discussion where opinions are respected. The youth discuss the consequences of their actions and the actions of others in the group, enabling them to see beyond their choices.
The ARISE Life Skills Program is one of the many curricula offered by ARISE. This particular subset of materials has been evaluated by an independent research entity in a quasi-experiment to examine effectiveness and is therefore presented separately from the other ARISE materials in the Sourcebook.
- f. ARISE Anger Management
The ARISE curricula are based on a cognitive behavior and social learning theory. The ARISE Anger Management Curriculum uses role play and modeling to teach youth to control and manage anger, to make choices and changes in their behavior. The curriculum encourages group discussion where opinions are respected. The youth discuss the consequences of their actions and the actions of others in the group; enabling them to see beyond their choice. ARISE Anger Management Curriculum is available in several formats—Anger Management Package for Teens, Anger and Gang Prevention Package for Teens, or Anger Management Package for Middle School.
- g. Life Skills: 225
Life Skills: 225 Ready-to-Use Health Activities for Success and Well-Being is designed for youth in grades six to twelve (12), and addresses a wide variety of topics including relationships, stress, self-esteem, body image, drug and alcohol use, and sex.
- h. Teen Relationships Workbook
The Teen Relationships Workbook addresses emotional, verbal, financial, physical, and sexual abuse. Intended for teens in grades seven to twelve (12), this workbook contains sixty-eight (68) reproducible worksheets for helping teens develop healthy relationships and prevent or end abusive relationships.
4. Structured Activities and Services
The Respondent shall deliver structured activities and support services beyond the evidence-based delinquency intervention to include a community service component. The following structured activities (a-e) are required for service delivery.
- a. Career Exploration
The Respondent shall cultivate career interests and exploration of required competencies and training needed for various careers. Career exploration services shall be provided to all youth participating in the Program who are sixteen (16) years and older, or who are enrolled in a General Education Development (GED) or vocational curriculum and shall include topics such as how to prepare a job resume, how to dress for an interview, assistance with obtaining job applications, etc.
- b. Mentoring Services
The Respondent shall deliver mentoring services specifically designed to be relationship-based and ongoing, provided in a manner to help youth transition to adulthood by fostering a strong set of connections to pro-social adults and peers and a sense of belonging to their community. Overall, mentoring services should strive to instill a sense of permanency in the youth's life and maintain a long-term view towards the youth's well-

- being. A minimum of one weekly mentoring activity must occur for each youth outside traditional business hours (i.e., on a weekend).
- c. Homework Assistance and Tutoring
The Respondent shall offer homework assistance and/or tutoring for a minimum of one hour weekly, with school or vocational assignments and tutoring with focus on educational or vocational needs.
 - d. Community Service Component
The Respondent shall offer Respondent-identified and supervised community service activities that are developmentally and age appropriate.
 - e. Additional Structured Activities
Other structured activities include, but are not limited to:
 - 1) School related sports activities;
 - 2) Community program sports activities;
 - 3) Faith-based program involvement (youth group, choir, faith-based mentorship);
 - 4) Regularly scheduled employment with a verified employer;
 - 5) Verified employability skills training and/or job search; and
 - 6) Assistance in obtaining a Florida identification card, social security card, library card, bank accounts, etc.
5. Case Management Coordination Strategies
- a. The Respondent shall employ programmatic case management coordination strategies that include delivering services aggressively to the youth, rather than passively offering services.
 - b. The Respondent's staff shall respond to non-compliance in a manner that is consistent with Circuit 13, Hillsborough County's Effective Response Plan.
6. Youth Employment
In the event the youth is or becomes gainfully employed, the Respondent shall immediately contact the CPO or Assistant CPO to ensure an appropriate plan is approved and in place to allow the youth to continue participating in his/her employment while participating in the ERC pursuant to the Court Order.
7. Meals and Snacks
- a. The Respondent shall serve snacks after school and a light evening meal (i.e. beverage, sandwich) to each youth in accordance with United States Department of Agriculture Child Nutrition Programs (CNP) requirements for CNP meals. Food services must be provided as a condition of the resulting Contract. CNP are stipulated in Federal Regulation Title 7, Subtitle B, Chapter II, Subchapter A, Parts 210, 220, 235, and 245 <http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=7:4.1.1.1.1/>.
 - b. Meals and snacks shall be prepared on-site by the Respondent or prepared off-site by a participating CNP food service establishment. Sites of meal preparation and service shall operate in accordance with all applicable state and county licensing requirements.
 - c. If preparing meals on site, a registered dietician shall approve the menu. The dietician or nutritionist shall be licensed in accordance with chapter 468, F.S.
 - d. In addition to serving balanced meals, the Respondent shall prioritize Food Safety Practices to protect the health and well-being of the youth served. Regulated food safety practices in all food service facilities are stipulated in section 509.039, F.S.
 - e. Food services shall be included in the cost of the resulting Contract and shall not be paid separately from the resulting Contract. The Respondent shall prioritize the use of USDA commodities and adhere to requirements resulting in meal reimbursements for all meals served. Respondents are encouraged to seek funds through the Florida Department of Agriculture or other sources (such as staff meal sales).

