

**ATTACHMENT Q  
PROPOSAL VERIFICATION FORM**

By completing and submitting this form with your Proposal, the Respondent is ensuring the proposal submission is in accordance with the mandates and requirements outlined in RFP #10694. Also, please check the Vendor Bid System (VBS) for any addendums posted that indicate any **revised** document(s) for which the Respondent is responsible for completing and submitting by the date and time noted in the Calendar of Events (Attachment B, Section IV., A.) of this RFP.

**Instructions:** Place a check mark (✓) in the box next to the **Requirement** indicating it has been completed and is ready to submit by the date and time specified in the Calendar of Events (Attachment B, Section IV., A.) of this RFP. **This form shall be submitted as the first document under Volume 1.**

Place a checkmark (✓) in the boxes next to the tasks associated with your submission.

<b>Electronic Upload Proposal</b>	
<input type="checkbox"/>	Register for a DJJ Bid Library Account through the Procurement Manager. Respondents must register their email address for access to the DJJ Bid Library using a Microsoft account. For specific instructions, reference Attachment B, Section VI., Solicitation Information, and/or contact your Procurement Manager listed in the RFP.
<input type="checkbox"/>	If your organization does not use a Microsoft account, a free account can be created through Microsoft at <a href="https://www.office.com">https://www.office.com</a> . This step must be completed first, prior to submitting the DJJ Bid Library registration request. The email address used to create the Microsoft account should be utilized in the registration request to the Procurement Manager.
<input type="checkbox"/>	The complete Notice of Intent to Submit a Proposal (Attachment N) shall be uploaded to the DJJ Bid Library no later than the deadline specified in the Calendar of Events, Attachment B, section IV., A., of this RFP. In the event a Respondent needs technical assistance, the DJJ Bid Library Technical Assistant is Bryant Wombles, who can be reached via e-mail at: <a href="mailto:William.Wombles@djj.state.fl.us">William.Wombles@djj.state.fl.us</a> or phone (850) 717-2606. The submittal of this form is a requirement for this RFP.
<input type="checkbox"/>	Electronic proposals shall be uploaded to the DJJ Bid Library no later than the due date and time specified in the Calendar of Events for this RFP. Any and all documents uploaded, edited, or modified in any way after this date and time will be deemed non-responsive.
<input type="checkbox"/>	The complete proposal, which contains Volumes 1, 2, and 3, shall be saved in Microsoft Word and/or Excel. The signed Transmittal Letter (Volume 1, Tab 1), the signed Attachment Q, Proposal Verification form (Volume 1, Tab 1), the Financial Viability documentation (Volume 2, Tab 3), and the signed Attestation in the Attachment D, Past Performance, Part II (Volume 3, Tab 1), are the only documents which may be saved in a PDF format. The Attachment H - Budget October 2020 (Volume 2, Tab 2) <b>must</b> be submitted in Excel.

<b>MANDATORY REQUIREMENT (Attachment B, V.)</b>	
<input type="checkbox"/>	It is <b>MANDATORY</b> that the Respondent submit its complete proposal within the time frame specified in the Calendar of Events (Attachment B, Section IV., A.). A proposal is considered complete if it contains all of the required documents listed in the Attachment B, Section XX.
<input type="checkbox"/>	It is <b>MANDATORY</b> that the Respondent submit a completed Attachment D – Past Performance for Residential Commitment Programs Evaluation to demonstrate the Respondent’s knowledge and experience in operating similar programs by providing information requested on the Attachment D, Parts II and III (Attachment B, Section XX., G., 1.).
<input type="checkbox"/>	It is <b>MANDATORY</b> that ALL Respondents attend the Department-Owned Building Site Visit (Attachment B, Section IV., C., 1.) in order to be deemed responsive to this RFP.
<input type="checkbox"/>	It is <b>MANDATORY</b> that the Respondent submit a completed Attachment E, Facility/Site Requirements Certification (For Respondents Proposed Owned/Leased Facility) including the required supporting documentation, <i>when applicable</i> .

