

Date: March 14, 2016

Solicitation #: 10361

Subject: The Department of Juvenile Justice currently contracts for operation of the JoAnn Bridges Academy program, a twenty-seven (27) bed nonsecure program for girls who are committed to the Department and are in need of mental health overlay services. The program is currently located in a Department owned building located at 950 SW Greenville Hills Road, Greenville, FL 32331.

The Department is seeking a twenty-eight (28) bed Residential Program for girls appropriate for nonsecure residential placement, ages twelve (12) to eighteen (18) years old, with innovations in delinquency programming and treatment services. Basic Care and Custody of a residential program shall be provided in accordance with Florida Statutes, Florida Administrative Rules and Department policy meeting the minimum requirements as described in Attachment A-1. The proposed services shall also include funding for twenty-eight (28) filled slots for females in need of Mental Health Overlay Services (MHOS) as described in the Attachment A-2. The program shall be located in a Department owned building located at 950 SW Greenville Hills Road, Greenville, FL 32331 or a Respondent owned/leased building in DJJ's Northwest Region.

This Invitation to Negotiate (ITN) is issued by the State of Florida, Department of Juvenile Justice (Department or DJJ), to select a Respondent to provide the above-referenced services at the specified program. The ITN package consists of this transmittal letter with the following attachments and exhibits (some of which are not included, but are available electronically as noted):

PUR 1000(1)	General Contract Conditions - Incorporated by Reference <sup>1</sup>
PUR 1001(1)	General Instructions to Respondents - Incorporated by Reference <sup>1</sup>
Attachment A	Statement of Services Sought
Attachment A-1	Minimum Requirements for Program Operations/Basic Care and Custody Services
Attachment A-2	Minimum Requirements for Mental Health Overlay Services (MHOS)
Attachment B	General Instructions for the Preparation and Submission of Replies
Attachment C	Special Conditions
Attachment D	Evaluation of Past Performance for Residential Commitment Programs
Attachment E	Facility/Site Requirements Certifications/Attestation (for Provider Proposing use of the Provider's Owned/Leased Facility) ( <b>Mandatory</b> )
Attachment F	Selection Methodology and Evaluation Criteria
Attachment G	Sample Contract <sup>2</sup>
Attachment H	<b>NEW</b> Budget Form Revised 3-2016 <sup>2</sup> ( <b>Mandatory</b> )
Attachment I	Supplier Qualifier Report Request <sup>2</sup>
Attachment J	Comparative Analysis Tool <sup>3</sup>
Attachment K	Drug-Free Workplace Certification <sup>2</sup>
Attachment L	Reserved
Attachment M	Reserved
Attachment N	Notice of Intent to Submit a Reply (Non-Mandatory) <sup>3</sup>
Attachment O	ITN Reply Cross Reference Table ( <b>Mandatory</b> )
Attachment P	Written Reply Evaluation Questions
Exhibit 1	Department-Furnished Property Inventory <sup>3</sup>
Exhibit 2	Residential Programs and Overlay Services Funding Overview <sup>3</sup>
Exhibit 3	Evidence-Based Delinquency Interventions & Mental Health Treatment & Substance Abuse Treatment Group Sessions Table <sup>3</sup>
Exhibit 4	Staffing Qualification and Education Description Chart <sup>3</sup>

<sup>1</sup> Available at:

[http://dms.myflorida.com/business\\_operations/state\\_purchasing/documents\\_forms\\_references\\_resources/purchasingforms](http://dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources/purchasingforms)

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

<sup>3</sup> Uploaded as a separate document from the ITN and posted on the Vendor Bid System.

Respondents shall comply fully with the instructions on how to respond to the ITN. Respondents shall clearly identify and label replies as "**DJJ SOLICITATION ITN #10361**" on the envelope(s) containing the reply. The purpose of labeling the envelope is to put the Department's mailroom on notice that the package is a reply to a DJJ solicitation and should not be opened except by the Department's Bureau of Procurement and Contract Administration at the specified date and time.

Any person with a qualified disability shall not be denied equal access and effective communication regarding any solicitation documents or the attendance at any related meeting or reply/proposal opening. If accommodations are needed because of a disability, please contact the Bureau of Procurement and Contract Administration at least five (5) business days prior to the meeting.

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

1. "Department" means the Department of Juvenile Justice that has released the solicitation.
2. "Procurement Manager" means the Department's contracting personnel, as identified in the procurement.
3. "Prospective Provider" or "Provider" means the business organization or entity that will be providing the services and commodities specified in the reply to this Invitation to Negotiate ("ITN").
4. "Respondent" means the entity that submits materials to the Department in accordance with these Instructions.
5. "Reply" means the material submitted by the Respondent in answering the solicitation.

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 provisions below. The twelve (12) month period shall begin with the effective date of termination for cause, as delineated in the termination letter from the Department.

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

Per chapter 985.632, F.S., the Department is required to evaluate its' programs annually to ensure program services are performed according to the minimum standards established in the Contract. If a current DJJ Provider fails to provide the contracted services according to the minimum standards established in the Contract, and the Department cancel's or terminates the Contract for this failure, the Respondent's bid, proposal or reply to a solicitation for the canceled service will be ruled disqualified. The Department is unable to contract with the Respondent for the canceled service for a period of twelve (12) months from the date of Contract termination. The Department will also rule a previous DJJ Provider ineligible to submit a bid, proposal or reply to a solicitation if the twelve (12) month period has not ended.

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

1. Does your organization have a Small Business Administration 8(a) certification? Yes (Y) / No (N)  
If Y, then proceed no further with these questions.
2. Is your organization a non-profit? Y/N  
If Y, then proceed no further with these questions.

3. Does your organization have more than 200 permanent full-time employees (including the permanent full-time staff of any affiliates)? Y/N  
If Y, then proceed no further with these questions.
4. Does your organization have a net worth of \$5 million or more (including the value of any affiliates)?  
Y/N

Sincerely,

Tyler Brown  
Procurement Manager  
Department of Juvenile Justice  
Phone: (850) 717-2611  
Email: [Tyler.Brown@djj.state.fl.us](mailto:Tyler.Brown@djj.state.fl.us)

**ATTACHMENT A  
STATEMENT OF SERVICES SOUGHT**

**I. INTRODUCTION/BACKGROUND**

The Department of Juvenile Justice currently contracts for operation of the JoAnn Bridges Academy program, a twenty-seven (27) bed non-secure program for girls who are committed to the Department and are in need of mental health overlay services. The program is currently located in a Department owned building located at 950 SW Greenville Hills Road, Greenville, FL 32331.

The Department is seeking a twenty-eight (28) bed Residential Program for girls appropriate for non-secure residential placement, ages twelve (12) to eighteen (18) years old with innovations in delinquency programming and treatment services. Basic Care and Custody of a residential program shall be provided in accordance with Florida Statutes, Florida Administrative Rules and Department policy meeting the minimum requirements as described in Attachment A-1. The proposed services shall also include funding for twenty-eight (28) filled slots for females in need of Mental Health Overlay Services (MHOS) as described in the Attachment A-2. The program shall be located in a Department owned building located at 950 SW Greenville Hills Road, Greenville, FL 32331 or a Respondent owned/leased building in DJJ's Northwest Region.

**II. DEFINITIONS**

The following terms used in this Invitation to Negotiate ("ITN"), unless the context otherwise clearly requires a different construction and interpretation, have the following meanings:

- A. Comprehensive Evaluation – The gathering of information addressing physical health, mental health, substance abuse, academic, educational, or vocational problems of a youth for whom a residential commitment disposition is anticipated, which is summarized in the youth's predisposition report.
- B. Criminogenic Needs – Critical factors identified during the assessment process that have been statistically proven to predict future criminal behavior.
- C. Delinquency Intervention Services - Those services implemented or delivered by program staff to address youths' performance plan goals. The intent of delinquency intervention services is to make communities safer by re-socializing youth and increasing their accountability through opportunities to learn prosocial norms and develop cognitive reasoning and other competencies that enable youth to make prosocial choices and live responsibly in the community.
- D. Evidence-based Delinquency Interventions – Interventions and practices which have been independently evaluated and found to reduce the likelihood of recidivism, or at least two (2) criminogenic needs within a juvenile offending population. The evaluation must have used sound methodology, including, but not limited to, random assignment, use of control groups or matched comparison groups, valid and reliable measures, low attrition, and appropriate analysis. Such studies shall provide evidence of statistically significant positive effects of adequate size and duration. In addition, there must be evidence that replication by different implementation teams at different sites is possible with similar positive outcomes.
- E. Gender-Specific Services - Services to address the unique needs of both boys and girls. This includes 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; gender identity issues and safety, health and/or sexual education classes; and communication techniques utilizing evidence-based approach specific to boys/girls. The response shall include the competencies, training, and education of staff delivering gender-specific services.
- F. Individualized Services – Services delivered in accordance with strengths and needs identified, both by the youth and through valid professional assessments, and guided by an individualized performance plan and individualized treatment plan. The service needed should be provided at the specific level, intensity and duration needed by the individual youth and family.

- G. Juvenile Justice Information System (JJIS) – The Department’s electronic information system, which is used to gather and store information on youth having contact with the department.
- H. Memorandum of Negotiation (MON) – In a negotiated procurement process, a summary of the negotiated specifications, terms and conditions for the resultant contract released by the Department with a request for revised replies and pricing submitted by Respondents based on the outcome of the negotiations conducted.
- I. 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.
- J. Outcome - A measure of the quantified result, impact, or benefit of program tasks on the clients, customers, or users of the services.
- K. Qualified Nonprofit Organization - An organization registered with the Florida Department of State, Division of Corporations as a nonprofit corporation and is certified as tax exempt under section 501(c)(3) of the Internal Revenue Code.
- L. Positive Achievement Change Tool (PACT) – The primary assessment instrument used by the JPO to determine the youth’s risk to re-offend and identify criminogenic needs that require intervention. The Pre-Screen is completed and maintained for all youth who are referred to the Department. The Full Assessment is completed and maintained for all youth who have been placed under the jurisdiction of the Department by the court and have been identified as appropriate for non-secure, high or maximum risk to re-offend by the Pre-Screen.
- M. 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. 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.
- N. 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 practices should be outlined in a format that ensures consistent delivery by the facilitator across multiple groups.
- O. Response/Proposal/Reply- A document submitted in reply to an Invitation to Negotiate (ITN) procurement document to be considered for contract award as a lead agency for the Department.
- P. Residential Commitment Program - Consistent with s. 985.03(44), F.S., the Department’s residential commitment programs are grouped into five (5) custody classifications based on the assessed risk to public safety. The restrictiveness levels of placement represent increasing restriction on youths’ movement and freedom. The least restrictive, or minimum-risk level, is non-residential and falls under the jurisdiction of Probation and Community Control rather than Residential Services. Placing youth into these programs protects the public and holds youth accountable while offering a chance for rehabilitation. Unlike the adult correctional system, youths in residential commitment programs must receive educational and vocational services. Juveniles are committed to these programs for an indeterminate length of time. They must complete an individualized performance plan based on their rehabilitative needs as one of the requirements for release as set forth in Rule 63E-7 F.A.C.
- Q. Restorative Justice Approach - A philosophy that focuses repairing harm caused to people and relationships by the criminal/delinquent act(s). Service(s) are 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
- R. State Fiscal Year - The period from July 1 through June 30.
- S. Supplemental Replies – In a negotiated procurement process supplemental replies are additional information/documentation that may be requested by the Procurement Manager

from a Respondent with whom the Department is conducting negotiations to revise, clarify or fully explain the delivery of services or assist in the negotiation process. One or more supplemental replies may be requested during the procurement process.

- T. System of Care - A comprehensive continuum of delinquency and related services provided in a specific geographic area that incorporates the local community's priorities.
- U. Trauma-Informed Care - Trauma is the experience of violence and victimization often leading to mental health and other types of co-occurring disorders. This may result from sexual abuse; physical abuse; severe neglect; loss; domestic violence, and/or the witnessing of violence; terrorism; or disaster(s). Trauma-Informed Care services are designed to determine the root cause of delinquency, and mental health/co-occurring disorders, and is based on the premise many youth in the juvenile justice system have experienced trauma(s) associated with abuse, violence, and/or fear.
- V. Treatment Plan – A written guide that structures the focus of a youth's short-term or ongoing treatment services in the areas of mental health, substance abuse, developmental disability or physical health services.
- W. Treatment Services – Services delivered by clinicians in accordance with a mental health, substance abuse, physical health, or developmental disability treatment plan. This includes implementation of an evidence-based and promising practices specifically designed to be delivered by clinicians.

### **III. OVERVIEW OF SERVICES SOUGHT BY THIS INVITATION TO NEGOTIATE**

The Respondent shall design, develop, implement, and operate a residential program, as outlined herein for youth who have been committed to the Department and assessed utilizing the Department risk/needs assessment, the Positive Achievement Change Tool (PACT / RPACT) and pre-disposition comprehensive evaluation. Services shall include the provision of custody, treatment, and supervision, twenty-four (24) hours per day, seven (7) days per week utilizing evidence-based and promising treatment and practices within a framework based upon Restorative Justice philosophies, principles, and practices.

Youth to be served shall be between the ages of twelve (12) to eighteen (18) years of age who are committed to the Department after being assessed and referred as appropriate for non-secure placement and are in need of MHOS. The length of stay depends on the youth's assessed risk to reoffend and the progress the program and the youth has made in reducing the youth's criminogenic needs and risk factors and addressing the youth's treatment needs and increasing the protective factors of the youth. The anticipated average length of stay is three (3) to nine (9) months for girls referred to a nonsecure residential program.

### **IV. STATEMENT OF PURPOSE**

The Department is requesting response from qualified Respondents who have the qualifications, experience and past performance to provide a program with services clearly linked to the Department's mission, and value, and goals for a non-secure residential program.

To support the Department's vision for residential programs, operations of the proposed program shall accomplish several major program goals, including but not limited to the following:

- A. Create a trauma-focused restraint-free environment that promotes normalcy for youth in the care of DJJ. "Normalcy" activities and expenditures are designed to create an environment conducive to the increased efficiency of interventions and services provided in a fully operational facility. Examples of such activities include, but are not limited to, the purchase of home-like furniture or clothing and the implementation of a youth-led advisory council.
- B. Provide comprehensive medical, mental health and substance abuse treatment and parenting skills that meets the individual needs of youth.
- C. Implement evidence-based and promising practices in programs and services that positively mitigate risk to reoffend and which have demonstrated effective treatment outcomes.
- D. Integrate community mental health and substance abuse, social services and other agencies early in the treatment process to minimize risk to reoffend and maximize natural supports and reduce the length of stay.

This Invitation to Negotiate may not provide a complete understanding of the required service needs, and may not contain all matters upon which a Contract resulting from this ITN shall be based. The absence of detailed descriptions in the Statement of Services Sought (Attachment A) or the Minimum Requirements of Attachments A-1 and A-2 as provided herein as to any details or the omission from that section of a detailed description on any point shall be understood as meaning that the Department will negotiate all services in its best interest and in furtherance of the objectives of this ITN.

The Department intends to award a single contract. The award shall be made to a responsive and responsible Respondent. The award shall be based upon funding availability and the Department's final determination of service needs.

## V. YOUTH TO BE SERVED

### A. Youth to be Served

Youth to be served shall be between the ages of twelve (12) and eighteen (18) who are committed to the Department after being assessed and referred as appropriate for non-secure residential placement and are in need of MHOS.

### B. Youth Referral/Determination

The decision to place an individual in the program shall be made by the Department through its Regional Commitment Management Offices throughout the state. The determination made by the Department is final and binding on all parties.

### C. Youth Eligibility

Youth eligible for non-secure program services include, specifically twenty-eight (28) girls between the ages of twelve (12) to eighteen (18) who require MHOS. Youth who receive MHOS shall meet the eligibility criteria provided in Attachment A-2.

### D. Limits on Youth to be Served

1. Program services shall be limited to youth referred for program admission from the Department. The Department prohibits the placement in the program of anyone other than youth under the Department's jurisdiction.
2. If the Respondent disagrees with the placement of a particular youth, the admission of the youth shall occur and the Respondent may contact the assigned Commitment Manager. Exceptions to the age requirement can be made with the approval of the Chief of Commitment.
3. The Respondent shall accept new admissions Monday through Friday between 8:00 a.m. and 5:00 p.m. eastern standard time with the flexibility to provide admission services during non-routine hours should the need arise. All admissions will be coordinated in advance with the local Commitment Manager and Department Juvenile Probation Officer (JPO).
4. There shall be no sharing or co-mingling of common areas such as sleeping, dining, education, any sport activity, vehicle transportation, etc. with youth committed to the Department (such as private pay youth).

## VI. STAFFING/PERSONNEL

The following should be included as a minimum with the proposal: qualifications, position titles, number of positions, duties and responsibilities and salary for all program staff.

### A. Staffing Levels

The Respondent must provide a detailed staffing plan to include position titles, proposed working hours and duties/responsibilities of all program staff. The required staffing plan must include a detailed plan for provision of clinical staff and clinical services to include weekends and evenings; for services including but not limited to individual, group, and family therapy. The staffing plan must clearly identify the licensure status of all clinical staff. The Respondent shall ensure the physical sight and sound presence of sufficiently qualified staff to provide program services to include proper supervision of youth during hours of program operation or service, transportation, and orientation of youth at all times. The Respondent shall provide the following:

1. Twenty-four hours awake supervision every day of the year.

2. Appropriate levels of physical sight and sound presence of staff **(at a minimum 1:8 day, 1:8 evening, 1:12 sleep; and if appropriate, 1:5 ratios for off-site activities)** to provide immediate response to emergencies, active supervision of the youth, and suitable and timely response to the everyday needs of youth while maintaining safety and security within the program. NOTE: If any types of tools are used during vocational training increased staff ratios should be reflected in staffing plan. **Neither supervisors nor facility administration staff will be included in the above ratios while performing their regularly scheduled activities. Clinical staff will not be included in the above ratios.**

B. Staffing Qualifications

1. The Respondent shall comply with applicable rules, statutes, and licensing standards with regard to professional qualifications.
2. The Respondent shall ensure that all staff shall possess adequate training and education to perform the duties for which they are assigned and meet all applicable licensing or certification requirements for their respective disciplines.
3. Health Services Staff:  
Health services shall be delivered by nursing staff licensed as per Chapter 464, F.S., by physicians licensed as per Chapter 458 or 459, F.S., and by dentists as per Chapter 466, F.S., as appropriate in their respective areas of expertise in the State of Florida.
4. Mental Health Services  
Mental Health Services shall be provided by a licensed mental health professional or a non-licensed mental health clinical staff person working under the direct supervision of a licensed mental health professional.
5. Licensed Mental Health Professionals  
A Licensed Mental Health Professional is a psychiatrist licensed under Chapter 458 or 459, F.S., who is board certified in Child and Adolescent Psychiatry or Psychiatry by the American Board of Psychiatry and Neurology or has completed a training program in Psychiatry approved by the American Board of Psychiatry and Neurology for entrance into its certifying examination, a psychologist licensed under Chapter 490, F.S., a mental health counselor, clinical social worker or marriage and family therapist licensed under Chapter 491, F.S., or a psychiatric nurse as defined in Chapter 394.455(23), F.S.
6. Non-Licensed Mental Health Staff  
A mental health clinical staff person, if not otherwise licensed, must have, at a minimum, a Bachelor's degree from an accredited university or college with a major in psychology, social work, counseling or a related human services field. A related human services field is one in which major course work includes the study of human behavior and development, counseling and interviewing techniques, and individual, group or family therapy.

A non-licensed mental health clinical staff person providing mental health services in the program must meet one of the following qualifications:

- a. Hold a Master's degree from an accredited university or college in the field of counseling, social work, psychology, or related human services field; or
- b. Hold a Bachelor's degree from an accredited university or college in the field of counseling, social work, psychology or related human services field and have two (2) years clinical experience assessing, counseling, and treating youths with serious emotional disturbance or substance abuse problems; or
- c. Hold a Bachelor's degree from an accredited university or college in the field of counseling, social work, psychology or related human services field and have fifty-two (52) hours of pre-service training prior to working with youths. The fifty-two (52) hours of pre-service training must include a minimum of sixteen (16) hours of documented clinical training in their duties and responsibilities. When pre-service training has been successfully completed, the non-licensed person may begin working with



- youths, but must be trained for one (1) year by a mental health clinical staff person who holds a master's degree as set forth in Rule 63N-1, F.A.C. Pre-service training must cover, at a minimum: basic counseling skills, basic group therapy skills, treatment model and program philosophy, therapeutic milieu, behavior management, client rights, crisis intervention, early intervention and de-escalation, documentation requirements, normal and abnormal adolescent development and typical behavior problems.
- d. The non-licensed mental health clinical staff person must work under the direct supervision of a licensed mental health professional. Direct supervision means that the licensed mental health professional has at least one (1) hour per week of on-site face-to-face interaction with the non-licensed mental health clinical staff person for the purpose of overseeing and directing (as permitted by law within his or her State of Florida licensure) the mental health services that the non-licensed mental health clinical staff person is providing in the facility.
  - e. The licensed mental health professional must assure that mental health clinical staff (whether licensed or non-licensed) working under their direct supervision are performing services that they are qualified to provide based on education, training and experience.
  - f. Within this Scope of Services, a "Therapist" for mental health services shall meet the qualifications of a Licensed Mental Health Professional or Non-Licensed Mental Health Clinical Staff Person in this section.
7. Substance Abuse Services Staff

Substance abuse services shall be provided in accordance with the licensure requirements set forth in Chapter 397 and Rule 65D-30 F.A.C. Rule 65D-30.003(15) states the following:

"Licensing of Department of Juvenile Justice Commitment Programs and Detention Facilities. In those instances where substance abuse services are provided within Juvenile Justice Commitment programs and detention facilities, such services may be provided in accordance with any one of the four conditions described below.

- (a) The services must be provided in a facility that is licensed under Chapter 397, Florida Statutes, for the appropriate licensable service component as defined in subsection 65D-30.002(16), Florida Administrative Code.
- (b) The services must be provided by employees of a service Provider licensed under Chapter 397.
- (c) The services must be provided by employees of the commitment program or detention facility who are qualified professionals licensed under Chapters 458, 459, 490 or 491, Florida Statutes.
- (d) The services must be provided by an individual who is an independent contractor who is licensed under Chapters 458, 459, 490, or 491, Florida Statutes"

Thus, substance abuse services must be provided by employees of a service Provider licensed under Chapter 397, Florida Statutes, or in a facility licensed under chapter 397, Florida Statutes [as specified in condition (a) or (b) of Rule 65D-30.003 (15), Florida Administrative Code], or by a qualified professional licensed under Chapter 458, 459, 490 or 491, Florida Statutes, (a physician licensed pursuant to Chapter 458 or 459; a psychologist licensed pursuant to Chapter 490; or a mental health counselor, clinical social worker or marriage and family therapist licensed pursuant to Chapter 491) [as specified in conditions (c) or (d), of Rule 65D-30.003 (15), Florida Administrative Code].

A non-licensed substance abuse clinical staff person may provide substance abuse services in a Department facility or program only as an employee of a service Provider licensed under Chapter 397, Florida Statutes, or a facility licensed under Chapter 397. The non-licensed substance abuse clinical staff person must hold a Bachelor's degree from an accredited university or college with a major in

psychology, social work, counseling or related human services field and meet the training requirements provided in Rule 65D-30, Florida Administrative Code, and work under the direct supervision of a qualified professional under section 397.311(26), Florida Statutes. Related human services field is one in which major course work includes the study of human behavior and development, counseling and interviewing techniques, and individual, group or family therapy.

Within this scope of services, a "Therapist" for substance abuse services shall meet the qualifications of a Licensed Qualified Professional or Non-Licensed Substance Abuse Clinical Staff Person in this section.

C. Behavior Analysis Services

1. If Behavioral Analysis Services are to be provided in the facility/program, the Behavioral Analysis Services must be provided by a Certified Behavior Analyst or Board Certified Behavior Analyst or Licensed Psychologist under Chapter 490, F.S., or a Licensed Mental Health Counselor, Licensed Clinical Social Worker or Licensed Marriage and Family Therapist under Chapter 491, F.S., with training and experience in behavioral analysis or behavioral therapy. A Certified Behavior Analyst or Board Certified Behavior Analyst is a person certified by the State of Florida as a Certified Behavior Analyst pursuant to section 393.17, Florida Statutes and Rule 65G-4, Florida Administrative Code, or a person who has obtained certification as a "Board Certified Behavior Analyst" by the Behavior Analyst Certification Board Inc.
2. A Board Certified Behavior Analyst or Certified Behavior Analyst who is not a Licensed Mental Health Professional must provide behavior analysis services, behavioral therapy or behavioral interventions under the direct supervision of a Licensed Mental Health Professional in the DJJ facility/program.
3. A Board Certified Behavior Analyst or Certified Behavior Analyst who is not a Licensed Mental Health Professional must meet all of the requirements listed in item 6 above for Non-Licensed Clinical Staff to function as a non-licensed mental health clinical staff person in a DJJ facility/program.

D. Key Personnel and Vacancies

The personnel listed below are considered essential to successfully complying with this Contract. Therefore, no later than forty-eight (48) hours after the removal, substitution, or change in status of any individual listed below the Respondent shall submit to the Department's Contract Manager a detailed written explanation for the action, a plan to ensure contractual services are provided and, if appropriate, a timeline by which the position will be permanently filled. The Department shall evaluate the impact of the vacancy on this Contract and respond accordingly.

Positions
Program Director
Assistant Program Director
Nursing Staff
MD (Designated Health Authority)
DMHCA (Designated Mental Health Clinician Authority)
Licensed Mental Health Professional
TBD

E. Respondent Staff Training

The Respondent shall provide a detailed training plan.