8. Transportation

- a. The Respondent shall provide youth transport and daily transportation from the youth's school or designated bus stop to the program and to the youth's home / place of residence after program services.
- b. The Respondent shall provide a functional transportation plan that adheres to the Department's policy and procedures for Operating a Vehicle for the Purpose of Transporting Youth FDJJ 1920 and 1920P (dated 5/19/2014 available on the Department's website) and the minimum requirements outlined herein. Transportation can be provided directly or subcontracted. All staff / subcontracted staff providing transportation to youth shall adhere to the Department's transportation requirements and policy and shall be background screened in accordance with the requirements of the resulting Contract.
- c. The Respondent shall take into consideration the targeted area identified in this RFP, which identifies neighborhoods of the target population when developing transportation plans, although the Department cannot guarantee referred youth will reside within the identified areas.
- d. Youth shall be transported by a Respondent-leased or owned vehicle, an approved program staff vehicle (vehicle must be inspected by the program director, have working seat belts, and be driven by a licensed and approved staff member), private vehicle (parent / guardian) or local school district public transportation.
- e. Total transportation time between the youth's home and the Program facility may not exceed sixty (60) minutes each way unless mutually agreed upon by the Respondent and the Circuit Chief in writing.
- f. Transportation services shall be provided as a condition of receipt of funds under the resulting Contract, but transportation services shall be included in the cost of the resulting Contract and shall not be reimbursed separately from the resulting Contract.
- g. The Respondent shall undertake efforts to minimize the amount of time any individual youth spends in transit to the program and may request the youth not be admitted due to transportation difficulties. Such permission must be requested in writing to the CPO, Assistant CPO, and shall be approved in writing (email acceptable).
- h. The Assistant CPO shall review, consider and approve in writing any requests for changes based on transportation difficulties presented by the Respondent, and notify the court accordingly.
- i. Any disagreements shall be resolved by the CPO and Assistant CPO whose decision is final.

9. Youth Case Files, Records and Documentation

- a. The Respondent shall, upon admission to the ERC Program, develop a case file for each youth and shall ensure documentation of services rendered, to include, but not be limited to:
 - 1) Copy of youth's Court Order;
 - 2) Signed consent/participation agreement;
 - 3) The youth's Individualized Service Plan and related documents;
 - 4) Community referrals; and
 - 5) Case notes.
- b. The Respondent's staff shall document all ERC program activities in the youth's case file to include: attendance dates; delinquency interventions; structured activities; and community supervision. Case notes shall demonstrate compliance (or attempted compliance) with youth, parent(s)/guardian(s), and staff action steps contained in the youth's service plan.

10. JJIS and Data Requirements

The Respondent shall ensure the following tasks for the Department's Juvenile Justice Information System and requirements below are met throughout the term of the resulting Contract:

- a. Within the JJIS System, staff verification data shall be maintained by the Respondent utilizing the Staff Verification System (SVS) module;
- b. The Respondent shall be responsible for the accuracy of the information inputted into the Juvenile Justice Information System. This responsibility is based on the Department's capability to provide access and utilization to the Respondent;
- c. The Respondent shall designate a lead staff person responsible for ensuring 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; and
- d. NOTE: The Department's Data Integrity Officer (DIO) will facilitate the JJIS training prior to the anticipated Contract start date. The Data Reporting requirement is based on the Department's capability to provide access and utilization of the JJIS to the successful Respondents.

B. Task Service Limits

Services under the resulting Contract are limited to youth placed Supervised Release status that are referred by the Department.

C. Staffing/Personnel

The Respondent and all personnel provided under the resulting Contract, 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 the resulting Contract, to the Department's Contract Manager, prior to the delivery of services.

1. Staffing Levels

The Respondent staff shall maintain a minimum ratio of 1:10 for youth that shall not be exceeded during the term of the resulting Contract. In addition, the Respondent shall maintain a plan for recruitment and retention of staff, and maintaining staffing level ratios, that specifically addresses handling of vacancies and absences.

2. Staff Qualifications

a. Program Director

The Program Director shall possess, at a minimum, a bachelor's degree from an accredited college or university, and shall have a minimum of one year of supervisory / management experience.

b. Education and Training Specialist

Staff shall possess a bachelor's degree or an associate degree with two years of experience working with youth. A combination of education and appropriate experience shall meet this qualification. Degrees must be conferred from an accredited college or university. Documentation of compliance with this section shall be maintained in the employee's personnel file.

c. Direct Care Staff

Direct Care Staff shall be at least twenty-one (21) years of age and possess sufficient education and aptitude to pass the Department's required training programs. Documentation of compliance with this section shall be maintained in the employee's personnel file.

d. Exceptions to Above Qualifications

The Department may consider staff who do not meet the minimum education and professional experience qualifications listed above upon

receipt of a written request from the Respondent which includes name, education, professional experience and a statement to support an exemption from the above qualifications. Any such request and documentation of staff qualifications must be presented in the Staffing Section requirements of the RFP. After notice of Contract Award, the Respondent shall submit the request to the Department's Contract Manager and CPO of the Circuit. The Department may waive the minimum qualifications on a case by case basis in writing when the candidate possesses extensive knowledge and experience providing direct services to delinquent and/or dependent youth.