<b>TECHNICAL PROPOSAL – VOLUME 1</b>	
<input type="checkbox"/>	Transmittal letter is on Respondent's letterhead.
<input type="checkbox"/>	Transmittal letter denotes and is signed by an individual authorized to bind the Respondent.
<input type="checkbox"/>	Transmittal letter has the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> official company name;</li> <li><input type="checkbox"/> company address;</li> <li><input type="checkbox"/> telephone number;</li> <li><input type="checkbox"/> fax number;</li> <li><input type="checkbox"/> email address;</li> <li><input type="checkbox"/> name and title of the Respondent official who will sign any contract;</li> <li><input type="checkbox"/> Federal Employee Identification #, including the Florida Vendor Sequence #, if available, and if not available, a statement saying so.</li> </ul>
<input type="checkbox"/>	DUNS #, if applicable, and if not applicable, a statement saying so.
<input type="checkbox"/>	If entity is "DBA" or "Doing Business As", the Respondent shall state the reason for it.
<input type="checkbox"/>	The transmittal letter must contain the following <b>exact</b> statement: "On behalf of (insert Respondent's name), this letter certifies that the (insert Respondent's name) agrees to all terms and conditions contained in the Request for Proposal for which this proposal is submitted."
<input type="checkbox"/>	The transmittal letter must contain this <b>exact</b> statement: "On behalf of (insert Respondent's name), this letter certifies that (insert Respondent's name) has met all conditions and requirements of Attachment A, including that neither it nor its principals are presently debarred, suspended, or proposed for debarment, or have been declared ineligible or voluntarily excluded from participation in this Procurement/contract by any federal department or agency." If the Respondent is unable to certify any part of this statement, such Respondent shall include an explanation in the Transmittal Letter.
<input type="checkbox"/>	The transmittal letter must contain this <b>exact</b> statement: "On behalf of (insert Respondent's name), this letter certifies that neither (insert Respondent's name) nor anyone acting on its behalf have contacted, between the release of the solicitation and the end of the seventy-two (72) hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the solicitation documents."
<input type="checkbox"/>	The transmittal letter must contain this <b>exact</b> statement: "On behalf of (insert Respondent's name), this letter certifies that (insert Respondent's name) is not listed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel; the Scrutinized Companies with Activities in Sudan List; the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; has been engaged in business operations in Syria; or engaged in business operations with the government of Venezuela (pursuant to F.S. 215.472, 215.4725, 215.473, and 287.135)".
<input type="checkbox"/>	The Respondent shall insert the Transmittal Letter in Volume 1, Tab 1, <b>after</b> the Proposal Verification Form.
<input type="checkbox"/>	<b>Cross Reference Table – Volume 1, Tab 1</b> In order to assist the Respondent in its development of a responsive proposal and to facilitate proposal evaluation by the Department, the Respondent shall provide a table that cross-references the contents of its proposal with the contents of the RFP. Please see the Attachment O to this RFP for the cross-reference table. The Respondent shall insert the Attachment O in Volume 1, Tab 1, after the Part A - Transmittal Letter. Remember to complete the Attachment O in its entirety.
<input type="checkbox"/>	<b>Drug-Free Workplace Certification &amp; Tie Breaking Certifications – Volume 1, Tab 2</b> The proposal may contain the Drug-Free Workplace Certification in accordance with section 287.087, F.S. (if desired by the Respondent) for preference in the event of a tie in the scoring of a competitive solicitation. This is not a mandatory requirement. The form is labeled as Attachment K. The Respondent may also submit the Attachment S (Tie Breaking Certifications), which is not mandatory.