1. All full-time and part-time direct care Respondent staff shall be trained in accordance with Rule 63H, Florida Administrative Code, including Protective Action Response (PAR) certification. In addition to the Department's Learning Management System Training, direct care staff shall be trained, at a minimum, in the following:

- a. Ethics within the correctional environment, including the proper maintenance of documents and recorded materials relating to security issues;
  - b. Staff Stress Management;
  - c. Gender responsive services for adolescent delinquent youth;
  - d. Behavior Management and Modification;
  - e. Positive Reinforcement Techniques and Strategies;
  - f. Emotional and Behavioral Development of Children and Adolescents;
  - g. Risk factors for delinquency and their treatment;
  - h. Physical development and common health issues of adolescent youth;
  - i. Restorative Justice Programming;
  - j. Risk factors and triggers relating to youth with a history of victimization;
  - k. Trauma responsive services for youth who have an increased likelihood to re-offend, to develop a common understanding of trauma and trauma responsive practices;
  - l. Post-Traumatic Stress Disorder (PTSD), victimization, exploitation, domestic violence, trauma, and recovery issues;
  - m. First Aid and Cardiopulmonary Resuscitation;
  - n. Universal precautions and blood borne pathogens, such training to meet Federal Rule CFR 1910.1030 (OSHA Standard);
  - o. Emergency evacuation procedures for youth with a medical alert system;
  - p. For staff conducting intake, the Facility Entry Physical Health Screening Form and administration of the Massachusetts Youth Screening Instrument-Second Edition (MAYSI-2), the PACT/ RPACT, and other required intake processes and procedures;
  - q. Risk factors and triggers relating to homicidal risk and homicidal prevention;
  - r. Immediate access to emergency medical, mental health, and substance abuse services;
  - s. The programs treatment model;
  - t. Suicide Prevention Processes and Procedures; and,
  - u. Prison Rape Elimination Act (PREA).
2. The Respondent shall ensure that staff has PAR recertification as needed.

## VII. **INNOVATIVE PROGRAM SERVICES TO BE PROVIDED**

The Respondent shall propose program services that include the following:

### A. Delinquency Programming

1. The Respondent shall propose delinquency programming for youth which utilizes evidence-based or promising practices. The delinquency interventions were designed to reduce the influence of specific risk factors related to re-offending behavior.
2. The Respondent shall match youth to these delinquency interventions based on the results of the PACT (Includes RPACT) risk/needs assessment and further assessment of the risk factors identified by the PACT.
3. Interventions deemed evidence-based or promising by the Department are documented in the Sourcebook of Delinquency Interventions available on the Web at: <http://www.djj.state.fl.us/partners/QI/Publications>  
Respondent proposed evidence-based and/or promising practice mental health, substance abuse, and juvenile sex offender treatment is subject to education, licensure, degree requirements, and applicable Florida rule requirements and DJJ Rule 63N-1 requirements. Lists of mental health and substance abuse treatments are available at websites such as the Substance Abuse and Mental Health Services Administration (SAMHSA) and National Institute of Drug Abuse (NIDA) site. See Mental Health and Substance Abuse Services section for information regarding evidenced based and/or promising mental health and substance abuse treatment services.

4. Lists of delinquency interventions and programs are available in a number of publications. While these lists may be helpful, the Respondent shall be responsible for ensuring the Department has deemed the delinquency intervention chosen as evidence-based or promising.

The first resource is Youth Violence: A Report of the Surgeon General, available on the Web at: <http://www.surgeongeneral.gov/library/youthviolence/default.htm>.

Other useful sites are outlined below:

- a. The University of Colorado Center for the Study and Prevention of Violence, known as the Blueprints for Health Youth Development, on the Web at: <http://www.colorado.edu/cspv/blueprints/>
- b. The Washington State Institute for Public Policy (WSIPP). The WSIPP site contains several reports on the results of evaluation of evidence-based programming, on the Web at <http://www.wsipp.wa.gov>.
- c. Another site that is useful is [www.CrimeSolutions.gov](http://www.CrimeSolutions.gov) Other Web sites list research-based interventions, but the Respondent shall be responsible to document the status of the interventions chosen as evidence-based, or arrange for rigorous evaluation of "promising" or experimental interventions. Information on evidence-based programming, definitions and examples are available, but not limited to the DJJ Sourcebook of Delinquency Interventions, available at: <http://www.djj.state.fl.us/partners/QI/Publications>

**B. Gender-Specific Services**

1. The Respondent shall propose gender-specific programming for girls with program components and treatment services that comprehensively address the special needs of adolescent girls.
2. The Respondent shall propose gender-specific delinquency interventions and also treatment for girls which utilizes evidence-based and/or promising practices with demonstrated effectiveness.
3. Programming proposed shall foster positive gender identity development, recognize the risk factors and issues most likely to impact females and the protective factors and skill competencies that can deter future delinquency and enhance treatment services. Gender Specific Programming shall include, but are not limited to:
  - a. Mental health and substance abuse services that address girls' issues and individualized treatment needs, such as addiction, co-occurring disorders and their behavioral effects, depression, post-traumatic stress disorder and trauma relating to physical or sexual abuse, neglect, emotional abuse or domestic violence. Mental health services that address gender identity issues. Mental health services that use effective interventions, such as behavioral, cognitive, affective/dynamic, and systems perspectives to address the mental health/substance abuse treatment needs of individual girls.
  - b. Promotion of positive relationships, including those with family members, friends, and staff.
  - c. Communication skills, assertiveness and appropriate expression of anger, using evidence-based approaches shown to be affective for girls.
  - d. 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.
  - e. An environment in which girls feel safe to share their feelings and discuss their problems, protected from harm by self, peers, and staff.
  - f. Education about girls' physical and sexual health, including sexually transmitted diseases, contraception, exercise, and personal health care.

- g. Education programs, mutual support and mentoring opportunities, events and speakers to share experiences of women from various ethnic, racial and socio-economic backgrounds.
  - h. An environment that acknowledges the contributions of females through posters, murals, books, magazines, and videos.
  - i. Sexual decision making and how to communicate personal limits.
  - j. Parenting education including prenatal care.
- C. Restorative Justice Philosophy and Restorative Programming
- 1. Restorative Justice is a philosophy that focuses on repairing harm to people and relationships caused by crime. The Respondent shall ensure that the program's operation reflects the restorative justice philosophy. At a minimum, the Respondent shall provide a restorative environment that:
    - a. Holds offenders accountable for their behavior, including the harm their crimes caused to the victim(s) and community;
    - b. Protects the public;
    - c. Offers offenders opportunities for competency development in skill areas valued by the community in preparation for reintegration into productive community life; and
    - d. Partners with community stakeholders.
  - 2. The Respondent shall foster a restorative community within the residential program, creating a culture that encourages staff and youth to be actively involved and give input, participate in decisions, practice leadership roles, use restorative conflict resolution strategies, and contribute to the community.
  - 3. All aspects of the program shall reflect the restorative justice philosophy, including case planning processes, competency development, involvement in meaningful community service, restitution, conflict resolution, victim and community involvement.
- D. Living Environment
- The Respondent shall propose a program that promotes mentoring, positive role modeling and positive one-on-one and small group interactions and interventions while maintaining an environment that promotes normalcy for the youth. The Respondent shall ensure the following:
- 1. Input from youth on rules governing community living, program design, implementation and evaluation.
  - 2. Opportunities that promote effective communication and listening techniques.
  - 3. Opportunities for youth to develop relationships of trust and interdependence with people already present in their lives (such as friends, relatives, and church members).
  - 4. Promotion of cultural diversity and identification.
  - 5. Promotion of positive identity, self-esteem, self-respect and respect for others.
  - 6. Opportunities to create positive changes to benefit youth on an individual level, within their relationships, and within the community.
  - 7. Reasonable opportunities for visitation, correspondence and telephone access.
  - 8. Use of trained volunteers, mentors and other members from the community to provide positive modeling and experiences with the youth.
  - 9. Use of appropriate clothing that can easily be transitioned between the program and community activities.
- E. Discharge Policy and Transition Services
- 1. Discharge placement planning shall begin at program admission. All discharges/releases from the program shall require written approval by the Department, prior to the youth's release.
  - 2. The Department strongly encourages a designated position to coordinate these services along with a detailed position description, qualifications and schedule.
- F. Behavioral Management System
- 1. The Respondent shall develop and implement a behavioral management and a positive behavior reinforcement system that fosters accountability and complies with Departmental Rule 63E-7.009, Florida Administrative Code and shall ensure

that all staff, including subcontractors and volunteers will be fully trained in the implementation of the Respondent's behavioral management system. Educational Staff shall also be provided access to training for the program's behavioral management system.

2. The Respondent shall incorporate principles and practices related to trauma-informed care into the behavior management system. Here are sites to review:  
<http://www.oregon.gov/oha/amh/trauma-policy/trauma-its.pdf>  
<http://www.theannainstitute.org/MDT.pdf>  
<http://nasmhpd.org/nasmhppulisher>
3. The Department does not permit the seclusion of youth from supervision; staff must maintain visual observation of all youth at all times. Youth shall never be denied regular meals, healthcare, accommodation of religious needs, or staff assistance. Disciplinary actions must be detailed in procedures that inform youth of the reasons prior for the disciplinary action, and provide youth an opportunity to explain the behavior leading to the disciplinary action.
4. Upon assuming operation of the program, the Respondent shall ensure that there is a smooth transition for the youth as it relates to the outgoing Respondent's behavior management and positive behavior reinforcement system and the future system.
5. The program will provide ongoing supportive services for youth who may experience relapse and will ensure that positive reinforcement is implemented.

**ATTACHMENT A-1  
MINIMUM REQUIREMENTS FOR  
PROGRAM OPERATIONS/BASIC CARE AND CUSTODY SERVICES**

**I. SERVICE TASKS/PROGRAM OPERATIONS/BASIC CARE AND CUSTODY**

The following minimum service tasks must be delivered as part of the basic care and custody services required for operation of a Residential Program, and as such minimums are non-negotiable. The Respondent is encouraged to propose services that will be delivered to youth that exceed the minimum requirements stated herein. These requirements will be set forth in the contract resulting from this ITN.

All service tasks listed below must be performed in accordance with Rule 63E-7, 63H, 64B9-14, 65D-30.003(15) Florida Administrative Code, Rule 64B9-14, Florida Administrative Code (Delegation to Unlicensed Assistive Personnel), Rule Ch. 64B16-28.702, F.A.C. (Modified Class II Institutional Pharmacies), DJJ Rule 63M-2, Florida Administrative Code, current recommendations by the Center for Disease Control, OSHA Standards, Chapters 287, 394, 397, 458, 459, 464, 466,468, 985 and Section 1003.52 Florida Statutes, DJJ Rule 63N-1, Florida Administrative Code, the U.S. Department of Agriculture's National School Lunch Program and all Departmental policies and procedures.

Screening and Assessment System

A. Program Orientation

The Respondent shall provide an orientation for youth in the program in accordance with Rule 63E-7.005, F.A.C. The orientation shall include, but not be limited to: the behavior management system, property inventory, written rules, regulations, program goals, services available, youth rights, grievance procedure, rules governing conduct, possible disciplinary action, and projected length of stay.

B. Care and Custody Services

The Respondent shall provide care and custody to include proper supervision of youth during hours of program operation or service, transportation, and orientation of youth at all times. The Respondent shall provide the following:

1. Twenty-four (24) hours awake supervision every day of the year.
2. The Respondent shall ensure that the relief factor employed for Full Time Employee (FTE) count is sufficient to cover staffing requirements. Appropriate levels of physical sight and sound presence of staff **(at a minimum 1:8 day, 1:8 evening, 1:12 sleep; and if appropriate, 1:5 ratios for off-site activities)** to provide immediate response to emergencies, active supervision of the youth, and suitable and timely response to the everyday needs of youth while maintaining safety and security within the program. **Neither supervisors nor facility administration staff will be included in the above ratios while performing their regularly scheduled activities. Clinical staff will not be included in the above ratios.**
3. Nutritious, well-balanced meals and snacks prepared and served in a manner that ensures the needs of each youth are taken into consideration.
4. Climate-appropriate clothing that fits properly, clean and in good repair. Youth shall be provided personal hygiene items. Bed linens and towels shall be washed and sanitized.
5. The Respondent shall comply with standards required by local fire and health authorities. Facilities and grounds shall be maintained in a manner that provides a safe, sanitary, and comfortable environment for youth, visitors, employees, and other individuals on-site.
6. A daily activity schedule, including weekends and evenings, must be included in the Respondents' proposal outlining all program services to include educational and vocational activities, sick call and medication administration as well as individual, group, and family therapy. The recreational activities shall be separate from mental health and substance abuse treatment services and therefore should be clearly identified as having separate designated times on the daily activity

schedule. A detailed weekly and weekend schedule of youth activities including clinical services, for each day of the week shall be posted in an area that is accessible to youth. A copy of the weekly activity schedule and any permanent updates/revisions or changes to the schedule shall be submitted to the Department's Contract Manager. At least 80% of the youth waking hours shall be taken up in some sort of structured activity.

C. Case Management Services

The Respondent shall provide case management services that shall include coordination with the Department, agency staff, other agencies, as well as members of the community, in the assessment of the individual needs of youth. Youth shall be matched to specific delinquency interventions and specialized treatment services on the basis of the most serious needs indicated by the PACT (includes RPACT) and mental health and substance abuse evaluations. The level of risk and needs of each youth shall govern the nature, intensity, and duration of delinquency interventions.

D. Health Services

1. The Respondent shall provide comprehensive on-site medical services designed to provide accountability and rapid response to ensure that the specialized health needs of youth are met as stated above in I. Service Tasks/Program Operations/Basic Care and Custody requirements. The Respondent may arrange for the delivery of some or all of such services through subcontractors.
2. In order to ensure the provision of necessary and appropriate healthcare, the Respondent shall maintain the following Staff and Ancillary Service Agreements to deliver the specified services. All staff qualifications and duties shall be as stated above in I. Service Tasks/Program Operations/Basic Care and Custody.
  - a. Designated Health Authority  
The Designated Health Authority must be either Board Certified in Pediatrics, Family Practice or Internal Medicine (with experience in adolescent health) or Board-Eligible and have prior experience in treating the primary health care needs of adolescents. The Designated Health Authority shall be on-call twenty-four (24) hours a day, seven (7) days a week for acute medical concerns, emergency care, and coordination of off-site services.
  - b. Nursing Services  
The Respondent shall provide the following weekly on-site Nursing Coverage:
    1. A Registered Nurse (RN) Clinical Manager for **forty (40)** hours
    2. Registered Nurse(s) for **sixteen (16)** hours
    3. Onsite nursing coverage will be provided seven (7) days per week for a total of **fifty-six (56)** hours by Registered Nurses (RN's) licensed in the State of Florida.
  - c. Clinical Manager/Supervisor – Registered Nurse (RN)  
This position shall be a full-time Registered Nurse (RN), and have an active and clear Florida license in accordance with chapter 464, Florida Statutes. This position shall be responsible for providing on-site nursing services for the program youth, the direct supervision of the clinical functions in the medical clinic and nursing staff. The Clinical Manager shall work directly with the Program Director/Designee, the Designated Health Authority/Designee, Psychiatrist/Designee, Mental Health staff, and the Department staff conducting monitoring and technical assistance regarding the delivery of medical services. The Clinical Manager shall coordinate his/her work schedule to ensure being on-site when the Designated Health Authority/Designee and Psychiatrist/Designee are at the facility.
  - d. In the event that medical services for a specific youth are required above the level of routine medical services in consultation with the Department's Office of Health Services the Department reserves the right to negotiate with the Respondent to add youth specific services, which will be amended



into the contract. The Respondent shall submit a budget allocating all costs needed for additional services for consideration by the Department to the Chief of Contract Development and Planning. Upon approval by the Chief, an amendment will be processed for implementation of needed services.

- e. Ancillary Service Agreements
    1. Service provision contracts or written agreements with healthcare professionals in the community to provide additional healthcare services as needed.
    2. Access to a local hospital, which will receive and stabilize or treat any DJJ youth brought via ambulance or other means of transportation, for services that cannot be addressed on-site through basic minor first aid, or through established sick call procedures.
    3. A contract or written agreement with a dentist duly licensed in the State of Florida to provide primary dental care and emergency dental care when needed.
    4. A contract or written agreement with an ophthalmologist or optometrist duly licensed in the State of Florida to provide eye care services as needed for consultation and/or treatment.
  3. Health Care Service Tasks: The Respondent shall provide necessary and appropriate gender-responsive healthcare services tasks including but not limited to:
    - a. Screening and Evaluation;
    - b. Comprehensive Physical Assessments;
    - c. Sick Call Care- **regularly scheduled Sick Call times shall be included in the daily activity schedule;**
    - d. Episodic Care;
    - e. Treatment and Monitoring of Acute and Chronic Conditions;
    - f. Immunizations;
    - g. Transitional Healthcare Planning;
    - h. Infection control measures;
    - i. Diagnostic Services;
    - j. Pharmaceutical services- **regularly scheduled medication administration times shall be included in the daily activity schedule and shall not coincide with Sick Call;**
    - k. Health Services Report;
    - l. Biohazardous Materials.
  4. Modified Class II Institutional Pharmacy Permit
  5. Health Care Staff Training
  6. Health Care Costs
  7. Non-Routine Health Services Costs
  8. Prior Approval for Incurring Health Care Cost (Emergency/Non-routine):
  9. Health Education Programming
  10. The Respondent shall provide a comprehensive monthly health education program.
  11. OSHA Requirements
    - a. The Respondent shall develop and maintain (update at least annually) a comprehensive education and prevention program that meets the OSHA requirements.
    - b. The Respondent shall also provide for blood specimen or oral swabs collection for DNA Testing. The Respondent shall also require imprints of the juvenile's left and right thumb prints which shall be attached to the FDLE request for DNA testing.
- E. Mental Health and Substance Abuse Services  
 The Respondent shall provide or arrange for a broad spectrum of mental health and substance abuse services as set forth in DJJ Rule 63N-1, Florida Administrative Code The

Respondent shall ensure that the youth in the program have access to necessary and appropriate mental health and substance abuse services (on-site and off-site) performed by qualified mental health and substance abuse professionals or service Provider(s). The Respondent shall provide youth with substance abuse issues the opportunity to participate in Alcoholics Anonymous (AA) and/or Narcotics Anonymous (NA) while in the program. The Respondent shall include letters of support and/or agreements with descriptions of services to be provided with outside parties providing Mental Health and Substance Abuse Services. The Respondent shall provide a detailed schedule to indicate the hours and days that clinical coverage will be provided on-site, **(to include weekends and evenings)**. The detailed schedule should include the licensure status for each mental health and substance abuse clinical staff person and specify the clinical coverage to be provided by clinical staff at all scheduling time periods, including evenings and weekends.

1. All Respondent agreements with outside parties to provide Mental Health and Substance Abuse Services shall include within the agreement compliance with the DJJ Rule 63N-1, Florida Administrative Code and applicable sections of DJJ Rule 63M-2, Florida Administrative Code. The Respondent shall provide a detailed schedule to indicate the hours and days that licensed mental health staff will be on site, including weekends and evenings, and a schedule of all mental health and substance abuse services being provided, to include but not limited to group treatment, individual treatment, and family treatment as well as proposed activities related to substance abuse such as Alcoholics Anonymous (AA) Groups or Narcotics Anonymous (NA) Groups.
2. Mental Health and Substance Abuse Services shall include:
  - a. Mental health and substance abuse screening upon admission to determine if there are any immediate mental health or substance abuse needs.
  - b. Comprehensive mental health and substance abuse evaluation or updated comprehensive evaluation performed by qualified mental health and substance abuse professionals for those youth identified by screening as in need of further evaluation.
  - c. Psychotherapy or professional counseling (i.e., individual, group, and family therapy).
  - d. Psychopharmacological therapy and follow-up treatment.
  - e. Suicide Prevention Services
  - f. Suicide risk screening shall be conducted upon a youth's admission to the program and/or when a youth that had been on inactive status re-enters the program. Suicide prevention procedures and interventions shall be employed and documented immediately.
  - g. Crisis Intervention and Emergency mental health or substance abuse care (24-hour response capability with access to acute care settings and mental health and substance abuse emergency management services).
3. The Respondent shall provide evidence-based and/or promising mental health and substance abuse treatment services for use with adolescents. The Respondent shall complete Exhibit 3 provided in the ITN.
4. Evidence-based mental health and substance abuse treatment are those which have been independently evaluated using sound methodology, including, but not limited to, random assignment, use of control groups, valid and reliable measures, low attrition and appropriate analysis. Such studies should provide evidence of statistically significant positive effects in mental health treatment or substance abuse treatment of adequate effect size and duration. In addition, there should be evidence that replication by different implementation teams at different sites is possible with the same positive outcomes. Lists of mental health and substance abuse treatments and programs meeting criteria to classify them as evidence-based or promising are available in a number of publications and websites. Some of these sites, including the SAMHSA and NIDA site, offer free curricula that are evidence-based treatments:  
<http://nrepp.samhsa.gov>

<http://www.nattc.org/index.html>  
<http://www.nida.nih.gov/researchers.html>

5. The Respondent shall take into consideration each youth's cultural and ethnic background and gender in all aspects of mental health and substance abuse screening, assessment and treatment planning. The Respondent shall ensure that treatment is based on these individualized needs. When co-existing mental health and substance-related disorders exist, the Respondent shall provide or arrange for integrated treatment tailored to address co-occurring mental health disorders and substance-related disorders.
6. The Respondent shall designate a single licensed mental health professional as the Designated Mental Health Clinician Authority within the facility/program to be accountable for ensuring appropriate coordination, implementation and oversight of mental health and substance abuse services in the facility. The role and function of the Designated Mental Health Clinician Authority shall be clearly articulated in a written agreement between the Respondent and the Designated Mental Health Clinician Authority. There shall be clear organizational lines of authority and communication between the Designated Mental Health Clinician Authority and the clinical staff who are delivering on-site mental health and substance abuse services in the program. The Respondent shall also develop working relationships with local mental health and substance abuse agencies or individuals in order to maintain a referral source for the youth.
7. The Respondent shall provide mental health and substance abuse group therapy (including psychosocial skills training) designed for juvenile offenders with mental disorder and/or substance related disorder.

F. Educational Services

1. The Respondent shall provide or coordinate educational services either directly or through a contract between the local school district and the Respondent (section 1003.52, Florida Statutes).
2. The Respondent is expected to comply with the School Board Cooperative Agreement between the Department and the responsible school board.
3. The Respondent shall ensure that direct care staff is assigned to each classroom as mutually agreed upon by the responsible school district and educational personnel.
4. The response shall include a letter from the Superintendent of Schools in the district where the offered facility is located, stating that the school district is aware of the proposal and understands that if awarded, a DJJ school will be opening in their district.

G. Pre-Vocational and Vocational Services

1. Traditional and non-traditional prevocational and vocational services will be provided either directly by the local school district in which the juvenile justice program is located or through a contract between the local school district and the Respondent. Pre-vocational and vocational instruction shall be provided so that the interests, aptitudes, and skills of the youth are developed, while building upon their existing strengths, in a manner supportive of their employability and providing an occupational advantage in their own community.
2. The Respondent shall demonstrate attempts to access regional workforce board services or funding to enhance vocational training certification of youth while in the program or as part of transition to the youth's home community. A copy of the Vocational Educational Plan can be found at:  
<http://www.fldoe.org/core/fileparse.php/7567/urlt/0064535-careeredplan07.pdf>

H. Job Training Placement

The Respondent shall provide job training activities and placement resources for youth in the program to ensure an orderly transition into the workplace and acceptance of work ethic.

I. Self-Sufficiency Planning

The Respondent shall assess the needs and strengths of the youth with regards to independent living arrangements where age and family circumstances indicate that

independence and self-sufficiency are more realistic goals than reunification with the family. A plan should be developed and staffed with all parties as early as possible after the youth's admission to the program. These services will address, at a minimum, future economic self-sufficiency in both traditional and non-traditional setting, safe and affordable housing, conditional release, job training and retention, placement and child care, where appropriate.

J. Religious/Spiritual Opportunities

The Respondent shall provide regular faith-based opportunities and shall make diligent attempts to provide religious services and/or education that encompass all faiths.

K. Recreational and Leisure Time Activities

1. The Respondent shall provide daily recreational and leisure time activities in ways that are physically challenging, educational and constructive (i.e., activities that can be used by the youth after release).
2. The successful Respondent will be expected to continue the established relationship providing animal therapy.
3. **The Department strongly encourages a designated position for a Recreational Therapist to provide Therapeutic Recreation and a schedule to include afternoon, evenings and weekends. The recreational activities shall be separate and distinct from mental health and substance abuse treatment services, and therefore shall be clearly identified as having separate designated times on the daily activity schedule from mental health and substance abuse treatment services.**  
**The Recreational Therapist should have at least a Bachelor Degree of Science in Recreation and Sports Management with a track in Recreational Therapy.**

L. Community Involvement Opportunities

The Respondent shall ensure youth meet all program and Department requirements for off-site activities. Youth may earn opportunities for community involvement. These opportunities shall include, but not be limited to, providing supervised community work service hours, or participation in group community service projects.

