

REQUEST FOR PROPOSAL (RFP)  
ADDENDUM #1  
December 21, 2021

**RFP Number:** 10704

**RFP Services:** The Department of Juvenile Justice (DJJ) currently contracts for the operation of the Hillsborough Girls Academy program, a twenty (20) bed high risk and maximum risk program for girls who are committed to the Department and need of Mental Health Overlay Services (MHOS). The program is currently located in a Department owned/leased building at 9506 Columbus Drive, Tampa, Florida 33619, in DJJ's Central region.

The Department is seeking a twenty-two (22) bed Residential Program for girls appropriate for high risk placement, between the ages of thirteen (13) and nineteen (19) and for girls for maximum risk placement, between ages of fourteen (14) and twenty-one (21) with innovations in delinquency programming and treatment services.

Program services shall also include funding for twenty-two (22) filled slots for girls in need of Mental Health Overlay Services as described in Attachment A-3 or Substance Abuse Treatment Overlay Services (SAOS) as described in Attachment A-4. The overlay slots may be flexible based on the needs of the Department. The Department shall determine the ratio of slots between MHOS and SAOS as needed and shall notify the Respondent in writing.

**UNSPSC Code:** 93141507 - Social Work Administrative Services

**Subject:** This Addendum contains questions received from potential Respondents and the Department's answers to the questions. Additionally, this Addendum contains revisions to Attachment H Budget and Exhibit 9 Inventory Worksheet.

Return of this Addendum is not mandatory; however, the Respondent is responsible for its contents and is requested to sign and submit this Addendum with its response to the RFP. Protests must be filed with the General Counsel's Office, Department of Juvenile Justice, 2737 Centerview Drive, Tallahassee, Florida 32399-3100, within the time prescribed in section 120.57(3), Florida Statutes (F.S.), and chapter 28-110, Florida Administrative Code (F.A.C.). Notices delivered by hand delivery or delivery service shall be to the Agency Clerk, Office of the General Counsel, Florida Department of Juvenile Justice, 2737 Centerview Drive, Tallahassee, Florida 32399-3100, with a copy to the Department's Procurement Manager responsible for this solicitation. Failure to file a protest within the time prescribed in section 120.57 (3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond, shall constitute a waiver of proceedings under chapter 120, F.S. Written notices, formal requests and proceedings must conform to the requirements set forth in chapter 28-110, F.A.C.

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

completion of the administrative hearing process and any appellate court proceedings, the department or agency prevails, it shall recover all costs and charges which shall be included in the final order or judgment, excluding attorney's fees. This section shall not apply to protests filed by the Office of Supplier Diversity. Upon payment of such costs and charges by the protestor, the bond, cashier's check, official bank check, or money order shall be returned to the protestor. If, after the completion of the administrative hearing process and any appellate court proceedings, the protestor prevails, it shall recover all costs and charges which shall be included in the final order or judgment, excluding attorney's fees.

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

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

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

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

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

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

<b>Wayne Halfway House, Inc.– Received 11/23/2021</b>	
Question #1	What is the current census and average census for 2021?
Answer #1	<p><u>Current Census:</u></p> <ul style="list-style-type: none"> <li>• HGA High Current Census- 13/18 (72%)</li> <li>• HGA Max Risk Current Census- 2/2 (100%)</li> </ul> <p><u>Average Census:</u></p> <ul style="list-style-type: none"> <li>• HGA High Utilization 2021- 89%</li> <li>• HGA Max Utilization 2021- 67%</li> </ul>
Question #2	Can the last 12 months cost for utilities be provided?
Answer #2	Please see the document, “10704” HillsboroughGirlsAcademyUtilities for a list of the utilities for the year 2021.
Question #3	Where is the control room in the facility?
Answer #3	The control room is located in the front of the building next to the lobby.
Question #4	How many cameras in the facility, and are they all functioning?
Answer #4	There are a total of thirty-nine (39) cameras and all are functional.
Question #5	What is the other building on the property to the right of the facility outside the fence? It is labeled 9506 Columbus Drive on the side of the building.
Answer #5	Those are portables that our DJJ Central Regional Office use as an office.
Question #6	Can you provide a list of the appliances for the kitchen, the age of the appliances and describe where the food is prepared for the youth?
Answer #6	<p>Please see the inventory that was attached in the Vendor Bid System (VBS) for a list of the kitchen appliances and the age of those appliances. For those refrigerators that do not have an acquisition date, we do not have that information available.</p> <p>The food is prepared at Tampa Residential Facility.</p>
Question #7	How many staff offices?
Answer #7	There are seven staff offices.
Question #8	Are there any maintenance projects scheduled?
Answer #8	Currently, the bathrooms and the floors are two projects that are scheduled for maintenance. The estimated start date for the bathrooms will be in January 2022, with a completion date of February. The estimated start date for the floors will be in February 2022, with a completion date of April.