<input type="checkbox"/>	<p><b>Technical Proposal – Volume 1, Tab 3</b></p> <p>The Technical Response (described below) shall be prepared in the format listed below utilizing 8.5" x 11" paper with one-inch margins (top, bottom, and sides). Each Respondent shall limit the Technical Proposal's narrative to no more than sixty (60) consecutive pages. <b>Pages submitted in excess of the specified limit for the Technical Proposal's narrative will be removed prior to evaluation and will not be evaluated.</b> Any attachments, charts, photos, maps, diagrams, or other resource materials that support the information provided in the Technical Proposal shall be referenced within the Technical Proposal's narrative, included as exhibits or attachments to the Technical Proposal, and presented at the end of the Technical Proposal. Such exhibits or attachments shall <b>not</b> be counted in the sixty (60) page limitation established for the Technical Proposal. The Technical Proposal package shall contain the following sections in the following sequence (PLEASE NOTE THAT IT IS INSUFFICIENT FOR PROPOSALS TO MERELY RECITE OR REITERATE THE SERVICES TO BE SOUGHT):</p>
<input type="checkbox"/>	<p><b>Proposal and the Innovative Program Services to be Provided</b></p> <p>Proposals must include a description of the services to be provided with an explanation of how the proposed services (whether required or optional) will specifically advance the Department's vision and major goals as outlined in the solicitation's Attachment A. The Respondent shall describe in detail the innovative nature of program services to include 1. Delinquency Programming, 2. Gender-specific Services, 3. Restorative Justice Principles and Programming, 4. Mental Health and Substance Abuse Treatment Services, 5. Behavioral Management System, 6. Pre-vocational and Vocational Services, 7. Recreational Therapy and Leisure Time Activities. Proposals must address additional requirements stated in the Attachment A, section V., Proposal, and section V., A., Innovative Program Services to be Provided.</p>
<input type="checkbox"/>	<p><b>Delinquency Programming</b></p> <p>The Respondent shall propose, required (and optionally, additional) delinquency programming for youth which utilizes evidence-based or promising practices designed to reduce the influence of specific risk factors and to increase specific protective factors related to re-offending behavior. The Respondent shall match youth to these delinquency interventions based on the results of a risk and needs assessment. The solicitation's Delinquency Interventions and Treatment Services table has not been altered. The Respondent must address additional requirements stated in the Attachment A, section V., A., 1., Delinquency Programming. The proposal must meet all requirements in the Attachment A-1, Minimum Requirements for Program Operations/Basic Care and Custody Services, and exceed minimum requirements, where required.</p>
<input type="checkbox"/>	<p><b>Gender-specific Services</b></p> <p>The Respondent shall propose comprehensive gender-specific services in all its program components, delinquency interventions and treatment services. For each program component, delinquency intervention and treatment service, the proposed gender-specific services will systematically address the special needs of adolescents while empowering the youth voice. Proposed programming shall foster positive gender identity development, recognize the risk factors and issues most likely to impact adolescents and the protective factors and skill competencies that can minimize risk factors and enhance treatment services. The Respondent must address additional requirements stated in the Attachment A, section V., A., 2., Gender-Specific Services. The proposal must meet all requirements in the Attachment A-1, Minimum Requirements for Program Operations/Basic Care and Custody Services, and exceed minimum requirements, where required.</p>
<input type="checkbox"/>	<p><b>Restorative Justice Principles and Programming</b></p> <p>The Respondent shall propose comprehensive programming that reflects Restorative Justice principles and describe how it will implement restorative justice practices. The Respondent will describe how it will protect the public, hold offenders accountable, offer opportunities for competency development, demonstrate an understanding of restorative justice principles and the vocabulary of restorative practices, use restorative language, facilitate dialogue that promotes ideas for making things right when harm has occurred and use restorative practices such as nonviolent communication to contribute to the wellbeing of youth. The Respondent shall describe how it will foster a restorative community within the residential program. The Respondent shall state which Restorative Justice model will be used and describe with specific and concrete details of how the model will be implemented on a day-to-day basis, what training</p>