M. Transportation Services

1. The Respondent shall be responsible for transporting new admissions from the local detention center to the program and shall provide transportation for youth for reasons including but not limited to:
  - a. Medical/Dental appointments;
  - b. Work site/Community service projects;
  - c. Counseling appointments with community agencies;
  - d. Emergency transportation;
  - e. Transportation to and from home visits as needed;
  - f. Releases/Discharges.
2. Commitment programs will transport youth home if their residence is within seventy-five (75) miles of the program. Once youth have completed a commitment program, they should no longer be transported securely.
3. If the youth's residence is between seventy-five (75) – three-hundred (300) miles from the commitment program, the youth's return is the joint responsibility of the commitment program and the JPO/Contracted Case Manager. An absolute mileage responsibility is not being identified, however, programs need to be flexible and base their "meeting point" on the fact that a JPO needs to be able to complete the round trip and the home drop-off within an eight-hour workday.
4. If the youth's residence is over 300 miles from the commitment program, the residential commitment program will register the youth with the Intrastate Transportation Network for transport. This option is not available for mothers and infants.
5. If the plan for the parent to transport fails because of financial resources, the Faith Network is offering last resort assistance. The JPO/Contracted Case Manager is to contact the Faith Network Coordinator who is coordinating gas cards and car rental vouchers for families who are willing but just not able to pick up their child.

6. Youth over nineteen (19) years of age and sex offenders needing transportation assistance will be handled as exceptions, and case reviews will be conducted before a transportation plan is developed. Residential programs must route these requests, including all related information received from the JPO/Conditional Release staff, to the Program and Policy Coordinator.
7. When a youth must appear in court, the Respondent may elect to transport the youth to court, using the appropriate transportation procedures, or transport the youth to the nearest detention center, and the Department will transport the youth to court. The Respondent shall coordinate the transportation of youth with the respective transportation coordinator and detention center prior to the youth's arrival. Upon the youth's return from court the Department will notify the Respondent.
8. For facility-to-facility administrative transfers the Respondent is responsible for transporting the youth to the receiving facility, if the facility is in the same region. If the facility is in a different region the Respondent shall contact the nearest detention center to make arrangements and deliver the youth to that detention center, where the receiving Respondent will then transport the youth to its facility. If the youth is in secure detention pending the transfer then the Department will transport the youth to the receiving facility regardless of region and location.
9. The Respondent is responsible for all transportation requiring the evacuation of the youth. The Respondent shall assist in the transportation for youth that need to be transported outside of the catchment area.

N. JJIS Reporting

The Respondent shall be responsible for the reporting of all admissions and releases in the Juvenile Justice Information System (JJIS) Bed Management System within twenty-four (24) hours of the admission/release and for updating the projected release dates of youth at a minimum of once per week. Consistent with the requirements set forth by the Department, the Respondent shall report performance data elements with direct entry in to the Department's Juvenile Justice Information System (JJIS) web site. The Respondent shall comply with current reporting requirements pertaining to performance measures (i.e. reporting to the Central Communications Center for youth escapes and youth-on-staff and youth-on-youth batteries).

II. **SERVICE LOCATION, FACILITY, AND PROPERTY REQUIREMENTS**

A. Service Locations

The program shall be located in a Department owned building located at 950 SW Greenville Hills Road, Greenville, FL 32331 or a Respondent owned/leased building in DJJ's Northwest Region. At the Respondent's program location, youth files will be securely maintained.

B. Facility Standards

**FOR DEPARTMENT OWNED**

The facility provided for use in connection with this Contract is Department 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 be responsible for the payment of utility services including, but not limited to, water, sewer, waste disposal, electric, gas and telephone services as well as any deposits required by a utility company related to services under this Contract.

**FOR RESPONDENT OWNED/LEASED**

This facility is 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.

C. Pre-Operational Review

Prior to a Respondent assuming operation of an existing program or opening of a new program, the Department may conduct a Pre-Operational Review. This Pre-Operational

Review should take place approximately thirty (30) days prior to the implementation of operations (youth admissions) of the program to ensure the Respondent is ready to begin service delivery and programmatic operations. If the Department determines that the findings of the Pre-Operational Review indicate deficiencies that merit delaying the opening of the program, contract actions may be taken to delay the admissions of youth or delay payment of operational funds pending corrective action by the Respondent. A copy of a Pre-Operational Review document will be provided to the successful Respondent upon execution of the Contract.

D. Occupancy Clause

1. The Respondent shall not be entitled to payment for program operations until proof of compliance with the following conditions, if applicable, is submitted to the Department:
  - a. A current Certificate of Occupancy for a Respondent-owned or leased facility has been issued by the building authority;
  - b. All permits and fees have been paid;
  - c. All safety and security systems and equipment are installed and operational in Respondent-owned or leased facilities; and,
  - d. Proof of required fire and liability insurance coverage is presented to the Department.

E. Department-Furnished Property, Records and Inventory

1. The Respondent shall keep records of all maintenance and repairs on all state-owned or leased facilities and grounds and shall give the Department reasonable opportunity to inspect such records. The Respondent shall deliver the related records to the Department when requested. Record submittal is mandatory upon Contract termination.
2. The Respondent may not place any type of structure on, or make alterations to, Department furnished land or other property, without first having obtained the written approval from the Department's Bureau of General Services, Facility Services representative.
3. Upon possession of Department-furnished property by the Respondent, the Respondent assumes the risk and responsibility for its loss and damage. At the expiration or termination of the Contract the Respondent shall return the state-owned or leased facility and grounds to the Department in the same condition as on the initial date of this Contract, normal and ordinary wear and tear excluded. Failure to return the property in the condition required by this Contract shall result in the Department withholding payment of invoices in the amount required to reimburse the Department for repair or replacement costs. Notwithstanding any other provision in this Contract to the contrary, the Respondent is liable for all consequential damages resulting from the Respondent's failure to comply with the requirements of this Contract to maintain and repair the facility, grounds, utilities and equipment furnished by the Department.
4. Title to Department furnished property shall remain with the Department. The Respondent shall use the Department-furnished property only in connection with this Contract.

F. Minor Maintenance and Repair Work

The Respondent shall protect, preserve and maintain (including normal parts replacement), the facilities so as to conform to all applicable health and safety laws, ordinances and codes which are presently in effect and which may subsequently be enacted (to include pest control services, annual a/c and heating maintenance inspections, replacing a/c filters, etc.) and grounds (lawn and grass care, care of all shrubs and landscaping and storm water ponds, etc.) in accordance with industry standards and all applicable building codes and ordinances. This may include but not be limited to all areas of facility operation as listed below. As a result of the maintenance, or other incidents, when repairs are needed with a cost per incident of less than \$1,000.00, these costs shall be considered Minor Repair Work

1. Interior repairs in accordance with generally accepted good practices, including repainting, worn or damaged floor coverings and lighting fixtures, as may be necessary due to normal usage;
  2. Repair or replacement of fire and security alarm systems;
  3. Replacement of broken windows;
  4. Repair or replacement of interior equipment, and appliances as may be necessary due to normal usage;
  5. Repair of the parking area;
  6. General repair repair/replacement of parts as required of heating/ventilation and air-conditioning system;
  7. Repair of normal exterior structural wear and tear;
  8. Inspection and replacement of general electrical repair;
  9. Inspection and replacement of general plumbing repair;
  10. Hardware repair;
  11. Fire Alarm/ Fire Sprinkler repair;
  12. Lift Station Repair;
  13. Generator Repair;
  14. Boiler Repair;
  15. Any other item normally required in for the proper operation of the facility.
- G. Major Maintenance and Repair Work
1. The Respondent shall utilize the Major Maintenance Fund (MMF) described below only to pay for Major Repair Work on state owned facilities. Repair work with a per-incident cost of \$1,000.00 or more and as further described below shall be considered Major Repair Work. The Respondent shall not accumulate or group required repair items in such a way that they exceed the \$1,000 threshold per incident cost. The Respondent shall promptly report to the Department damages requiring major emergency repairs on all state owned or leased facilities and grounds.
  2. On the first day of each month after the effective date of the Contract, the Respondent shall deposit in the Major Maintenance and Repair Reserve (Amount to be calculated after contract awarded) per month. This shall be an interest bearing account created solely to maintain the Fund for that program. No costs other than repairs for the facility are allowed, e.g. checks, bank fees, etc.
  3. Requests to utilize the Fund shall be submitted following the Residential Services work order process for approval by the Department before the repair is made which also includes how emergencies will be processed. The request must describe all required repairs and state the maximum cost and have the appropriate quotes and other documentation attached. The request by the Respondent and approval by the Department must be in writing. Upon receipt of that approval, the Major Repair Work cost shall begin and upon satisfactory completion of the project be paid by the Respondent, from the Fund.
  4. Major Repair Work is for the repair of the following list of systems which includes but are not limited to:
    - a. Heating, ventilation and air conditioning system;
    - b. Electrical system fixtures and equipment;
    - c. Plumbing systems, fixtures and supply and waste lines;
    - d. Utility conversions;
    - e. Roof;
    - f. Major interior and exterior repainting;
    - g. Waste water treatment systems;
    - h. Emergency back-up systems repair or replacement;
    - i. Life safety systems, repair or replacement;
    - j. Electronic security systems, repair or replacement;
    - k. Fire Alarm/ Fire Sprinkler repair;
    - l. Lift Station Repair;
    - m. Generator Repair;
    - n. Boiler Repair.

H. Non-Expendable Tangible Personal Property

1. Title (ownership) to all non-expendable property shall be vested in the Department at the time of the purchase of the property if the property is acquired from:
  - a. Expenditure of funds provided by the Department under a cost-reimbursement contract;
  - b. Expenditure of funds provided by the Department as pre-operational; and/or
  - c. Expenditure of funds provided by the Department as operational expense dollars.
2. All state-furnished property acquired by the Respondent through funding sources identified above, with a cost of \$1,000 or more and lasting more than one year, and hardback-covered bound books costing \$250 or more, shall be accounted for in accordance with chapter 10.300, Rules of the Auditor General. All such property, including replacements to state-furnished property that is lost, destroyed, exhausted or determined surplus under the terms of this Contract, shall be returned to the Department upon Contract termination. Any replacements shall be in equal or greater value when returned to the Department.
3. Upon delivery of Department-furnished property to the Respondent, the Respondent assumes the risk and responsibility for its loss and damage.
4. All state-furnished property with a cost of \$100 or more, but less than \$1,000, shall be accounted for by the Respondent using a system developed by the Respondent and approved by the Department. The Respondent's property accountability system shall contain, at a minimum: item number, item description, physical location of the property, serial or manufacturer's number, name, make or name of manufacturer, model year, date purchased, method of procurement, and condition of property. The system shall be designed to reflect any changes to the status of property such as condition or disposition. All such property shall be either returned to the Department upon Contract termination or disposed of as instructed by the Department. Any replacements shall be of equal or greater value when returned to the Department.

III. DELIVERABLES

A. Service Units

1. Filled Beds

- a. A filled bed is defined as a bed that is occupied by a youth. There are some cases where youth are absent from the program but the Department still considers the bed to be filled. In these cases the Department will pay the Respondent at the filled bed rate. These cases include:
  - 1) Youth participating in an approved program activity
  - 2) Youth participating in approved home or work visits
  - 3) Youth participating in other approved travel
  - 4) Youth transported to court appearances
  - 5) Youth placed in Detention not to exceed forty-eight (48) hours
- b. In the case of a youth being placed in an outside medical or mental health facility that is gone less than five (5) days the bed shall be considered filled and the Department will pay the Respondent at the filled bed rate. For medical or mental health placements that exceed five (5) days, the Respondent shall notify the Department's Contract Manager and Commitment Manager Supervisor in the region, who will notify the Regional Director. The Department shall advise the Respondent of the decision whether to consider the bed filled or unfilled.

2. Unfilled and Available Beds

- a. An unfilled, available bed is defined as a bed that is not occupied by a youth (youth released from the program) and is not vacant due to the Department's decision to suspend admissions due to safety/security issues or concerns.



- b. The Respondent shall make the contracted number of beds continuously available throughout the term of the contract. A bed is "available" only if the Respondent could accept a juvenile for admission to the program and the youth could receive all services described in the contract with forty-eight (48) hours' notice.
- c. It is the responsibility of the Respondent to notify the Department when the contract beds are not available. It is further the responsibility of the Respondent to reduce the monthly invoice when beds are not available; however, the Department reserves the right to reduce the monthly invoice if the Respondent fails to do so.
- d. The Respondent shall not receive payment for services rendered prior to the execution date or after the termination date of this Contract.
- e. Invoices for amounts due under this Contract shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.
- f. The Respondent shall deliver all services as outlined above.

#### IV. REPORTS

- A. The Department will require progress or performance reports throughout the term of the Contract. The Respondent shall complete reports as required to become eligible for payment.
  - 1. Invoice  
A properly prepared invoice shall be submitted directly to the Department's Contract Manager within ten (10) business days following the end of the month for which services were rendered. Payment of the invoice shall be pursuant to section 215.422, Florida Statutes and any interest due shall be paid pursuant to section 55.03(1), Florida Statutes. 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 (as applicable to the specific service)  
A complete list of youth provided services required under the terms and conditions of this Contract during the service period detailed on the invoice shall be furnished. At a minimum, the Census Report shall include the youth name, juvenile justice identification number, date of service, and the service required by the Contract that was provided. Sign in sheets for services rendered should be available and provided upon request.
  - 3. Organizational Chart (Exhibit)  
The Respondent's organizational chart shall be provided upon execution of the resulting Contract, annually, and upon changes. The organizational chart shall include the programmatic and administrative structure of the Respondent's organization.
  - 4. 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. 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.
  - 5. Subcontract(s)  
A copy of all subcontracted agreements entered into by the Respondent and a subcontractor for services required of the Respondent via this Contract, shall be submitted to the Department in advance for review and acceptance. A signed copy of the subcontract accepted by the Department shall be provided to the Department's Contract Manager prior to the delivery of service to Department youth and payment to the subcontractor.
  - 6. Staff Vacancy Report  
The Respondent shall provide a complete list of all vacant program positions required by this Contract, and include the position title, position number, date of

vacancy, and position description. The Respondent shall provide the Department's Contract Manager with an explanation for vacancies, which exceed ninety (90) calendar days. Services shall be provided to all Department youth by qualified Respondent staff regardless of whether a position(s) is vacant.

7. 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 contract, a copy of the license, certification, and/or education credentials shall be provided with the Staff Hire Report. The Provider shall use the Department's Staff Hire Report template for the staff hire report submission. A copy can be found at <http://www.djj.state.fl.us/partners/contract-management>.
8. 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. Training plans will be approved by SD&T to ensure compliance with Rule 63H. If applicable, the plan should also include any specialized training outlined in the provider's contract. A plan must be submitted at the onset of the contract as well as annually each January. The Provider shall use the Departments 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) Utilization Report (Exhibit)  
The Respondent shall submit to the Department's Contract Manager, along with each monthly invoice, a copy of the CMBE Utilization Report, which is available at: <http://www.djj.state.fl.us/Providers/contracts/index.html>, 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. Information Resource Request (IRR)  
All IRR purchases must be in accordance with section VIII., General Terms & Conditions, of the resulting Contract.
11. Continuity of Operations Plan (COOP)  
Prior to the delivery of service, the Provider shall submit a COOP to the DJJ contract manager who will route to the program area Regional Director for review and approval. The COOP must provide for the continuity of Contract services in the event of a manmade/natural disaster/emergency. The Department approved Plan format can be found on the Department's website at <http://www.djj.state.fl.us/partners/contract-management>. Additional information can be found in FDJJ 1050, Continuity of Operations Plans.
12. Health Services Statistical Report  
The Respondent shall enter information in JJIS each month. This report gathers the following information: Medical grades, physical conditions, Assessments/Evaluations, Sick Call, Medication, and Psychotropic Medication, On-Site/Off-Site Injuries, Off-Site Services and Risk Reduction Data.
13. Quarterly Purchase Report  
Non-Expendable Tangible Personal Property
14. Department-Furnished Property Inventory  
A list of all property funded by the Department to be accounted for periodically and when a program is competitively procured.
15. Joint Inventory  
An annual inventory of all state-furnished property and all provider-owned property located at the facility.
16. Office of the Inspector General Background Investigations  
Annual Affidavit of Compliance with Level 2 Screening Standards
17. Substance Abuse Treatment Record

The Respondent shall enter information in JJIS related to youth receiving substance abuse treatment that will auto-populate a report outlining youth receiving services each month and include with the invoice.

18. Monthly Statistical Report  
The Respondent shall enter information in JJIS each month. This report gathers the following information: general program information, personnel data (list of all vacant program positions required by this Contract by position title), PAR incidents, CCC Incidents, Law Enforcement Issues, Health statistics, inspections, maintenance and program releases.
19. Staff Verification System (SVS)  
The Respondent shall enter information as required in the SVS and this information is verified periodically by the Department's Contract Manager.
20. Budget  
The Respondent shall outline projected expenditures annually or within thirty (30) days upon change in the contract amount. The Budget can be found at: <http://www.djj.state.fl.us/partners/contracting>
21. Preventive Maintenance Checklist  
On a quarterly basis the Respondent shall submit a completed preventive maintenance checklist to the Department's Contract Manager. This may be found at: <http://www.djj.state.fl.us/partners/contracting>
22. Vehicle Maintenance Log  
The Respondent shall maintain a monthly vehicle log for each vehicle and submit the completed log to the General Services Liaison.
23. Activity Schedule and Staffing Plan  
The Respondent's final activity schedule and staffing plan shall be provided upon execution of the Contract, and upon changes.
24. Evidence-Based Delinquency Interventions & Mental Health Treatment & Substance Abuse Treatment Group Sessions Table  
The Respondent's final Evidence-Based Delinquency Interventions & Mental Health Treatment & Substance Abuse Treatment Group Sessions Table shall be provided upon execution of the resulting Contract, and upon changes. The table outlines all mental health treatment, substance abuse treatment and delinquency interventions to be provided, including the "Primary Services" that will be evaluated according to the Standardized Program Evaluation Protocol (SPEP) during the annual Monitoring and Quality Improvement review. The table must clearly state and differentiate which youth will receive which delinquency interventions, gender specific services, mental health treatment services and substance abuse treatment services (ex. all youth; just youth with substance abuse diagnoses, etc.). Services indicated should be aligned with the anticipated length of stay at the program such that applicable youth will receive the targeted dosage/complete the service prior to release.  
The Respondent must also complete the Primary Services Designation form found at [http://www.djj.state.fl.us/research/latest-initiatives/juvenile-justice-system-improvement-project-\(jjsip\)/standardized-program-evaluation-protocol-\(spep\)](http://www.djj.state.fl.us/research/latest-initiatives/juvenile-justice-system-improvement-project-(jjsip)/standardized-program-evaluation-protocol-(spep)) at the time of Memorandum of Negotiation phase. This form must also be submitted for review and approval by the Department should there be a request to change its "Primary Services."
25. Mental Health Overlay Services – (MHOS) Tracking Sheet  
The Respondent shall document the number of youth receiving Mental Health Overlay Services (MHOS) daily on the Tracking Sheet and submit the report as an attachment to the monthly contract invoice due the 10<sup>th</sup> day of the following reporting month.
26. Entry into JJIS – Evidence Based Services Module  
The Respondent shall document every session of all youth who receives any Mental Health Treatment or Substance Abuse Treatment or Delinquency Intervention "Primary Service" (as identified and approved in the Primary Services Designation

Change form), pursuant to the established business rules for the JJIS EBS Module. The Primary Services Designation Change form may be found at [http://www.djj.state.fl.us/research/latest-initiatives/juvenile-justice-system-improvement-project-\(jjsip\)/standardized-program-evaluation-protocol-\(spep\)](http://www.djj.state.fl.us/research/latest-initiatives/juvenile-justice-system-improvement-project-(jjsip)/standardized-program-evaluation-protocol-(spep)).

B. Report Receipt and Documentation

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

V. **PERFORMANCE OUTCOME MEASURES AND EVALUATION**

Listed below are examples of minimum requirements of Key Performance Outcome Measures, including goals and standards, deemed most crucial to the success of the overall desired service delivery. The Respondent shall ensure that the stated performance outcomes and standards (level of achievement) are met. Additional Performance Measures and Outcomes may be proposed by respondents and negotiated by the Department and made part of the final contract(s) resulting from this ITN. Consistent with the Department's vision and desired outcomes for program services, the Respondent shall strive to provide a residential program that achieves the stated performance outcomes and standards (level of achievement) to the extent possible.

A. Performance Outcomes

1. Youth Arrests During Placement (ADP) Rate
  - Goal: Zero (0) arrests during placement.
  - Measures: The number of youth arrested for offenses occurring while in the program, regardless of whether or not the case is filed with the court. Arrest information is gathered from the Central Communications Center (CCC) database. Each youth arrested in any given incident is counted individually. If a youth is arrested for more than one CCC incident during the quarter, each arrest is counted.
  - Standard: Zero (0) arrests during placement.
2. Use of Seclusion or Inappropriate Physical Intervention (Protective Action Response PAR)
  - Goal: Zero (0) instances of the Inappropriate use of PAR or seclusion.
  - Measures: The number of instances of an inappropriate use of PAR or seclusion.
  - Standard: Zero (0) instances of the Inappropriate use of PAR or seclusion.
3. Excessive/Unnecessary Force
  - Goal: Zero (0) incidents of excessive or unnecessary use of force.
  - Measures: The number of CCC cases closed in the reporting quarter with Substantiated Findings of Unnecessary and/or Excessive Use of Force. Each specific CCC incident with substantiated findings is counted once, regardless of the number of staff with substantiated findings that may have been involved in the incident.
  - Standard: Zero (0) incidents of excessive or unnecessary uses of force.
4. Recidivism
  - Goal: Program within the recidivism rate of the statewide average for similar programs (restrictiveness level and program type).
  - Measures: Recidivism rates reported in the Comprehensive Accountability Report (CAR) relative to the statewide average for the program's restrictiveness level and type. The official definition of recidivism is an adjudication, adjudication withheld, or an adult conviction for any new violation of law within twelve months of program completion.
  - Standard: Not to exceed twenty-six percent (**26%**) recidivism rate.
5. Length of Stay

- Goal: Not to exceed the anticipated length of stay for similar programs (restrictiveness level and program type).
  - Measures: Total number of filled-bed service days for youth completing program services during the study period divided by the total number of youth completing program services. Length of stay is reported in the Comprehensive Accountability Report (CAR) relative to the statewide average for the program's restrictiveness level and type.
  - Standard: Not to exceed **182.93** days.
6. Improved Family Engagement and Participation-Admission
- Goal: 100% of youth parent(s)/guardian(s) will be notified by telephone within twenty-four hours of the youth's admission, and in writing within forty-eight hours of admission.
  - Measures: The percentage of youth who have family participation in the multi-disciplinary team meetings, family sessions, and program family/youth activities.
  - Standard: 100% of the youth's family will actively participate in the meetings, conference, and activities for youth.
7. Improved Family Engagement and Participation-Treatment Team Meetings-Parent/Guardian Invitation
- Goal: 100% of youth parent(s)/guardian(s) will be invited to participate in intervention and treatment team meetings and treatment planning.
  - Measures: The percentage of youth who have family participation in the multi-disciplinary treatment team meetings, treatment planning, family sessions, and program family/youth activities.
  - Standard: 100% of the youth's family will actively participate in the treatment team meetings, treatment planning, conference, and activities for youth.
8. Improved Family Engagement and Participation-Treatment Meetings-Parent/Guardian Contact
- Goal: 100% of youth parent(s)/guardian(s) will be called/contacted during intervention and treatment team meetings and treatment planning.
  - Measures: The percentage of youth who have family participation in the multi-disciplinary team meetings, treatment planning, family sessions, and program family/youth activities.
  - Standard: 100% of the youth's family will actively participate in the treatment team meetings, treatment planning, conference, and activities for youth.
9. Improved Family Engagement and Participation-Performance Plan
- Goal: 100% of youth parent(s)/guardian(s) will be reached to provide input on the youth's performance plan.
  - Measures: The percentage of youth who have family participation in the multi-disciplinary team meetings, family sessions, and program family/youth activities.
  - Standard: 100% of the youth's family will actively participate in the meetings, conference, and activities for youth.
10. Improved Family Engagement and Participation-Transition
- Goal: 100% of youth parent(s)/guardian(s) will be reached within 60 days of youth's release from the program and invited to provide input on youth's transition plan.
  - Measures: The percentage of youth who have family participation in the multi-disciplinary treatment team meetings, treatment planning, family sessions, and program family/youth activities.
  - Standard: 100% of the youth's family will actively participate in the meetings, conference, and activities for youth.
11. Decrease in Risk Factors
- Goal: 100% of the youth completing the program will exhibit a decrease in risk factors.

- Measures: The measurement is the percentage of the number of youth completing the residential program who exhibit a decrease in risk factors divided by the number who completed the program. The comparison is made between the initial RPACT administered and the exit RPACT conducted near release from the program.
  - Standard: 95% of youth who complete the program will exhibit a decrease in risk factors.
12. Increase in Protective Factors
- Goal: 100% of youth completing the program will exhibit increase in protective factors.
  - Measures: The percentage is based on the number of youth completing the program who exhibit an increase in protective factors, divided by the number of youth who complete the program. The comparison is made between the initial RPACT and the exit RPACT administered at or near release from the program
  - Standard: 95% of youth completing the program will exhibit increase in protective factors.
13. Specialized Transition Services
- Goal: 100% of youth will receive individualized transition planning specific to their criminogenic needs.
  - Measures: The percentage is based on the number of youth who are admitted to the residential program that receive an individualized transition plan that addresses criminogenic needs divided by the number of youth that receive an individualized transition plan that address criminogenic needs who complete the program.
  - Standard: 100% of youth will receive individualized transition planning specific to their criminogenic needs.
14. Juvenile Probation Officer/Case Manager Contact
- Goal: 100% of youth Case Managers will establish and maintain contact with designated JPOs during the youth's stay at the program.
  - Measures: The percentage of youth Case Managers that notify the JPO of monthly Team meetings, 60-day transition meetings, and 14-day exit meetings, as well as serious behavior incidents, as evidenced by entries in each youth's chronological record.
  - Standard: 100% of notification to be provided to the JPO.
15. Juvenile Probation Officer Attendance and Participation
- Goal: 100% of youth JPO will attend and participate in all multi-disciplinary team meetings, youth conferences and any other planning on behalf of the youth.
  - Measures: The percentage of JPOs attending meetings/participating in the youth's planning.
  - Standard: 85% of JPOs will physically attend/participate via teleconference in all meetings.
16. Administrative Transfers
- Goal: 100% of the youth shall not be administratively transferred from the program for behavioral reasons.
  - Measures: JJIS review to confirm the number and percentage of youth administratively transferred from the program.
  - Standard: No more than one (1) youth shall be administratively transferred for behavioral reasons from the program on an annual basis.
17. Job Placement (if applicable)
- Goal: 100% of the youth who participate in the program and who are eligible, will secure employment within 30 days of release from the program.
  - Measures: The number of youth who obtain employment once they depart the program divided by the number of youth eligible to attempt to obtain employment.