3. Respondent Staff Training

a. Respondent Required Training Plan

The Respondent shall provide a training plan to incorporate, at a minimum, pre-service and in-service training as outlined in Rule 63H, F.A.C. Training plans shall be approved by the Department's Office of Staff Development & Training (SD&T) to ensure compliance with Rule 63H, F.A.C. If applicable, the plan should also include any specialized training outlined in the resulting Contract. A plan must be submitted at the execution of the resulting Contract as well as annually each January. The Respondent shall use the Department's Training Plan template to develop its plan. A copy of the template can be found at <http://www.djj.state.fl.us/partners/contract-management>.

b. Learning Management System (LMS) Training and Instructor Led Training

- 1) The Respondent is required to utilize the Department's LMS for all identified on-line training. In addition, the Respondent must ensure that all required staff training is entered in the employees account in the LMS upon completion of each training, including instructor led, and Respondent delivered training. Prior to access to the LMS, the Respondent is required to have all staff background screened which can take up to two weeks.
- 2) The Respondent shall attend required DJJ instructor led training when it is located in the county where the Provider's staff is providing services or in any adjacent county.

c. Direct Care Staff Training

- 1) All Respondent direct care staff shall receive training consistent with the Department's Direct Care Staff Training Rule 63H-2.001-.008 F.A.C. prior to having supervisory responsibility for Department youth, and complete in-service training requirements. Training shall be specific to the functions and responsibilities of each staff member. Training must be provided by qualified personnel for the specific topic.
- 2) Contracted non-residential employees are authorized to be in the presence of youth prior to the completion of the training requirements outlined below. However, the following essential skills must be completed first:
 - a) Overview of the Florida's Juvenile Justice System and Evening Reporting Center services and programming;
 - b) Protective Action Response (PAR) Certification Training: Thirty-two (32) hour instructor led course to learn the Department approved verbal and physical intervention techniques associated with Program PAR and obtain PAR certification in accordance with Chapter 63H-1, F.A.C.;
 - c) CPR and First Aid Certification Training accredited by the Department of Labor, Occupational Safety and Health Administration (OSHA). The training is offered by the American Heart Association, the American Red Cross,

- the National Safety Council, and other nationally recognized private educational organizations. Instructor led course will be used to obtain certification;
- d) Ethics: On-Line course titled "Ethics Basics" (minimum of one hour) lessons to include but are not limited to:
 - i. Definition of "ethics" and "professionalism";
 - ii. Behaviors that are violations of Florida laws, Florida rules, or Department policies and procedures;
 - iii. Consequences for violating Florida laws, Florida rules, or Department policies and procedures; and
 - iv. Inappropriate behaviors, importance of reporting conduct violations.
 - e) Suicide prevention processes and procedures in accordance with Rule 63N-1.0091 F.A.C., which requires six hours of staff training annually on suicide prevention and implementation of suicide precautions. Two hours online plus four additional hours as designated by the Office of Health Services;
 - f) Emergency Planning and Disaster Drill Procedures;
 - g) Central Communications Center (CCC): (On-line in the LMS); If the Respondent staff is not trained on CCC right away, an incident might occur and go unreported to the CCC;
 - h) Juvenile Justice Information System (JJIS): JJIS Respondent training is completed by the Department through local area Data Integrity Officers across the state. This initial training allows staff access to the JJIS; Instructor led. At least one individual staff shall be trained in the Staff Verification System (SVS) component of JJIS, and the Department's LMS; and
 - i) Client Confidentiality.
- 3) Additional Training requirements are as follows (staff must complete all trainings within 180 days of hire date):
- a) Understanding youth: on-line course titled "Adolescent Development";
 - b) Trauma-Informed Care: On-line course. Training in Trauma Informed Care is required for staff who work directly with youth in the Department's care. This course will assist staff in recognizing trauma and trauma triggers in youth, identifying physical warning signs that indicate a youth may lose control, identify behaviors for officers to demonstrate trauma informed practices, and issues and behaviors associated with trauma histories;
 - c) Motivational Interviewing (MI);
 - d) Medication Self Administration;
 - e) Gang-Awareness (LMS) and Gender-Responsive Programming (face-to-face/instructor-led);
 - f) Restorative Justice Philosophy (LMS);
 - g) Human Diversity (LMS – titled Diversity);
 - h) Human Trafficking;
 - i) Interpersonal/Communication skills: Instructor led or available on line as the following:
 - i. Communication is the Key to Success;
 - ii. Delivering Constructive Criticism Parts 1-4;