	<p>the staff will complete and how they will show comprehension and use of the stated objectives. The Respondent must address additional requirements stated in the Attachment A, section V., A., 3., Restorative Justice Principles, Practices and Restorative Programming. The proposal must meet all requirements in the Attachment A-1, Minimum Requirements for Program Operations/Basic Care and Custody Services, and exceed minimum requirements, where required.</p>
<input type="checkbox"/>	<p><b>Mental Health, Substance Abuse and Intensive Mental Health Treatment Services</b>  The Respondent shall describe its implementation plans for the required (and optionally, additional) evidence-based and/or promising practices for mental health, substance abuse and intensive mental health treatment services. The Respondent must provide all the pertinent staffing details for the provision of these services. The Respondent must explain how these services will meet the requirements outlined in rule 63N-1, F.A.C. The description of the proposed services must include specific details and concrete examples of how the service components (e.g. curricula, activities, schedule) will meet the unique needs of the youth. The Respondent must address additional requirements stated in the Attachment A, section V., A., 4., Mental Health, Substance Abuse and Intensive Mental Health Treatment Services. The proposal must meet all requirements in the Attachment A-1, Minimum Requirements for Program Operations/Basic Care and Custody Services, additional and related attachments, and exceed minimum requirements, where required.</p>
<input type="checkbox"/>	<p><b>Behavioral Management System</b>  The Respondent shall propose a behavioral management and a positive reinforcement system that fosters accountability. The Respondent shall describe how it will incorporate principles and practices related to trauma-informed care into the behavioral management system. The Respondent shall describe how it will ensure that all staff, including subcontractors and volunteers, will be fully trained in the implementation of the proposed behavioral management system. The Respondent must address additional requirements stated in the Attachment A, section V., A., 5., Behavioral Management System. The proposal must meet all requirements in the Attachment A-1, Minimum Requirements for Program Operations/Basic Care and Custody Services, and exceed minimum requirements, where required.</p>
<input type="checkbox"/>	<p><b>Pre-vocational and Vocational Services</b>  The Respondent shall describe what additional (beyond what is required) pre-vocational and vocational services are proposed. The Respondent shall clearly articulate what distinguishes and differentiates these two types of services in its definition and the proposed services. The Respondent shall describe in detail, how the unique interests, aptitudes, and skills of the youth will be developed while building upon their existing strengths and in a manner supportive of their employability. The Respondent shall describe how its services will give youth an occupational advantage in their own community. The Respondent must address additional requirements stated in the Attachment A, section V., A., 6., Pre-Vocational and Vocational Services. The proposal must meet all requirements in the Attachment A-1, Minimum Requirements for Program Operations/Basic Care and Custody Services.</p>
<input type="checkbox"/>	<p><b>Recreational Therapy and Leisure Time Activities</b>  The Respondent shall provide daily recreational and leisure time activities in ways that are physically challenging, educational, therapeutic and constructive. 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 Respondent shall employ a Recreation Therapist to provide therapeutic recreational activities. The Recreation Therapist must have a bachelor's degree in recreational therapy or a bachelor's degree in a related field which included an internship or practicum experience. Certification as a recreational therapist is preferred. A minimum of one year of related experience working with youth is required. The Respondent must address additional requirements stated in the Attachment A, section V., A., 7., Recreational Therapy and Leisure Time Activities. The proposal must meet all requirements in the Attachment A-1, Minimum Requirements for Program Operations/Basic Care and Custody Services, and exceed minimum requirements, where required.</p>