- Standard: 80% of the youth who participate in the program and eligible will secure employment within thirty (30) days of release from the program.
18. Vocational Certificate (if applicable)
- Goal: 100% of eligible youth receive vocational certification.
  - Measures: The number of eligible youth who receive vocational certification prior to program completion divided by the number of youth who attempted to obtain a certificate, but did not receive certification prior to being released from the program.
  - Standard: 90% of the eligible youth who participate in a vocational program will obtain a certificate at the completion of the program or assistance to continue a program upon returning to their home community.

B. Performance Evaluation

1. The Department shall conduct outcome evaluation, recidivism studies, and other program assessments. These evaluations and studies will consider the content of the program, program components, and the duration of the program. The Department may request program and performance data from the Respondent in order to conduct evaluations, studies, or assessments of programs and program service delivery.
2. The data gathered from performance, outcome evaluation, recidivism studies, and other program assessments will be used by the Department for long-term program planning, performance-based budgeting, and legislative budget requests. The results may be used in the rating of the program for its future funding.

**ATTACHMENT A-2  
MENTAL HEALTH OVERLAY SERVICES (MHOS)**

Mental Health Overlay Services shall be provided in accordance with this Scope of Services, the DJJ Rule 63N-1, Florida Administrative Code, applicable provisions of the Rule 63M-2, Florida Administrative Code and applicable Department rules and Quality Improvement Standards.

**I. MENTAL HEALTH OVERLAY SERVICES (MHOS)**

- A. Mental Health Overlay Services (MHOS) are provided to youth with moderate to serious mental disorder and may have co-occurring substance-related disorder. Programs providing MHOS must be staffed by mental health clinical staff who work under the direct supervision of a licensed mental health professional, and must provide substance abuse treatment services in accordance with Rule 65D-30.003(15), Florida Administrative Code.
- B. Target Population
1. Youth with a DSM-IV-TR Axis I or Axis II (or most recent edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM)) mental disorder who demonstrate moderate to serious symptoms of mental disorder and impairment in social, emotional, and adaptive functioning. The functional impairment is such that a more intensive level of care is not considered clinically necessary. Youth typically have a DSM-IV-TR Axis V Global Assessment of Functioning (GAF) Scale Score between 41-60, or functional impairment is documented as set forth in the DSM-5.
  2. DSM diagnoses include but are not limited to: Posttraumatic Stress Disorder, Major Depressive Disorder or Dysthymia, Bipolar Disorder, Attention Deficit Hyperactivity Disorder, Intermittent Explosive Disorder, Adjustment Disorder with Depressed Mood, Borderline Personality Disorder. Youth may also be diagnosed with a substance-related disorder (e.g., substance abuse, substance dependence).
  3. Admission Considerations:
    - a. The youth demonstrates symptoms consistent with a DSM-IV-TR or DSM-5 mental disorder. (The youth must have a diagnosed DSM-IV-TR (or the most recent edition of the DSM) mental disorder to be eligible for MHOS).
    - b. The youth's DSM-IV-TR Global Assessment of Functioning (GAF) Scale Score or CGAS is below 60. (The GAF or CGAS is typically between 41 and 60) or the youth's functional impairment is documented as set forth in the DSM-5.
    - c. The youth may have a co-occurring diagnosed substance-related disorder. However, substance abuse is not the youth's primary disorder.
    - d. The youth is not in need of a more intensive level of treatment at this time.
    - e. The youth typically demonstrates at least one of the risk factors below:
      - 1) History of unpredictable, risk-taking or problematic behaviors related to the youth's emotional disturbance.
      - 2) History of suicide gesture, attempt or self-injurious behavior or current ideation related to suicidal or self-injurious behavior, but is not currently in need of acute care.
      - 3) History of physical aggression or violent behavior toward people, animals and/or property, or current threats of aggression.
      - 4) History of running away from home or placements or current verbal threats.
      - 5) History of physical abuse or sexual victimization.
    - f. The youth's symptoms and functional impairment indicating the need for on-going mental health and/or substance abuse treatment services should be well documented.
- C. Clinical Staffing (Contracted or Employed)
1. Clinical Staff Requirements:
    - a. Designated Mental Health Clinician Authority:  
The Respondent shall designate a single licensed mental health professional as the Designated Mental Health Clinician Authority within the facility/program to be accountable for ensuring appropriate coordination,



implementation and oversight of mental health and substance abuse services in the facility. The role and function of the Designated Mental Health Clinician Authority shall be clearly articulated in a written agreement between the Respondent and the Designated Mental Health Clinician Authority to include compliance with DJJ Rule 63N-1, F.A.C. There must be clear organizational lines of authority and communication between the Designated Mental Health Clinician Authority and the clinical staff who are delivering on-site mental health and substance abuse services in the program.

b. Licensed Mental Health Professional:

A licensed mental health professional must be on-site at least five (5) days a week, including evenings and weekends, to provide clinical services and direct supervision of non-licensed mental health clinical staff.

c. Clinical Counselors/Therapists:

1. A licensed mental health professional or a non-licensed mental health clinical staff person working under the direct supervision of a licensed mental health professional must be on-site seven (7) days a week (including weekends and evenings) to provide counseling/therapy and psychosocial skills training. Counselors (mental health clinical staff) providing mental health services must work under the direct supervision of a licensed mental health professional.
2. Substance abuse services must be provided in accordance with Rule 65D-30.003(15), Florida Administrative Code. Thus, a substance abuse counselor must be an employee of a facility or Service Provider licensed under chapter 397 or must be an individual licensed under chapter 458, 459, 490 or 491, Florida Statutes.
3. The counselor's caseload shall not exceed 16 youth.
4. Group counseling/therapy sessions shall not exceed ten (10) participants with mental health diagnoses and not exceed fifteen (15) youths with substance abuse diagnoses.

d. Psychiatrist:

A licensed psychiatrist (a physician licensed under chapter 458 or 459, Florida Statutes, who is board certified in Child and Adolescent Psychiatry or Psychiatry by the American Board of Psychiatry and Neurology or has completed a training program in Psychiatry approved by the American Board of Psychiatry and Neurology for entrance into its certifying examination) must be on-site bi-weekly at a minimum for consultation, medication management, and to participate in treatment planning for youths receiving psychotropic medication, and must be available twenty-four (24) hours per day/seven (7) days a week for emergency consultation.

e. Psychologist:

A licensed psychologist under chapter 490, Florida Statutes, must be available, as needed.

2. Mental Health Clinical Staff Qualifications:

a. Licensed Mental Health Professional:

A psychiatrist licensed under chapter 458 or 459, psychologist licensed under chapter 490, mental health counselor, clinical social worker or marriage and family therapist licensed under chapter 491, or psychiatric nurse as defined in chapter 394.455(23), Florida Statutes.

- 1) The licensed mental health professional must be on-site at least 5 days of the week (including weekends and evenings) to provide clinical services and direct supervision of non-licensed mental health clinical staff.

- 2) The licensed mental health professional must provide at least one hour of on-site face to face interaction and direct supervision per week for each non-licensed mental health clinical staff person.
- b. Non-Licensed Mental Health Clinical Staff:  
A mental health clinical staff person, if not otherwise licensed, must have, at a minimum, a Bachelor's degree from an accredited university or college with a major in psychology, social work, counseling or a related human services field. Related human services field is one in which major course work includes the study of human behavior and development, counseling and interviewing techniques, and individual, group or family therapy.
- c. A non-licensed mental health clinical staff person providing mental health services in the program must meet one of the following qualifications:
  - 1) Hold a Master's degree from an accredited university or college in the field of counseling, social work, psychology, or related human services field; or
  - 2) Hold a Bachelor's degree from an accredited university or college in the field of counseling, social work, psychology or related human services field and have two (2) years clinical experience assessing, counseling and treating youths with serious emotional disturbance or substance abuse problems; or
  - 3) Hold a Bachelor's degree from an accredited university or college in the field of counseling, social work, psychology or related human services field and have 52 hours of pre-service training prior to working with (e.g., assessing, counseling or treating) youths. The 52 hours of pre-service training must include a minimum of 16 hours of documented clinical training in their duties and responsibilities. When pre-service training has been successfully completed, the non-licensed person may begin working with youth, but must be trained for one year by a mental health staff person who holds a master's degree as set forth in Rule 63N-1, F.A.C. Pre-service training must cover at a minimum: basic counseling skills, basic group therapy skills, treatment model and program philosophy, therapeutic milieu, behavior management, client rights, crisis intervention, early intervention and de-escalation, documentation requirements, normal and abnormal adolescent development and typical behavior problems.
- d. The non-licensed mental health clinical staff person must work under the direct supervision of a licensed mental health professional.
- e. Direct supervision means that the licensed mental health professional has at least one hour per week of on-site face-to-face interaction with the non-licensed mental health clinical staff person for the purpose of overseeing and directing (as permitted by law within his or her State of Florida licensure) the mental health services that the non-licensed mental health clinical staff person is providing in the facility.
- f. The licensed mental health professional must assure that mental health clinical staff (whether licensed or non-licensed) working under their supervision are performing services that they are qualified to provide based on education, training and experience.
3. A mental health treatment service must be provided by a mental health clinical staff person on-site for each day that the mental health overlay service is provided.
4. Substance Abuse Clinical Staff:
  - a. Substance abuse services must be provided in accordance with Rule 65D-30.003(15), Florida Administrative Code, which states the following:  
*"Licensing of Department of Juvenile Justice Commitment Programs and Detention Facilities. In those instances where substance abuse services are provided within Juvenile Justice Commitment programs and detention facilities, such services may be provided in accordance with any one of the four conditions described below.*

- (a) The services must be provided in a facility that is licensed under chapter 397, F.S., for the appropriate licensable service component as defined in subsection 65D-30.002(16), F.A.C.
- (b) The services must be provided by employees of a service Provider licensed under Chapter 397.
- (c) The services must be provided by employees of the commitment program or detention facility who are qualified professionals licensed under chapters 458, 459, 490 or 491, F.S.
- (d) The services must be provided by an individual who is an independent contractor who is licensed under chapters 458, 459, 490, or 491, F.S.”

Thus, substance abuse services must be provided by employees of a service Provider licensed under chapter 397, Florida Statutes, or in a facility licensed under chapter 397, Florida Statutes [as specified in condition (a) or (b) of Rule 65D-30.003 (15), Florida Administrative Code], or by a qualified professional licensed under chapter 458, 459, 490 or 491, Florida Statutes, (a physician licensed pursuant to chapter 458 or 459; a psychologist licensed pursuant to chapter 490; or a mental health counselor, clinical social worker or marriage and family therapist licensed pursuant to chapter 491) [as specified in conditions (c) or (d), of Rule 65D-30.003 (15), Florida Administrative Code].

- b. A non-licensed substance abuse clinical staff person may provide substance abuse services in a Department facility or program only as an employee of a service Provider licensed under chapter 397, Florida Statutes, or a facility licensed under chapter 397. The non-licensed substance abuse clinical staff person must hold a Bachelor’s degree from an accredited university or college with a major in psychology, social work, counseling or related human services field and meet the training requirements provided in Rule 65D-30, Florida Administrative Code, and work under the direct supervision of a qualified professional under section 397.311(26), Florida Statutes. Direct supervision means that the “qualified professional” under Section 397.311(26) F.S., has at least one hour per week of on-site face-to-face interaction with the non-licensed substance abuse clinical staff person for the purpose of overseeing and directing the substance abuse services that the non-licensed substance abuse clinical staff person is providing in the facility.
5. Behavior Analyst or Behavioral Therapist
- a. Behavioral Analysis Services must be provided by a Certified Behavior Analyst or Board Certified Behavior Analyst or Licensed Psychologist under Chapter 490, F.S., or a Licensed Mental Health Counselor, Licensed Clinical Social Worker or Licensed Marriage and Family Therapist under Chapter 491, F.S., with training and experience in behavioral analysis or behavioral therapy. A Certified Behavior Analyst or Board Certified Behavior Analyst is a person certified by the State of Florida as a Certified Behavior Analyst pursuant to section 393.17, Florida Statutes and Rule 65G-4, Florida Administrative Code, or a person who has obtained certification as a “Board Certified Behavior Analyst” by the Behavior Analyst Certification Board Inc.
  - b. A Board Certified Behavior Analyst or Certified Behavior Analyst who is not a Licensed Mental Health Professional must provide behavior analysis services, behavioral therapy or behavioral interventions under the direct supervision of a Licensed Mental Health Professional in the DJJ facility/program.
  - c. A Board Certified Behavior Analyst or Certified Behavior Analyst who is not a Licensed Mental Health Professional must meet all of the requirements listed in item 2, above for Non-Licensed Clinical Staff to

function as a non-licensed mental health clinical staff person in a DJJ facility/program.

D. Clinical Services

1. The Respondent must offer the following services:
  - a. Mental Health and Substance Abuse Assessments/Evaluations;
  - b. Individualized mental health/substance abuse treatment planning and review;
  - c. Individual, group and/or family therapy (group therapy shall not exceed 10 participants with mental health diagnoses and not exceed 15 youth with substance abuse diagnoses). Therapy shall be provided to each youth at least 5 days of the week);
  - d. Daily (7 days a week) mental health therapeutic activities (psychosocial skills training, psycho-education, supportive counseling) provided by a mental health clinical staff person;
  - e. Individualized behavior modification and behavior analysis and/or behavioral therapy for youth who demonstrate self-destructive or violent behavior such as self-mutilation or rage outbursts) provided by a Certified Behavior Analyst, Board Certified Behavior Analyst, or a licensed psychologist under Chapter 490 or licensed mental health counselor, licensed clinical social worker or licensed marriage and family therapist under Chapter 491 with documented training and experience in behavior analysis or behavioral therapy;
  - f. Crisis intervention and crisis management;
  - g. Suicide prevention services;
  - h. Psychiatric services as needed, and is required for youth receiving psychotropic medication. Psychiatric services shall be provided on-site bi-weekly, at a minimum and must include the availability for 24 hours a day/seven (7) days a week for emergency consultation.
  - i. Substance abuse services for youth with co-occurring substance-related disorder;
  - j. 24-hour response capability with access to acute care setting and mental health and substance abuse emergency management services.
2. The Respondent must have the capability to provide:
  - a. Bio-Psychosocial Assessments; and
  - b. A therapeutic environment with an identified mental health treatment orientation.

E. Required Components

1. Mental health and substance abuse screening at the time of admission;
2. Comprehensive mental health/substance abuse evaluations or updated evaluations;
3. Mental health/substance abuse treatment planning, updating and review;
4. Provision of individualized mental health/substance abuse treatment interventions for each youth;
5. Psychiatric services as needed, and is required for youths receiving psychotropic medication; a psychiatrist must be on-site biweekly, at a minimum to provide psychiatric evaluations, medication management and to participate in treatment planning and respond to emergency consultation. Psychiatric services include twenty-four (24) hour/seven days a week emergency consultation.
6. Intensity of mental health and/or substance abuse treatment services governed by the youth's individualized treatment plan.
7. Documentation of services:
  - a. Assessments/Evaluations which include the youth's DSM-IV TR diagnosis (or the most recent edition of the DSM), risks and functional status, completed and/or reviewed, dated and signed as reviewer by a licensed mental health professional;

- b. Individualized mental health/substance abuse treatment plans which include the signature of youth and when possible the parent or legal guardian;
  - c. Summary of treatment team meetings and reviews;
  - d. Documentation of daily (seven (7) days a week) mental health treatment and may include substance abuse treatment services for youth with co-occurring disorders;
  - e. Weekly progress notes summarizing mental health treatment and interventions delivered, the youth's response to treatment and interventions, significant events occurring during the week;
  - f. Documentation of medication management and review;
  - g. Documentation of crisis intervention/emergency services.
8. Mental Health Overlay Services (MHOS)
- a. The cost for mental health overlay services shall be included in the per diem.
  - b. Mental health overlay services shall be provided by a licensed mental health professional or non-licensed mental health clinical staff person working under the direct supervision of a licensed mental health professional as defined in DJJ Rule 63N-1, F.A.C. and in accordance with this Scope of Services and must be documented in the youths' official clinical records.

F. General Considerations

1. The Respondent must demonstrate the administrative capability to effectively work with a juvenile justice residential commitment program for juvenile offenders with moderate to serious mental disorder who may also have co-occurring substance-related disorder.
2. The Respondent must have the capacity to provide on-site professional staff and services as follows:
  - a. Psychiatric assessment and treatment by a board certified or board eligible psychiatrist. Preferably a board certified child and adolescent psychiatrist.
  - b. Professional licensed nurses.
  - c. Mental health services provided by, or under the direct supervision of, a licensed mental health professional.
  - d. Substance abuse services provided by qualified substance abuse professionals in accordance with Rule 65D-30.003(15), Florida Administrative Code.
3. The Respondent must demonstrate the capacity to provide on-going staff training on juvenile justice and mental health and substance abuse processes necessary to ensure a safe and effective treatment program and therapeutic correctional environment.
4. The Respondent must demonstrate the capacity to provide the staffing patterns and staff-to-youth ratios necessary to maintain an intensive level of direct care staff supervision of youth.
5. The Respondent must demonstrate 24-hour response capability with access to an acute care setting and mental health/substance abuse emergency management services.
6. The Respondent must demonstrate the capability of providing a facility environment that is conducive to the delivery of delinquency programming and mental health overlay services (e.g., adequate space/design for assessments, individual, group, and family counseling activities, adequate infirmary space, secure clinical records area).
7. The Respondent must be capable of providing a multidisciplinary treatment team and individualized mental health and substance abuse treatment planning which includes the youth and youth's family (when possible).

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

- I. SOLICITATION NUMBER** ITN #10361
- II. SOLICITATION TYPE** The Department of Juvenile Justice currently contracts for operation of the JoAnn Bridges Academy program, a twenty-seven (27) bed non-secure program for girls who are committed to the Department and are in need of mental health overlay services. The program is currently located in a Department owned building located at 950 SW Greenville Hills Road, Greenville, FL 32331.
- The Department is seeking a twenty-eight (28) bed Residential Program for girls appropriate for non-secure residential placement, ages twelve (12) to eighteen (18) years old with innovations in delinquency programming and treatment services. Basic Care and Custody of a residential program shall be provided in accordance with Florida Statutes, Florida Administrative Rules and Department policy meeting the minimum requirements as described in Attachment A-1. The proposed services shall also include funding for twenty-eight (28) filled slots for females in need of Mental Health Overlay Services (MHOS) as described in the Attachment A-2. The program shall be located in a Department owned building located at 950 SW Greenville Hills Road, Greenville, FL 32331 or a Respondent owned/leased building in DJJ's Northwest Region.
- III. PROCUREMENT OFFICE** Tyler Brown, Procurement Manager  
Bureau of Procurement & Contract Administration  
Florida Department of Juvenile Justice  
The Knight Building, Suite 1100  
2737 Centerview Drive  
Tallahassee, Florida 32399-3100  
Telephone #: (850) 717-2611  
Fax #: (850) 414-1625  
E-Mail Address: [Tyler.Brown@djj.state.fl.us](mailto:Tyler.Brown@djj.state.fl.us)
- IV. GENERAL INFORMATION**
- A. Summary of ITN Process  
The evaluation and negotiation phases of the Department's ITN process will consist of two (2) components.
1. Written Reply Evaluations: All Respondents meeting Mandatory requirements shall have their Written Reply and Past Performance data evaluated and scored.
  2. Negotiations: Based on the ranking of the Written Replies and Past Performance, one (1) or more Respondents shall be required to negotiate with the Department. Respondents will be selected to move forward in ranking order, but may not be scheduled to negotiate in ranking order. Additional negotiations may be held if determined necessary by the Department.
- B. 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 by an informational notice and will be posted

on the "MyFlorida" website [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](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
Friday, March 14, 2016	COB	Release of solicitation	My Florida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs_main_menu">http://www.myflorida.com/apps/vbs/vbs_main_menu</a>
Friday, March 18, 2016	2:00 PM EDT	<b>MANDATORY</b> Site Visit (for state-owned / leased facilities only)	See Section IV.D., below, for site visit information.
Friday, March 25, 2016	COB	Solicitation Question Deadline – this is the last date and time written questions will be accepted  Deadline for Submission of Intent to Respond (Attachment N)	Send to <a href="mailto:Tyler.Brown@djj.state.fl.us">Tyler.Brown@djj.state.fl.us</a>
Wednesday, April 13, 2016	COB	Anticipated date that answers to written questions will be posted on the web site	MyFlorida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs_main_menu">http://www.myflorida.com/apps/vbs/vbs_main_menu</a> under the solicitation ITN #10361.
Monday, April 25, 2016	2:00 PM EDT	Written Replies Due and Opened	Attention: Tyler Brown, Procurement Manager DJJ Bureau of Procurement and Contract Administration 2737 Centerview Drive, Suite 1100 Tallahassee, FL 32399-3100
Tuesday, May 5, 2016	10:00 AM EDT	Evaluator Briefing  <i>(public meeting / recorded)</i>	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 7356227887# when directed.  A recording of the Conference Call will be available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls">http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls</a> within 48 hours of briefing.
Tuesday, May 24, 2016	10:00 AM EDT	Debriefing #1  Meeting to Record Scores of Written Narrative Reply Evaluations	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and Code 7356227887# when directed.

		<i>(public meeting / recorded)</i>	A recording of the debriefing will be available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls">http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls</a> within 48 hours of the debriefing.
Friday, May 27, 2016	9:00 AM EDT	Debriefing #2  Meeting of the Evaluation Team to determine number of Respondents to move forward to Negotiations  <i>(public meeting / recorded)</i>	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 7356227887# when directed.  A recording of the debriefing will be available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls">http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls</a> within 48 hours of the debriefing.
Monday, June 6, 2016	2:00 PM EDT	<b>MANDATORY</b> Site Inspection (for Provider owned / leased facilities only)	See Section IV.D., below, for site inspection information.
Friday–Tuesday , June 10 - 14, 2016	TBD	Negotiations  Final dates and times to be communicated to Respondent(s) selected for negotiations  <i>(not open to the public but recorded)</i>	Specific room location TBD  Respondents shall go to the Knight Building, DJJ Headquarters 2737 Centerview Drive Tallahassee, FL 32399-3100  (go to the lobby for directions)
Thursday, June 16, 2016	2:00 PM EDT	Debriefing #3  Meeting of Negotiation Team to determine the Respondents to move forward to round 2 of negotiations or to be part of the Comparative Analysis  <i>(public meeting / recorded)</i>	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 7356227887# when directed. A recording of the debriefing will be available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls">http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls</a> within 48 hours of the debriefing.
Monday - Wednesday, June 20 - 22, 2016	TBD	Negotiations – Round Two (optional)  <i>(not open to the public but recorded)</i>	Negotiations are anticipated to be held in Tallahassee, Florida.  Final location subject to change at Department discretion.



Thursday, June 23, 2016	4:00 PM EDT	Debriefing #4  Meeting of Negotiation Team to determine Respondent(s) that will move forward and be part of the Comparative Analysis Tool (if applicable)  <i>(public meeting / recorded)</i>	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 7356227887# when directed. A recording of the debriefing will be available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls">http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls</a> within 48 hours of the debriefing.
Monday, June 27, 2016	9:00 AM EDT	Debriefing #5  Meeting of Negotiation Team to complete Comparative Analysis Tool to determine which Respondent moves to Memorandum of Negotiation (MON)  <i>(public meeting / recorded)</i>	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 7356227887# when directed. A recording of the debriefing will be available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls">http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls</a> Within forty-eight (48) hours of the debriefing.
Friday, July 15, 2016	1:00 PM EDT	Debriefing #6  Meeting of Negotiation Team to Recommend Contract Award  <i>(public meeting / recorded)</i>	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 7356227887# when directed. A recording of the debriefing will be available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls">http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls</a> within forty-eight (48) hours of the debriefing.
Friday, July 29, 2016	COB	Anticipated posting date of Notice of Final Agency Decision (Anticipated Date of Contract Award)	MyFlorida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs_main_menu">http://www.myflorida.com/apps/vbs/vbs_main_menu</a>
Friday, August 26, 2016		Anticipated Contract Execution Date	

- C. Time, Date and Place Replies are Due  
Replies must be received NO LATER than the date and time specified in the Calendar of Events (Section IV. B.), and submitted to the Department of Juvenile Justice (Department or DJJ) at the address identified in Section III of this Attachment.

**Caution:** A reply received at the designated office after the exact time specified will not be considered, as specified in Attachment B.

