

Date: August 22, 2014

To: Prospective Provider

Subject: Request for Proposals (RFP): The Department is seeking proposals for a Provider to design, develop, implement, and operate a vocational training program for boys and girls in Circuits 6, 9 and 13 that provide career education options to youth that include both traditional and non-traditional tracks. Youth shall be fifteen (15) – nineteen (19) years of age, shall be referred by the Department of Juvenile Justice and shall be on probation, post-commitment probation, conditional release, or participating in a Department funded diversion program or are on intake status awaiting adjudication. Program Services shall be provided in accordance with Florida Statutes, Florida Administrative Rules and Department policy meeting the minimum requirements as described in Attachment I, Services to be Provided. Services shall also include a Direct Job Placement Program Component as further described in Attachment I, Services to be Provided. Services shall be provided Monday-Friday, eight (8) hours daily (includes travel to and from the location), two hundred fifty (250) days per year. Special events will require occasional weekend or holiday operation. There shall be ten (10) slots in Circuit 6, ten (10) slots in Circuit 9 and fourteen (14) slots in Circuit 13 for a maximum total of thirty-four (34) program slots in the Central Region and shall be provided at Provider owned/leased program facility/sites in Circuits 9 and Circuit 13. In Circuit 6, a Department owned/leased facility shall be used program services.

Suggested vocational tracks may include, but are not limited to the following: Carpentry; Construction; Building and Apartment Maintenance; Landscaping; Heating, Ventilation, and Air conditioning (HVAC); Plumbing; Electrical trades; Hospitality, Cosmetology, Fiber-optic/cable splicing, General Maintenance, Cabinet Building, Auto Mechanic, Plumbing, Computer Programming/IT; Business Career (finance, accounting, budgeting); Horticulture Career (landscaping, Floral Design, Grounds maintenance, Lawn Maintenance, Pest and Weed Control); Painting and Repair (drywall, plasterer, paperhanger); Printing (photography, graphic design), Telecommunications (radio, telephone repair, wiring); Medical Transcriber; and Data Entry.

The Provider shall ensure instruction is consistent with what is required for certification, credentialing and/or licensure in the chosen tracks. The Provider's vocational curriculum shall identify measurable goals and outcomes so that both the instructors and youth understand skill achievement requirements. The Provider shall include employability training, specifically the method of certification for completion points to be awarded upon program completion.

The RFP 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 ¹
PUR 1001[1]	General Instructions to Respondents - Incorporated by Reference ¹
Attachment A	General Instructions to Respondents - Special Conditions
Attachment B	General Instructions for the Preparation and Submission of Proposals
Attachment C	Certification of Experience (Mandatory)
Attachment D	Evaluation Criteria
Attachment E	Client Reference Form
Attachment F	Florida Certified Minority Business Enterprise (CMBE) Subcontracting Utilization Plan ²
Attachment G	Sample Contract ²
Attachment H	Budget Sheets ²
Attachment I	Tie Breaking Certifications ³
Attachment J	Price Sheet (Mandatory)
Attachment K	Drug-Free Workplace Certification ²
Attachment L	Facility /Site Requirements Certifications (Mandatory)

Attachment M	Notice of Intent to Attend Solicitation Conference Form
Attachment N	Notice of Intent to Submit a Proposal/Bid
Attachment O	Cross Reference Table
Attachment P	Evaluation Questions/Considerations
Attachment I	Services to be Provided
Exhibit 1	Invoice
Exhibit 2	Contract Census Report

¹Available at:

http://dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources/purchasing_forms

²Available at: <http://www.djj.state.fl.us/providers/contracts/index.html>

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

Prospective Providers shall comply fully with the instructions on how to respond to the RFP. Prospective Providers shall label proposals as "**DJJ SOLICITATION NUMBER 10194**" using the label form included in this RFP on the envelope(s) containing the proposal. The purpose of labeling the envelope is to put the Department's mailroom on notice that the package is a proposal in response to a DJJ solicitation and should not be opened except by the Department's Contract Administration Unit at the specified date and time.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of this solicitation and the end of the seventy-two (72) hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or manager of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the procurement documents. Violation of this provision may be grounds for rejecting a proposal. All communications from prospective Providers shall be in writing (by e-mail, facsimile or mail), and cite the subject solicitation number and be directed to the attention of the Procurement Manager below.

Any person with a qualified disability shall not be denied equal access and effective communication regarding any proposal/proposal documents or the attendance at any related meeting or proposal opening. If accommodations are needed because of a disability, please contact the Bureau of Procurement and Contract Administration at (850) 413-0708 at least five (5) business days prior to the meeting.

In addition to other criteria set forth in this solicitation document, any Respondent who has had a contract terminated by the Department for cause is subject to the following provision:

- a) If terminated for cause in the last twelve (12) month period preceding the issue date of this solicitation, the Respondent shall be ruled disqualified and therefore ineligible to submit a bid, proposal or response to the solicitation.
- b) 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.

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,

Shahin Iranpour, Procurement Manager
Bureau of Procurement and Contract Administration
Florida Department of Juvenile Justice
The Knight Building, Suite 1100
2737 Centerview Drive
Tallahassee, Florida 32399-3100
Telephone: (850) 717-2609
Fax: (850) 414-1625
E-Mail Address: Shahin.Iranpour@djj.state.fl.us

**ATTACHMENT A
GENERAL INSTRUCTIONS TO RESPONDENTS – SPECIAL CONDITIONS**

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1. DEFINITIONS

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

- (a) "Department" means the Department of Juvenile Justice that has released the solicitation.
- (b) "Procurement Manager" means the Department's contracting personnel, as identified in the procurement.
- (c) "Prospective Provider" or "Provider" means the business organization or entity providing the services and commodities specified in the response to this Request for Proposals ("RFP").
- (d) "Respondent" means the entity that submits materials to the Department in accordance with these Instructions.
- (e) "Proposal" means the material submitted by the Respondent in answering the solicitation.

2. GENERAL INSTRUCTIONS

Potential Respondents to the solicitation are encouraged to carefully review all the materials contained herein and prepare proposals accordingly.

3. SUBMISSION OF PROPOSALS

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

4. TERMS AND CONDITIONS

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

- (a) Technical Specifications
- (b) Special Conditions
- (c) Instructions to Respondents (Attachment A)
- (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 proposal. In submitting its proposal, a Respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a proposal, shall be grounds for rejecting a proposal.

5. QUESTIONS

Respondents shall address all questions to the Procurement Manager. Questions must be submitted according to the instructions in Attachment B of the solicitation.

6. CONFLICT OF INTEREST

This solicitation is subject to chapter 112, Florida Statutes. Respondents shall disclose within their proposal the name of any manager, director, employee or other agent who is also an employee of the State. Respondents shall also disclose the name of any state employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent or its affiliates.

7. CONVICTED VENDORS

A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime is prohibited from doing any of the following for a period of 36 months from the date of being placed on the convicted vendor list:

- (a) submitting a bid on a contract to provide any goods or services to a public entity;
- (b) submitting a bid on a contract with a public entity for the construction or repair of a public building or public work;
- (c) submitting bids on leases of real property to public entity;
- (d) being awarded or performing work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and
- (e) transacting business with any public entity in excess of the Category Two threshold amount (\$35,000) provided in section 287.017, Florida Statutes.

8. DISCRIMINATORY VENDORS

An entity or affiliate placed on the discriminatory vendor list pursuant to section 287.134, Florida Statutes, may not:

- (a) submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity;
- (b) submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work;
- (c) submit bids, proposals, or replies on leases or real property to a public entity;
- (d) be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; and
- (e) transact business with any public entity.

9. SCRUTINIZED COMPANIES LIST

In submitting a bid or proposal, the Provider 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, or that it does not have business operations in Cuba or Syria, created pursuant to section 215.473, Florida Statutes. Pursuant to section 287.135(3)(b), Florida Statutes, the Provider agrees the Department may immediately terminate the resulting Contract for cause if the Provider is found to have submitted a false certification or if the Provider is placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List during the term of the Contract.

10. RESPONDENT'S REPRESENTATION AND AUTHORIZATION

In submitting a proposal, each Respondent understands, represents, and acknowledges the following (if the Respondent cannot so certify to any of following, the Respondent shall submit with its proposal a written explanation of why it cannot do so):

- (a) The Respondent is not currently under suspension or debarment by the State or any other governmental authority.