<input type="checkbox"/>	<p><b>Living Environment</b></p> <p>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 a therapeutic environment for the youth. The Respondent shall describe how it will ensure that the following components are implemented: input from youth on rules governing community living, the promotion of effective communication, relationship development, cultural diversity, the development of positive identify and respect for self and others, visitation and access to modes of communication, community interactions, appropriate clothing and a clean, safe and humane living environment. The Respondent must address additional requirements stated in the Attachment A, section V., B., Living Environment. The proposal must meet all requirements in the Attachment A-1, Minimum Requirements for Program Operations/Basic Care and Custody Services, and exceed minimum requirements, where required.</p>
<input type="checkbox"/>	<p><b>Community Involvement Opportunities and Pro-Social Activities</b></p> <p>The Respondent shall describe what community involvement opportunities exist, what specific programs and activities will be implemented and will precisely outline how else it will engage with the community to provide youth with off-campus activities (as permitted and as set forth in Rule 63E-7, F.A.C.) and pursuits that support transition back into the community. The Respondent must address additional requirements stated in the Attachment A, section V., C., Community Involvement Opportunities and Pro-Social Activities. The proposal must meet all requirements in the Attachment A-1, Minimum Requirements for Program Operations/Basic Care and Custody Services, and exceed minimum requirements, where required.</p>
<input type="checkbox"/>	<p><b>Discharge Planning and Transition Services</b></p> <p>The Respondent shall provide a description of its discharge planning and transition services. The proposal shall include a detailed description of how discharge placement planning will begin at program admission. The Respondent shall employ a Transition Services Manager to coordinate these services. The Transition Services Manager must possess the stated qualifications and experience. The proposal shall include examples of a self-sufficiency assessment, plan, and a description of the services to be provided, to include future economic self-sufficiency in both traditional and non-traditional settings, safe and affordable housing, conditional release, job training and retention, and placement and childcare, where appropriate. The Respondent must address additional requirements stated in the Attachment A, section V., D., Discharge Policy and Transition Services. The proposal must meet all requirements in the Attachment A-1, Minimum Requirements for Program Operations/Basic Care and Custody Services, and exceed minimum requirements, where required.</p>
<input type="checkbox"/>	<p><b>Staffing and Personnel</b></p> <p>The Respondent shall describe how they will ensure that sufficiently qualified staff are available to provide program services and proper supervision of youth at all times, including how it will cover any staff shortages of any duration (including breaks). The Respondent will affirm its understanding that neither supervisors nor facility administration staff will be included in the stated minimum staff to youth ratios while performing their regularly scheduled activities, and that clinical staff will not be included in the stated minimum staff to youth ratios. The Respondent must address additional requirements stated in the Attachment A, section V., E., Staffing and Personnel. The proposal must meet all requirements in the Attachment A-1, Minimum Requirements for Program Operations/Basic Care and Custody Services, and exceed minimum requirements, where required.</p>
<input type="checkbox"/>	<p><b>Staffing Levels</b></p> <p>The Respondent must provide a detailed staffing plan to include position titles, number of positions, qualifications, proposed working hours, duties/responsibilities, and proposed salaries of all program staff. The Respondent must state the living wage of the county where program staff will work and explain how it was considered in proposed salaries. The plan must include licensure status of all proposed clinical staff and the details for the provision of clinical staff and clinical services, to include weekends and evenings. The plan's details must be consistent with all other documents and exhibits in the proposal. The Respondent shall describe in detail how it will provide uninterrupted physical sight and sound <b>presence</b> and supervision of youth, twenty-four (24) hours per day, every day of the year, with no less than the minimally acceptable ratio</p>

	<p>of staff to youth. The Respondent must state its unequivocal understanding that staff to youth ratios are always required in the presence of youth. The Respondent must address additional requirements stated in the Attachment A, section V., E., 1., Staffing Levels. The proposal must meet all requirements in the Attachment A-1, Minimum Requirements for Program Operations/Basic Care and Custody Services, and exceed minimum requirements, where required.</p>
<input type="checkbox"/>	<p><b>Health and Nursing Services</b></p> <p>The Respondent shall describe its proposed health and nursing services and explain how these services will meet the requirements outlined in rule 63M-2, F.A.C. The description of the proposed services must include specific details and concrete examples of how the service components will meet the unique needs of the youth. The Respondent must explain how it will meet the requirements for the Health Services Administrator (HSA), the nursing services to be given on-site by Registered Nurses (RNs) licensed in the State of Florida, and for the required number of hours. The Respondent must address additional requirements stated in the Attachment A, section V., E., 2., Health and Nursing Services. The proposal must meet all requirements in the Attachment A-1, Minimum Requirements for Program Operations/Basic Care and Custody Services, and exceed minimum requirements, where required.</p>
<input type="checkbox"/>	<p><b>Staff Training</b></p> <p>The Respondent shall provide a detailed training plan showing that all full-time and part-time direct care staff shall be trained in accordance with Rule 63H, F.A.C., and in addition to the Department's learning management system training, direct care staff shall be trained in the solicitation's stated minimal requirements: ethics, stress management, gender-responsive services, behavioral management and modification, positive reinforcement strategies and techniques, emotional and behavioral development of children and adolescents, risk factors for delinquency, triggers and treatment, Physical development and common health issues, restorative justice, philosophy, and practices, trauma responsive services, Post-traumatic Stress Disorder (PTSD), victimization, exploitation, domestic violence, trauma and recovery issues, CPR and AED, universal precautions and bloodborne pathogens, and emergency evacuation procedures for youth with a medical alert system. For intake staff: Facility Entry Physical Health Screening Form and administration of the Massachusetts Youth Screening Instrument-Second Edition (MAYSI-2), CAT/RAY and other required intake processes and procedures, risk factors and triggers relating to homicidal risk and prevention, immediate access to emergency medical, mental health, and substance abuse services, the program's treatment model, suicide prevention processes and procedures, Prison Rape Elimination Act (PREA), and Motivational Interviewing. The Respondent shall articulate what additional training will be given and which staff will receive that training. The Respondent must address additional requirements stated in the Attachment A, section V., E., 3., Staff Training. The proposal must meet all requirements in the Attachment A-1, Minimum Requirements for Program Operations/Basic Care and Custody Services, and exceed minimum requirements, where required.</p>
<input type="checkbox"/>	<p><b>Management Capability</b></p> <p>Describe the Respondent's organizational mission, history, background, experience and structure. Using concrete details, describe its quality assessment and improvement system, submit its human resources development plan with the required components and with specific examples that illustrate each component. Describe the policies, processes and procedures for assessing its management capabilities and specifically how the need for corrections and improvements are identified and made. Explain how this organization is equipped to provide the unique services outlined in the solicitation's scope of services. Provide an organizational chart with linkage to the program level and one that is consistent with all other exhibits. Describe in detail which positions represent corporate staff and explain their roles and responsibilities, including those that are exclusive to the residential program in question. The Respondent must address additional requirements stated in the Attachment A, section V., F., 1., Management Capability. The proposal must meet all requirements in the Attachment A-1, Minimum Requirements for Program Operations/Basic Care and Custody Services, and exceed minimum requirements, where required.</p>