- D. Site Visit(s)/Inspection(s)
1. Department Owned Building Site Visit: if the Respondent is proposing services at the Department-owned building located at **950 SW Greenville Hills Road, Greenville, FL 32331**, it is **MANDATORY** that the Respondent attends the Department site visit at the Department owned building AND signs the official ITN sign-in sheet to verify attendance. The site visit will be held at the Department facility(s) at the date and time specified in the Calendar of Events (Section IV. B.). For driving directions to the facility for the site visit, please use one of the websites listed below:  
<http://maps.yahoo.com/py/ddResults.py?Pyt=Tmap>  
<http://www.mapquest.com/directions/>  
 Please insert the street address of point of origin (departure) and the address of the facility to obtain driving directions. If there are any questions regarding the site visit, the Respondent should direct those questions to the Procurement Manager named in Section III of this Attachment.
  2. Provider Owned/Leased Facility Site Visit Inspection: if the Respondent is proposing services at their owned/leased facility, it is **MANDATORY** that the Respondent complete Attachment E Facility/Site Requirements Certifications/Attestation (for Provider Proposing use of the Provider's Owned/Leased Facility). Site Visits for Provider Owned/Lease Facilities will be held by the Department as per Attachment E and Attachment F, section H (Negotiations).
- E. 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\\_www.main\\_menu](http://www.myflorida.com/apps/vbs/vbs_www.main_menu) as an addendum to this solicitation on or about the date specified in the Calendar of Events (Section IV. B.)
- F. Evaluator Briefing Meeting  
 The Department will hold an Evaluator Briefing at the time and date specified in the Calendar of Events. The purpose of the Evaluator's Briefing is to ensure that evaluators have received all materials necessary for evaluation and fully understand the solicitation requirements and the evaluation and scoring process. This meeting is open for public attendance. A recording of the meeting will be available at:  
<http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls> within forty-eight (48) business hours of the end of the Briefing.
- G. Debriefing Meetings  
 The Department will hold Evaluator/Negotiator Debriefing Sessions in accordance with the Calendar of Events. These meetings are open for public attendance. A recording of the meeting will be available on the Department's website at:  
<http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls> within forty-eight (48) hours of the end of the Debriefing Meeting(s). Debriefing meetings will be held as follows:
1. There will be an Evaluation Team meeting (Debriefing #1) of the written replies to allow evaluators an opportunity to identify the page number(s) in the replies where information relied on for assessing a score was found and to record the scores assessed for the written replies. Discussions, strengths, weaknesses or other comments on replies will not be made by evaluators. Additional information on the evaluation process is contained in Attachment F of the ITN.
  2. There will be an Evaluation Team meeting (Debriefing #2) to determine the number of Respondents, selected in ranking order, that will move forward for Negotiations as stated in subsection H, below.
  3. The Negotiation Team will meet (Debriefing #3) to determine the number of Respondents to move to the second round of negotiations or if the team is ready to complete the Comparative Analysis Tool (Attachment J).
  4. There will be a Negotiation Team meeting (Debriefing #4) to determine the number of Respondents, selected in ranking order, that will move forward and be part of

the Comparative Analysis Tool. For more information about the Comparative Analysis Tool, see Attachment F., section E., 1. Or, depending on the results of Debriefing #3, the team will meet to complete the Comparative Analysis Tool.

5. The Negotiation Team will meet (Debriefing #5) to complete the Comparative Analysis Tool (Attachment J), or to review the completed Memorandum of Negotiation which documents the terms and conditions negotiated with the Respondent who was recommended for award as a result of Debriefing #4.
6. The Negotiation Team will meet (Debriefing #6) to review the completed Memorandum of Negotiation which documents the terms and conditions negotiated with the Respondent who was recommended for award as a result of Debriefing #5.
7. Additional information on the negotiation process is contained in Attachment F of the ITN.

H. Negotiations

1. The Department shall require one or more ranking Respondents (who are moved forward in ranking order) to provide a presentation at the beginning of round one negotiations. The presentation is to be provided at the beginning of the Negotiation session. The contents and structure of the Presentation are outlined in Section XX., E. of Attachment B.
2. If the team determines a second round of negotiations is necessary, the Negotiation team will determine which of the Respondents will move forward to a second round of negotiations.
3. Prior to any negotiations, the Department may request supplemental documentation / information from Respondents to assist with negotiations.

I. Posting of Agency Decision

On or about the date(s) specified in the Calendar of Events (Section IV. B.), the Department will post on the "MyFlorida" website at: [http://myflorida.com/apps/vbs/vbs\\_www.main\\_menu](http://myflorida.com/apps/vbs/vbs_www.main_menu) the Final Notice of Agency Decision. Click on "Search Advertisements," and use the drop down list to select the Department of Juvenile Justice. Click "Initiate Search," select the ITN and double click on the ITN number. Call the Department's Procurement Manager at the telephone number listed in Attachment B, Section III., if there are any questions regarding accessing the website.

V. **MANDATORY REQUIREMENTS**

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

- A. It is **MANDATORY** that the Respondent submit its reply within the time frame specified in the Calendar of Events (Attachment B, Section IV. B.)
- B. It is **MANDATORY** that the Respondent draft and submit a fully completed, signed Transmittal Letter that contains all the information required by Section XX. A. in Volume 1, Tab 1.
- C. It is **MANDATORY** that the Respondent attends the Department site visit at the Department/State owned leased facility site if the Respondent is proposing use of that facility (Attachment B, Section IV. D.)

**OR**

FOR PROVIDERS PROPOSING USE OF THE PROVIDER'S OWNED/LEASED FACILITIES: It is **MANDATORY** that the Respondent sign and submit with the Transmittal Letter in Volume 1, Tab 1, the Attachment E, "Facility/Site Requirements Certification and Attestation" with attachments and letters as required.

- D. It is **MANDATORY** that the Respondent submit a signed Attachment H-Budget Form Revised 3-2016, available at: <http://www.djj.state.fl.us/partners/procurement-and-contract-administration>.
- E. It is **MANDATORY** that the Respondent submit a completed Attachment O (ITN Reply Cross Reference Table).

- F. It is **MANDATORY** that the Respondent submit financial documentation, as described in Section XX., F., 2., of this ITN, that is sufficient to demonstrate its financial viability to perform the Contract resulting from this ITN.

## VI. **SOLICITATION INFORMATION**

- A. The term "Respondent" refers to:
1. For purposes of Attachment D, "Respondent" is defined to also include: any and all subsidiaries of the Respondent where the Respondent owns eighty percent (80%) or more of the common stock of the subsidiary; the parent corporation of the Respondent where the parent owns eighty percent (80%) or more of the common stock of the Respondent; and any and all subsidiaries of the parent corporation of the Respondent where the parent owns eighty percent (80%) of the common stock of the Respondent and the parent's subsidiaries.
  2. For the purposes of the Dun & Bradstreet (D & B) SQR: the proposing entity ("Respondent") 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.
  3. For all other purposes, the definition shall be as specified on the introductory page of this ITN.
- B. Respondents shall submit proposals in one of the following formats:
1. Hardcopy & Electronic 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 seven (7) copies of the Respondent's Volume 1 reply.
    - b. An original (which shall also be identified as "Original" on the cover and shall bear an original signature(s) on Attachment H-Budget Form Revised 3-2016) and two (2) copies of the Respondent's Volume 2 reply.
    - c. An original (which shall also be identified as "Original" on the cover) and two (2) copies of the Respondent's Volume 3 reply; AND
    - d. A CD-ROM that contains the complete reply (Volumes 1, 2 and 3) saved in Microsoft Word, Excel, and/or PowerPoint. The signed transmittal letter (Volume 1, Tab 1), and the financial viability documentation (Volume 2, Tab 2) are the only documents that can be saved in PDF. It is the intention of the Department to use the CD-ROM for purposes of electronic storage of the submission, so it must contain the complete reply.

OR
  2. Electronic Proposal
    - a. A CD-ROM that contains the complete reply (Volumes 1, 2 and 3) saved in Microsoft Word, Excel, and/or PowerPoint. The transmittal letter (Volume 1, Tab 1), and the financial viability documentation (Volume 2, Tab 2) are the only documents that can be saved in PDF. It is the intention of the Department to use the CD-ROM for purposes of electronic storage of the submission, so it must contain the complete reply.
- Additional instructions concerning proposal submission:
3. Use of legible reproductions of signed originals is authorized for all copies of the reply unless specifically noted.
  4. E-mail submissions are not permissible.
  5. See instructions for reply preparation in Attachment B, Section XX.
  6. Evaluation and review of the reply will be based solely on information and documents submitted in the copies of Volumes 1, 2 and 3.
- C. All dates in this procurement, and other ITN requirements, are subject to change. Modifications of the schedule or changes to the ITN shall be provided through an addendum or informational notice, and posted on the MyFlorida.com website at: [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu). Respondents are responsible for checking the website for any changes.

**VII. RESPONDENTS QUESTIONS**

All inquiries shall be in writing and be sent to the Procurement Manager at [Tyler.Brown@djj.state.fl.us](mailto:Tyler.Brown@djj.state.fl.us), by mail or by facsimile and shall be received by the date specified in the Calendar of Events (Section IV. B.). The Respondent is responsible for ensuring that the Procurement Manager received the inquiry. The Department will not take any further questions regarding the ITN document after close of business that day. The Department's responses to questions will be posted at: [http://myflorida.com/apps/vbs/vbs\\_main\\_menu](http://myflorida.com/apps/vbs/vbs_main_menu) as an addendum to this ITN on or about the date specified in the Calendar of Events (Section IV. B.) 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 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 procurement documents. Violation of this provision may be grounds for rejecting a reply.

**VIII. NUMBER OF AWARDS**

The Department anticipates the issuance of one (1) contract as a result of this solicitation. The award shall be made to a responsive and responsible Respondent.

**IX. FAILURE TO EXECUTE CONTRACT**

In the event no protest is filed within the prescribed timeframe, the Department will commence discussions to finalize the resulting Contract with the intended Respondent. If, for any reason, the Department and the intended Respondent fail to enter into the Contract, 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 second ranked Respondent without posting of an additional Notice of Agency Decision or Addendum; (2) reject all replies and re-advertise the ITN; or (3) reject all replies. If the Department and the second ranked Respondent fail to execute a Contract, the Department may (1) attempt to contract with the next ranked Respondent sequentially until a Respondent willing to execute a Contract is found without posting of an additional Notice of Agency Decision or Addendum; (2) reject all replies and re-advertise the ITN; or (3) reject all replies.

**X. VENDOR REGISTRATION**

- A. Effective July 1, 2003, the State instituted, through Rule 60A-1 of the Florida Administrative Code (F.A.C.), a 1 percent (1%) Transaction Fee for procurement transactions to provide funding for an electronic procurement system, known as MyFloridaMarketPlace (MFMP).
- B. Prior to entering into a Contract with the Department, the selected Respondent(s) must be registered with the Florida Department of Management Services (DMS) Vendor Registration System. To access online registration, log on to [www.myflorida.com](http://www.myflorida.com), and click on the 'MyFloridaMarketPlace / e-Pro' link under 'Hot Topics'. Once on the 'MyFloridaMarketPlace' website, click on the 'Online Vendor Registration' link to begin registration. In order to register, the following information is necessary:
  1. Company name
  2. Tax ID type and number – Social Security Number (SSN) or Federal Employer Identification Number (FEIN)
  3. Tax filing information, including the business name on the 1099 or other tax form (where applicable)
  4. Location information
  5. A business name for each company location (if different from the company name)
  6. A complete address for each location (including details for sending purchase orders, payments, and bills to each location)
  7. A contact person for each of the locations
  8. Commodity codes that describe the products and/or services the company provides

9. The company's CMBE (Certified Minority Business Enterprises) information
10. State-issued sequence number - available from DMS by faxing a request on company letterhead to 850-414-8331.

**XI. CONTRACT PERIOD AND RENEWAL**

The resulting Contract is expected to begin on **August 26, 2016**, and shall end at **11:59 p.m.** on **August 25, 2021**. 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. Exercise of the renewal option is at the Department's sole discretion and shall be contingent, at a minimum, upon satisfactory performance, subject to the availability of funds and other factors deemed relevant by the Department.

**XII. TYPE OF CONTRACT CONTEMPLATED**

A fixed price contract is anticipated for program operation. 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. The Department determines the program's classification using the Florida Single Audit Checklist for Non-State Organizations. It is the Department's determination that the Contract resulting from this solicitation is a Vendor contract, pursuant to Section 215.97(2)(q), Florida Statutes.
- B. Statutory and rule requirements for the Respondent for both types of contract are specified in Attachment G, Section VI. FINANCIAL AND AUDIT REQUIREMENTS.

**XIV. FUNDING AMOUNT**

- A. Please see Exhibit 2, the Residential Programs and Overlay Services Funding Overview, for funding information. This document will be uploaded as a separate document for this ITN and posted on the Vendor Bid System.
- B. The Department reserves the right to negotiate a Contract/per diem rates for bed, slots, and services based on the services to be provided. The final funding available for contracted services is determined by the Department at its sole discretion.
- C. The Department is requiring a bundled rate for this ITN. A bundled rate is a per diem that is inclusive of all the costs necessary to provide all the proposed services required in the ITN. The per diem rate will be paid for all filled beds, whether or not an overlay service is provided. Because this bundled rate covers all program costs, no additional payment will be made for the provision of overlay services.

**XV. FINANCIAL CONSEQUENCES**

- A. Financial consequences shall be assessed for Contract non-compliance or non-performance in accordance with the FDJJ Policy #2000, and the Department Contract Monitoring Guidelines, Chapter 2, (available on the Department's website) for the following:
  1. failure to submit a Corrective Action Plan (CAP) within the specified time frame(s);
  2. failure to implement the CAP for identified deficiencies within the specified time frame(s);
  3. and/or upon further failure to make acceptable progress in correcting deficiencies as outlined in the CAP within the specified time frame(s).
- B. By executing a Contract, the Provider expressly agrees to the imposition of financial consequences as outlined below, in addition to all other remedies available to the Department by law.
  - Total contracted beds and/or slots X filled bed per diem rate X 5.0% = Financial Consequence. Imposition of consequences shall be per deficiency per day.
- C. Upon the Department's decision to impose financial consequences, written notification will be sent to the Respondent. Notification will outline the deficiency(ies) for which financial consequences are being imposed, the conditions (including time frames) that must be in place to satisfy the deficiency(ies) and/or the Department's concerns, the amount of the financial consequence and the month the deduction shall be made on the invoice. The

Department's Contract Manager shall deduct the amount of financial consequences imposed from the Respondent's next monthly invoice as specified in the written notification.

- D. If the Respondent has a grievance concerning the imposition of financial consequences for noncompliance, the Respondent shall follow the dispute process that is outlined in the resulting Contract, outlining any extenuating circumstances that prevented them from correcting the deficiency (ies).

**XVI. RESERVED**

**XVII. SUBCONTRACTING**

- A. The Respondent shall not subcontract, assign, or transfer any of the services sought under this ITN, without the prior written consent of the Department.
- B. 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 subcontracting opportunities.

**XVIII. FAITH-BASED NON-DISCRIMINATION CLAUSE**

Pursuant to section 985.404(3)(b) and (c), Florida Statutes, 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 respondents of services to juveniles.

**XIX. ELABORATE REPLIES**

It is not necessary to prepare replies using elaborate brochures and artwork, expensive paper and bindings, or other expensive visual presentation aids. Replies 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 reply submitted in response to this ITN. The Department shall be liable for payment only as provided in a fully executed Contract.

**XX. GENERAL INSTRUCTIONS FOR PREPARATION OF THE REPLY**

The instructions for this ITN have been designed to help ensure that all replies are reviewed in a consistent manner, as well as to minimize costs and response time. **INFORMATION SUBMITTED IN VARIANCE WITH THESE INSTRUCTIONS MAY NOT BE REVIEWED.**

All replies must 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 the Department can easily turn to "Tabbed" sections during the review process. Failure to have all copies properly "tabbed" makes it much more difficult for the Department to review the reply. Failure of the Respondent to provide any of the information required in the hard copy and/or electronic copy of the ITN Reply (Volume 1, 2, or 3 as specified), and/or in the correct Volume and Tab as detailed below, shall result in no points being awarded for that element of the evaluation/review.

The Reply shall consist of the following sections:

A. Transmittal Letter – Volume 1, Tab 1

It is **MANDATORY** that the reply contains a fully completed transmittal letter that must be drafted, signed and submitted on the Respondent's letterhead by an individual who has the authority to bind the Respondent and provide all of the following information:

1. The Respondent's official name (the company name), address, telephone number, the name and title of the Respondent's 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 or attend meetings, as may be appropriate regarding the solicitation), Federal Employee Identification Number (including the State of Florida Vendor Sequence Number, if available), and DUNS Number. The company name and DUNS Number must match the company name and DUNS

number on the SQR. If the State of Florida Vendor Sequence Number is not available, please make that statement, and the Department will collect the information prior to Contract award.

2. If the proposing entity is a "DBA" or "Doing Business As", the Respondent shall state the reason for it.
  3. The 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 Invitation to Negotiate for which this reply is submitted.
  4. The statement: "On behalf of (*insert Respondent's name*), this letter certifies that (*insert Respondent's name*) has met all conditions and requirements of Attachment C, 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 and subsequent contract by any federal department or agency."
  5. The Statement: "On behalf of (*insert Respondent's name*), this letter certifies that neither (*insert Respondent's name*) or anyone acting on its behalf, have contacted anyone, between the release of the solicitation and due date of this solicitation, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the solicitation documents."
  6. The Statement: "On behalf of (*insert Respondent's name*), this letter certifies that (*insert Respondent's name*) agrees to be responsible for the reporting of all admissions and releases in the Juvenile Justice Information System (JJIS) within twenty-four (24) hours of the admission/release dates and for updating the projected release dates of youth at a minimum of once per week if required by this ITN"
  7. The statement: "On behalf of (*insert Respondent's name*), this letter certifies that it is not listed on either 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, Florida Statutes."
- B. Cross Reference Table - Volume 1, Tab 1  
In order to assist the Respondent in its development of a responsive submittal (i.e. reply, proposal), the Respondent shall provide a table that cross-references the contents of its reply with the contents of the ITN (see Attachment O to this ITN for the cross-reference table.) This is a **MANDATORY** requirement. The Respondent shall insert the cross-reference table in Volume 1, Tab 1, just after the Transmittal Letter. Respondents are advised that the Department's ability to conduct a thorough review of replies is dependent on the Respondents ability and willingness to submit replies 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 sections of the reply are properly identified by specific page number(s), specific to the requested documentation in Attachment O.
- C. Certificate of a Drug-Free Workplace – Volume 1, Tab 1  
The reply may contain the certification of a drug-free workplace 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 certification form (Attachment K) is available at: <http://www.djj.state.fl.us/partners/procurement-and-contract-administration>.
- D. Technical Reply - Volume 1, Tab 2  
The Technical Reply shall contain the following sections in the following sequence, and Respondents must provide thorough and specific replies in the narrative for how they propose to address each of the requirements as specified in Paragraph one (1) below. Respondent's replies must follow the format described in this section.
1. Written Narrative Reply on Vendor Eligibility and Qualifications  
The written narrative portion of the reply shall be submitted on the CD-ROM in "PDF" format AND a Microsoft Word format. Prior to converting to a "PDF", the reply must be typed, on letter-sized (8-1/2" x 11") paper, using 12 point type, TIMES NEW



ROMAN font, single-spaced, and 1-inch margins (top, bottom and sides). Pages must be numbered in a logical, consistent fashion and must not exceed seventy (70) pages including attachments and exhibits (excluding Department-required Attachments, e.g. Organizational Chart, Activity Schedule, etc.) Any floorplans, exhibits, attachments, charts, tables, photos, maps, diagrams, or other resource materials that support the information provided in the written reply shall be referenced within the written reply narrative and shall be numbered for reference and presented at the end of the written reply. Illegible replies will not be evaluated, and pages submitted in excess of the specified limit will be removed prior to evaluation and will not be evaluated.

a. Management Competencies and Capabilities

Describe the Respondent's organization and structure, include internal quality improvement and human resources development to clearly describe the Respondent's management capability to successfully implement and manage the proposed program and services required in the ITN. Describe how the organization represents efficient and effective management and corporate oversight. Describe the background and experience of the Respondent to ensure successful delivery of the services sought by the ITN. Provide an organizational chart that demonstrates linkage to the program level.

b. Performance Outcome Measures

Describe the Respondent's performance measures that are realistic and achievable. Describe the operational approach to ensure optimum program performance. Some examples include but are not limited to: maintaining a reduction of youth on youth violence, length of stay, as well as increased family contact and interaction, case manager & Juvenile Probation Officer (JPO) contact and percentage of youth completing vocational certification. Explain how the Respondent plans to operate the program as described in the ITN and how to tie the performance measures to the goals of the Department. Describe the approach to meeting performance outcomes and/or targets. Describe the approach to reporting, analyzing, and tracking critical incidents and how trending data from incidents and program operations will be measured and improved.

c. Staffing

Describe the Respondent's proposed plan to employ and maintain the sufficient number of qualified staff to perform the duties and responsibilities outlined in the ITN. Provide a detailed staffing plan including titles, position description with duties, credentials, and youth to staff ratios as clearly outlined in the proposal. Describe an effective strategy that promotes effective team retention. Describe and provide the proposed training plan and operational approach to ongoing training of staff who are employed. Complete the Staffing Qualifications / Education Description Chart provided as an Exhibit to the ITN.

d. Program Components: Restorative Justice and Evidence-Based/Promising Delinquency Interventions Programming

Describe the proposed Restorative Justice Programming. Describe the Respondent's plan for implementing an effective delinquency intervention, to include goals and objectives targeting individual criminogenic needs and decreasing risk factors, curricula, and monitoring plan to ensure fidelity to the original model. Complete the Evidence-Based Delinquency Interventions & Mental Health Treatment & Substance Abuse Treatment Group Sessions Table provided as an Exhibit to the ITN.

e. Gender Specific Programming

Describe gender specific programming for girls including trauma informed care and other program components and services that comprehensively address the specific needs of adolescent girls.

- f. Behavior Management System, Living Environment and Approach to Align with the Department's Vision  
Describe the proposed Behavior Management System (BMS). Describe the Respondent's plan to maintain a program that promotes normalcy, mentoring, positive role modeling and positive staff to youth interactions. Describe how the Respondent demonstrates the understanding of the Department's mission to reform the juvenile justice system by preventing youth from penetrating deeper into the juvenile justice system by meeting the needs of youth and providing the right treatment and intensity to positively impact the risk to reoffend.
- g. Health, Mental Health and Substance Abuse Services  
Describe the Respondent's plan and explain how the reply meets the requirements outlined in Rule 63M-2, F.A.C., and Rule 63N-1, F.A.C. Indicate the number of sick calls provided (including days and hours), on-site nursing (including days and hours) and level of medical staff. Also describe mental health and substance abuse services to be provided and level of mental health and substance abuse clinical staff. Include copies of any contracts or agency agreements for outside medical or mental health or substance abuse services. Identify mental health curricula and substance abuse curricula on the Evidence-Based Delinquency Interventions & Mental Health Treatment & Substance Abuse Treatment Group Session Table provided as an Exhibit to this ITN.
- h. Educational and Vocational Services  
Describe the Respondent's proposed academic and career and technical education services and coordination with local boards and school boards as well as career and technical education goals. Describe vocational programming to be provided including staffing and tracks with high success in employability as well as mentoring and job placement. Provide a detailed daily activity schedule which includes all program services.
- i. Transitional Services/Community Collaboration  
Describe the Respondent's proposed discharge and transition plan to ensure that youth are successfully reintegrated into the community. Describe the Respondent's collaborative experience and partnerships with community stakeholders including opportunities provided to youth when they return to their home communities.
- j. Timeline/Implementation Schedule  
Describe the Respondent's timeline and plan to address all tasks associated with program development and implementation as well as ability to maintain a schedule for timely program operations (including Prison Rape Elimination ACT (PREA) implementation). Describe the Respondent's readiness to operate a program to include areas such as initial start-up, delivery of delinquency interventions, clinical treatment, administration, support services, human resources (staffing, training, etc.), and case management, accounting services, food services, physical plant and maintenance.
- k. Fidelity Monitoring of Evidence-Based/Promising Practices  
Describe the Respondent's plan for conducting fidelity monitoring to ensure the interventions are in accordance with the model developer design.
- E. Presentation (included with Negotiations)
1. The Presentation must be presented at the beginning of round one Negotiations and submitted as PowerPoint file with nine (9) hard copies of the entire power point presentation to be submitted to the Procurement Manager at the time of presentation. The Presentation should address the components listed below, at a minimum. Additional information about the Negotiation process is found in Attachment F., Section D., 3.