Question #9	Is there a cafeteria, where do the youth eat?
Answer #9	There is no cafeteria at this facility. The youth eat in the multi-purpose room.
<b>TrueCore Behavioral Solutions, LLC – Received 11/24/2021</b>	
Question #10	The RFP states, “Minimally, a staff to youth ratio of 1:6 day, 1:8 evening, and 1:12 asleep is required.” Since the proposed populations to be served does not include intensive mental health (IMH) youth, would the Department be willing to modify the daytime ratio to 1:8 as is currently in place at the program?
Answer #10	No, the ratio will not be modified.
Question #11	Can the Department please specify what times are considered to be “day,” “evening,” and “asleep?”
Answer #11	No, regardless of what times are chosen, youth must be within the ratio as listed in the solicitation.
Answer #12	Will the clinical staff member be able to be counted as staff during therapy sessions?
Question #12	No clinical staff will be included in the stated ratios while performing their regularly scheduled activities.
Question #13	The RFP states, “Staff shall attend required DJJ instructor led training when it is in the county where the Respondent’s staff is delivering services or when it is in any adjacent county.” Can the Department please provide further clarification regarding this statement?
Answer #13	In the instance where DJJ Instructor-led training is needed, for example during the onboarding process, this statement clarifies that the Respondent’s staff shall attend whether it is in the same county as the program, or adjacent county. The location is dependent upon the space available to hold the training.
Question #14	Training requirements for direct care staff indicates “Motivational Interviewing (MI).” Is this the full, fourteen (14) hour MI training or just an overview of MI? Will the Department be providing opportunities for future Train the Trainer certifications?
Answer #14	Motivational Interviewing will be the full, fourteen (14) hour training. It is possible in the future there will be more opportunities for Train the Trainer certifications; however, none are scheduled at this time.
Question #15	Would the Department be open to removing non-licensed mental health staff from the list of key personnel listed in is RFP?
Answer #15	No, the Department will not remove the non-licensed mental health staff from the list of key personnel.
Question #16	Is there a medical cap and, if so, can the Department please provide this information?
Answer #16	Yes, the amount a Provider must pay is \$5,000.00 per incident for non-routine health care costs. The costs over \$5,000.00 per incident, and not covered by other sources, shall be the responsibility of the Department to reimburse the Provider for those costs that are more than the per incident maximum costs. Prior approval by the Department is required except in emergencies.

