

REQUEST FOR PROPOSAL (RFP)

ADDENDUM #1

July 31, 2020

RFP Number: 10685

RFP Services: The Department is seeking proposals to deliver the evidence-based curriculum Parenting with Love and Limits (PLL) as part of the Department's Redirections program in Circuit 4 (Duval, Clay and Nassau Counties) in the North Region and Circuit 10 (Polk, Hardee and Highlands Counties) in the Central Region. All PLL services shall be provided in accordance with the PLL license and model curriculum requirements and shall follow, to the extent practicable, the existing protocols and service delivery methods set forth by the modality and included in the Attachment A, Services Sought. PLL services shall address the youth's problematic behavioral and/or emotional functioning, interactions and family dynamics that contributed to the youth's placement on conditional release or post-commitment probation and shall permit youth to fulfill required sanctions.

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

Subject: This Addendum removes the option for the use of Skype and replaces it with a HIPAA compatible technology platform; removes the Mental Health and Substance Abuse Report and Referral Form as part of the referral information; and removes the DSM-IVTR as part of the clinical examination. There were no questions received from prospective Respondents related to this RFP.

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

REFERENCE: Page 6, Attachment A, Section I., B., 3., Hybrid Parenting with Love and Limits (PLL) Modality

UPDATE: d. The Respondent agrees to, when feasible, have staff travel up to ninety (90) miles from the Respondent's Office Location in each Circuit, to a referred youth's Residential Facility for coaching Individual Family/Youth sessions, consistent with the family being present. The Respondent agrees to manage contact via Skype a HIPAA compatible technology platform or Telephone for youth in Residential facilities that are in excess of ninety (90) miles away. When not traveling to the Facility, the Respondent shall ensure family participation in services at a location most conducive to the family, the family home, office or other mutually agreed upon location at time convenient to the family and the youth and Facility Schedule.

REFERENCE: Page 14, Attachment A, Section II., C., 7., JJIS Referral, Acceptance and Placement Process

UPDATE: a. Based on constraints to placement in the JJIS System for youth still in Residential, if a youth is in a Residential placement, the Respondent shall accept the referral (or reject) but cannot place the youth in the PLL in JJIS until after release from Residential.
1) As long as the youth is still in Residential placement, sessions delivered to the youth in Residential placement must be documented (for invoicing verification purposes). The Respondent shall coordinate with Residential Facility staff, to ensure that Residential staff are available to provide supervision of the youth during skyping when using a HIPAA compatible technology platform (or telephone, if internet access not reliable) with the youth.

- 2) After the youth is released to the community, the placement must be made in JJIS within twenty-four (24) hours.
 - 3) Multi-family groups must be documented with sign-in sheets to support sessions billed. Final documentation will be approved by the Department's Contract Manager.
- b. If a youth referred is in the community, the Respondent shall accept the referral (or reject) and place the youth in the PLL program in JJIS within forty-eight (48) hours of the start of services.
- c. Upon the initial referral from the Department, the Respondent shall review the following information in Probation Resource Booking (PRB) Module in JJIS and accept or reject the referral (depending on where the youth is residing, see paragraph a. above). The following information may be found in JJIS (as available). NOTE: Until such time as Respondent is trained in JJIS, the Department's referring staff will work with the Respondent to ensure referral information listed below (if available/applicable) is provided in a timely manner.
- 1) Expanded Face Sheet;
 - 2) CAT Overview Report; (CAT is available through JJIS for review/assessment purposes, but it is not part of the referral packet); and
 - 3) ~~Mental Health and Substance Abuse Report and Referral Form; and~~
 - 43) Human Trafficking Screening Tool (HTST) Prescreening Report and HTST Full Screening.
 - 54) Prior assessments available to the Department; (i.e. SAMH-2, SAMH-3, Psychological Evaluation, Bio-Psychosocial Assessment, or predisposition Comprehensive Evaluation).

REFERENCE: Pages 20-21, Attachment A, Section III., A., 3., d., 1), Clinical Assessments