- iii. Effective Verbal and Nonverbal Communication; and
 - iv. Professional Interaction with the Public.
- j) Safety training (On-line for a minimum of two hours) lessons shall include but are not limited to:
 - i. Safety Policy FDJJ 1305;
 - ii. Employee safety responsibility;
 - iii. Safety prevention;
 - iv. Back safety;
 - v. Slips, trips, and falls;
 - vi. Office safety;
 - vii. Computer workstations;
 - viii. Vehicle operations;
 - ix. Hazard communication;
 - x. Universal precautions (blood borne pathogens);
 - xi. Driving safety;
 - xii. Violence in the workplace;
 - xiii. Emergency procedures (shall include but is not limited to: fire, natural disaster, biohazard, medical, mental health, escape, riot, disturbances, and the Continuity of Operations Plan [COOP]); and
 - xiv. Workers' compensation.
- k) New Employee Orientation (minimum of one hour) lessons shall include but are not limited to the Department's overview;
- l) Prison Rape Elimination Act (PREA) (minimum of one hour) lessons shall include content from Department Policy 1919;
- m) Customer Service (minimum of one hour);
- n) Records management and public records (minimum of one hour) lessons shall include but are not limited to:
 - i. Definition of a record;
 - ii. Importance of adhering to the retention schedule;
 - iii. Types of records;
 - iv. Responding to record requests;
 - v. Elements of a good record filing system;
 - vi. Proper storage conditions for public records;
 - vii. Proper record labeling;
 - viii. Elements of a good record tracking system;
 - ix. Proper methods to destroy records; and
 - x. Use of forms and documentation related to record retention, storage, tracking, and destruction.
- o) Sunshine Law (minimum of one hour) lessons shall include but are not limited to:
 - i. What the Sunshine Law covers; and
 - ii. Portions of chapter 286, F.S., that apply to staff.
- p) Civil Rights (minimum of three hours) lessons shall include but are not limited to:
 - i. Sexual Harassment (minimum of one hour) lessons shall include but are not limited to:
 - (a) Quid Pro Quo;
 - (b) Hostile work environment; and
 - (c) Reporting incidents.
 - ii. Equal Employment Opportunity (minimum of one hour) lessons shall include but are not limited to:

- (a) Americans with Disabilities Act (ADA) and Rehabilitation Act of 1978;
 - (b) Protected classes and types of discrimination;
 - (c) Reasonable accommodations; and
 - (d) Reporting violations.
 - iii. Health Insurance Portability and Accountability Act of 1996 (HIPAA) (minimum of one hour) lessons shall include but are not limited to:
 - (a) Protected information;
 - (b) Information protection practices; and
 - (c) Reporting violations.
- 4) Upon request by a Regional Director, the Department Director for SD&T will grant up to a ninety (90)-day extension to the 180-day timeframe for completing training requirements. The extension may only be based on the following:
 - a) Death of an immediate family member;
 - b) Serious chronic condition, illness or injury;
 - c) Immediate family crisis;
 - d) Court appearance;
 - e) Military duty;
 - f) Family medical leave; and
 - g) Other emergency circumstances.
- 5) Testing requirements for pre-service training are as follows:
 - a) A passing score of at least seventy percent (70%) on all PAR testing and evaluation requirements as outlined in Chapter 63H-1, F.A.C.; and
 - b) Successful completion of all written and practical requirements for CPR/First aid training.
- 6) Contracted non-residential staff must complete twenty-four (24) hours of annual in-service training beginning the calendar year after the staff has completed pre-service training.
- 7) The following are required training topics that must be retaken and completed each year:
 - a) PAR update (Chapter 63H-1, F.A.C.);
 - b) CPR;
 - c) First aid, unless the specific certification is good for more than one year, in which case, training is only necessary as required by certification; and
 - d) Professionalism and ethics.
- 8) All contracted non-residential programs will submit to SD&T a written list that includes course names, descriptions, objectives, and training hours for any instructor-led in-service training other than the above topics.
- 9) Documentation procedures are as follows:
 - a) The Respondent shall ensure that a training file is maintained for each direct care staff, and that they meet all requirements;
 - b) Completion of all training requirements shall be documented on the Department's computer-based tracking system; and
 - c) Facilities and programs shall develop an annual in-service training calendar which must be updated as changes occur.

- d. Delinquency Interventions
The Respondent shall ensure staff designated to provide delinquency interventions have received the required training prior to the delivery of any interventions or groups, as well as completing DJJ's Motivational Interviewing course.
 - e. Training Costs
The Respondent is responsible for all training costs associated with the resulting Contract. Respondent staff training shall be accomplished in accordance with the requirements contained herein and shall be coordinated with the Department. Any training to be provided by the Department shall be coordinated with the Department's Contract Manager.
4. Back-Up Plan, Vacant Positions and Requested Changes to Approved Staff
- a. Changes to the staffing levels required (as set forth in any contract resulting from this RFP) are not authorized unless requested by the Respondent in writing (email acceptable) to the Department's Contract Manager and approved in writing (email acceptable) by the Department's Contract Manager and the Probation Program Office.
 - b. The Respondent shall have and utilize a written back-up plan for staffing vacancies to ensure provision of adequate qualified staff to fill-in for staff who may be absent from work (e.g., emergency, illness, or vacation) to ensure services to youth will not be canceled or rescheduled. In no case shall services be interrupted or not occur as required in the resulting Contract.
 - c. The Respondent agrees to notify the Department's Contract Manager in writing (e-mail acceptable) within seven working days when a staff position becomes vacant. Staffing changes that may affect service delivery, as stipulated in the resulting Contract, shall be requested in writing to the Department's Contract Manager for approval at least twenty (20) business days prior to the implementation of the change. The Department's Contract Manager shall consult with the Department's Office of Probation and Community Intervention prior to approving or disapproving the request in writing.
 - d. The Department expects, during the time of the vacancies, the youth receiving services under the resulting Contract shall receive services uninterrupted and the Respondent shall ensure the position is filled within sixty (60) days, but in no case should services to the youth not occur as specified in this RFP.
5. Staff Background Checks
- a. The Respondent shall comply with the Department's Statewide Procedure on Background Screening for Employees, Contractors / Subcontractors, and Volunteers. The Respondent shall comply with the requirements for background screening pursuant to chapters 39, 435, 984 and 985, F.S., and the Department's background screening policy. Failure to comply with the Department's background screening requirements may result in termination of a Contract.
 - b. A background screening shall be completed in accordance with the Department's Background Screening Policy and Procedures on all newly hired staff and provided to the Department's Contract Manager prior to the initiation of employment to provide services.
 - c. The Respondent shall ensure staff obtains the required five-year background re-screening every five years from the date of their approval to work in accordance with the Department's statewide procedure. Five-year re-screenings shall not be completed more than twelve (12) months prior to the original screening approval date. Results of re-screenings shall be provided to the Department's Contract Manager.