- (b) To the best of the knowledge of the person signing the proposal, the Respondent, its affiliates, subsidiaries, directors, managers, and employees have not in the last ten (10) years been convicted or found liable for any act prohibited by law in any public contract.
- (c) The Respondent currently has no delinquent obligations to the State, including a claim by the State for liquidated damages under this and/or any other contract.
- (d) The submission is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- (e) The prices and amounts have been arrived at independently and without consultation, communication, or agreement with any other Respondent or potential Respondent; neither the prices nor amounts, actual or approximated, have been disclosed to any Respondent or potential Respondent, and they will not be disclosed before the solicitation opening.
- (f) The Respondent has fully informed the Department in writing of all convictions of the firm, its affiliates (as defined in section 287.133(1) (a), Florida Statutes), and all directors, managers and employees of the firm and its affiliates for violation of state or federal antitrust laws with respect to a public contract. This includes disclosure of the names of current employees who were convicted of public entity crimes while in the employ of another company.
- (g) Neither the Respondent nor any person associated with it in the capacity of owner, partner, director, manager, principal, investigator, project director, manager, auditor, or position involving the administration of federal funds:
 - 1) Has within the preceding three years been convicted of or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged with: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal or state or local government transaction or public contract; violation of antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
 - 2) Has within a three-year period preceding this certification had one or more federal, state, or local government contracts terminated for cause or default.
- (h) The product offered by the Respondent will conform to the specifications without exception.
- (i) The Respondent has read and understands the Contract terms and conditions (Attachment G), and the submission is made in conformance with those terms and conditions.
- (j) If an award is made to the Respondent, the Respondent agrees to be legally bound to the Contract that is formed with the State.
- (k) The Respondent has made a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the proposal, and has been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in the proposal.
- (l) The Respondent shall indemnify, defend and hold harmless the Department and its employees against any cost, damage, or expense, which may be incurred or be caused by any error in the Respondent's preparation of its bid.
- (m) All information provided by and representations made by the Respondents are material and important and will be relied upon by the Department in awarding the Contract. Any misstatement shall be treated as fraudulent concealment from the Department of the true facts relating to submission of the bid. A misrepresentation shall be punishable under law, including, but not limited to, Chapter 817, Florida Statutes.

11. **PERFORMANCE QUALIFICATIONS**

The Department reserves the right to investigate or inspect at any time whether the services, qualifications, or facilities offered by a Respondent meet the anticipated Contract requirements. The Respondent shall at all times during the resulting Contract term remain responsive and responsible. The Respondent must be prepared, if requested by the Department, to present

evidence of experience, ability, and financial standing, as well as a statement as to plant, machinery, and capacity of the Respondent for the delivery of services. If the Department determines that the conditions of the solicitation documents are not complied with, or that the services proposed to be furnished do not meet the specified requirements, or that the qualifications, financial standing, or facilities are not satisfactory, or that performance is untimely, the Department may reject the proposal. The Respondent may be disqualified from receiving awards if the Respondent, or anyone in the Respondent's employment, has previously failed to perform satisfactorily in connection with public bidding or contracts. This paragraph shall not mean or imply that it is obligatory upon the Department to make an investigation either before or after award of the resulting Contract, but should the Department elect to do so, the Respondent is not relieved from fulfilling all resulting Contract requirements.

12. PUBLIC OPENING

Proposals shall be opened on or about the date and at the location indicated in Attachment B. Respondents may, but are not required to, attend. The Department may choose not to announce prices or release other materials pursuant to section 119.07(6), Florida Statutes. Any person requiring a special accommodation because of a disability should contact the Procurement Manager at least five (5) workdays prior to the solicitation opening. If you are hearing or speech impaired, please contact the Department by using the Florida Relay Service at (800) 955-8771 (TDD).

13. METHODOLOGY FOR AGENCY DECISION

As per 287.057(1)(b)4., F.S., "the Contract shall be awarded by written notice to the responsible and responsive vendor whose proposal is determined in writing to be the most advantageous to the state, taking into consideration the price and other criteria set forth in the request for proposals."

The Department will use the following information to determine Contract award:

- (a) Technical Response Cumulative Score
- (b) Reference checks are submitted, completed and correct per the instructions listed in the RFP – (Attachment E)
- (c) Relevant Experience and/or In Good Standing with Current/Recent DJJ Contract attachment is completed and verified – (Attachment C)
- (d) Proposed Cost/Price (Attachment J)

14. ELECTRONIC POSTING OF NOTICE OF AGENCY DECISION

On or about the date indicated in Attachment B, the Department shall electronically post a notice of intended award at http://myflorida.com/apps/vbs/vbs_www.main_menu. If the notice of award is delayed, in lieu of posting the notice of intended award the Department shall post a notice of the delay and a revised date for posting the notice of intended award. Any person who is adversely affected by the decision shall file with the Department a notice of protest within 72 hours after the electronic posting. The Department shall not provide tabulations or notices of award by telephone.

15. FIRM RESPONSE

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

16. CLARIFICATIONS / REVISIONS

Before award, the Department reserves the right to seek clarifications or request any information deemed necessary for proper evaluation of submissions from all Respondents deemed eligible for Contract award. Failure to provide the requested information may result in rejection of the proposal.

17. MINOR IRREGULARITIES / RIGHT TO REJECT

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

18. CONTRACT FORMATION

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

19. CONTRACT OVERLAP

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

20. PUBLIC RECORDS

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

21. CONFIDENTIAL, PROPRIETARY, OR TRADE SECRET MATERIAL

The Department takes its public records responsibilities, as provided under chapter 119, 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 response 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 proposal and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Department's solicitation name, number, and the name of the Respondent on the cover, and shall be clearly titled "Redacted Copy." The redacted copy shall be provided to the Department at the same time the Respondent submits its proposal to the solicitation and must only exclude or redact those exact portions which are claimed confidential, proprietary, or trade secret.

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

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

22. PROTESTS

Any protest concerning this solicitation shall be made in accordance with 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 those 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 72 hours after the posting of the solicitation.
- (b) Section 120.57(3)(a), Florida Statutes, 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.”

23. CAPTIONS AND NUMBERING

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

24. CONTACT DURING SOLICITATION

Pursuant to section 287.057(23), Florida Statutes: “Respondents to this solicitation or persons acting on their behalf may not contact, between the release of this solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.”

25. SPECIAL CONDITIONS

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

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

- I. SOLICITATION NUMBER** RFP #10194
- II. SOLICITATION TYPE** Request for Proposal: The Department is seeking proposals for a Provider to design, develop, implement, and operate a vocational training program for boys and girls in Circuits 6, 9 and 13 that provide career education options to youth that include both traditional and non-traditional tracks. Youth shall be fifteen (15) – nineteen (19) years of age, shall be referred by the Department of Juvenile Justice and shall be on probation, post-commitment probation, conditional release, or participating in a Department funded diversion program or are on intake status awaiting adjudication. Program services shall be provided in accordance with Florida Statutes, Florida Administrative Rules and Department policy meeting the minimum requirements as described in Attachment I, Services to be Provided. Services shall also include a Direct Job Placement Program Component as further described in Attachment I, Services to be Provided. Services shall be provided Monday-Friday, eight (8) hours daily (includes travel to and from the location), two hundred fifty (250) days per year. Special events will require occasional weekend or holiday operation. There shall be ten (10) slots in Circuit 6, ten (10) slots in Circuit 9 and fourteen (14) slots in Circuit 13 for a total of maximum total of thirty-four (34) program slots in the Central Region and shall be provided at Provider owned/lease program facility/sites in Circuits 9 and Circuit 13. In Circuit 6, a Department owned/lease facility shall be used program services.
- III. PROCUREMENT OFFICE** Shahin Iranpour, Procurement Manager
Bureau of Procurement and Contract Administration
Florida Department of Juvenile Justice
The Knight Building, Suite 1100
2737 Centerview Drive
Tallahassee, Florida 32399-3100
Telephone: (850) 717-2609
Fax: (850) 414-1625
E-Mail Address: Shahin.iranpour@djj.state.fl.us
- IV. GENERAL INFORMATION**
- A. Calendar of Events
Listed below are the important actions and dates/times by which the actions must be taken or completed. All references to “days” in this document refer to calendar days unless otherwise specified. If the Department finds it necessary to change any of these dates and/or times, the change will be accomplished via an informational notice or addendum and will be posted on the “MyFlorida” website http://www.myflorida.com/apps/vbs/vbs_main_menu. All listed times are local time in Tallahassee, Florida (Eastern Daylight/Standard Time).