- a. Describe the Respondent's timeline and plan to address all tasks associated with program development and implementation as well as ability to maintain a schedule for timely program operations (including PREA implementation). Describe the Respondent's readiness to operate a program to include areas such as initial start-up, delivery of delinquency interventions, clinical treatment, administration, support services, human resources (staffing, training, etc.), case management, accounting services, food services, physical plant and maintenance.
  - b. Describe the Respondent's plan for conducting fidelity monitoring to ensure the interventions are in accordance with the model developer design.
  - c. Scenarios will be presented by the Evaluation Team for impromptu replies.
- F. Financial Proposal (Volume 2)
- 1. Budget– Volume 2, Tab 1
    - a. It is **MANDATORY** that the Respondent complete and submit in Tab 1 of Volume 2 a signed Attachment H-Budget Form Revised 3-2016. The Department will negotiate a fixed price-rate agreement with the successful Respondent, ensuring that all budgeted costs are reasonable, allowable and necessary for program operations. The price proposed in the initial reply shall be reviewed by the Negotiation Team based on proposed costs being reasonable, allowable, and necessary for program operation and further negotiated. **Please ensure that all costs are covered, all titles/positions (including # or how many) match as outlined in the proposal and specific line item detail is included. Please include a predicate for expenses and/or copies of any contracts for outside services (i.e. food service).**
  - 2. Financial Viability Documentation – Volume 2, Tab 2
    - a. It is **MANDATORY** that the Respondent provide in Volume 2, under Tab 2, financial documentation, for either **Option #1 or Option #2** below sufficient to demonstrate its financial viability to perform the Contract resulting from this ITN (see Attachment F.A.4., Financial Viability Criteria Mandatory Evaluation Criteria). Documentation is reviewed on a pass/fail basis. If the Respondent fails to pass the option they selected, the reply shall be rejected as non-responsive and not evaluated further. Failure to provide either option will result in disqualification of the reply.
      - 1) Option #1: D & B Supplier Qualifier Report  
 If selecting this option, the Respondent shall submit a copy of the Dun & Bradstreet Supplier Qualifier Report reflecting an SER rating dated within sixty (60) days of the release of this ITN. The Respondent's company name and DUNS Number must match the company name and DUNS number on the SQR. The Respondent may request the report from D&B at: <http://www.djj.state.fl.us/partners/procurement-and-contract-administration>. Click "Attachment I – Supplier Qualifier Report Request" and follow the directions there. The Respondent shall pay D&B to send the Supplier Qualifier Report (SQR) to the Respondent and the Department through electronic means. The cost of the preparation of the D&B report shall be the responsibility of the Respondent. In addition, it is the duty of the Respondent to ensure the timely submission of a D&B report that accurately reflects the proposing entity. If the Department cannot determine on the face of the documents that the SQR report is that of the proposing entity, then the Department may disqualify the submission. Respondents are advised to allow sufficient time before the reply due date for the D&B processing.
      - OR**
      - 2) Option #2: Financial Audits

If selecting this option, the Respondent shall submit the most recent available and applicable financial documentation that shall include the most recently issued audited financial statement (or if unaudited, reviewed financial statements, in accordance with "Statements on Standards for Accounting and Review Services" issued by the American Institute of Certified Public Accountants (SSARS). If the balance sheet date of the most recent, available audited or reviewed financial statements are earlier than sixteen (16) months from the issue date of the ITN, the Respondent must provide compiled financial statements in accordance with SSARS, with a balance sheet date no earlier than six months from the date of the ITN, along with the most recently issued or reviewed financial statements, with a balance sheet date no earlier than twenty-four (24) months of the issue date of the ITN. The Department shall use its discretion in utilizing one or both financial statements to determine the given ratios and other financial information. The financial statements shall include the following:

- a) The accountant's reports on the financial statements;
- b) Balance sheet;
- c) Statement of income or activities;
- d) Statement of retained earnings (except for non-profit organizations);
- e) Statement of cash flows;
- f) Notes to financial statements;
- g) Any written management letter issued by the auditor to the Respondent's management, its board of directors or the audit committee; and
- h) If the Respondent is subject to the Federal Single Audit Act (for programs operating in the State of Florida) or the Florida Single Audit Act, include a copy of the most recently issued: Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements performed in Accordance with Government Auditing Standards; and Report on Compliance with Requirements Applicable to Each Major Program and State Project and on Internal Control over Compliance in Accordance with OMB Circular A-133 and Florida Single Audit Act;  
OR
- i) If the Respondent is a sole proprietor or non-corporate entity, the Respondent shall provide financial documentation that is sufficient for DJJ staff to determine the financial ratios, revenues, and equity indicated in Option 2 criteria including applicable financial statements, income tax returns and other documents.
- j) Failure to provide any of the aforementioned financial information may result in reply disqualification.
- k) The Department acknowledges that privately held corporations and other business entities are not required by law to have audited financial statements. In the event the Respondent is a privately held corporation or other business entity whose financial statements are audited, such audited statements shall be provided.
- l) The Department also acknowledges that a Respondent may be a wholly-owned subsidiary of another corporation or exist in other business relationships where financial data is consolidated. Financial documentation is

requested to assist the Department in determining whether the Respondent has the financial capability of performing the contract to be issued pursuant to this ITN. The Respondent MUST provide financial documentation sufficient to demonstrate such capability including wherever possible, financial information specific to the Respondent itself. At the Department's discretion, the consolidated financial information from a parent company that was submitted in lieu of the Respondent's financial information may be utilized.

- m) If a Respondent submits a financial audit which is determined to have passed the financial viability criteria, the Department's Bureau of Procurement and Contract Administration will provide a letter to the Respondent that can be submitted in lieu of resubmitting financial audits/financial documentation in a future procurement, as long as the future ITNs due date is within twelve (12) months of the Respondent's last audited financial statement.

3. Certified Minority Business Enterprise (CMBE) Utilization Plan – Volume 2, Tab 3  
The Respondent shall describe its plan and/or methods to encourage diversity and utilize minority businesses in the performance of the services described in this solicitation. The information provided in this section shall address the plan described in the CMBE Utilization Plan (available at <http://www.djj.state.fl.us/partners/procurement-and-contract-administration>) of the ITN. 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 (1) page letter supplied by the CMBE on its letterhead stationery, stating the intent of the CMBE to participate in the program and clearly identifying the Department Solicitation Number. No points will be awarded for the CMBE Utilization Plan.

G. Past Performance – Volume 3

1. The purpose of this section is for the Respondent to demonstrate its knowledge and experience in operating similar programs by providing information requested on Attachment D, Part I or II and/or III.
2. Respondents demonstrating Past Performance in Florida shall limit the Past Performance section to **no more than fifteen (15) pages**. These pages shall include the information requested on Attachment D, Part I and/or III and all required supporting documentation.
3. For Respondents demonstrating Past Performance outside of Florida, Past Performance documentation shall not be limited to fifteen (15) pages. These pages shall include the information requested on Attachment D, Part II and/or III and all required supporting documentation.
  - a. Respondents shall provide, if applicable, the information requested on Attachment D, Part I, II, and/or III, regarding its Past Performance in the State of Florida (Part I); information regarding Past Performance in the United States outside of the State of Florida (Part II); and information regarding programs operated by the Respondents that have attained professional accreditation (Part III).
  - b. Respondents shall attach dated supporting documentation for Part II and/or III, if applicable.
  - c. Failure to provide the information requested in Attachment D, Part II and/or III for this ITN or supporting documentation, if applicable, shall result in a zero (0) score for that Part.

- d. All documentation provided for Parts II or III of Attachment D must include the start and end dates, be current dated and valid at least through the start date of the Contract that results from this ITN. The documentation must state that the program is a residential commitment program and that it is run by the Respondent. The Department is not responsible for research to clarify the Respondent's documentation.
- e. Respondents shall include the information requested in Attachment D, Part I or II and/or III for this ITN and the required supporting documents in Volume III. Further instructions on how to complete this section may be found in Attachment D.

**XXI. ADDITIONAL REQUIREMENTS FOR RESPONDENTS SELECTED FOR CONTRACT AWARD**

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

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

**ATTACHMENT C  
SPECIAL CONDITIONS**

**I. SPECIAL CONDITIONS**

Pursuant to Rule 60A-1.002(7), Florida Administrative Code, 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.

**II. PUR 1000(1)**

This form contains the General Contract Conditions - Incorporated by Reference and available at:

[http://dms.myflorida.com/business\\_operations/state\\_purchasing/documents\\_forms\\_references/resources/purchasingforms](http://dms.myflorida.com/business_operations/state_purchasing/documents_forms_references/resources/purchasingforms).

**III. PUR 1001(1)**

This form contains the General Instructions to Respondents - Incorporated by Reference and available at:

[http://dms.myflorida.com/business\\_operations/state\\_purchasing/documents\\_forms\\_references/resources/purchasingforms](http://dms.myflorida.com/business_operations/state_purchasing/documents_forms_references/resources/purchasingforms).

**IV. SUBMISSION OF REPLIES**

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

**V. LIMITATION ON CONTACT OF DEPARTMENT PERSONNEL**

**A. Contact Other than During the Negotiations Phase**

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 Manager or as provided in the procurement documents. Violation of this provision may be grounds for rejecting a reply. 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.

**B. Contact During the Negotiations Phase**

During the negotiations phase of this ITN:

1. Any contact and communication between the members of the negotiations team for the prospective Respondent(s) with whom the Department is negotiating and the negotiation team for the Department is permissible, but only "on the record" (as required by s. 286.0113(2), Florida Statutes) during the negotiations meetings; and
2. Communication between the lead negotiator for the Respondent with whom the Department is negotiating and the lead negotiator for the Department outside of the negotiations meetings is permissible as long as it is in writing.

**C. Violation of Contact Limitations**

Violation of the above provisions of this ITN will be grounds for rejecting a reply, if determined by the Department to be material in nature. Violation is material in nature if the contact (oral, electronic, or written):

1. Is heard or read by a person, prior to the completion of that person's final duties under this ITN, which person is responsible for reviewing, evaluating, scoring, ranking, and/or selecting vendors under this ITN, or for advising any such person;
  - a. Advocates for the selection of the prospective Respondent, the disqualification of any other Respondent, or the rejection of all bids;
  - b. Comments on the qualifications of any bidder or the responsiveness of any bid;

- c. Presents additional information favorable to the Respondent or adverse to another Respondent; or,
  - d. Otherwise seeks to influence the outcome of this ITN;
2. May not be waived as a minor irregularity by virtue of the nature, intent, and extent of the information conveyed.
- The foregoing does not preclude a determination by the Department that other forms of contact are material violations of the provisions of this ITN.

**VI. DEPARTMENT RESERVED RIGHTS**

- A. **Waiver of Minor Irregularities**  
The Department reserves the right to waive minor irregularities when to do so would be in the best interest of the State of Florida. A minor irregularity is a variation from the terms and conditions of this ITN which does not affect the price of the reply or give the Respondent a substantial advantage over other Respondents and thereby restrict or stifle competition and does not adversely impact the interest of the Department. At its option, the Department may correct minor irregularities but is under no obligation to do so. In doing so the Department may request a Respondent to provide, and at the request of the Department the Respondent may provide to the Department, clarifying information or additional materials to correct the irregularity. However, the Department will not request and a Respondent may not provide the Department with additional materials that affect the price of the reply, or give the Respondent an advantage or benefit not enjoyed by other Respondents.
- B. The Department reserves the right to modify non-material terms of the ITN prior to execution of the Contract resulting from this ITN, when such modification is determined to be in the best interest of the State of Florida. 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 reply.
- C. **Right to Inspect, Investigate and Rely on Information**  
In ranking replies for negotiation and in making a final selection, the Department reserves the right to inspect a prospective Respondent's facilities and operations, to investigate any Respondent representations and to rely on information about a Respondent in the Department's records or known to its personnel.
- D. **Reserved Rights After Notice of Award**
  - 1. The Department reserves the right to schedule additional negotiation sessions with Respondents identified in the posting of a Notice of Award in order to establish final terms and conditions for contracts with those Respondents.
  - 2. The Department reserves the right, after posting notice thereof, to withdraw (cancel) or amend its Notice of Award and reopen negotiations with any Respondent at any time prior to execution of a contract.
- E. The Department reserves the right to withdraw (cancel) the ITN at any time, including after an award is made, when to do so would be in the best interest of the State of Florida and by doing so assumes no liability to any vendor.
- F. The Department reserves all rights described elsewhere in this ITN.

**VII. FIRM REPLIES**

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

**VIII. TERMS AND CONDITIONS**

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

- A. Technical Specifications
- B. Special Conditions



- C. General Instructions for the Preparation and Submission of Replies (Attachment B)
- D. Instructions to Respondents (PUR 1001[1])
- E. General Conditions (PUR 1000[1])
- F. Introductory Materials

The Department objects to and shall not consider any additional terms or conditions submitted by a Respondent, including any appearing in documents attached as part of a Respondent's reply. In submitting its reply, 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 reply, shall be grounds for rejecting a reply.

**IX. CONFLICT OF INTEREST**

This solicitation is subject to chapter 112, Florida Statutes. Respondents shall disclose within their reply the name of any officer, 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.

**X. CONFIDENTIAL, PROPRIETARY, OR TRADE SECRET MATERIAL**

The Department takes its public records responsibilities, as provided under chapter 119, Florida Statutes 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 reply to this solicitation to be confidential, trade secret or otherwise not subject to disclosure pursuant to chapter 119, Florida Statutes, the Florida Constitution or other authority, the Respondent must also simultaneously provide the Department with a separate redacted copy of its reply 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 reply 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 reply 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 the Respondent's determination that the redacted portions of its reply are confidential, proprietary, trade secret or otherwise not subject to disclosure. If the Respondent fails to submit a Redacted Copy with its reply, 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.

**XI. PROTESTS**

Any protest concerning this solicitation shall be made in accordance with sections 120.57(3) and 287.042(2), Florida Statutes and Rule 28-110, Florida Administrative Code. 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 that specifications are written to ensure competitiveness, fairness, necessity and reasonableness in the solicitation process.

- A. Section 120.57(3)(b), Florida Statutes, and Rule 28-110.003, Florida Administrative Code; 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. Section 120.57(3)(a), Florida Statutes and Rule 28-110.005, Florida Administrative Code, requires the following statement to be included in the solicitation: "Failure to file a protest within the time prescribed in section 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."
- C. Rule 28-110.005, Florida Administrative Code requires the following statement to be included in the solicitation: "Failure to file a protest within the time prescribed in sections 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.”

**XII. CAPTIONS AND NUMBERING**

The captions, section numbers, article numbers, title and headings appearing in this Invitation to Negotiate 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 effect this solicitation and shall not be construed to create a conflict with the provisions of this solicitation.

**XIII. 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 reply to this solicitation, the Respondent acknowledges its understanding and willingness to comply with this requirement.

**ATTACHMENT D**  
**EVALUATION OF PAST PERFORMANCE FOR RESIDENTIAL COMMITMENT PROGRAMS**

This attachment only considers the past performance of the Respondent, defined as the entity that submits materials to the Department in accordance with these instructions to this Invitation to Negotiate. All documentation provided for Parts II or III of Attachment D must include the start and end dates, be current dated and valid at least through the start date of the Contract that results from this ITN. The documentation shall also state that the program cited is a residential commitment program and that it is operated by the Respondent. The Department will verify all information received, but is not responsible for research to provide information not submitted and documented by the Respondent, unless otherwise noted. Failure to provide the required supporting information for Parts II or III of the attachment shall result in a score of zero (0) for that section.

If the Respondent operates or has operated a juvenile justice residential commitment program within the past year from the date of ITN issuance, that Respondent shall complete Parts I and III and list all programs. Only scores from Parts I and III shall be considered for these Respondents. To complete Part I of Attachment D, the Respondent shall list all residential program information requested for each category. This information will be verified by the Department. Any inaccurate or omitted information in Part I of Attachment D will be corrected by the Department.

All other Respondents shall provide the information requested in Parts II and III. Only scores from Part II and III shall be considered for these Respondents. All documentation provided for Parts II or III of Attachment D must include the information noted in Part II below. Failure to provide the required supporting information for Parts II or III of the attachment in the hard copy / electronic submittal of the reply shall result in a score of zero (0) for that Part.

Respondents shall submit Attachment D information and documents for this ITN in the hard copy / electronic submittal of Volume 3. Past Performance documents submitted in other sections of the reply will receive a zero (0) score for Past Performance.

Total available points for Past Performance:

<b>PART I</b>	<b>MAX POINTS</b>	
Verified Child Abuse/Neglect Incidents	-20 points	Points shall be deducted per determined rate by counting the number of incident type per 1,000 filled bed days for a maximum deduction of 20 points.  0.000 = 0 points 0.010-0.024 = Negative 5 points 0.025-0.049 = Negative 10 points 0.050-0.099 = Negative 15 points 0.100 and over = Negative 20 points
Failure to Report Reportable Incidents	-20 points	Points shall be deducted per determined rate by counting the number of incident type per 1,000 filled bed days for a maximum deduction of 20 points.  0.000 = 0 points 0.001-0.009 = Negative 5 points 0.010-0.029 = Negative 10 points 0.030-0.049 = Negative 15 points 0.050 and over = Negative 20 points
Escapes	Unlimited	Negative points will be deducted as follows (no limit):
		4 points shall be deducted per escape due to a finding of failure to provide supervision or violation of Policy or Rule contributing to the escape for each Nonsecure Program
		6 points shall be deducted per escape due to a finding of failure to provide supervision or violation of Policy or Rule contributing to the escape for each High-Risk Program

		8 points shall be deducted per escape due to a finding of failure to provide supervision or violation of Policy or Rule contributing to the escape for each Maximum-Risk Program
Substantiated Excessive/Unnecessary Force	-20 points	Points shall be deducted per determined rate by counting the number of incident type per 1,000 filled bed days for a maximum deduction of 20 points. 0.000= 0 points 0.010-0.024 = Negative 5 points 0.025-0.049 = Negative 10 points 0.050-0.099 = Negative 15 points .100 and over = Negative 20 points
Fiscal Year 15-16 year to date (YTD) PAR data	10 points	Points for each rate (per program): +10 points for 3 standard deviations below the mean +3 points for 2 standard deviations below the mean 0 points = mean or 1 standard deviation above or below mean -3 points for 2 standard deviations above the mean -5 points for 3 standard deviations above the mean Data can be found at <a href="http://www.djj.state.fl.us/services/residential/performance-data">http://www.djj.state.fl.us/services/residential/performance-data</a>
Success Rate	100 points	Points are awarded based on the percentage of youth who successfully completed all programs. This score is derived by dividing the total number of <b>Completions</b> for all programs by the total number of <b>Releases</b> for all programs. Data may be found at: <a href="http://www.djj.state.fl.us/research/reports/car">http://www.djj.state.fl.us/research/reports/car</a>
Offense During Placement (ODP) Percentage	10 points	ODP Percentage: 10 points for 0% Data can be found at: <a href="http://www.djj.state.fl.us/research/reports/car">http://www.djj.state.fl.us/research/reports/car</a>
Percentage of youth who remain crime free one (1) year after release*	10 points	10 points for each program meeting or exceeding the approved standards in the Long Range Performance Plan 15/16 Goals, data may be found at: <a href="http://www.djj.state.fl.us/services/residential/performance-data">http://www.djj.state.fl.us/services/residential/performance-data</a> *Percentage determined by 100 minus-Recidivism Rate. Data may be found at: <a href="http://www.djj.state.fl.us/research/reports/car">http://www.djj.state.fl.us/research/reports/car</a>
Cure Notices	-40 points	-20 points per program for Respondents receiving a Cure Notice.
<b>TOTAL</b>	<b>130 POINTS</b>	

**PART II MAX POINTS**

Out of State	100 points	Respondents completing Attachment D Part II can receive 20 points for up to 5 (five) programs in states other than Florida which have been determined to be in good standing or compliance with that state's monitoring system. All supporting documentation must be provided in order to receive these points. All documentation provided for Part II of Attachment D must include the certification(s) start and end dates, be current dated, establish that the program is a juvenile residential commitment program and that the Respondent operated the program.
	-60 points	20 points per program shall be deducted for up to three (3) programs in states other than Florida, which have been determined

			to be “below average or failure” by the monitoring system of the contracting governmental agency.
<b>TOTAL</b>	<b>100 POINTS</b>		

**PART III**

Certifications	30 points		10 points for each for up to three (3) programs that are currently accredited by the organizations mentioned in Part III. All supporting documentation must be provided. All documentation provided for Part III of Attachment D must include the start and end dates of the accreditation(s), be current dated, establish that the program is a juvenile residential commitment program and that the Respondent operated the program.
<b>TOTAL</b>	<b>30 POINTS</b>		

**Total Available Points Parts I and III (In-state): 160 points**

**Total Available Points for Parts II and III (Out-of-state): 130 points**

**ATTACHMENT D – PART I  
Data Sheet: Past Performance of Residential Commitment Programs**

Respondent: \_\_\_\_\_ ITN #: \_\_\_\_\_ Date ITN Issued: \_\_\_\_\_

Program Name <sup>1</sup>	Contract Number <sup>2</sup>	Program Level <sup>3</sup>	Program Operation Begin Date <sup>4</sup>	Program Operation End Date <sup>5</sup>	Verified Child Abuse <sup>6</sup>	Failure to Report <sup>7</sup>	Escapes <sup>8</sup>	Excessive Force/ Unnecessary Force <sup>9</sup>	PAR <sup>10</sup>	Total Releases <sup>11</sup>	Successful Completions <sup>12</sup>	ODP Percentage <sup>13</sup>	Percentage of Youth Who Remain Crime Free One Year After Release <sup>14</sup>	Contract Cure Notice <sup>15</sup>
Department Use Only														

1 As found in the program contract.  
 2 This information is only to aid the Department in identifying the program name.  
 3 During the past year from the date of ITN issuance, the restrictiveness level for the majority of the time the Respondent operated the program.  
 4 First date Respondent operated the program.  
 5 Last date Respondent operated the program or, if the current Respondent, the date the contract will expire.  
 6 DCF verified child abuse and neglect investigations. Verified and closed cases during the past year from the date of ITN issuance.  
 \*Determined rate by counting the number of incident type per 1,000 filled bed days. (Point ranges are provided on the previous page)  
 7 The number of failure to report (not including Individual FTR) reportable incidents in accordance with Rule 63F-11.001-006, Florida Administrative Code, during the past year from the date of ITN issuance.  
 \*Determined rate by counting the number of incident type per 1,000 filled bed days. (Point ranges are provided on the previous page.)  
 8 The number of incidents of escape during the past year from the date of ITN issuance. Escapes are defined using criteria of Rule 63F-11.001-006, Florida Administrative Code.  
 9 The number of closed, substantiated excessive or unnecessary force incidents in accordance with Rule 63F-11.001-006, Florida Administrative Code, during the past year from the date of ITN issuance.  
 \*Determined rate by counting the number of incident type per 1,000 filled bed days. (Point ranges are provided on the previous page.)  
 10 Most recent YTD FY 15-16 PAR data from the date of ITN issuance. Data can be found at: <http://www.djj.state.fl.us/services/residential/performance-data>  
 11 The number of youth released from the program as documented in the 2015 Comprehensive Accountability Report. This data may be found at <http://www.djj.state.fl.us/research/reports/car>  
 12 The number of youth completing the program as documented in the 2015 Comprehensive Accountability Report. This data may be found at <http://www.djj.state.fl.us/research/reports/car>  
 13 The ODP is the percentage of releases adjudicated for an offense during placement as documented in the 2015 Comprehensive Accountability Report. This data can be found at: <http://www.djj.state.fl.us/research/reports/car>  
 14 Percentage of youth who remain crime free one year after release. Data can be found in the Long Range Performance Plan 15/16 Goals, data may be found at <http://www.djj.state.fl.us/services/residential/performance-data>  
 \*Percentage determined by 100 minus-Recidivism Rate. Data may be found at: <http://www.djj.state.fl.us/research/reports/car>  
 15 Twenty (20) point deduction for Respondent's receiving a Cure Notice for each program during the past year from the date of ITN issuance.

**PART II: Evaluation Questionnaire for Past Performance in the United States Outside of Florida**

Within the last three calendar years (including the year of ITN issuance), has the Respondent operated one or more juvenile justice residential commitment programs contracted by a government entity within the United States (or its territories) outside the State of Florida for a period of more than one year and received recognition as being *compliant* and/or *in good standing* by the monitoring system of the contracting government agency? Documentation from the contracting governmental agency must be submitted in order for points to be scored under this section. This documentation must be a monitoring report(s) clearly identifying the program as a juvenile justice residential commitment program and include the contract number, term of contract, program name, physical address, type of service, population served, proof of resolution to any performance improvement plans and must include a rating/score that identifies the program as being *compliant* and/or *in good standing and without restrictions*. In addition, an overall rating scale which indicates all levels of ranking from compliant to non-compliant must be provided for comparison. The Respondent may submit only the executive summary of the report or evidence of a rating/score that identifies the program as being compliant and/or in good standing and without restrictions, along with an overall rating scale to be used for comparison. Each report should include contact information for verification purposes. The Respondent will ensure the submission contains the required information and does not exceed the ITN requirement for total number of pages submitted. Personal assessments or letters of recommendation will not be accepted. A Prospective Respondent's failure to provide ALL of the required documentation, for any program submitted for consideration for points for this section, will result in zero (0) points being awarded for that particular program.

The Department is not responsible for conducting research to clarify the prospective Respondent's documentation.

Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Program _____ (20pts.)	Name of Program _____ (20 pts)
Respondent Name on the Contract _____	Respondent Name on Contract _____
DUNS# _____	DUNS# _____

Calendar Year _____	
Name of Program _____ (20pts)	Name of Program _____ (20 pts)
Respondent Name on the Contract _____	Respondent Name on Contract _____
DUNS# _____	DUNS# _____

Calendar Year _____	
Name of Program _____ (20pts)	
Respondent Name on the Contract _____	
DUNS# _____	

Within the last three calendar years (including the year of ITN issuance), has the Respondent operated one or more juvenile justice residential commitment programs contracted by a government entity within the United States (or its territories) outside the State of Florida for a period of more than one year and received a rating of below average or failure by the monitoring system of the contracting government agency? Each such program shall be negatively assessed twenty (20) points up to a maximum of sixty (60) points.

Yes \_\_\_\_\_ No \_\_\_\_\_

Calendar Year _____	
Name of Program _____ (20pts)	Name of Program _____ (20)
Respondent Name on the Contract _____	Respondent Name on Contract _____

DUNS# \_\_\_\_\_

DUNS# \_\_\_\_\_

Calendar Year \_\_\_\_\_

Name of Program \_\_\_\_\_ (20pts)

Respondent Name on the Contract \_\_\_\_\_

DUNS# \_\_\_\_\_

**PART III: Evaluation Questionnaire for Accreditation in the United States**

The following is a brief description of the four (4) accreditation organizations considered eligible to receive points for this section.