- d. The Respondent shall notify the Department's Background Screening Unit when their employee (Respondent staff) is no longer providing services.
- D. Service Times and Location
1. Service Location
The ERC program locations shall be located in Circuit 13, Hillsborough County. The program is located at the following address (to be inserted in final contract). The program shall be provided in a Respondent-owned or leased facility. The facility shall have adequate space to provide required interventions and other services and maintain confidential records.
 2. Service Times
Services, including transportation, shall be provided five days per week from approximately 2:45 p.m. to 8:30 p.m. Eastern Time (Monday through Friday) plus one Saturday a month for community activities, with service days not to exceed 262 days per year per filled program slot. Services are not required on State Holidays.
 3. Changes to Service Locations/Times
Prior to any changes to the service location and service times, the Respondent must submit a written request for written approval (email acceptable) to the Department's Contract Manager, with a copy to the Circuit CPO affected by the change. Changes may be implemented only with written approval (email acceptable) from the Department's Contract Manager with a copy to the CPO. Any changes to the approved location shall require a contract amendment.
- E. Property and Facility Standards
1. Non-Expendable Tangible Personal Property
 - a. Title (ownership) to all non-expendable property shall be vested in the Department at the time of the purchase of the property if the property is acquired from:
 - 1) Expenditure of funds provided by the Department under a cost-reimbursement contract;
 - 2) Expenditure of funds provided by the Department as pre-operational; and/or
 - 3) Expenditure of funds provided by the Department as operational expense dollars.
 - b. All state-furnished property or property acquired by the Respondent through funding sources identified above, with a cost of \$1,000 or more and lasting more than one year, and hardback-covered bound books costing \$250 or more, and computers, regardless of cost shall be accounted for in accordance with Rule 69I-72., F.A.C. All such property, including replacements to state-furnished property that is lost, destroyed, exhausted or determined surplus under the terms of the resulting Contract, shall be returned to the Department upon Contract termination. Any replacements shall be in equal or greater value when returned to the Department.
 - c. Upon delivery of Department-furnished property to the Respondent, the Respondent assumes the risk and responsibility for its loss and damage.
 - d. The Respondent shall submit to the Department's Contract Manager, on a quarterly basis, a listing of all items purchased that quarter under the resulting Contract. The listing shall include a statement as to whether the items were purchased with Department or Respondent funds and include supporting documentation of funds used.
 - e. The Respondent shall not dispose of Department-furnished property without the written permission of the Department. Department policies and procedures shall be followed when disposing of state-furnished property.
 - f. The Respondent shall not use any Department-furnished property or property acquired by the Respondent through funding sources identified

above for any purpose except the delivery of services identified in the resulting Contract.

- g. The Respondent shall submit a final inventory report for approval by the Department at conclusion of the resulting Contract.
- h. The Respondent shall submit an annual joint inventory report of all Department-furnished property or property acquired by the Respondent through funding sources identified above to the Department's Contract Manager.
- i. The Respondent shall report annually to the Department's Contract Manager an inventory of all state-titled vehicles or other vehicles purchased with state funds. The Respondent shall maintain a monthly vehicle log for each vehicle and submit the completed log to the Department's Contract Manager by the fifth day of each month. When utilizing state-furnished vehicles, the Respondent shall comply with the Department's Vehicle Operations Policy and Fleet Management Manual.
- j. The Department may find it necessary to purchase property through the Respondent as opposed to direct acquisition for the following reason(s):
 - 1) The property is solely intended for use by the Respondent in the delivery of the contracted services, or the same or different Respondent's under subsequent continuing Contracts, with continued use of this property throughout its useful life. It is not intended for direct use by Department staff;
 - 2) The property is critical to the delivery of the contracted services and the Department more appropriately identifies the cost as a Contract cost rather than Operating Capital Outlay; and
 - 3) Direct purchase by the Respondent is more efficient than Department purchase, which would include additional costs for storage, delivery, retrieval, disposal, etc.