DATE	TIME	ACTION	WHERE:
Friday, August 22, 2014	C.O.B.	Release of Solicitation	MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_main_menu
Wednesday, September 3,	2:00 PM EDT	MANDATORY Site Visit (for Department-	See Section IV. C., for site visit information

2014		owned/leased facility in Circuit 6 only)	
Friday, September 5, 2014	4:00 P.M. EDT	Solicitation Conference Question Deadline – Last date and time written questions will be accepted for Discussion at Solicitation Conference.	Send to Shahin.iranpour@djj.state.fl.us
Friday, September 5, 2014	4:00 P.M. EDT	Deadline for Submission of Intent to Attend Solicitation Conference Form (Attachment M).	Send to Shahin.iranpour@djj.state.fl.us
Friday, September 12, 2014	2:00 P.M. EDT	Solicitation Conference/Conference Call (This is a Public Meeting to be held only upon public interest)	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 9911659308# when directed Agenda can be found on MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_main_menu under the solicitation #.
Monday, September 15, 2014	5:00 P.M. EDT	Final date and time deadline written questions will be accepted. Deadline for Submission of Intent to Propose (Attachment N).	Send to Shahin.iranpour@djj.state.fl.us
Friday, September 19, 2014	C.O.B.	Anticipated date that answers to written questions will be posted on the web site	MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_main_menu
Wednesday, September 24, 2014	1:00 PM EDT	Technical Assistance Conference Call (To be held before proposals due)	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter code 9911659308# A recording of the Conference Call will be available at: http://www.djj.state.fl.us/partners/contracting/conference-calls within forty-eight (48) hours after the call has concluded.
Wednesday, October 1, 2014	2:00 P.M. EDT	Proposals Due and Opened	Attention: Shahin Iranpour Department of Juvenile Justice Bureau of Procurement and Contract Administration 2737 Centerview Drive, Suite 1100 Tallahassee, FL 32399-3100

Tuesday, October 7, 2014	10:00 A.M. EDT	Evaluation Team Briefing Conference Call (This meeting is open for public attendance)	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888- 670-3525 and enter code 9911659308# Conference Call will be available at http://www.djj.state.fl.us/partners/contracting/conference-calls within twenty-four (24) hours of Briefing being concluded.
Monday, October 20, 2014	10:00 A.M. EDT	Evaluation Team Debriefing Conference Call (This meeting is open for public attendance)	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888- 670-3525 and enter code 9911659308# Conference Call will be available at http://www.djj.state.fl.us/partners/contracting/conference-calls within twenty-four (24) hours of Debriefing being concluded.
Wednesday, November 5, 2014	C.O.B.	Anticipated Date of Posting of Notice of Agency Decision	MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_main_menu
Wednesday, November 12, 2014	2:00 PM EST	Final Site Inspection(s) for Providers Owned/Leased Facilities/Program Proposed Sites in Circuits 9 and 13.	The Department, may, at its sole discretion inspect the Providers Owned/Leased Facilities/ Program Sites in Circuits 9 and 13.
Thursday, January 1, 2015		Anticipated Contract Start Date	

- B. Time, Date and Place Proposals are Due
Proposals must be received **NO LATER** than the date and time specified in the Calendar of Events (Attachment B, Section IV. A.), and submitted to the Department of Juvenile Justice (Department or DJJ) at the address identified in Section III.
Caution: A proposal received at the designated office after the exact time specified will not be considered, as specified by Attachment A.
- C. Site Visit: There is a **Mandatory** site visit for this solicitation at the facility located in Circuit 6.
Site Visit (Department Owned/Leased) Site Inspection
- Department Owned/Leased Site in Circuit 6 (MANDATORY):
Attendance at the Circuit 6 Site Visit is a **MANDATORY** requirement. The program in Circuit 6 shall operate from a Department/State-owned/leased facility located at **955 26th Street, South, St. Petersburg, FL 33712**. The site visit will be held at the facility at the date and time specified in the Calendar of Events (Section IV. A.). 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 prospective Provider should direct those questions to the Procurement Officer named in Section III above.
 - Provider Owned/Lease Sites in Circuits 9 and 13 (Attachment L-MANDATORY)

If the Respondent is proposing services at their owned/leased facilities in Circuits 9 and 13, the Respondent must complete the Attachment L, Requirements Certifications/Attestations (for Provider Proposed Owned/Leased Facility). Site Visit Inspections for Provider Owned/Leased Facilities will be held by the Department as per Attachment L.

- D. The Department reserves the right to modify non-material terms of the RFP prior to execution of the Contract resulting from this RFP, when such modification is determined to be in the best interest of the State of Florida.

E. Solicitation Conference

The Department may conduct a solicitation conference on the date and at the time specified in the Calendar of Events. The purpose of the conference is to discuss the contents of the solicitation and proposers' questions and clarify areas of misunderstanding or ambiguity.

If no interest in the solicitation conference is indicated by prospective Providers, the Department has the option of cancelling the conference by placing a notice of cancellation of the conference on the MyFlorida.com website at http://www.myflorida.com/apps/vbs/vbs_main_menu under the solicitation number. If the conference is cancelled, questions and answers will be posted in the form of an addendum on or before the date specified in the Calendar of Events. Prospective Providers interested in the Solicitation Conference shall take note of the following:

1. Notice of "Intent to Attend Solicitation Conference": Prospective Providers interested in participating in a solicitation conference are encouraged to submit a notice of "Intent to Attend Solicitation Conference" (Attachment M to this RFP) by the date and time specified in the Calendar of Events to the Procurement Manager by fax or e-mail. This is not a mandatory requirement.
2. Questions for Solicitation Conference: Questions for verbal discussion at the solicitation conference shall be submitted in writing and sent to the Procurement Manager at, Shahin.iranpour@dji.state.fl.us or by mail or facsimile (850/414-1625) and shall be received by the date specified for Solicitation Conference Questions in the Calendar of Events (Attachment B, Section IV. A.). The intent of this deadline is to provide the Department sufficient time to prepare answers for discussion at the conference.
3. Agenda: An Agenda with questions submitted to date by prospective Providers will be posted on the MyFlorida.com website at http://www.myflorida.com/apps/vbs/vbs_main_menu under the solicitation number no less than twenty-four (24) hours (One (1) business day) prior to the meeting time.
4. Conference Call: At the scheduled time of the conference call, prospective Providers shall contact the Bureau of Procurement and Contract Administration at the number listed in the Calendar of Events.
5. Final Questions/Inquiries: Final questions after the solicitation conference, or any other inquiries regarding the solicitation, shall be submitted in writing and sent to the Procurement Manager at or by mail or facsimile and shall be received by the date specified for Final Deadline for Questions in the Calendar of Events (Attachment B, Section IV. A.). The Department will not accept questions on this solicitation after close of business on the date specified for Final Deadline for Questions in the Calendar of Events. The prospective Provider is responsible for ensuring that the Procurement Manager receives the inquiry.
6. Non-Binding Communication: The Department will accept verbal questions during the Solicitation Conference and will make a reasonable effort to provide answers at that time. Impromptu questions will be permitted and spontaneous answers provided; however, the Department will issue written answers ONLY to questions subsequently submitted in writing as indicated in Attachment B, Section VII. Any information communicated through oral communication shall not be binding on the Department and shall not be relied upon by any prospective Provider. Questions shall be submitted in writing in accordance with the deadline for questions in the Calendar of Events. .
7. Department's Official Answer to Questions: The Department's official response to all written questions will be posted at

http://www.myflorida.com/apps/vbs/vbs_main_menu as an addendum to this solicitation on or about the date specified in the Calendar of Events (Section IV. A.).

- F. Technical Assistance (TA) Conference Call
The Department will conduct a Technical Assistance conference call at the date and time specified in the Calendar of Events. The purpose of the call is for the Department's Procurement Manager for this RFP to review all of the mandatory criteria and submission requirements with Respondent's before the proposals are due. This call will provide a "verbal checklist" for Respondents. The Department will accept verbal questions during the TA Conference Call and will make a reasonable effort to provide answers at that time; however, questions will only be taken and answered related to the General Instructions for Preparation of the Proposal (see Attachment B, Section XVIII.) No questions will be answered related to the programmatic requirements of the RFP. Any information communicated through oral communication shall not be binding on the Department
- G.. Evaluator Briefing Session
The Department will hold an Evaluator Briefing Session at the date and time specified in the Calendar of Events. The purpose of the Evaluator Briefing Session is to ensure that evaluators fully understand the solicitation requirements and the evaluation and scoring process. This meeting is open for public attendance. A recording of the call will be available on the Department's website (<http://www.djj.state.fl.us/Providers/contracts/conference-calls/index.html>) within forty-eight (48) hours of the date listed on the Calendar of Events.
- H. Evaluator Debriefing Session
The Department will hold an Evaluator Debriefing Session at the date and time specified in the Calendar of Events. The purpose of the Debriefing Session is to allow evaluators an opportunity to discuss the merits of the proposals, including strengths and weaknesses, and identify and review any information that may have been overlooked during independent review. No scores will be discussed or recorded during the debriefing. A recording of the call will be available on the Department's website (<http://www.djj.state.fl.us/Providers/contracts/conference-calls/index.html>) within forty-eight (48) hours of the date listed on the Calendar of Events.
- I. On or about the date specified in the Calendar of Events (Attachment B, Section IV.A.), the Department's Notice of Agency Decision will be posted on the "MyFlorida" website http://www.myflorida.com/apps/vbs/vbs_main_menu. Click on "Search Advertisements," and use the drop down list under Advertisement Type and select Agency Decision, then, under Agency, select the Department of Juvenile Justice. Click "Initiate Search," select the RFP and double click on the RFP number. Call the Department's Procurement Manager at the telephone number listed in Attachment B, Section III., with any questions regarding accessing the website.
- J. At every meeting subject to the Sunshine Law which relates to this procurement, the public shall be given reasonable opportunity to be heard.