- UPDATE:**
- a. Each youth referred for PLL Services must receive a Clinical Assessment or an Updated Clinical Assessment of his/her emotional and behavioral functioning through a structured clinical interview of the youth and parent/guardian and completion of appropriate standardized assessment instruments. The clinical assessment must include a mental status examination and documentation of the following:
 - i. Identifying information;
 - ii. Reason for assessment;
 - iii. Relevant background information to include:
 - Home environment/family functioning;
 - History of physical/sexual abuse and/or neglect;
 - History of Witnessing violence or other forms of trauma;
 - Behavioral functioning;
 - Physical health;
 - Mental health history and response to any previous treatment;
 - Substance abuse history and response to any previous treatment;
 - Educational functioning;
 - Available services; and
 - Caregiver assessment, if caregivers are unpaid and responsible for implementing the youth's treatment plan.
 - iv. Current life situation and sources of stress;
 - v. Examination of youth's mental health needs, strengths and weaknesses;
 - vi. Diagnoses; (DSM-IVTR including Axis I-V, or DSM-5, including severity of symptoms ~~DSM-5 diagnoses and severity of symptoms~~)
 - vii. Current functioning and symptoms supporting diagnostic formulation;
 - viii. Treatment recommendations; and
 - ix. Any relevant information needed to develop the youth's individualized treatment plan, such as previous assessments or treatment history should be considered during the assessment process.
 - x. Updated Clinical Assessment

- When the youth's file contains a Comprehensive Mental Health Evaluation completed within twelve (12) months of the youth's admission, the previous corresponding Comprehensive Mental Health Evaluation may be utilized to conduct an updated Clinical Assessment.
- The updated Clinical Assessment must be administered by a Licensed Mental Health Professional or a Mental Health Clinical Staff Person working under the direct supervision of a Licensed Mental Health Professional in accordance with the provisions below:
 - The updated Clinical Assessment must be clearly identified as such and must be attached to the previous comprehensive evaluation which is being updated.
 - The updated Clinical Assessment must provide any new or additional information applicable to each area specified above in Section III., A., 3., d., (1)., (a)., based upon current information provided by the youth, his or her parent(s)/guardian(s) and the youth's records.

REFERENCE: Page 25, Attachment A, Section IV., B., Mental Health Services Staffing Requirements/Qualifications

- UPDATE:** 5. Supervision means that the licensed mental health professional has at least one hour per week of face-to-face contact (Skype HIPAA compatible technology platform contact acceptable) interaction with the non-licensed mental health clinical staff person for the purpose of overseeing and directing the mental health services that are being provided (as permitted by law within his or her state licensure).

REFERENCE: Page 29, Attachment A, Section V., A., Service Locations

- UPDATE:** 4. For youth in facilities, Individualized Youth/Family Coaching sessions will be conducted via Skype a HIPAA compatible technology platform or telephone, with the family in the family home or other community location with the exception of any youth in a residential facility within a ninety (90) mile radius of the service community.

Return of this Addendum is not mandatory; however, the Respondent is responsible for its contents and is requested to sign and submit this Addendum with its response to the RFP.

Protests must be filed with the Agency Clerk, Office of the General Counsel, Florida Department of Juvenile Justice, 2737 Centerview Drive, Tallahassee, Florida 32399-3100, with a copy to the Department's Procurement Manager responsible for the solicitation, within the time prescribed in subsection 120.57(3), Florida Statutes, and chapter 28-110, Florida Administrative Code.

Failure to file a protest within the time prescribed in subsection 120.57(3), Florida Statutes, 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, Florida Statutes. Written notices, formal requests and proceedings must conform to the requirements set forth in chapter 28-110, Florida Administrative Code.

Any person who files an action protesting a decision or intended decision pertaining to contracts administered by the department or agency pursuant to subsection 120.57(3), Florida Statutes, shall post with the department or the agency at the time of filing the formal written protest a bond payable to the department or agency in an amount equal to 1 percent (1%) of the estimated contract amount. The estimated contract amount shall be based upon the contract price submitted by the protestor or, if no contract price was submitted, the department or agency shall estimate the contract amount based on factors including, but not limited to, the price of previous or existing contracts for similar commodities or contractual services, the amount appropriated by the Legislature for the contract, or the fair market value of similar

commodities or contractual services. The agency shall provide the estimated contract amount to the Respondent within seventy-two (72) hours, excluding Saturdays, Sundays, and state holidays, after the filing of the notice of protest by the Respondent. The estimated contract amount is not subject to protest pursuant to subsection 120.57(3), Florida Statutes. The bond shall be conditioned upon the payment of all costs and charges that are adjudged against the protestor in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, the department or agency may, in either case, accept a cashier's check, official bank check, or money order in the amount of the bond. If, after completion of the administrative hearing process and any appellate court proceedings, the department or agency prevails, it shall recover all costs and charges which shall be included in the final order or judgment, excluding attorney's fees. This section shall not apply to protests filed by the Office of Supplier Diversity. Upon payment of such costs and charges by the protestor, the bond, cashier's check, official bank check, or money order shall be returned to the protestor. If, after the completion of the administrative hearing process and any appellate court proceedings, the protestor prevails, it shall recover all costs and charges which shall be included in the final order or judgment, excluding attorney's fees.

SIGNED BY: _____

NAME: _____

COMPANY: _____

TITLE: _____

DATE: _____