F. Facility Standards, Property, Maintenance and Repair

The facility is to be Respondent-owned or leased. The Respondent shall comply with standards required by fire and health authorities. The Respondent shall ensure that all buildings and grounds, equipment and furnishings are maintained in a manner that provides a safe, sanitary and comfortable environment for youth, visitors and employees. The Respondent shall ensure compliance with the following facility requirements:

1. Cleanliness and Sanitation

- a. The Respondent shall ensure the Program conducts weekly sanitation and maintenance checks to ensure that facility is clean and in good repair. All maintenance needs are reported to the Program's Director and completed based on priority.
- b. The Respondent shall ensure all indoor areas and attached buildings are clean, neat and well maintained. No graffiti shall be allowed to remain on walls, doors or windows.
- c. The Respondent shall ensure that weekly sanitation and safety inspections of all internal and external areas and equipment are conducted to ensure that the facility is clean and in good repair. Completed inspections shall be maintained in the Sanitation and Maintenance Log for a minimum of one year.
- d. The Respondent's maintenance and housekeeping plan shall list the areas of the program that will be cleaned and the cleaning frequency.
- e. The facility shall have separate bathroom facilities provided for males and females. There shall be a minimum of one operable toilet and washbasin with hot and cold running water and antibacterial soap for every thirty (30) youth.
- f. The facility shall have space available for private counseling, group meetings and classrooms.

2. Fire Prevention and Evacuation Procedures

- a. The Respondent shall have a comprehensive safety regimen that includes fire safety training, a fire alarm and automatic detection system, fire protection equipment in strategic locations, monthly fire drills, and a fire safety log containing a record of annual fire safety inspections, a summary of all deficiencies found by fire officials, a record of corrections, and the results of periodic fire safety inspections and equipment checks.
- b. The Program Director or designee shall serve as the designated Disaster Coordinator for the facility and is responsible for all aspects of the Fire Safety Plan.
- c. The Respondent shall ensure smoking is prohibited throughout the entire facility and on the grounds.
- d. Evacuation egress plans shall be conspicuously located throughout the facility by the exit/entrance of each room. The plans shall indicate the location of fire extinguishers, first aid kits, exit routes and assembly location.
- e. The Respondent shall ensure the fire alarm system is tested monthly. The log of these tests shall be kept in the Fire Safety Log. Fire extinguishers shall be inspected weekly as part of the facility tour. All fire extinguishers shall be inspected at least quarterly and recharged as needed. Documentation indicating extinguisher inspection and copies of invoices indicating service shall be kept in the Fire Safety Log.
 - 1) The Respondent shall conduct Fire drills monthly and document in the Fire Drill Log located in the Program Director's office. The date, time, and comments concerning the drill shall be documented. Fire drills shall be conducted under varying conditions and during hours when the majority of student are present.
 - 2) The Respondent shall ensure a Fire Marshall inspects the facility at least annually. Completed Fire Inspections shall be located in the Program Director's office. All deficiencies shall be documented on a Corrective Action Plan and are completed in a timely manner.
 - 3) The Respondent shall ensure fire extinguishers are located throughout the facility. The location of the extinguishers shall be indicated on the Evacuation Egress Plans.
 - 4) Fire Drill and evacuation procedures shall be included in the student handbook, which is given to all students during intake and in the Program's Operational Policy and Procedure Manual, which is read by all new staff members.
 - 5) The Respondent shall ensure weekly safety inspections are completed, ensures clear exits and identifies any other safety hazards. Copies of the weekly inspections shall be located in the facility.
 - 6) The Safety Inspection Binder shall be located in the Program Director's office.
 - 7) The Respondent shall ensure all staff members receive training on proper operation and use of available firefighting equipment as part of their New Employee Training Plan.
 - 8) The Respondent shall ensure all students receive training on fire drill procedures and facility evacuation plans as part of the student orientation process.
 - 9) The Respondent shall maintain several cellular phones, which can be used to call public safety personnel in the event that the facility phones become inoperable.

3. Fire Drill and Building Evacuation Procedure

- a. The Respondent shall sound the air horn or use the fire alarm system in test mode to signal a fire drill to all staff and students on the premises.
- b. At the direction of the Respondent, staff students shall form a line and proceed to the appropriate fire exit as indicated on the egress plan in an orderly fashion. All other personnel shall also evacuate the building using the appropriate exit as indicated on the egress plan.
- c. The Respondent staff shall perform a headcount of the students under his/her supervision to ensure that no one has been left behind.
- d. The Program Director or designee shall make a final sweep of the building to ensure no one remains in the building.
- e. The Program Director or designee shall conduct a staff and student attendance count to ensure all students have safely evacuated. This will conclude the timed portion of the drill.
- f. Students and staff shall return to the building only after they have been directed to do so by the Program Director.
- g. Fire drills shall be conducted monthly and logged in the Fire Drill logbook.
- h. The Fire Drill procedures shall be approved by the local fire official.
- i. In the event of a fire, the R.A.C.E. procedure shall be followed:
 - 1) R - Rescue any staff or students that are in imminent danger or in the path of the fire. Evacuate the facility by following escape routes indicated on egress plans. Call role to insure all staff and students have safely left the facility. Immediately inform the fire department if it is believed a staff or student is trapped in building.
 - 2) A - Alarm: Sound the air horn. Press the security keypad's Fire Panic button. Call 911 from a program phone or cell phone. An alarm must be sounded for all fires regardless of size.
 - 3) C - Confine or contain the fire to the best of your ability without endangering yourself or others. Close all doors and windows.
 - 4) E - Extinguish the fire if it is safe to do so. Pull the pin, Aim the extinguisher at the base of the fire, Squeeze the handle, and Sweep the base of the fire. (P.A.S.S.)
- j. The building shall not be re-entered by staff or students until the fire department has given the all clear. In the event that the building is unsafe, the students shall be transported home and each Instructor shall notify the parent(s)/guardian(s).
- k. The Program Director shall maintain a Fire Safety Log. The log shall be maintained in a secure location. The Fire Safety Log shall include:
 - 1) A copy of the Comprehensive Fire Plan;
 - 2) Record of annual fire safety inspections;
 - 3) A summary of all deficiencies found by fire officials and a record of corrections; and
 - 4) Documentation of periodic fire safety inspections and equipment checks.
- l. The most important thing to remember is that property is replaceable, but a life is not. Ensuring the safety of the staff and students is paramount. At no time is it reasonable or necessary to take heroic measures to save property.