V. MANDATORY REQUIREMENTS

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

- A. It is **MANDATORY** that the prospective Provider submits its proposal within the time frame specified in the Calendar of Events (Attachment B, Section IV. A.).
- B. It is **MANDATORY** that the Bidder sign and submit under Volume 1, Tab 2, the **Attachment C (Certificate of Experience)** that includes a statement certifying that the prospective Provider has experience relevant to the provision of vocational services on behalf of children and/or adolescent youth, or similar services sought as specified in Attachment I, Services to be Provided. If the Provider is a current Provider in good standing providing the same or similar services to DJJ and has provided these services for at least the last six (6) consecutive months from the date of RFP issuance, the Provider shall be responsible for identifying on Attachment C where these services are currently being provided. If the Provider is not a current Provider of the same or similar services to DJJ but has provided these services to DJJ within the last two (2) years from

the date of RFP issuance, the Provider shall identify on Attachment C where these services to DJJ were previously provided. For the purposes of this RFP, a Provider is considered in good standing if they are not under cure, or in danger of defaulting on the current Contract.

- C. It is **MANDATORY** that the prospective Provider shall provide a price for the services by returning a completed and signed copy of the Department's **Attachment J (Price Sheet.)** The price must include all services, material and labor necessary to complete the Services to be Provided as outlined in Attachment I and described in this RFP and the prospective Provider's proposal. This price shall be expressed as two (2) decimal number prices.
- D. It is **MANDATORY** that the prospective Provider provides financial documentation, as described in section XX.G.3. of this RFP, that is sufficient to demonstrate its financial viability to perform the Contract resulting from this RFP. Documentation is reviewed on a pass/fail basis. If the prospective Provider fails to pass the option they selected, the proposal shall be rejected as non-responsive and not evaluated further.
- E. It is **MANDATORY** that the Respondent sign and submit in Volume 1, Tab 1, Attachment L, "Facility/Site Requirements Certification and Attestation," with attachments and letters as required for Department Owned/Leased Sites in Circuit 9 and 13.
AND
- F. It is **MANDATORY** that the Respondent attend the site visit at the Department owned/leased site in Circuit 6 at the date and time scheduled in the Calendar of Events.

VI. SOLICITATION INFORMATION

- A. The term "Provider" refers to:
 - 1. "Provider" is defined to also include: any and all subsidiaries of the prospective Provider where the prospective Provider owns 80% or more of the common stock of the subsidiary; the parent corporation of the prospective Provider where the parent owns 80% or more of the common stock of the prospective Provider; and any and all subsidiaries of the parent corporation of the prospective Provider where the parent owns 80% of the common stock of the prospective Provider and the parent's subsidiaries.
 - 2. For all other purposes, the definition shall be as specified in Attachment A, 1.
- B. For the purposes of the Dun & Bradstreet SQR (if applicable): the proposing entity ("Provider") named in the Transmittal Letter and the DUNS number listed there must match the company name and DUNS number listed on the D & B SQR.
- C. **NO ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.** Respondents shall submit the following:
 - 1. 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 eight (8) copies of the Respondent's Volume 1 response;
 - 2. An original (which shall also be identified as "Original" on the cover and shall bear an original signature(s) on Attachment J – Price Sheet) and two (2) copies of the Respondent's Volume 2 response; AND
 - 3. A CD-ROM that contains the complete response (Volumes 1 and 2) saved in Microsoft Word, Excel, and/or PowerPoint. It is the intention of the Department to use the CD-ROM for purposes of electronic storage of the submission, and therefore it must contain the complete response, with the exception of original signatures.
 - 4. Use of legible reproductions of signed originals is authorized for all copies of the response unless specifically noted.
 - 5. See instructions for response preparation in Attachment B, Section XIX and submittal information in Attachment B, Section III.
 - 6. Evaluation and review of the response will be based solely on information and documents submitted in the copies of Volumes 1 and 2, unless otherwise indicated in the RFP.
 - 7. All dates in this procurement, and other RFP requirements, are subject to change. Modifications of the schedule or changes to the RFP shall be provided through addendum or informational notice, and posted on the website identified

above. Prospective Providers are responsible for checking the website for any changes.

VII. PROSPECTIVE PROVIDER QUESTIONS

INFORMATION WILL NOT BE AVAILABLE ORALLY. All inquiries shall be in writing and be sent to the Procurement Manager at Shahin.iranpour@djj.state.fl.us, or by mail or by facsimile (850-414-1625) and shall be received by the date specified in the Calendar of Events (Section IV. A.). The prospective Provider is responsible for ensuring that the Procurement Manager received the inquiry. The Department will not take any further questions on this RFP after close of business that day. The Department's responses to questions will be posted at http://www.myflorida.com/apps/vbs/vbs_main_menu as an addendum to this RFP on or about the date specified in the Calendar of Events (Section IV. A.). Any information communicated through oral communication shall not be binding on the Department and shall not be relied upon by any prospective Provider. 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 response.

VIII. NUMBER OF AWARDS

The Department anticipates the issuance of one (1) Contract as a result of this solicitation.

IX. FAILURE TO EXECUTE CONTRACT

In the event no protest is filed within the prescribed timeframe, the Department will commence preparation of the Contract with the intended Provider. If, for any reason, the intended Provider fails to execute a contract within fifteen (15) consecutive calendar days after a contract has been presented to it for signature, or if the Department determines that the Provider 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 prospective Provider without posting of an additional Notice of Agency Decision or Addendum; (2) reject all proposals and re-advertise the RFP; or (3) reject all proposals. If the Department and the second ranked prospective Provider fail to execute a contract, the Department may (1) attempt to contract with the next ranked prospective Provider sequentially until a prospective Provider willing to execute a contract is found without posting of an additional Notice of Agency Decision or Addendum; (2) reject all proposals and re-advertise the RFP; or (3) reject all proposals.

X. VENDOR REGISTRATION

Prior to entering into a contract with the Department, the selected Provider(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, 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, you will need the following information:

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

- G. State-issued sequence number - available from DMS by faxing a request on company letterhead to 850-414-8331.

XI. CONTRACT PERIOD AND RENEWAL

The Contract is expected to begin on **January 1, 2015** and shall end at 11:59 P.M. on **December 31, 2019**. The Department may renew this Contract upon the same terms and conditions.

XII. TYPE OF CONTRACT CONTEMPLATED

A fixed price contract is anticipated from this solicitation. A copy of a sample contract containing all required terms and conditions is included as Attachment G.

XIII. DESIGNATION OF CONTRACT UNDER THE FLORIDA SINGLE AUDIT ACT

- A. All contracts with the Department are classified as either Recipient/Sub-Recipient, FSAA Exempt, or Vendor contracts. It is the Department's determination that this Contract is a Vendor contract, pursuant to Section 215.97, Florida Statutes.
- B. Statutory and rule requirements for the Provider for both types of contract are specified in Attachment G, Sample Contract, Section VI. FINANCIAL AND TRANSACTIONS AUDIT REQUIREMENTS.

XIV. MAXIMUM ANNUAL CONTRACT DOLLAR AMOUNT PER CIRCUIT

Service Type	Number of Slots	Payment Days Annually	Maximum Available Annual Payment
Vocational Services	34 Slots	250 days annually	\$586,251.20

Annual Maximum Contract Dollar Amount	\$586,251.20
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The Maximum Contract Dollar Amount will be the Annual Maximum Contract Dollar Amount multiplied by the number of years in the initial term of the Contract. For terms of less than one (1) year, the amount will be pro-rated.

IT IS A MANDATORY REQUIREMENT THAT THE ANNUAL CONTRACT DOLLAR AMOUNT PROPOSED ON ATTACHMENT J IS AT OR BELOW THE ANNUAL MAXIMUM CONTRACT DOLLAR AMOUNT STATED IN THE RFP. SEE ATTACHMENT B, SECTION V. C.

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:
- failure to submit a Corrective Action Plan (CAP) within thirty (30) calendar days of the Monitoring Visit;
 - failure to implement the CAP for identified deficiencies within the specified time frame(s);
 - and/or upon further failure to make acceptable progress in correcting deficiencies as outlined in the CAP within specified timeframes.
- 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 slots X per diem rate X 1.0% = 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 Provider. 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 Contract Manager shall deduct the amount of financial consequences imposed from the Provider's next monthly invoice as specified in the written notification.
- D. If the Provider has a grievance concerning the imposition of financial consequences for noncompliance, the Provider shall follow the dispute process that is outlined in Section U (Dispute Resolution) of the resulting Contract, outlining any extenuating circumstances that prevented them from correcting the deficiency (ies).

XVI. OPTIONS

The Department reserves the right to exercise the option below in the event the Department's needs change:

Option for Changes in Contract Services

The Department has the option to modify the resulting Contract, including adding, reducing, or deleting services during the Contract term. The optioned services may not commence before execution of an amendment. Delivery of changed services shall be upon the terms, conditions, and rate agreed in the exercise of the options of the resulting Contract.

XVII. SUBCONTRACTING

The prospective Provider shall not subcontract, assign, or transfer any of the services sought under this RFP, without the prior written consent of the Department.