<input type="checkbox"/>	<p><b>Program and Facility Readiness Plan</b></p> <p>The Respondent shall include a program and facility readiness plan. The plan must clearly convey that thorough consideration has been given to each major component of a residential program such that the services will be available by the projected service date. The plan must describe in detail the objectives, activities, responsible party, and the timeframe for the completion of each objective and all associated activities for each major component. The program and facility readiness plan must identify the critical path activities and describe, in detail, an alternate path in the event of delays or failures on the critical path. The Respondent must address each major component in the Attachment A, section V., F., 2., a., and the additional requirements stated in the Attachment A, section V., F., 2., Program and Facility Readiness. The proposal must meet all requirements in the Attachment A-1, Minimum Requirements for Program Operations/Basic Care and Custody Services.</p>
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<b>FINANCIAL PROPOSAL – VOLUME 2</b>	
<input type="checkbox"/>	<p><b>Budget – Volume 2, Tab 1</b></p> <p>a. The Respondent shall complete and submit the Attachment H (Budget – October 2020).</p> <p>b. The Attachment H must reflect proposed costs which are allowable, reasonable, and necessary to provide the proposed services.</p> <p>c. Once the Department has accepted the Attachment H after evaluating it in accordance with Attachment D, the Attachment H shall not be altered without prior written approval from the Department.</p> <p>d. Any projected cost not captured in the Attachment H will be the responsibility of the awarded Provider.</p>
<input type="checkbox"/>	<p><b>Certified Minority Business (CMBE) Subcontracting Utilization Plan – Volume 2, Tab 2</b></p> <p>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 Subcontracting Utilization Plan of the RFP. The Respondent shall also include documentation supporting the CMBE Subcontracting Utilization Plan, for each Florida CMBE listed that the Respondent intends to utilize in the program procured. Florida CMBEs must meet all CMBE eligibility criteria and be certified as a CMBE by the Office of Supplier Diversity (OSD) of the Florida Department of Management Services. The documentation shall be a one-page letter supplied by the CMBE on its letterhead stationery, stating the intent of the CMBE to participate in the program and clearly identifying the Department Solicitation Number. No points will be awarded for the CMBE Subcontracting Utilization Plan.</p>

By my signature below, I am verifying the Proposal being submitted is in accordance with the instructions in this Solicitation.

**Company:** \_\_\_\_\_

**Verified by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_