4. ERC Program Operating Procedures

Upon award of the resulting Contract, the Respondent shall develop operating procedures that include, but may not be limited to, the operating procedures listed below. Operating Procedures need to be based on applicable statute, rule and DJJ policy; signed and effective, and available for review by the Department's preoperational team:

- a. Initial Background Screening and Five-Year Rescreening;
- b. Pre-Service and In-Service Training Requirements;
- c. Fire Prevention and Evacuation Procedures;

- d. Water Activities;
- e. Food Services;
- f. Transportation;
- g. Program Orientation;
- h. Monthly Summary Reports;
- i. Termination / Release Requirements (including the JJIS);
- j. Mental Health Crisis Intervention Services / Crisis Assessments;
- k. Emergency Mental Health and Substance Abuse Services / Baker Act and Marchman Act;
- l. Suicide Prevention Services / Suicide Prevention Plan;
- m. Episodic / Emergency Services;
- n. CCC Internal Procedures;
- o. Contraband; and
- p. Internet Access.

G. Occupancy Clause

The Respondent shall not be entitled to payment for services until proof of compliance with the following conditions, if applicable, is submitted to the Department:

- 1. A current Certificate of Occupancy for a Respondent-owned, or leased facility has been issued by the building authority;
- 2. All permits and fees have been paid;
- 3. All safety and security systems and equipment are installed and operational in Respondent-owned or leased facilities; and
- 4. Proof of required fire and liability insurance coverage is presented to the Department.

IV. SERVICE UNITS/DELIVERABLES

A. Service Units/Deliverables

The service units to be delivered under the resulting Contract are filled program slots. A filled slot is a program slot occupied by a youth who is participating in ERC program services in accordance with specific requirements as specified in Attachment I. The youth in a filled slot shall be reflected on the monthly census report. The Department will only pay for filled slots.

- 1. The Respondent shall submit a monthly invoice with sufficient documentation to fully justify payment for the deliverables/service units delivered the previous month. Failure by the Respondent to promptly report and document deliverables as required shall result in a reduction in the monthly invoice.
- 2. The Respondent shall not receive payment for services rendered prior to the execution date or after the termination date of the resulting Contract.
- 3. Invoices for amounts due under the resulting Contract shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.
- 4. Failure by the Respondent to promptly report and document deliverables as required shall result in a reduction in the monthly invoice.

V. REPORTS

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

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

C. Contract Manager Contact Information Changes

After execution of the resulting Contract, any changes in the contact information to the 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 and 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.

D. Reports

Documentation of service delivery shall be in accordance with Attachment I, Section IV., A., Deliverables and shall be accompanied by reports as outlined below.

1. Invoice (Exhibit 1)

A properly prepared invoice shall be submitted directly to the Department's Contract Manager within thirty (30) calendar days following the end of the month for which services were rendered. Payment of the invoice shall be pursuant to section 215.422, F.S., and any interest due shall be paid pursuant to subsection 55.03(1), F.S. A Vendor Ombudsman, established within the Department of Financial Services, may be contacted if a Respondent is experiencing problems in obtaining timely payment(s) from a State of Florida agency. The Vendor Ombudsman may be contacted at (850) 413-5516.

2. Youth Census Report (Exhibit 2)

A complete list of youth who were provided services required under the terms and conditions of the resulting Contract during the service period detailed on the invoice shall be furnished. At a minimum, the Youth Census Report shall include the youth's last name and initial of first name, juvenile justice identification number, and indicate the dates that the youth was active. Prior to the submission of the monthly Youth Census Report, the Respondent shall confirm the accuracy of youth census data in the JJIS.

3. 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 the 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.

4. Copy of Subcontract(s)

A copy of all subcontract agreements entered into by the Respondent and a subcontractor for services required of the Respondent via the resulting Contract, shall be submitted to the Department in advance for review. A signed copy of the subcontract shall be provided to the Department's Contract Manager prior to the delivery of service to Department youth and payment to the subcontractor.

5. Organizational Chart

The Respondent's organizational chart shall be provided to the Department's Contract Manager, upon execution of the resulting Contract, annually, and upon changes. The organizational chart shall include the programmatic and administrative structure of the Respondent's organization.