The Department supports diversity in its Procurement Program and requests that prospective Providers use all subcontracting opportunities afforded by this solicitation to embrace diversity. The award of subcontracts by prospective Providers should reflect the full diversity of the citizens of the State of Florida. The Office of Supplier Diversity (OSD) website <http://osd.dms.state.fl.us/> includes a list of Certified Minority Business Enterprises (CMBEs) that could be offered utilization opportunities.

XVIII. FAITH-BASED NON-DISCRIMINATION CLAUSE

Pursuant to section 985.601(3)(b), 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 Providers of services to juveniles.

XIX. ELABORATE PROPOSALS

It is not necessary to prepare proposals using elaborate brochures and artwork, expensive paper and bindings, or other expensive visual presentation aids. Proposals should be prepared in accordance with the instructions herein. The Department is not responsible for and, therefore, shall not reimburse any costs incurred in the preparation or submission of the proposal submitted in response to this RFP. The Department shall be liable for payment only as provided in a fully executed contract.

XX. GENERAL INSTRUCTIONS FOR PREPARATION OF THE PROPOSAL

The instructions for this RFP have been designed to help ensure that all proposals are reviewed and evaluated in a consistent manner, as well as to minimize costs and response time. INFORMATION SUBMITTED IN VARIANCE WITH THESE INSTRUCTIONS MAY NOT BE REVIEWED OR EVALUATED. All proposals must detail the services that will be delivered, the expected results and the recommended performance measures and contain the sections outlined below. Those sections are called "Tabs." A "Tab", as used here, is a section separator, offset and labeled, (Example: "Tab 1, Transmittal Letter"), so that each evaluator can easily turn to "Tabbed" sections during the evaluation process. Failure to have all copies properly "tabbed" makes it much more difficult for the Department to evaluate the proposal. Failure of the prospective Provider to provide any of the information required in the hard copy of either Volume 1 (the Technical Proposal) and Volume 2 (the Financial Proposal) portions of the RFP proposal shall result in no points being awarded for that element of the evaluation/review.

The proposal shall consist of the following parts:

A. Transmittal Letter – Volume 1, Tab 1

The proposal must contain a fully completed transmittal letter that meets the following criteria:

1. Submitted on Provider letterhead.
2. Signed by an individual who has the authority to bind the prospective Provider.
3. Contain the Provider's official name (the company name), address, and telephone number.
4. Contain the name and title of the Provider official who will sign any contract (this individual shall have the authority to bind the prospective Provider and shall be available to be contacted by telephone or attend meetings, as may be appropriate regarding the solicitation).
5. Contain the Provider's Federal Employee Identification Number (including the State of Florida Vendor Sequence Number, if available). If not available, please make that statement, and the Department will collect the information prior to Contract award.
6. Contain the Provider's DUNS Number, if applicable. If not applicable, please make that statement.
7. If the proposing entity is a "DBA" or "Doing Business As", the prospective Provider shall state the reason for it.
8. The transmittal letter must contain this exact statement: "On behalf of (insert Provider's name), this letter certifies that the prospective Provider agrees to all terms and conditions contained in the Request for Proposal for which this proposal is submitted."
9. The transmittal letter must contain this exact statement: "On behalf of (insert Provider's name), this letter certifies that the prospective Provider 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 prospective Provider is unable to certify to any part of this statement, such prospective Provider shall include an explanation in the transmittal letter.
10. The transmittal letter must contain this exact statement: "On behalf of (insert Provider's name), this letter certifies that neither the prospective Provider nor 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."

B. Cross Reference Table - Volume 1, Tab 1

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

C. Certificate of Experience - Volume 1, Tab 2

It is **MANDATORY** that the prospective Provider sign and submit under Tab 2, the Attachment C, "Certificate of Experience" that includes:

1. A statement certifying that the Proposer has experience of at least two (2) years within the last five (5) years relevant to the delivery of vocational services on behalf of children and/or adolescent youth, or similar services sought as specified in Attachment I, Services to be Provided.
2. If the Proposer is a current Provider in good standing providing the same or similar services to DJJ and has provided these services for at least the last six (6) consecutive months from the date of RFP issuance, the Proposer shall be responsible for identifying on Attachment C where these services are currently being provided; or
3. If the Proposer is not a current Provider of the same or similar services to DJJ but has provided these services to DJJ within the last two (2) years from the date

- of RFP issuance, the Proposer shall identify on Attachment C where these services to DJJ were previously provided.
4. The Proposer must submit its history of performance of similar services in other jurisdictions outside of Florida.
 5. For the purposes of this RFP, a Provider is considered in good standing if they are not under cure, or in danger of defaulting on the current Contract.
- D. Drug-Free Workplace Certification – Volume 1, Tab 2
The proposal may contain the Drug-Free Workplace Certification in accordance with section 287.087, Florida Statutes (if desired by the Provider) 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/providers/contracts/index.html>. The Tie-Breaking Guidelines are attached to this solicitation as Attachment I.
- E. Client Reference Form(s) – Volume 1, Tab 2
The Bidder must submit three Attachment E's (Client Reference Form) which have been independently completed by clients for whom the Bidder has performed the same or similar services as specified in Attachment I, Services to be Provided. These are part of the technical response, and are required in order for the proposal to be considered complete.
1. The Attachment E must be completed and submitted by **at least three (3)** previous or current clients for whom the Provider has delivered relevant to the provision of vocational services on behalf of children and/or adolescent youth, or similar services sought as specified in Attachment I, Services to be Provided. Clients are expected to be businesses or other organizations and cannot be parents/guardians, students, or minors.
 2. All Attachment E's must be certified by a notary public.
 3. The Department reserves the right to contact any and all references in the course of this solicitation and make a fitness determination, not subject to review or challenge.
 4. **No electronic submissions or faxes will be accepted for Attachment E (Client Reference Form). Only original, notarized hardcopies submitted within the technical proposal are acceptable.**
- F. Technical Proposal - Volume 1, Tabs 3 – 5
The Technical Proposal (described below in paragraphs one (1)-sixteen (16) shall be prepared in the format listed below utilizing 8.5" x 11" paper with one (1) inch margins top, bottom, and sides. Each prospective Provider shall limit the Technical Proposal's narrative to no more than 60 (sixty) consecutive pages. Pages submitted in excess of the specified limit for the Technical Proposal's narrative will be removed prior to evaluation and will not be evaluated. Any attachments, charts, photos, maps, diagrams, or other resource materials that support the information provided in the Technical Proposal shall be referenced within the Technical Proposal's narrative, included as exhibits or attachments to the Technical Proposal, and presented at the end of the Technical Proposal. Such exhibits or attachments shall not be counted in the 60 (sixty) page limitation established for the Technical Proposal.
The Technical Proposal package shall contain the following sections in the following sequence:
1. Introductory Statement – Volume 1, Tab 3
This section should be an introductory statement of the general strategy and methodology that will be used to achieve the project goals.
 2. Management Capability – Volume 1, Tab 4
 - a. This section shall describe your company's management capability to manage/control the program.
 - b. This section shall describe your organizational structure and provide an organizational chart and leadership staff qualifications that indicate sufficient to perform the services required by this RFP.
 - c. This section shall describe your corporate oversight and support for the program.

- d. This section shall address your program's internal quality improvement process, which is utilized to identify problems and improve processes with the program.
 - f. Management Capability - Department owned or leased facility – Circuit 6 Prospective Providers shall address any relevant issues regarding services in the DJJ-owned facility. It is a **MANDATORY** requirement that prospective Providers attend any site visit scheduled in Circuit 6.
 - g. The prospective Provider shall define the amount of space available if the Department exercises the option of additional units of service. The prospective Provider shall also define its capacity to respond to changes in Contract services.
3. Program Services – Volume 1, Tab 5
This section shall include a detailed description of the prospective Provider's approach to providing the services required by this RFP. The prospective Provider shall explicitly address all Department requirements specified in Attachment I. In addition, the Provider shall provide the documentation as requested and outlined in Attachment O, the Cross Reference Table. PLEASE NOTE THAT IT IS INSUFFICIENT FOR PROPOSALS TO MERELY RECITE OR REITERATE THE SERVICES TO BE PROVIDED.
- G. Financial Proposal (Volume 2)
- 1. Price – Volume 2, Tab 1
 - a. It is **MANDATORY** that the prospective Provider shall provide a price for the services by returning a completed and signed copy of the Department's Attachment J - Price Sheet. The price must include all services, material and labor necessary to complete the Services to be Provided in Attachment I as described in this RFP and the prospective Provider's proposal. This price shall be expressed as two (2) decimal number prices.
 - b. It is **MANDATORY** that the prospective Provider shall submit a completed and signed Attachment J that proposes a maximum Contract dollar amount at or below the maximum Contract dollar amount stated in the RFP.
 - c. The Price Sheet will be scored (see Attachment D).
 - 2. Budget – Volume 2, Tab 2
 - a. The prospective Provider must complete and submit Attachment H (Budget) in Tab 2 of Volume 2. The Attachment H template is available at: <http://www.djj.state.fl.us/providers/contracts>.
 - 3. Financial Viability Documentation – Volume 2, Tab 2
 - a. It is **MANDATORY** that the prospective Provider submit financial documentation for either **Option # 1** or **Option # 2** outlined below, to allow the Department to sufficiently determine financial viability of the Provider to perform the Contract resulting from this RFP. Failure to provide either option will result in disqualification of the response.
 - 1) Option #1: - D & B Supplier Qualifier Report
If selecting this option, the prospective Provider shall submit a copy of the Dun & Bradstreet Supplier Qualifier Report reflecting an SER rating dated within 60 days of the release of this RFP. The prospective Provider's company name and DUNS Number must match the company name and DUNS number on the SQR. The prospective Provider may request the report from D&B at: <http://www.djj.state.fl.us/providers/contracts/index.html>. Click "Attachment I – Supplier Qualifier Report Request" and follow the directions there. The prospective Provider shall pay D&B to send the Supplier Qualifier Report (SQR) to the prospective Provider and the Department through electronic means. The cost of the preparation of the D&B report shall be the responsibility of the prospective Provider. In addition, it is the duty of the prospective Provider 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. Prospective Providers are advised to allow sufficient time before the proposal due date for the D&B processing.