**American Correctional Association (ACA)**  
 Accredits correctional agencies/facilities that hold at least one of the following: 1) pretrial or pre-sentence adults or juveniles; convicted adults or juveniles adjudicated delinquent; and/or adult or juvenile offenders sentenced to community supervision.

The accreditation certificate states the Facility (Organization Name), and does not list the programs within that facility. The accreditation certificate will identify the type of facility/program for which it is being accredited (i.e., Juvenile Correction Facility, Juvenile Community Residential Facility). There are some accreditation certificates that are awarded specifically to programs found within facilities. The only applicable example for the Department of a program that is eligible for individual program accreditation is Therapeutic Communities.

Defines a “program” as the plan or system through which a correction agency works to meet its goals; *often this program requires a distinct physical setting* such as a correction institution, community residential facility, group home or foster home. On the ACA Compliance Report, it states “Facility/Program.”

Evidence of Accreditation: Accreditation certificate.

**Commission on Accreditation of Rehabilitation Facilities (CARF)**  
 Accredits human service respondents and networks (respondent organizations) for their specific programs and services.

The organization is provided a main accreditation certificate (organization’s name, which is the main physical site name) and it will list all programs/services accredited at all locations. When certificates are requested for additional physical sites, the certificates will list the organization’s name (the main physical site name), the additional physical site name, and the programs for that site location only.

Defines a “program” as a system of activities performed for the benefit of persons served; a subunit of the Customer Service categories.

Evidence of Accreditation: An official notification letter and an accreditation certificate.

**Council on Accreditation (COA)**  
 Accredits child- and family-service and behavioral healthcare organizations. Originally known as an accrediting body for family and children’s agencies, COA currently accredits 38 different service areas and over 60 types of programs. Among the service areas are substance abuse treatment, adult day care, services for the homeless, foster care, and inter-country adoption. Organizations are eligible for COA accreditation if they provide human services. An organization that does not provide human services, but where its consumers (communities, stakeholders, members, other organizations, or agencies) provide human services may also be eligible for accreditation.



COA accredits organizations and services, not specific programs. COA accreditation applies to the entire organization and the services that it provides. An organization's accreditation includes all of its programs that fall under the service areas listed in the COA letter. COA does not separately accredit services provided in residential and non-residential settings, nor does it separately accredit services provided to adults or juveniles.

Defines a "program" as a system of services offered by an organization. For example, an organization providing a mental health service may offer several mental health programs to different populations, e.g., a mental health program for adolescent teens. The word "program" can be used interchangeably with the word "service" or to describe specific programs.

Evidence of Accreditation: An email communication stating that the organization has achieved accreditation (sent within 7 days of the decision being made); a formal notification letter (sent within 2 weeks); a plaque; and a Final Accreditation Report (FAR), which provides a complete set of ratings for all applicable standards, as well as a list of the organization's strengths and areas for improvement (45 days after receiving the formal notification letter).

**Joint Commission (Formerly JCAHO)**

Evaluates and accredits healthcare organizations and programs.

An organization will receive an accreditation certificate with the organization's name and the program or service that was accredited. The organization receives a stand-alone certificate for each of its individual programs/services that were accredited.

If you visit the Joint Commission's "Quality Check" website, it will tell you: 1) if an organization is accredited or not, and for which programs/services; 2) detailed information about the individual program/service area that was accredited; and 3) list an organization's physical site locations and the accredited programs/services areas per location.

Defines a "program" in terms of health care settings.

Evidence of Accreditation: An official accreditation report and an official accreditation decision.

Does the Respondent currently operate or perform a residential commitment juvenile justice program ("accredited entity") in the United States which is being offered as a part of its ITN reply, AND is that accredited entity in good standing and without restrictions by:

- (1) American Correctional Association (ACA);
- (2) Commission on Accreditation of Rehabilitation Facilities (CARF);
- (3) Council on Accreditation (COA); or
- (4) Joint Commission (Formerly JCAHO).

Respondent Check one: Yes \_\_\_\_\_ No \_\_\_\_\_

**If "No" is checked above, the Respondent will be awarded zero (0) points for this section.**

**If "Yes" is checked above, the Respondent will provide all of the information and documentation listed below for EACH accredited entity, to be evaluated for the points for this section.**

- (1) Must provide the name of the prospective Respondent's organization;
- (2) Must provide the name of the accredited entity;
- (3) If the accredited entity name is different than the name on the prospective Respondent's reply, must provide documentation that both entities are part of the same organizational structure. (If not applicable, just state "not applicable");
- (4) Must provide the name of the accreditation organization, AND the accreditation organization must be one of the following: American Correctional Association (ACA), Commission on Accreditation of Rehabilitation Facilities (CARF), Council on Accreditation (COA), or Joint Commission (Formerly JCAHO);
- (5) Must provide documentation that evidences the accreditation award for each accredited entity;  
The following are acceptable forms of documentation as evidence of accreditation:

a) An official letter(s) of the accreditation decision;  
 b) An official accreditation report(s);  
 c) A copy of the original accreditation certificate(s); or  
 d) An email notification from COA if within seven (7) days of accreditation decision by COA.

(6) Must provide documentation that establishes the accredited entity as a residential commitment juvenile justice program;  
 (7) Must provide documentation that establishes the residential commitment juvenile justice program as an included component of its accreditation award;  
 (8) Must provide documentation that establishes the accredited entity is physically located in the United States;  
 (9) Must provide documentation that establishes that the Respondent operated the accredited entity when the accreditation certification was awarded;  
 (10) Must provide documentation that establishes that the accreditation period is valid at least through the start date of the contract that results from this ITN; AND  
 (11) Must provide documentation that establishes that the accreditation certificate is in good standing and without restrictions.

Prospective Respondent's failure to provide ALL of the required documentation, for an accredited entity submitted for consideration for points for this section, will result in zero (0) points being awarded for that particular accredited entity.

The Department is not responsible for conducting research to clarify the prospective Respondent's documentation.

Ten (10) points are awarded for EACH accredited entity that submits the required documents and that addresses the criteria to the satisfaction of the evaluator. EACH accredited entity evaluated will either receive all ten (10) points that are available or zero (0) points.

However, a maximum of three (3) accredited entities' documentation will be evaluated for this section.

Maximum number of points available for this section: 30 points.

Respondent: **Complete Items A) and B):**

Please remember that the term "accredited entity" refers to the accredited juvenile justice organization, program, facility, and/or service due to the differing definitions used by the four (4) accreditation organizations described above.

**A) The name of the Respondent organization as stated on the reply:**  
 Name: \_\_\_\_\_

**B) Name of Accredited Entity #1** (submitted for consideration for points in this section):  
 \_\_\_\_\_

**Name of Accredited Entity #2** (submitted for consideration for points in this section):  
 \_\_\_\_\_

**Name of Accredited Entity #3** (submitted for consideration for points in this section):  
 \_\_\_\_\_

If the Accredited Entity #1, #2, and/or #3's name is the same as the Respondent organization's name (as stated on the reply), repeat that name, where appropriate.

**ATTACHMENT E  
FACILITY/SITE REQUIREMENTS CERTIFICATION AND ATTESTATION**

**FOR RESPONDENTS PROPOSING USE OF THE PROVIDER’S OWNED/LEASED FACILITY**

Submission of this form and the required documentation is a **MANDATORY** requirement for responsiveness for Respondent’s proposing use of the Provider’s Owned/Leased Facility. Each item listed below is a program facility/site requirement for a Residential Program for the Department of Juvenile Justice. 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 response submission or will fully meet these requirements prior to the site visit scheduled by the Department as indicated in the ITN Calendar of Events. The Respondent shall also submit the documentation required below and/or requested by the Department (see Attachment A-1, Section II., B. and D).

All facilities and property provided for services must meet the requirements stated in Attachment A-1, Section II., B., Facility Standards, and Rule 63E-7, Florida Administrative Code.

Please indicate program facility/site status by circling one (**IS or WILL**) status for each of the following requirements listed below and initialing to signify compliance with the requirement:

	<b>Program Facility/Site Requirement</b>	<b>Respondent’s Initials</b>
1	The proposed facility <b>is/will</b> 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 <b>is/will be</b> ready to commence program operations prior to the Department scheduled site visit/inspection.	
3	The proposed facility <b>has/will have</b> working electricity in all areas to be used by program participants.	
4	The proposed facility <b>has/will have</b> working air conditioning and will maintain air conditioning in all areas to be used by program participants.	
5	The proposed facility <b>has/will have</b> a working heating system and will maintain heating in all areas to be used by program participants.	
6	The proposed facility <b>has/will have</b> adequate space to accommodate program activities, such as counseling,	
7	The proposed facility <b>has/will have</b> adequate space and facilities to meet bathroom and dining needs for the number of youth proposed to be served.	
8	The proposed facility <b>complies/will comply</b> 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. The proposed facility <b>is in current/or will be in current</b> compliance with the Florida American with Disabilities Accessibility Implementation Act before occupancy.	
9	The proposed facility <b>has/will have</b> office space available that allows for confidential business to be conducted. The office space includes access to a telephone and computer hook-up.	
10	The proposed facility <b>has/will have</b> a written evacuation plan that includes diagrammed evacuation routes covering emergencies such as fire, natural disasters, hurricanes, and other severe weather. This plan <b>is/will be</b> maintained on-site and provided to the Department at the scheduled site visit and to the Department’s Contract Manager on an annual basis thereafter.	
11	The proposed facility <b>is/will be</b> accessible to public or other means of transportation.	
12	The proposed building or site <b>is available/will be available</b> and suitable for use for the program to be procured by this ITN.	
13	The Respondent shall <b>attach a letter from the local government(s)</b> 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.	
14	The Respondent shall <b>attach narrative information on how or if the facility or site will be renovated</b> , maintained or otherwise made suitable for the Department for this program and provide a timeline for any renovations. If no changes are anticipated, the Respondent shall so state.	

The following 4 items are informational only:

1	Name of Respondent's Organization	
2	Geographic Area (County, City, etc.)	
3	Street Address (Location) of Proposed Facility City, State, Zip	
4	Total Number of Beds/Slots Proposed	

**ATTESTATION:** I, \_\_\_\_\_, certify, as the Respondent, that I understand and agree that the contracted or proposed facility shall meet all of the facility and/or site requirements as outlined in this ITN by the timeframes as specified in the ITN. The site and/or facility shall meet all requirements to the full satisfaction of the Department, as determined by the Department prior to the posting the Final Agency Decision for the ITN.

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Site Inspection**

If the Respondent with whom the Department has ranked for negotiations proposed a Respondent's owned or leased facility and/or site, the Department will conduct a site inspection to ensure that the proposed site meets all requirements of the Department and the ITN. The Respondent's site and/or facility shall meet all requirements to the satisfaction of the Department, as determined by the Department.

The Respondent with whom the Department will negotiate shall be provided advance notice by telephone of the specific date for the site visit. Reasonable attempts will be made to contact the awardee 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 Respondent to provide notice of any change in contact information, including telephone number, to the Procurement Manager.

After completion of the inspection, the Department shall address any specific deficiencies in a written report and may allow the Respondent ten business (10) days to correct identified deficiencies. An inspection confirming that all deficiencies have been corrected will then be conducted. Failure to correct deficiencies after ten business (10) days of receipt of the report of site inspection results may result in rejection of the intended award. The Department must approve proposed sites and/or facilities prior to posting the Final Agency Decision for the ITN.

**ATTACHMENT F  
SELECTION METHODOLOGY AND EVALUATION CRITERIA**

**A. APPLICATION OF MANDATORY REQUIREMENTS**

A Respondent must comply with all Mandatory Requirements in order to be considered for selection under this ITN. The mandatory requirements for this ITN are set forth in Attachment B, Section V., of this ITN. If the Department determines that a Respondent has failed to meet any of the Mandatory Requirements, unless waived, that Respondent's reply will not be evaluated.

1. The Procurement Manager will examine each reply to determine whether the reply meets the Mandatory Requirements specified in Attachment B, Section V., of this ITN.
2. A reply that fails to meet the Mandatory Requirements will be deemed nonresponsive and will not be evaluated.
3. Meeting the Mandatory Requirements alone will not impact any ranking in the shortlisting process.
4. Financial Viability Criteria Mandatory Evaluation Criteria.
  - a. It is **MANDATORY** that the Respondent submits financial documentation, as described in Attachment B, Section XX.F.2. of this ITN, that is sufficient to demonstrate its financial viability to perform the Contract resulting from this ITN. Documentation is reviewed on a **PASS/FAIL** basis. If the Respondent fails to pass the option they selected, the reply shall be rejected as non-responsive and not evaluated further.
  - b. The Department will utilize one of the following criteria to determine financial viability to perform a Contract resulting from this ITN.
    - 1) Option #1 D & B Supplier Evaluation Risk (SER) Evaluation Criteria  
Dunn & Bradstreet Supplier Evaluation Risk (SER) score must be  $\leq 5$  (on a scale of 1-10). The SER score is provided by D & B on the Supplier Qualifier Report (SQR) which must be requested by the Respondent.
    - 2) Option #2 Financial Audit Documentation Criteria  
A Certified Public Accountant (CPA) employed by DJJ will review the Respondent's financial documentation and assess all of the following criteria. At least two (2) of the following four (4) minimum acceptable standards shall be met, one of which must be item c) or d) below:
      - a) Current ratio:  $\geq 1.0:1$  or (1.0)  
Computation: Total current assets  $\div$  total current liabilities
      - b) Debt to tangible net worth:  $\leq 6:1$   
Computation: Total liabilities  $\div$  tangible net worth (net worth minus intangible assets)
      - c) Minimum existing sales:  $\geq$  the maximum annual contract dollar amount for services proposed under this ITN.
      - d) Total equity:  $\geq 10\%$  of minimum sales or revenue as determined in c. above.

**B. EVALUATION CRITERIA AND TOTAL POSSIBLE POINTS**

1. The criteria and total possible points for evaluating the Written Narrative Reply is identified in the chart below.
2. Past Performance: Criteria for the scoring of Past Performance are explained in Attachment D.
3. Definitions for above terms:
  - a. Respondent Written Narrative Score = Score of a specific Respondents Written Narrative
  - b. Maximum Written Narrative Score = 240 points

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	<b>MAXIMUM POINTS PER SECTION</b>	
	<i>Prospective Respondents who operate DJJ contracted residential programs in Florida</i>	<i>Prospective Respondents who do NOT operate DJJ contracted residential programs in Florida</i>
<b>WRITTEN REPLY &amp; PAST PERFORMANCE EVALUATION CRITERIA</b>		
1. <b><u>Transmittal Letter (MANDATORY REQUIREMENT)</u></b>	<b>0</b>	<b>0</b>
2. <b><u>Written Narrative Reply – Respondent Eligibility and Qualifications</u></b>		
A. Management Competencies and Capabilities	15	15
B. Performance Outcome Measures	30	30
C. Staffing	30	30
D. Program Components: Restorative Justice and Evidence-Based/Promising Delinquency Interventions Programming	15	15
E. Gender Specific Programming	30	30
F. Behavior Management System, Living Environment and Approach to Align with the Department’s Vision	15	15
G. Health, Mental Health and Substance Abuse Services	30	30
H. Educational and Vocational Services	30	30
I. Transitional Services / Community Collaboration	15	15
J. Timeline/Implementation Schedule	15	15
K. Fidelity Monitoring of Evidence-Based/Promising Practices	15	15
<b><u>Maximum Subtotal Written Narrative</u></b>	<b>240</b>	<b>240</b>
3. <b><u>Past Performance – (Criteria in Attachment D)</u></b>	<b>160</b>	<b>130</b>
<b>TOTAL MAXIMUM POINTS AVAILABLE WRITTEN NARRATIVE REPLY &amp; PAST PERFORMANCE</b>	<b>400</b>	<b>370</b>

**C. EVALUATION METHODOLOGY**

Evaluation of Written Replies

All replies that meet the Mandatory Requirements and are determined to be otherwise responsive will be evaluated using the following process:

1. The Department’s evaluators will evaluate and score each written narrative reply based on the information requested in Attachment B, Section XX., D., 1., and in accordance with the methodology and evaluation criteria provided in Attachment F, and Attachment P, Evaluation Criteria/Score Sheets, of this ITN.
2. A debriefing meeting of the evaluators will be held in accordance with the Attachment B, Section IV., G., to review the results of the evaluation of the Written Replies.
3. The Procurement Manager will total the scores for the Written Narrative and Past Performance for an overall total score for Written Replies.
4. Based on the total maximum points scored for the Written Narrative and Past Performance, the Procurement Manager will combine the scores and determine a ranking of Respondents. This ranking will be posted on the Vendor Bid System.
5. Using the rankings from the written evaluations, the Evaluation team will determine the number of Respondents to move forward for Negotiations.

6. Notification will be provided electronically to the Respondents selected for Negotiations via e-mail from the Procurement Manager.

**D. NEGOTIATION PROCESS**

1. Public Meetings
  - a. Negotiation meetings between the Department and Respondents are not open to the public, as per the exemption provided by S. 286.0113(2)(a), F.S., unless otherwise stated in the Calendar of Events (Attachment B, Section IV.).
  - b. Negotiation strategy meetings of the Department's Negotiation team are exempted by S. 286.0113(2)(a), F.S.
  - c. The Department will record all meetings of the Department's evaluation/negotiation team.
2. History of Performance
  - a. For Respondents selected to move forward to Negotiations, the Negotiation team will be provided with information regarding the Respondent's performance on all contracts with DJJ during the preceding eighteen (18) months from the date of the Evaluator Briefing (see Calendar of Events in Attachment B, section IV., B.) Respondents' not holding contracts with the Department and/or providing similar services outside the State of Florida will be requested to provide a client list for the preceding eighteen (18) month period in which contract performance information will be obtained.
  - b. Additionally, the Respondent must submit its history of performance of similar services in other jurisdictions outside of Florida. The Respondent should be prepared to review this information and subsequent corrective action with the Negotiation Team, demonstrating how issues were corrected, how improvements were sustained and how similar issues would be mitigated in the future in the new program being proposed for this ITN. The team will use the Respondent's reply when completing the Quality Improvement, Responsivity, and Sustainability component of the Comparative Analysis Tool (Attachment J), which is used to determine contract award.
3. Supplemental Request(s)
 

Additional documentation may be requested from Respondents prior to Negotiations.
4. First Round of Negotiations
 

The first round of Negotiations will begin with a presentation from the Respondent. The presentation will address the components listed in Attachment B, section XX., E., at a minimum.

  - a. Presentations are not scored.
  - b. The Respondent is required to use their own computer and audio visual equipment to conduct the presentation. The Department will provide a screen or other appropriate material for the viewing of the presentation.
  - c. The Respondent may not bring more than six (6) individuals to the Negotiation session.
  - d. At the conclusion of the Negotiation session, the team will determine if they (Respondent) can successfully move forward, or if a second round of Negotiation is needed.
  - e. Failure of a Respondent to attend the Negotiation session on their assigned date/time without providing prior communication to the procurement manager will result in the reply being considered incomplete and not considered in the process for further consideration.
  - f. The Department reserves the right to expand the Negotiations to include additional ranked Respondents or change the method of negotiation [e.g., concurrent versus by order of ranking], if it determines that to do either would be in the best interest of the State.
5. Second Round of Negotiations
  - a. If the Negotiation Team determines a second round of negotiations is necessary, the team will determine which Respondent(s) will move forward to the second round.
  - b. A presentation is not required for a second round of negotiations.
6. Negotiation Guidelines
  - a. During the negotiation meeting with each Respondent, the negotiating team will establish rules and procedures for the negotiation sessions and accomplish other administrative tasks pertaining to the negotiations, as needed.
  - b. The team must reach consensus (general agreement) during meetings where decisions are made; however, in the event consensus is lacking the decision can be made using a majority-rules approach.
  - c. The Department reserves the right to require Respondents to submit a supplemental reply, make presentations, or other submission during the negotiation period.

- d. The negotiation process is intended to enable the Department to determine whether and with whom it will contract and to establish the principle terms and conditions of such contract. There will be additional negotiations to finalize all terms and conditions of the contract after a notice of selection is posted.
- e. Additional negotiation meetings may be scheduled in order to further discuss, define, or document desired services, price, terms, and conditions. Supplemental replies may be requested.
- f. In its sole discretion, the Department shall determine whether to hold additional negotiation sessions and with which Respondent(s) it will negotiate.

**E. FINAL SELECTION AND NOTICE OF INTENT TO AWARD CONTRACT**

1. **Comparative Analysis Tool**  
The Negotiation Team will use the Comparative Analysis Tool (included with this ITN as Attachment J) to document its recommendation/best value determination. This tool is only used if the team has moved two (2) or more Respondent's forward during the appropriate Debriefing session (see Attachment B., section IV., G.)
2. **Score Calculation for Team Recommendation for Award**  
The Department will weigh the total scores as follows for each category: Comparative Analysis Tool score weighted at 50%; Past Performance weighted at 25%, and Written Reply score weighted at 25%. The Respondent's scores for each of these three (3) categories will be divided by the maximum possible points for each category, to arrive at the percentage of possible points per category. Then, the percentage of possible points per category will be multiplied by the appropriate weighted category percentage as stated above.
3. **Department's Negotiation Team Recommendation**  
The Department's Negotiation Team will develop a recommendation as to the Contract award that will provide the best value to the State. In so doing, the Negotiation Team is not required to award to the highest ranking Respondent(s) for negotiations, but will base its award recommendation on the Respondent with the highest weighted score (see section E., 2., above). The recommendation / best value determination of the Negotiation team shall serve as a recommendation only.
4. **Award Selection**  
The Department will select for award of the Contract the responsive and responsible Respondent as determined by the Secretary, or his or her designee, to provide the best value to the State.
5. **Department's Right to Rely on Submitted Information**  
The Department reserves the right to review and rely on relevant information contained in the replies received pursuant to Attachment B, Section XX. and relevant portions of the evaluations and negotiations conducted pursuant to Attachment F, Sections C. and D.
6. **Secretary's Approval**  
The Secretary, or his or her designee, will approve an award that will provide the best value to the State, taking into consideration the recommended award by the Negotiation Team.
7. **Secretary's Disapproval**  
In the event the Secretary, or his or her designee, does not approve the team's recommended award, the disapproval will be documented in writing. The Department may then take the appropriate action including, but not limited to:
  - a. attempt to contract with the second ranked Respondent without posting of an additional Notice of Agency Decision or Addendum;
    - 1) If the Department and the second ranked Respondent fail to execute a Contract, the Department may (1) attempt to contract with the next ranked Respondent sequentially until a Respondent willing to execute a Contract is found without posting of an additional Notice of Agency Decision or Addendum; (2) reject all replies and re-advertise the ITN; (3) reject all replies; or (4) withdraw (cancel) the ITN.
  - b. reject all replies and re-advertise the ITN;
  - c. reject all replies; or
  - d. withdraw (cancel) the ITN for any reason the Department deems appropriate.
8. **Posting Notice of Award**  
On or about the date specified in the Calendar of Events (Section IV. B.), the Department's Notice of Agency Decision will be posted on the "MyFlorida" website [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu) Click on "Search Advertisements,"



and use the drop down list to select the Department of Juvenile Justice. Click "Initiate Search," select the ITN and double click on the ITN number. Call the Department's Procurement Manager at the telephone number listed in Attachment B, Section III, if you have any questions regarding accessing the website. Respondents are advised to review the web site for any schedule changes.

9. Negotiations After Notice of Award
  - a. The Department reserves the right to schedule additional contract finalization / negotiation sessions with the Respondent(s) identified in the posting of a Notice of Award in order to establish final terms and conditions for the Contract with the Respondent(s).
  - b. The Department reserves the right to reopen negotiations with the other Respondent(s) if the Department is unable to reach an agreement with the awarded Respondent(s).
10. Timeliness of Contract Execution

Once the Department has provided a Contract to the awarded Respondent for signature, the awarded Respondent must return the signed Contract, and all applicable attachments, within fifteen (15) days or the Department reserves the right to withdraw the Contract award and begin steps as outlined in section 7., above. The Department may waive this requirement if it is in the best interest of the State.

**ATTACHMENT G**

**SAMPLE CONTRACT**

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

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

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ATTACHMENT O ITN REPLY CROSS REFERENCE TABLE				
ITN DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)			LOCATION IN ITN REPLY (TO BE COMPLETED BY RESPONDENT)	
SECTION/PART	SUBJECT	MANDATORY CRITERIA (X FOR YES)	SPECIFIC PAGE NUMBERS LISTED INDIVIDUALLY	SECTIONS/PARTS
	<b>GENERAL REPLY REQUIREMENTS</b>			
<p><b>PLEASE NOTE: General Reply Requirements that are checked as Mandatory Criteria must be provided by the Respondent to be considered responsive to this ITN. Failure to provide the required mandatory documentation will result in a reply not being evaluated and rejected as non-responsive.</b></p>				
Attachment B, Section V., E. and Section XX., B.	Cross Reference Table (Attachment O)	X		
Attachment B, Section V., B. and Section XX., A.	Transmittal Letter containing all the information as required.	X		
Attachment B, Section V., C.	<p><b>PROPOSING USE OF A DEPARTMENT/STATE OWNED/LEASED FACILITY – THE SITE VISIT IS MANDATORY:</b> In this section, clearly identify by address the DJJ facility proposed for use. In addition, address any relevant issues regarding services in that specific DJJ-owned facility. Please submit this information with the Transmittal Letter in Volume 1, Tab 1, identified as Respondent proposed State Owned Site Issues.</p> <p>OR</p> <p><b>PROPOSING USE OF A PROVIDER OWNED/LEASED SITE:</b> It is <b>MANDATORY</b> that the Respondent sign and submit with the Transmittal Letter in Volume 1, Tab 1, the Attachment E, “Facility/Site Requirements Certification and Attestation” with attachments and letters as required.</p>	X		

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SECTION/PART	SUBJECT	MANDATORY CRITERIA (X FOR YES)	SPECIFIC PAGE NUMBERS LISTED INDIVIDUALLY	SECTIONS/PARTS
Attachment B, Section V., D. and Section XX., F., 1., a.	Attachment H-Budget Form Revised 3-2016.	X		
Attachment B, Section V., F. Section XX., F., 2.	Financial Documentation: Supplier Qualifier Report (SQR) Report or documentation to determine financial viability.	X		
Attachment B, Section XX., F., 3.	Certified Minority Business (CMBE) Utilization Plan			
Attachment B, Section XX., C.	Certificate of Drug-Free Workplace			
<p><b>*PLEASE NOTE: The Respondent must address each of the items referenced below in the order presented. Failure to provide information as requested may result in Respondent deemed non-responsive/responsible. If a Respondent is selected for contract award, the proposed service and all elements thereof will be incorporated by reference into the Contract, unless they do not otherwise meet the terms and conditions of this ITN.</b></p>				
	<b>WRITTEN NARRATIVE REPLY</b>			
	<b>a. MANAGEMENT COMPETENCIES AND CAPABILITIES</b>			
Attachment B, Section XX., D., 1., a.	Describe the Respondent's organization and structure, include internal quality improvement and human resources development to clearly describe the Respondent's management capability to successfully implement and manage the proposed program and services required in the ITN. Describe how the organization represents efficient and effective management and corporate oversight.			