6. 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. The Respondent shall use the Department required exhibit form for the staff hire report submission. A copy can be found at <http://www.djj.state.fl.us/partners/contract-management>.

7. 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 to 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. The format of this report can be determined by the Department's Contract Manager. A position shall not be deemed vacant when an employee is temporarily absent due to paid vacation, paid sick leave, management and professional conferences, in-service training, or other temporary leave conditions. Furthermore, a position shall be deemed not to be vacant if filled through the use of contract services or temporary employees. A copy of the Staff Vacancy Report can be found at <http://www.djj.state.fl.us/partners/contract-management>.
8. Staff Training Plan
The Respondent shall provide a training plan to incorporate, at a minimum, pre-service and in-service training as outlined in Rule 63H, F.A.C. Training plans will be approved by SD&T to ensure compliance with Rule 63H, F.A.C. If applicable, the plan should also include any specialized training outlined in the resulting Contract. A plan must be submitted at the onset of the resulting Contract as well as annually each January. The Respondent shall use the Department's Training Plan template to develop its plan. A copy of the template can be found at <http://www.djj.state.fl.us/partners/contract-management>.
9. Florida Minority Business Enterprise (MBE) Report (Exhibit 3)
The Respondent shall submit to the Department's Contract Manager, along with each monthly invoice, a copy of the Florida 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.
10. Continuity of Operations Plan (COOP)
Prior to the delivery of service, the Respondent shall submit to the Department's Contract Manager a COOP, which provides for the continuity of contract services in the event of a manmade/natural disaster/emergency. The Department approved plan format can be found on the Department's website. Additional information can be found in FDJJ 1050, Continuity of Operations Plans.
11. Incident Reports
The Respondent shall comply with Departmental Policy FDJJ 2020 regarding the CCC. The Respondent shall report incidents ensuring that all designated incident types are reported to the CCC immediately or at least within two hours of learning of the incident.
12. Youth Discharge Summary Report
The Respondent shall submit, to the Circuit CPO, within one week of a youth discharge, a discharge / summary report for each youth admitted to the program which details the intervention services and activities provided during the youth's program attendance, the number of days the youth received services, the youth's progress in meeting goals of the Court Order, incidents, and a summary of the youth's efforts.
13. Ad Hoc Reports
The Respondent shall provide the Department ad hoc reports upon request of the Department's Contract Manager or designee.

REPORT LIST	FREQUENCY	DUE DATE	DUE TO DEPARTMENT
Invoice	Monthly	30th day of the following reporting month	Contract Manager
Youth Census Report	Monthly	With the Invoice	Contract Manager
Proof of Insurance Coverage	Annually	Prior to July 1 of each year and prior to expiration of insurance	Contract Manager
Copy of Subcontracts	Prior to subcontracting and every time it occurs / changes	Prior to July 1 of each year	Contract Manager
Organizational Chart	Upon contract execution, annually, and every time it changes	Prior to July 1 of each year	Contract Manager
Staff Hire Report	Monthly	With invoice	Contract Manager
Staff Vacancy Report	Monthly	With invoice	Contract Manager
Staff Training Plan	Upon Execution and Annually Thereafter	Upon Execution and January 1 st	Contract Manager
MBE Utilization Report	Monthly	With invoice	Contract Manager
COOP Report	Annually and every time it changes	Prior to July 1 of each year	Contract Manager
Incident Reports	Upon Each Occurrence	Immediately, within two hours of occurrence	Central Communications Center
Youth Discharge Summary Report	Within one week of a youth's discharge from the program	Within one week of discharge	Circuit CPO
Ad Hoc Reports	Upon Request	As Requested	As Requested

E. Report Receipt and Documentation

Delivery of deliverables and reports shall not be construed to mean acceptance of those deliverables and reports. The Department reserves the right to reject deliverables and reports as incomplete, inadequate, or unacceptable. The Department's Contract Manager will approve or reject deliverables and reports.

VI. **PERFORMANCE MEASURES**

A. Performance Outcome

Listed below are the key Performance Measures, with minimum standards of performance, deemed most crucial to the success of the overall desired service delivery. The Respondent shall ensure that the stated performance measures and standards (level of performance) are met. The Respondent's performance data shall be collected, beginning the second month after which service has been fully implemented. The Department will determine the Respondent's outcome standard annually.

Goal: 100% of enrolled youth shall successfully complete the program.

Measure: This percentage will be calculated by taking the number of youth who successfully completed the program divided by the number of youth

referred and accepted by the program. NOTE: (Successful Completion is defined as the youth having the following:

1. No failures to appear for court hearings;
2. No new law violations pending court or while participating in the program; and
3. No technical violations resulting in a secure detention placement.

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

B. Outcome Evaluation

1. The Respondent, throughout the term of the resulting Contract, shall document compliance with required service tasks, performance, and provide documentation of such for inspection via contract management, annual program monitoring, and quality improvement inspections, and deliver findings in applicable reports.
2. The evaluation will use the process and outcome data collected throughout the duration of the resulting Contract to determine the effectiveness of the services. The results may be used in evaluation of the service needs or the Respondent's performance when considering future contract renewals and funding.