OR

2) Option #2: Financial Audits

If selecting this option, the prospective Provider 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 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 16 months from the issue date of the RFP, the Provider must provide compiled financial statements in accordance with SSARS, with a balance sheet date no earlier than 6 months from the date of the RFP, along with the most recently issued or reviewed financial statements, with a balance sheet date no earlier than 24 months of the issue date of the RFP. 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 prospective Provider's management, its board of directors or the audit committee; and
- h) If the prospective Provider 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 prospective Provider is a sole proprietor or non-corporate entity, the prospective Provider 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 response disqualification.

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 prospective Provider is a privately held corporation or other business entity whose financial statements ARE audited, such audited statements shall be provided.

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

If a prospective Provider submits a financial audit which is determined to have passed the financial viability criteria, the Department's Bureau of Contracts will provide a letter to the Provider that can be submitted in lieu of resubmitting financial audits/financial documentation in a future procurement, as long as the future RFP's due date is within 12 months of the Provider's last audited financial statement.

b. Mailing Label

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

<p>DJJ SOLICITATION # <u>RFP 10194</u></p> <p><u>DATE DUE Wednesday, October 1, 2014 TIME 2:00 P.M EDT</u></p> <p>ENVELOPE/BOX # _____ OF _____ ENVELOPE(S)/BOX(ES)</p> <p>Florida Department of Juvenile Justice Attn: Bureau of Procurement and Contract Administration Shahin Iranpour, Procurement Manager 2737 Centerview Drive, Suite 1100 Tallahassee, FL 32399-3100</p>

XXI. ADDITIONAL REQUIREMENTS FOR RESPONDENTS SELECTED FOR CONTRACT AWARD

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

- A. Answers to One Florida Initiative Questions (page two (2) of RFP);
- B. Provider's State of Florida Vendor Sequence Number; and

- C. The name, title, address, telephone number, and e-mail address of the prospective Provider's Contract Manager. Note: this is not DJJ's assigned contract manager.

**ATTACHMENT C
CERTIFICATE OF EXPERIENCE
(TO BE COMPLETED BY PROSPECTIVE PROVIDER)
RFP #10194**

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

COMPANY NAME: _____

DATE ESTBLISHED: _____

PRIMARY BUSINESS: _____

TOTAL NUMBER OF EMPLOYEES: _____

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

NUMBER OF YEARS PROVIDING VOCATIONAL SERVICES TO CHILDREN AND ADOLESCENTS SIMILAR TO SERVICES AS OUTLINED IN THE SCOPE OF SERVICES (PUBLIC OR PRIVATE):

LIST ENTITIES FOR WHO THE COMPANY HAS PROVIDED VOCATIONAL SERVICES FOR CHILDREN AND/OR ADOLESCENT YOUTH SIMILAR TO SERVICES AS DESCRIBED IN THE RFP:

IF SERVICES PROVIDED TO DJJ

A. THIS SECTION IS TO BE COMPLETED BY BIDDERS CURRENTLY PROVIDING VOCATIONAL SERVICES FOR CHILDREN AND/OR ADOLESCENT YOUTH AS DESCRIBED IN THE RFP TO DJJ FOR AT LEAST THE LAST SIX (6) CONSECUTIVE MONTHS:

CURRENT DJJ CONTRACT NUMBER PROVIDING SERVICES: _____

DATE SERVICES BEGAN FOR THE ABOVE CONTRACT: _____

B. THIS SECTION IS TO BE COMPLETED BY BIDDERS WHO PROVIDED VOCATIONAL SERVICES FOR CHILDREN AND/OR ADOLESCENT YOUTH AS DESCRIBED IN THE RFP TO DJJ WITHIN THE LAST TWO (2) YEARS FROM THE DATE OF RFP ISSUANCE:

PREVIOUS DJJ CONTRACT NUMBER THAT PROVIDED SERVICES: _____

DATE SERVICES BEGAN FOR THE ABOVE CONTRACT: _____

DATE SERVICES ENDED FOR THE ABOVE CONTRACT: _____

I, _____, CERTIFY THAT THE PROPOSER KNOWN AS _____ HAS AT LEAST _____ YEARS EXPERIENCE RELEVANT TO THE PROVISION OF VOCATIONAL SERVICES FOR CHILDREN AND/OR ADOLESCENT YOUTH SIMILAR TO SERVICES AS OUTLINED IN THE RFP AND/OR IS PROVIDING OR HAS PROVIDED SERVICES TO DJJ AS IDENTIFIED ABOVE.

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

**ATTACHMENT D
EVALUATION CRITERIA**

PROPOSAL SECTION	SECTION TITLE	MAXIMUM POSSIBLE POINTS PER SECTION
A.	<u>Transmittal Letter</u>	0
B.	<u>Technical Proposal – Volume 1</u>	
	1. Introductory Statement	0
	2. Management Capability	120
	3. Program Services	1180
C.	<u>Financial Proposal – Volume 2</u>	
	1. Price (as stated in Attachment J)	200
	<i>TOTAL MAXIMUM POINTS AVAILABLE</i>	1500

EVALUATION CRITERIA

THIS RFP CONTAINS MANDATORY REQUIREMENTS THAT ARE SPECIFIED IN ATTACHMENT B, SECTION V. FAILURE TO MEET THESE REQUIREMENTS WILL RESULT IN A PROPOSAL NOT BEING EVALUATED AND REJECTED AS NON-RESPONSIVE. NO POINTS WILL BE AWARDED FOR MEETING MANDATORY REQUIREMENTS. ALL EVALUATION AND REVIEW OF THE PROSPECTIVE PROVIDER'S PROPOSAL WILL BE BASED SOLELY ON THE HARD COPIES OF VOLUMES 1, AND 2 UNLESS OTHERWISE NOTED IN THIS RFP.

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

- A. Transmittal Letter
Proposals will be rejected as non-responsive if a transmittal letter is not drafted, signed and submitted by an authorized representative of the Respondent and contain the information required by Attachment B, Section XX. A. This is a **MANDATORY** requirement (see Attachment B, Section V.) of the RFP; however, no points will be awarded.
- B. Technical Proposal
- The Management Capability and Program Services sections will be evaluated by a minimum of three Department employees serving as evaluators. They will independently score these sections based on the requirements of the RFP on a 0-5 scale. The assignment of points by each evaluator will be based upon the following description of each score:

Use the following rating scores to rate the evaluation question:		AWARD CRITERIA
RATING	SCORE	EVALUATION DESCRIPTION
Excellent	5	The proposal exceeds all technical specifications and requirements for the service component specified. The approach is innovative, comprehensive, and complete in every detail.
Very Good	4	The proposal meets all technical specifications and requirements for the component specified. The approach is comprehensive and complete in every detail. The proposal approach contains some innovative details for some of the components specified.

Adequate	3	The proposal meets all technical specifications and requirements for the component specified.
Poor	2	The proposal does not meet all technical specifications and requirements for the component specified, or it demonstrates minimum understanding of the requirements for the component specified.
Unsatisfactory	1	The proposal fails to demonstrate the Provider's understanding of the requirements for the component specified or the ability to provide the service.
Not Addressed	0	The Provider's proposal does not address the service component(s) specified, or the evaluator is not able to locate the information in the Provider's proposal.

2. Evaluators will score proposals based on the information provided in the response to the criteria outlined in section XIX.D.2. and Attachment P.

C. Financial Proposal

1. Price Evaluation Criteria

- a. The score for price will be based upon the lowest "Annual Maximum Contract Dollar Amount" submitted on Attachment J by all prospective Providers. The total available points for price is two hundred (200) points. Therefore, the prospective Provider who submits the lowest Annual Maximum Contract Dollar Amount shall receive two hundred (200) points. Total price for the purposes of evaluation shall be the Annual Maximum Contract Dollar Amount multiplied by the term of the Contract. All others will receive a score that is equal to two hundred (200) points minus the percentage difference above the lowest proposal. For example, if the second lowest proposal is 10% higher than the lowest proposal, the second prospective Provider will receive a score of one hundred eighty (180) points (i.e., two hundred (200) points minus 10% of 200 [or 20 points] equals one hundred eighty (180) points).
- b. It is **MANDATORY** that the prospective Provider submit a completed and signed Attachment J that proposes an Annual Maximum Contract Dollar Amount at or below the Annual Maximum Contract Dollar Amount stated in the RFP. Any proposal without a completed and signed Attachment J or with a proposed Annual Maximum Contract Dollar Amount exceeding the Annual Maximum Contract Dollar Amount shall be rejected.