Question #17	The RFP states, "Clinical Supervision must be documented on DJJ form MHSA 019." However, 63N-1.0033 (2) states that DJJ form MHSA 019 can be utilized or "a form developed by the program which contains all the information required in form MHSA 019." Can the Department please provide clarification?
Answer #17	The Provider may use the Licensed Mental Health Professionals and Licensed/Certified Substance Abuse Professionals Direct Supervision Log (MHSA 019), or a form developed by the program which contains all the information required in the form MHSA 019.
Question #18	The RFP states that the filled rate for both the Mental Health Overlay Services (MHOS) beds and the Substance Abuse Treatment Overlay Services (SAOS) beds is \$272.00 while the unfilled rate is \$252.00. However, in Attachment H, under the "Provider Info & Instructions" tab, II. Summary, #6, it states, "The unfilled bed per diem is calculated by subtracting \$10.00 from the per diem." Can the Department please provide clarification as to which is correct?
Answer #18	The unfilled rate will be \$20.00 less than the filled rate. Please see the revised Attachment H with the Instructions tab updated.
Question #19	Can the Department please provide an editable version of Attachment D?
Answer #19	Yes. Please e-mail the Procurement Manager with this request. The Vendor Bid System will only allow documents to be uploaded in PDF and Excel formats.
Question #20	Can the Department please supply Attachment O in Microsoft Word format?
Answer #20	Please see the answer to Question #19.
Question #21	Are there specific font requirements for this RFP or just a 60-page limit?
Answer #21	There is no specific font requirements for this RFP. Please refer to Attachment B, section XX., D.
Question #22	Is the Department requesting one (1) organizational chart to include both corporate and program staff or two (2) separate charts?
Answer #22	Please submit two separate organizational charts; one for corporate and one for program staff. Please do not add FTE counts to the organizational charts and ensure that all staff titles match the Attachment H Budget and the Staffing Qualifications and Educational Chart.
Question #23	Are the maximum per diem rates listed in the RFP negotiable?
Answer #23	The maximum per diem rates listed are not negotiable.
Question #24	In the event that the Hillsborough County School Board refuses to draft a letter of intent, how should a respondent proceed?
Answer #24	In the event that the Hillsborough County School Board refuses to draft a letter of intent, the Respondent may provide the response from the School Board stating their refusal.
Question #25	Does the Department plan to provide any start-up funds to the winning respondent so that necessary facility projects can be completed?
Answer #25	The Department is willing to allow Respondents to propose start-up funds for this program. The revised Attachment H (Budget) includes the cost reimbursement tab where start-up funds can be reflected, and the Instructions tab and Summary tab have placeholders added back for cost reimbursement funds.

Question #26	Would the Department be willing to provide assistance in updating the current onsite kitchen in order to make it functional?
Answer #26	The Department is willing to consider providing financial assistance in updating the current on-site kitchen to make it functional again. Please keep in mind that any work completed shall be dependent upon the State Fire Marshall's review and approval. The Attachment H (Budget) has been updated to include a cost reimbursement tab. Please include all proposed costs for the on-site kitchen renovation on this tab, understanding the Department will make the final decision about approving any or all costs for the awarded Respondent.
Question #27	Would the Department be willing to provide portable buildings to be utilized for staff and/or educational offices? If so, would this portable building meet the requirements for General Educational Development (GED) testing?
Answer #27	At this time the Department does not have any available portable buildings; however, the Department is willing to discuss this with the Respondent awarded the resulting contract.
Question #28	Aggression Replacement Training (ART) and Cannabis Youth Treatment (CYT) are listed as both delinquency intervention groups as well as mental health / substance abuse groups. Is this correct?
Answer #28	Yes, that is correct.
<b>Sequel TSI of Florida – Received 11/24/2021</b>	
Question #29	Is any or all of the kitchen's food preparation equipment operable?
Answer #29	All equipment on the first tab of the Exhibit 9 Inventory is operable. The stove/range was inadvertently not removed from tab 1 on the inventory of the initial posting in VBS. Please see the attached revised program inventory in this Addendum.
Question #30	Is the kitchen equipped to prepare and cook meals for youth?
Answer #30	The kitchen is small. The gas stove at the program has been surplus; therefore, the kitchen would need a new stove.
Question #31	Will there be any updates to the youth bathrooms located on the living units?
Answer #31	Please see the answer to Question #8.
Question #32	Will there be a determinant number of SAOS and MHOS youth?
Answer #32	The Department shall determine the ratio of slots between MHOS and SAOS.
Question #33	Is the rate final or is it negotiable?
Answer #33	Please see the answer to Question #23.