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	Describe the background and experience of the Respondent to ensure successful delivery of the services sought by the ITN. Provide an organizational chart that demonstrates linkage to the program level.			
	<b>b. PERFORMANCE OUTCOME MEASURES</b>			
Attachment B, Section XX., D., 1., b.	Describe the Respondent's performance measures that are realistic and achievable. Describe the operational approach to ensure optimum program performance. Some examples include but are not limited to: maintaining a reduction of youth on youth violence, length of stay, as well as increased family contact and interaction, case manager & Juvenile Probation Officer (JPO) contact and percentage of youth completing vocational certification. Explain how the Respondent plans to operate the program as described in the ITN and how to tie the performance measures to the goals of the Department. Describe the approach to meeting performance outcomes and/or targets. Describe the approach to reporting, analyzing, and tracking critical incidents and how trending data from incidents and program operations will be measured and improved.			
	<b>c. STAFFING</b>			
Attachment B, Section XX., D., 1., c.	Describe the Respondent's proposed plan to employ and maintain the sufficient number of qualified staff to perform the duties and responsibilities outlined in the ITN. Provide			

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SECTION/PART	SUBJECT	MANDATORY CRITERIA (X FOR YES)	SPECIFIC PAGE NUMBERS LISTED INDIVIDUALLY	SECTIONS/PARTS
	a detailed staffing plan including titles, position description with duties, credentials, and youth to staff ratios as clearly outlined in the proposal. Describe an effective strategy that promotes effective team retention. Describe and provide the proposed training plan and operational approach to ongoing training of staff who are employed. Complete the Staffing Qualifications / Education Description Chart provided as an Exhibit to the ITN.			
	<b>d. PROGRAM COMPONENTS: RESTORATIVE JUSTICE AND EVIDENCE-BASED/PROMISING DELINQUENCY INTERVENTIONS PROGRAMMING</b>			
Attachment B, Section XX., D., 1., d.	Describe the proposed Restorative Justice Programming. Describe the Respondent's plan for implementing an effective delinquency intervention, to include goals and objectives targeting individual criminogenic needs and decreasing risk factors, curricula, and monitoring plan to ensure fidelity to the original model. Complete the Evidence-Based Delinquency Interventions & Mental Health Treatment & Substance Abuse Treatment Group Sessions Table provided as an Exhibit to the ITN.			
	<b>e. GENDER SPECIFIC PROGRAMMING</b>			
Attachment B, Section XX., D., 1., e.	Describe gender specific programming for girls including trauma informed care and other program components and services that			

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	comprehensively address the specific needs of adolescent girls.			
	<b>f. BEHAVIOR MANAGEMENT SYSTEM, LIVING ENVIRONMENT AND APPROACH TO ALIGN WITH THE DEPARTMENT'S VISION</b>			
Attachment B, Section XX., D., 1., f.	Describe the proposed Behavior Management System (BMS). Describe the Respondent's plan to maintain a program that promotes normalcy, mentoring, positive role modeling and positive staff to youth interactions. Describe how the Respondent demonstrates the understanding of the Department's mission to reform the juvenile justice system by preventing youth from penetrating deeper into the juvenile justice system by meeting the needs of youth and providing the right treatment and intensity to positively impact the risk to reoffend.			
	<b>g. HEALTH, MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES</b>			
Attachment B, Section XX., D., 1., g.	Describe the Respondent's plan and explain how the reply meets the requirements outlined in Rule 63M-2, F.A.C., and Rule 63N-1, F.A.C. Indicate the number of sick calls provided (including days and hours), on-site nursing (including days and hours) and level of medical staff. Also describe mental health and substance abuse services to be provided and level of mental health and substance abuse clinical staff. Include copies of any contracts or agency			

ATTACHMENT O ITN REPLY CROSS REFERENCE TABLE				
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SECTION/PART	SUBJECT	MANDATORY CRITERIA (X FOR YES)	SPECIFIC PAGE NUMBERS LISTED INDIVIDUALLY	SECTIONS/PARTS
	agreements for outside medical or mental health or substance abuse services. Identify mental health curricula and substance abuse curricula on Exhibit 3, Evidence-Based Delinquency Interventions & Mental Health Treatment & Substance Abuse Treatment Group Session Table, of this ITN.			
	<b>h. EDUCATIONAL AND VOCATIONAL SERVICES</b>			
Attachment B, Section XX., D., 1., h.	Describe the Respondent's proposed academic and career and technical education services and coordination with local boards and school boards as well as career and technical education goals. Describe vocational programming to be provided including staffing and tracks with high success in employability as well as mentoring and job placement. Provide a detailed daily activity schedule which includes all program services.			
	<b>i. TRANSITIONAL SERVICES/COMMUNITY COLLABORATION</b>			
Attachment B, Section XX., D., 1., i.	Describe the Respondent's proposed discharge and transition plan to ensure that youth are successfully reintegrated into the community. Describe the Respondent's collaborative experience and partnerships with community stakeholders including opportunities provided to youth when they return to their home communities.			
	<b>j. TIMELINE/IMPLEMENTATION SCHEDULE</b>			



ATTACHMENT O ITN REPLY CROSS REFERENCE TABLE				
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SECTION/PART	SUBJECT	MANDATORY CRITERIA (X FOR YES)	SPECIFIC PAGE NUMBERS LISTED INDIVIDUALLY	SECTIONS/PARTS
Attachment B, Section XX., D., 1., j.	Describe the Respondent's timeline and plan to address all tasks associated with program development and implementation as well as ability to maintain a schedule for timely program operations (including Prison Rape Elimination ACT (PREA) implementation). Describe the Respondent's readiness to operate a program to include areas such as initial start-up, delivery of delinquency interventions, clinical treatment, administration, support services, human resources (staffing, training, etc.), and case management, accounting services, food services, physical plant and maintenance.			
	<b>k. FIDELITY MONITORING OF EVIDENCE-BASED/PROMISING PRACTICES</b>			
Attachment B, Section XX., D., 1., k.	Describe the Respondent's plan for conducting fidelity monitoring to ensure the interventions are in accordance with the model developer design.			

**ATTACHMENT P  
WRITTEN REPLY EVALUATION QUESTIONS**

**A. MANAGEMENT COMPETENCIES AND CAPABILITIES**  
 Describe the Respondent's organization and structure, include internal quality improvement and human resources development to clearly describe the Respondent's management capability to successfully implement and manage the proposed program and services required in the ITN. Describe how the organization represents efficient and effective management and corporate oversight. Describe the background and experience of the Respondent to ensure successful delivery of the services sought by the ITN. Provide an organizational chart that demonstrates linkage to the program level.  
*(Weighted: 5 Max Pts: 15)*

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The organization and structure are clearly described and all lines of authority are explained, including internal quality improvement and human resources. The Respondent's structure represents a lean, efficient and effective administrative model. The Respondent describes a comprehensive plan that incorporates effective management with corporate oversight. The Respondent's plan details previous experience implementing and monitoring the type of program model as outlined in the ITN.	3 Points	
The organization and structure are described and all lines of authority are clear. The Provider describes a sound experience and achievement in developing a program model as required in the ITN.	2 Points	
The organization and structure are described but some details are not clear. The response did not contain adequate experience in establishing and maintaining a program model as required in the ITN.	1 Point	
The Respondent does not describe their organization and structure, nor did the response encompass information regarding management, corporate oversight or previous experience.	0 Points	

**FINAL SCORE:** \_\_\_\_\_ **(0-3)**

**INITIALS & DATE:** \_\_\_\_\_

**B. PERFORMANCE OUTCOME MEASURES**  
 Describe the Respondent's performance measures that are realistic and achievable. Describe the operational approach to ensure optimum program performance. Some examples include but are not limited to: maintaining a reduction of youth on youth violence, length of stay, as well as increased family contact and interaction, case manager & Juvenile Probation Officer (JPO) contact and percentage of youth completing vocational certification. Explain how the Respondent plans to operate the program as described in the ITN and how to tie the performance measures to the goals of the Department. Describe the approach to meeting performance outcomes and/or targets. Describe the approach to reporting, analyzing, and tracking critical incidents and how trending data from incidents and program operations will be measured and improved.  
 (Weighted: 10 Max Pts: 30)

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent describes an effective and comprehensive operational approach to ensure optimum program performance. The plan exceeds the minimum expectations by addressing innovative ways to maintain the reduction in the number of youth on youth violence, length of stay, as well as details regarding increased case manager & JPO contact, percentage of youth completing vocational certification and increased family contact and interaction. The Respondent has a strong emphasis on meeting performance measures to maintain optimum program operations. The plan clearly ties the achievement of performance standards to stay in line with the Department's goals. The approach to meeting performance outcomes and/or targets is clearly addressed. The plan for reporting, analyzing and tracking critical incidents and trends is in place.	3 Points	
The Respondent describes an operational approach that includes a strong plan to maintain a reduction in one or more of the following: the number of youth on youth violence, length of stay, but does not exceed the minimum expectations. The plan includes information regarding increased case manager & Juvenile Probation Officer (JPO) contact and percentage completing vocational certification, but did not exceed the minimum requirements. The approach to meeting performance outcomes and/or targets was sufficient. The plan for reporting, analyzing and tracking critical incidents and trends is limited.	2 Points	
The plan lacks key elements to ensure optimum program operations such as maintaining a reduction in youth on youth violence and length of stay. The plan lacks information pertaining to case manager and JPO contact and percentage of youth completing vocational certification. The Respondent describes an approach to meeting performance outcomes and/or targets but does not address ways that trends are measured, tracked or improved.	1 Point	
The Respondent does not provide a description of program outcomes. The approach to providing performance measures that are realistic and achievable is not described.	0 Points	

**FINAL SCORE:** \_\_\_\_\_ (0-3)

**INITIALS & DATE:** \_\_\_\_\_

**C. STAFFING**  
 Describe the Respondent's proposed plan to employ and maintain the sufficient number of qualified staff to perform the duties and responsibilities outlined in the ITN. Provide a detailed staffing plan including titles, position description with duties, credentials, and youth to staff ratios as clearly outlined in the proposal. Describe an effective strategy that promotes effective team retention. Describe and provide the proposed training plan and operational approach to ongoing training of staff who are employed. Complete the Staffing Qualifications / Education Description Chart provided as an Exhibit to the ITN.  
*(Weighted: 10 Max Pts: 30)*

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
<p>The Respondent describes a comprehensive operational approach to hiring a qualified and sufficient number of staff, and maintaining those employees to meet required staffing ratios and to sustain optimum program operations and service delivery. The plan clearly addresses a detailed training plan, including coverage for absences and vacancies and contains detailed information for direct care staff to perform their duties. The plan supports a salary structure that promotes staff retention. The plan also addresses qualifications of staff that exceed the minimum requirements.</p> <p>The Respondent describes a comprehensive operational approach to providing qualified medical, mental health clinical staff and substance abuse clinical staff meeting the qualifications set forth in Rule 63M-2, F.A.C., and Rule 63N-1, F.A.C., to provide health, mental health and substance abuse services. The Respondent describes the number of staff to be employed, their credentials and staff job duties.</p>	3 points	
<p>The Respondent describes a complete plan to hire qualified and trained staff and maintain staff to meet required ratios and sustain optimum program operations, but the plan does not exceed minimum requirements.</p>	2 points	
<p>The Respondent's plan is missing one or more of the following components: employment of qualified staff, recruitment of staff, maintaining adequate levels of staffing ratios and/or a training plan that demonstrates the importance of staff training.</p>	1 point	
<p>The Respondent's plan contains numerous elements that appeared to be ineffective.</p>	0 points	

**FINAL SCORE:** \_\_\_\_\_ **(0-3)** **INITIALS & DATE:** \_\_\_\_\_

**D. PROGRAM COMPONENTS: RESTORATIVE JUSTICE AND EVIDENCE-BASED/PROMISING DELINQUENCY INTERVENTIONS PROGRAMMING**  
 Describe the proposed Restorative Justice Programming. Describe the Respondent’s plan for implementing an effective delinquency intervention, to include goals and objectives targeting individual criminogenic needs and decreasing risk factors, curricula, and monitoring plan to ensure fidelity to the original model. Complete the Evidence-Based Delinquency Interventions & Mental Health Treatment & Substance Abuse Treatment Group Sessions Table provided as an Exhibit to the ITN.  
*(Weighted: 5 Max Pts: 15)*

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The reply includes a comprehensive approach to provide Restorative Justice Programming to allow the youth to be actively involved and to have a “voice”. The Respondent demonstrates a detailed plan for evidence-based or promising delinquency interventions and also demonstrates a comprehensive approach to engaging youth. The plan clearly explains how the Respondent engages youth in appropriate interventions based on individual performance plans and risks. The plan clearly identifies how practices used are to be considered an evidence-based and promising delinquency intervention.	3 points	
The reply contains limited information with regard to the planned approach to provide Restorative Justice Programming. The Respondent’s delinquency interventions plan does not exceed the minimum requirements in describing goals and objectives and curricula used. The model demonstrates evidence-based or promising practices but is limited in monitoring that the plans were completed, that youth were placed in appropriate evidence-based and promising practices and that staff were trained in those areas.	2 points	
The Respondent’s plan contains general programming for girls but does not address the specific needs of adolescent girls within the program. The reply includes a limited approach to provide Restorative Justice Programming and does not allow the youth to be actively involved and to have a “voice”. The Respondent’s delinquency intervention plan lacks detail in areas of evidence-based and promising practices, monitoring, and individual performance plans.	1 point	
The Respondent’s description does not contain or demonstrate a delinquency intervention plan that is sufficient. The gender specific programming for girls or Restorative Justice programming is not sufficient.	0 points	

**FINAL SCORE:** \_\_\_\_\_ **(0-3)** **INITIALS & DATE:** \_\_\_\_\_

<p><b>E. GENDER SPECIFIC PROGRAMMING</b>                  Describe gender specific programming for girls including trauma informed care and other program components and services that comprehensively address the specific needs of adolescent girls.  <i>(Weighted: 10 Max Pts: 30)</i></p>		
RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent's plan clearly addresses gender specific programming for girls including trauma informed care and details the program component and services that comprehensively address the specific needs of adolescent girls. The Respondent's plan addresses a gender specific delinquency programming for girls which utilizes evidenced-based promising practices or practices with demonstrated effectiveness as per the DJJ Sourcebook of Delinquency Interventions (2015).	3 Points	
The Respondent's plan is strong in addressing gender specific programming for girls but is limited in the detail of demonstrating the importance of program components and services to address specific needs of adolescent girls.	2 Points	
The Respondent's plan contains general programming for girls but does not address the specific needs of adolescent girls within the program.	1 Point	
The Respondent's gender specific programming for girls is not sufficient and/ or contained numerous elements that appear ineffective.	0 Points	
<p><b>FINAL SCORE:</b> _____ <b>(0-3)</b></p>		<p><b>INITIALS &amp; DATE:</b> _____</p>

**F. BEHAVIOR MANAGEMENT SYSTEM, LIVING ENVIRONMENT AND APPROACH TO ALIGN WITH THE DEPARTMENT'S VISION**  
 Describe the proposed Behavior Management System (BMS). Describe the Respondent's plan to maintain a program that promotes normalcy, mentoring, positive role modeling and positive staff to youth interactions. Describe how the Respondent demonstrates the understanding of the Department's mission to reform the juvenile justice system by preventing youth from penetrating deeper into the juvenile justice system by meeting the needs of youth and providing the right treatment and intensity to positively impact the risk to reoffend.  
 (Weighted: 5 Max Pts: 15)

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent's plan is detailed in explaining the BMS to include positive behavior reinforcement. The plan clearly addresses dealing with youth in crisis, monitoring for consistency, and motivational factors to include at least 4 rewards to 1 punishment. The plan details sufficient BMS training throughout the entire program. The Respondent clearly describes ways to develop a BMS inclusive of the educational personnel and describes the level of direct care staff supervision during school hours. The Respondent's plan clearly describes the importance of mentoring, positive staff to youth interaction and providing positive role modeling within the program. While respecting the need for safety and security protocols the environment supports normalcy for youth (i.e. clothing). The Respondent's mission, values, approach, and philosophy demonstrate a comprehensive and focused commitment that aligns with the Department's vision. The Respondent demonstrates an innovative and aggressive approach to treat youth in the least restrictive ways possible. The reply is consistent with the Department's goal: Create a trauma-focused restraint-free environment for youth in the care of DJJ.	3 Points	
The Respondent's plan is strong in explaining the BMS to include positive behavior reinforcement; however, the plan is limited in describing how to implement a positive living environment; how to ensure sufficient BMS training; and engage youth in mentoring or providing positive role modeling within the program. The Respondent's mission, values, approach, and philosophy demonstrate a strong commitment that aligns with the Department's vision.	2 Points	
The Respondent's plan addresses a vague BMS and also lacks a plan to implement mentoring and positive role modeling within the program. The reply also lacks information that correlates with the direction and reform that the Department is undergoing.	1 Point	
The Respondent's description does not contain a BMS outline nor did the Respondent provide a plan for positive role modeling and mentoring within the program.  The reply does not contain any information that aligns with the Department's vision.	0 Points	

**FINAL SCORE:** \_\_\_\_\_ **(0-3)** **INITIALS & DATE:** \_\_\_\_\_





<p><b>H. EDUCATIONAL AND VOCATIONAL SERVICES</b>                  Describe the Respondent's proposed academic and career and technical education services and coordination with local boards and school boards as well as career and technical education goals. Describe vocational programming to be provided including staffing and tracks with high success in employability as well as mentoring and job placement. Provide a detailed daily activity schedule which includes all program services.  <i>(Weighted: 10 Max Pts: 30)</i></p>		
RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
<p>The reply is detailed with specific educational services to be provided by the local county school board and includes an innovative plan for those youth with career and technical education goals. The reply also includes options for those youth who have their high school diploma or GED. The reply includes a detailed assessment protocol upon admission to identify interests and aptitudes in order to expedite the youth's engagement in a particular vocational track. The reply clearly documents the importance of building a partnership with local boards and school boards and contains a wide range of vocational track options considering interests, aptitudes and skills of youth. The reply describes a comprehensive approach for ensuring each child receives appropriate academic and career and technical education services. The Respondent documents the importance of continuing a youth's educational time outside of the school day through opportunities such as mentoring and tutoring.</p>	<p>3 Points</p>	
<p>The reply includes a clear assessment protocol upon admission to identify interests and aptitudes in order to expedite the youth's engagement in a particular vocational track. The Respondent describes a solid approach to ensure that each child receives appropriate academic, career, and technical education services and has documented the importance building a partnership with local boards and school boards. The plan includes several vocational track options for the youth in the program. The plan contains a strong emphasis on mentoring youth to assist in preparation for job placement.</p>	<p>2 Points</p>	
<p>The reply is vague regarding the assessment protocol upon admission to identify interests and aptitudes in order to expedite the youth's engagement in a particular vocational track. The reply is limited in detailing the approach for ensuring each child receives appropriate academic, career, and technical education services and has limited vocational track options for the youth. The plan to ensure each youth receives the academic and career and technical education services needed is also limited in detail.</p>	<p>1 Point</p>	

<p>The Respondent's reply does not include an assessment protocol upon admission to identify interests and aptitudes in order to expedite the youth's engagement in a particular vocational track. The Respondent's plan does not contain key elements to ensure that each youth's academic, career and technical education service needs are met. The plan does not contain any information related to mentoring.</p>	<p>0 Points</p>	
<p><b>FINAL SCORE:</b> _____ <b>(0-3)</b> <b>INITIALS &amp; DATE:</b> _____</p>		

**I. TRANSITIONAL SERVICES / COMMUNITY COLLABORATION**  
 Describe the Respondent's proposed discharge and transition plan to ensure that youth are successfully reintegrated into the community. Describe the Respondent's collaborative experience and partnerships with community stakeholders including opportunities provided to youth when they return to their home communities.  
*(Weighted: 5 Max Pts: 15)*

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The reply contains detailed information that clearly demonstrates a discharge and transition plan is in place as set forth in Rule 63T F.A.C., that addresses individual youth needs, characteristics and risks identified, and a timeframe of when the planning begins. The plan strongly explains the organization and leverage of working with the community, JPO, courts, Department staff, and others to ensure youth are successfully reintegrated into the community.	3 Points	
The Respondent's discharge and transition plan demonstrates a clear understanding of the importance of youth successfully reintegrating into the community. The plan is limited in the area of leveraging the community, JPO, courts, Department staff, and others to assist with reintegrating youth into the community.	2 Points	
The Respondent's description lacks an explanation of how youth will be prepared for discharge or transition. The plan shows minimal detail of working with the community, JPO, courts, Department staff and others to ensure youth are successfully reintegrated into the community.	1 Point	
The reply does not contain a discharge and transition plan that was sufficient.	0 Points	

**FINAL SCORE:** \_\_\_\_\_ **(0-3)** **INITIALS & DATE:** \_\_\_\_\_

**J. TIMELINE/IMPLEMENTATION SCHEDULE**

Describe the Respondent’s timeline and plan to address all tasks associated with program development and implementation as well as ability to maintain a schedule for timely program operations (including Prison Rape Elimination ACT (PREA) implementation). Describe the Respondent’s readiness to operate a program to include areas such as initial start-up, delivery of delinquency interventions, clinical treatment, administration, support services, human resources (staffing, training, etc.), and case management, accounting services, food services, physical plant and maintenance.

*(Weighted: 5      Max Pts: 15)*

RATING CRITERIA EXPLANATION	MAX POINTS	PAGE/NOTE/COMMENTS
The Respondent’s plan includes a detailed timeline that clearly demonstrates the readiness to implement program operations. The Respondent clearly identifies major components such as initial start-up, delivery of delinquency interventions, clinical treatment, administration, support services, human resources (staffing, training, etc.), case management, accounting services, food services, physical plant and maintenance. The timeline provided is realistic and achievable.	3 Points	
The Respondent’s proposed timeline is complete in the areas of delineating tasks associated with program operations. The timeline and plan is limited in detail regarding major components for program operations.	2 Points	
The Respondent’s proposed timeline is missing one or more of the following major components for program operations, such as initial start-up, administration, support services, human resources (staffing, training, etc.), and case management, accounting services, food services, physical plant and maintenance.	1 Point	
The Respondent’s timeline is not sufficient. The information does not address any major tasks associated with program operations and the plan is not realistic or achievable.	0 Points	

**FINAL SCORE:** \_\_\_\_\_ **(0-3)**

**INITIALS & DATE:** \_\_\_\_\_

<b>K. FIDELITY MONITORING OF EVIDENCED-BASED/PROMISING PRACTICES</b> Describe the Respondent’s plan for conducting fidelity monitoring to ensure the interventions are in accordance with the model developer design. <i>(Weighted: 5      Max Pts: 15)</i>		
RATING CRITERIA EXPLANATION	MAX POINTS	COMMENTS
The Respondent has a thorough internal fidelity monitoring process to address all components of the program, including delinquency interventions and also mental health and substance abuse treatment for the proposed program. The Respondent has detailed and proactive processes in place to address corrective action based on the fidelity monitoring that they conduct. The Respondent has a plan in place for notifying the Department of consistent issues that arise. The Respondent has extensive corporate oversight of fidelity monitoring efforts.	3 Points	
The Respondent has an internal fidelity monitoring process for delinquency interventions and also mental health and substance abuse treatment for the proposed program that is clear. The Respondent has processes in place to address corrective action based on the fidelity monitoring that they conduct. The Respondent has corporate oversight of fidelity monitoring efforts.	2 Points	
The Respondent’s internal fidelity monitoring process for delinquency interventions and also mental health and substance abuse treatment for the proposed program is limited. The Respondent’s processes to address corrective action based on the fidelity monitoring that they conduct is unclear. The Respondent has minimal corporate oversight of fidelity monitoring efforts.	1 Point	
The Respondent lacks an internal fidelity monitoring process for delinquency interventions and also mental health and substance abuse treatment for the proposed program. The Respondent does not have processes in place to address corrective action based on the fidelity monitoring that they conduct. The Respondent lacks corporate oversight of fidelity monitoring efforts.	0 Points	
<b>FINAL SCORE: _____ (0-3)</b>		<b>INITIALS &amp; DATE: _____</b>