2. Financial Viability Criteria:

- a. It is **MANDATORY** that the prospective Provider provide financial documentation, as described in section XX.E.2. of this RFP, that is sufficient to demonstrate its financial viability to perform the Contract resulting from this RFP. Documentation is reviewed on a pass/fail basis. If the prospective Provider fails to pass the option they selected, the proposal shall be rejected as non-responsive and not evaluated further.
- b. Based on the option elected by the prospective Provider the Department will utilize one of the following criteria to determine financial viability to perform a contract resulting from this RFP:
- 1) Option #1 D & B Supplier Evaluation Risk (SER) Evaluation Criteria
Dunn & Bradstreet Supplier Evaluation Risk (SER) score must be ≤ 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 Prospective Provider.
 - 2) Option #2 Financial Audit Documentation Criteria
A Certified Public Accountant (CPA) employed by DJJ will review the Provider's financial documentation and assess all of following

criteria. At least two of the following four minimum acceptable standards shall be met, one of which must be item 3) or 4) below:

- a) Current ratio: $\geq 1.0:1$ or (1.0)
Computation: $\text{Total current assets} \div \text{total current liabilities}$
- b) Debt to tangible net worth: $\leq 6:1$
Computation: $\text{Total liabilities} \div \text{tangible net worth (net worth minus intangible assets)}$
- c) Minimum existing sales: \geq the maximum annual contract dollar amount as stated in this RFP which is defined as \$586,251.20.
- d) Total equity: $\geq 10\%$ of minimum sales or revenue as determined in 3. Above.

D. Program Facility/Site Inspection for Circuits 9 and 13

The Department has the option to conduct program facility/site inspection(s) with the highest ranking proposed provider prior to posting the Final Agency Decision, to ensure that the proposed provider's site(s) meets all requirements of the Department and the RFP. Proposed provider's site(s)/facility(ties) shall meet all requirements to the satisfaction of the Department, as determined by the Department.

The proposed provider shall be given advance notice by telephone of the specific date for the site inspection. Reasonable attempts will be made to contact the proposed provider between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, no less than twenty-four (24) hours prior to the visit. Therefore, it is the responsibility of proposed provider 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 bidder ten (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 (10) days of receipt of the report of site inspection results may result in rejection of highest ranking proposed provider as non-responsive and the Department will award to the second highest ranking proposed provider. The Department must approve proposed sites/facilities prior to posting the Final Agency Decision for the RFP.

ATTACHMENT E
CLIENT REFERENCE FORM
RFP #10194

(THIS FORM MUST BE COMPLETED BY THE PERSON GIVING THE REFERENCE, NOT THE PROSPECTIVE PROVIDER AND MUST BE CERTIFIED BY A NOTARY PUBLIC)

THE COMPLETED AND SIGNED FORM SHALL BE SUBMITTED WITH THE PROPOSAL UNDER VOLUME 1, TAB 2.

Note: No electronic submissions or faxes will be accepted for Attachment E (Client Reference Form). Only original, notarized hardcopies submitted within the technical proposal are acceptable.

THIS REFERENCE IS FOR: _____

NAME OF PERSON PROVIDING REFERENCE: _____

TITLE OF PERSON PROVIDING REFERENCE: _____

FIRM OR BUSINESS NAME: _____

OFFICE TELEPHONE NUMBER: _____ OFFICE E-MAIL _____

ADDRESS _____

1. What Services did this provider perform for you and over what time period?

2. Did you have any specific concerns about this Provider?

3. Did this entity act as a primary Provider, or as a subcontractor? If a Subcontractor, then whom? Did the Provider/subcontractor demonstrate the ability to provide vocational services for children and/or adolescent youth as outlined in the RFP? If no, please describe any problems.

4. Please identify the number of years that the entity provided vocational services for children and/or adolescent youth as outlined in the RFP.

5. Did the Provider demonstrate the ability to provide direct job placement services for children and/or adolescent youth similar to services as outlined in the RFP? If no, please describe any problems.

6. Did the Provider demonstrate the ability to provide highly qualified staff, with experience in providing vocational services to children and adolescent youth as outlined in the RFP?

7. Would you award another Contract to this Provider or would you work cooperatively with the Provider on another project?

8. Please make any additional comments here.

PLEASE SIGN BELOW AND HAVE THIS FORM CERTIFIED BY A NOTARY PUBLIC.

Signed by: _____

Being duly sworn deposes and says that the information contained herein is true and accurate.

Subscribed and sworn before me this _____ day of _____ 2014.

Notary Public: _____

My Commission Expires: _____

State of Commission: _____

**ATTACHMENT G
SAMPLE CONTRACT**

**THIS DOCUMENT IS AVAILABLE ONLINE AT THE WEBSITE PROVIDED ON PAGE ONE (1) OF
THIS RFP.**

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

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

ATTACHMENT J - PRICE SHEET

SERVICE TYPE	NUMBER OF YOUTH/ SLOTS	PER DIEM PAYMENT WILL BE FOR FILLED SLOTS ONLY (per diem may only be extended to 2 decimal places)	PAYMENT DAYS	MAXIMUM PAYMENT (NUMBER OF YOUTH X FILLED SLOTS PER DIEM X PAYMENT DAYS)
Vocational Services	34 Slots	1) \$	250	2) \$
*PROPOSED MAXIMUM ANNUAL CONTRACT DOLLAR AMOUNT				3) \$
<i>NOTE: IT IS MANDATORY THAT THE ANNUAL MAXIMUM CONTRACT DOLLAR AMOUNT PROPOSED DOES NOT EXCEED THE ANNUAL MAXIMUM CONTRACT DOLLAR AMOUNT (\$586,251.20) STATED IN THE RFP. IF IT DOES, THE PROVIDER'S PROPOSAL WILL NOT BE EVALUATED.</i>				

INSTRUCTIONS:

On the table above, prospective Providers shall complete the following:

- 1) Filled Slot per diem Rate amount (use a 2 decimal place number only)
- 2) "Proposed annual maximum Contract dollar amount"
- 3) Total amount for annual maximum payment multiplied by # of years of initial contract term.

THE ANNUAL CONTRACT DOLLAR AMOUNT STATED ON THIS SHEET (ATTACHMENT J) WILL BE USED FOR DETERMINATION OF POINTS AWARDED TO THE PROSPECTIVE PROVIDER.

******THE TOTAL ANNUAL CONTRACT DOLLAR AMOUNT (5 year term) WILL BE MULTIPLIED BY THE NUMBER OF YEARS IN THE INITIAL TERM OF THE CONTRACT (AS APPLICABLE) TERMS OF LESS THAN ONE YEAR SHALL BE PRO-RATED.**

ANY RENEWAL OPTIONS EXERCISED IS AT THE DEPARTMENT'S DISCRETION AND SHALL BE ON THE SAME TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT.

By submission of and signature on this form, the prospective Provider agrees to all terms and conditions of this RFP and commits the proposer to the prices stated.

NAME: _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

E-MAIL ADDRESS: _____

TELEPHONE NUMBER: _____

SIGNATURE: _____ DATE: _____

ATTACHMENT L MANDATORY FORM
SUBMIT ONE FORM FOR EACH OF THE PROPOSED CIRCUIT 9 and 13 LOCATIONS

**FACILITY/SITE REQUIREMENTS CERTIFICATION AND ATTESTATION
FOR PROVIDERS PROPOSING USE OF THE PROVIDER'S OWNED/LEASED FACILITY**

Submission of this form and the required documentation is a **MANDATORY** requirement for Providers proposing use of the Providers Owned/Leased Facility in Circuits 9 and 13. Each item listed below is a program facility/site requirement for the Department of Juvenile Justice. The Provider shall certify, by initialing next to each requirement below, that the proposed facility fully meets or will meet these requirements at the time of proposal submission or will fully meet these requirements prior to the site visit scheduled by the Department as indicated in the RFP Calendar of Events. The Respondent shall also submit the documentation required below and/or requested by the Department.

Please indicate program facility/site status by circling one (**IS/HAS or WILL/HAVE**) status for each of the following requirements listed below and initialing to signify compliance with the requirement and attach the required letters in Rows, 13, 14, and 15.

	Program Facility/Site Requirement	Proposers Initials
1	The proposed facility is/will meet all state, county, and city zoning, permitting and licensing, as well as any other requirements necessary to operate the facility.	
2	The proposed facility is/will be ready to commence program operations prior to the Department scheduled site visit/inspection.	
3	The proposed facility has/will have working electricity in all areas to be used by program participants.	
4	The proposed facility has/will have working air conditioning and will maintain air conditioning in all areas to be used by program participants.	
5	The proposed facility has/will have a working heating system and will maintain heating in all areas to be used by program participants.	
6	The proposed facility has/will have adequate space to accommodate program activities..	
7	The proposed facility has/will have adequate space and facilities to meet bathroom and dining needs for the number of youth proposed to be served.	
8	The proposed facility complies/will comply with all applicable Florida Administrative Code requirements, Rules of the State Fire Marshal, and applicable Uniform Fire Safety Standards found in Chapter 633, Florida Statutes. The proposed facility is in current/or will be in current compliance with the Florida American with Disabilities Accessibility Implementation Act before occupancy.	
9	Reserved	
10	The proposed facility has/will have a written evacuation plan that includes diagrammed evacuation routes covering emergencies such as fire, natural disasters, hurricanes, and other severe weather. This plan is/will be maintained on-site and provided to the Department at the scheduled site visit and to the Department's Contract Manager on an annual basis thereafter.	
11	The proposed facility is/will be accessible to public or other means of transportation.	
12	The proposed building or site is available/will be available and suitable for use for the program to be procured by this RFP, by the anticipated contract start date of services..	
13	The Provider shall attach a letter from the owner or leasing agent of proposed facility or site that the proposed building or site is available/or will be available and is suitable for use for the program to be procured by this RFP. If unable to obtain a letter, a signed affidavit shall be inserted in its place attesting to the attempt to obtain the letter, and signed by the person who signs Attachment J. If only an affidavit is submitted and provider is determined to be the highest ranking proposed Provider, prior to notice of intended award, the Procurement Manager shall request and the Provider shall submit, within ten (10) working days of request date, a letter from facility owner/leasing agent indicating the proposed facility/site is available for services by the anticipated contract start date.	
14	The Provider shall attach a letter from the local government(s) that the facility or site complies with any specified comprehensive plan, zoning codes, ordinances and other	

	requirements. If the Respondent is unable to obtain a letter, a signed affidavit shall be inserted in its place attesting to the attempt to obtain the letter, and signed by the person who signs the transmittal letter. If only an affidavit is submitted and provider is determined to be the highest ranking proposed Provider, prior to notice of intended award, the Procurement Manager shall request and the Provider shall submit, within ten (10) working days of request date, a letter from the local government indicating the proposed facility/site complies with any specified local comprehensive plan, zoning codes, ordinances and other requirements for transitional housing services..	
15	The Provider shall attach narrative information on how or if the facility or site will be renovated , maintained or otherwise made suitable for the Department for this program and provide a timeline for any renovations. If no changes are anticipated, the Provider shall so state.	

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

ATTESTATION: I, _____, certify, as the Proposer, that I understand and agree that the contracted or proposed facility for the Circuits indicated for this RFP shall meet all of the facility and/or site requirements as outlined in this RFP. The site and/or facility shall meet all requirements to the full satisfaction of the Department, as determined by the Department prior to the posting the Final Agency Decision for the RFP.

Respondent's Signature

Printed Name

Title

Date

Program Facility/Site Inspection

The Department has the option to conduct program facility/site inspection(s) with the highest ranking proposed provider prior to posting the Final Agency Decision, to ensure that the proposed provider's site(s) meets all requirements of the Department and the RFP. Proposed provider's site(s)/facility(ties) shall meet all requirements to the satisfaction of the Department, as determined by the Department.

The proposed provider shall be given advance notice by telephone of the specific date for the site inspection. Reasonable attempts will be made to contact the proposed provider between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, no less than twenty-four (24) hours prior to the visit. Therefore, it is the responsibility of proposed provider 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 bidder ten (10) working days to correct identified

deficiencies. An inspection confirming that all deficiencies have been corrected will then be conducted. Failure to correct deficiencies after ten (10) working days of receipt of the report of site inspection results may result in rejection of highest ranking proposed provider as non-responsible and the Department may award to the second highest ranking proposed provider. The Department must approve proposed sites/facilities prior to posting the Final Agency Decision for the RFP.

ATTACHMENT M

NOTICE OF INTENT TO ATTEND SOLICITATION CONFERENCE
Participation Is NOT Mandatory

(FORM PROVIDED FOR CONVENIENCE ONLY)
(MAY BE SUBMITTED ON COMPANY LETTERHEAD)

This Notice must be received by **NO LATER** than the date and time specified in the Calendar of Events (Section IV. A.), and must be sent to:

Shahin Iranpur, Procurement Manager
 Department of Juvenile Justice
 Bureau of Procurement and Contract Administration
 2737 Centerview Drive, Suite 1100
 Tallahassee, FL 32399-3100
 Phone: (850) 717-2609
 Fax: (850) 414-1625
Shahin.iranpour@djj.state.fl.us

_____ (Insert Prospective Providers full legal name) hereby notifies the Department of Juvenile Justice of the intent to attend the Solicitation Conference Call scheduled no later than the date and time specified in the Calendar of Events (Section IV. A.) of this RFP. If attendance will be through Conference Call, please indicate here _____.	
Authorized Name (Print or Type)	
Title	
Company	
Date	
Company Representing	
Mailing Address	
Telephone	
Email Address	

Any person with a qualified disability shall not be denied equal access and effective communication regarding any proposals/proposal documents or the attendance at any related meeting or proposal opening. If accommodations are needed because of a disability, please contact the Bureau at (850) 413-0708 at least five (5) business days prior to the meeting.

Questions for Solicitation Conference: Questions for oral discussion at the solicitation conference shall be submitted in writing and sent to the Procurement Manager at, Shahin.iranpour@djj.state.fl.us, or by mail or by facsimile (850) 414-1625 and shall be received by the date specified for Solicitation Conference questions in the Calendar of Events (Section IV. A.). The intent of this deadline is to provide the Department sufficient time to prepare answers for discussion at the conference.

Cancellation Option: If no interest in the solicitation conference is indicated by Respondent's, the Department has the option of cancelling the conference and will do so by placing notice of cancellation of the conference on the MyFlorida.com website at http://www.myflorida.com/apps/vbs/vbs_main_menu under the solicitation number. If the conference is cancelled, questions and answers will be posted in the form of an informational notice on the date specified in the Calendar of Events.

ATTACHMENT N

NOTICE OF INTENT TO SUBMIT A PROPOSAL AND INTERESTED PARTIES LISTING (THE SUBMITTAL OF THIS FORM IS NOT A MANDATORY REQUIREMENT.)

**(FORM PROVIDED FOR CONVENIENCE ONLY)
(MAY BE SUBMITTED ON COMPANY LETTERHEAD)**

The Attachment N is not mandatory but is strongly recommended for a Prospective Provider to submit in order to receive courtesy notification of information related to this RFP, and to ensure placement on the DJJ Interested Parties List maintained for this RFP.

This Notice must be received NO LATER than the date and time specified in the Calendar of Events (Section IV. A.), and must be sent to:

Shahin Iranpur, Procurement Manager
Department of Juvenile Justice
Bureau of Procurement and Contract Administration
2737 Centerview Drive, Suite 1100
Tallahassee, FL 32399-3100
Phone: (850) 717-2609
Fax: (850) 414-1625
Shahin.iranpour@djj.state.fl.us

_____ <i>(Insert Prospective Provider's full legal name)</i> hereby notifies the Department of Juvenile Justice of the intent to submit a proposal in response to RFP #10194, for Vocational Services	
Authorized Name (Print or Type)	
Title	
Company	
Date	
Company Representing	
Mailing Address	
Telephone	
Email Address	

ATTACHMENT O

THE COMPLETION OF THIS CROSS REFERENCE TABLE IS A MANDATORY REQUIREMENT

RFP/PROPOSAL CROSS REFERENCE TABLE

RFP DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)			LOCATION IN PROPOSAL (TO BE COMPLETED BY PROSPECTIVE PROVIDER)	
SECTION/PART	SUBJECT	MANDATORY CRITERIA (X FOR YES)	PAGE NUMBERS	SECTIONS/PARTS
	GENERAL PROPOSAL RESPONSE REQUIREMENTS			
PLEASE NOTE: General Proposal Response Requirements that are checked as Mandatory Criteria must be provided by the prospective Provider to be considered responsive to this RFP. Failure to provide the required mandatory documentation will result in a proposal not being evaluated and rejected as non-responsive.				
Attachment B,Section XX B.	Cross Reference Table			
Attachment B, Section IV. A and Section XX A.	Transmittal Letter containing all the information required by Section XIX. A.			
Attachment B,Section XX A.2	Office Name, Address, Telephone Number, Name and Title of Official with authority to bind the Contract.			
Attachment B, Section XX A.5	FEID Number			
Attachment B, Section XX A.6	DUNS Number – if applicable			
Attachment B,Section XX A.	Name, Title, Address, Telephone Number of Contract Manager			
Attachment B,Section XX A.7	D/B/A Doing Business As with Reason for D/B/A. (if applicable)			
Attachment B,Section XX A.8	Statement Provider agrees to all terms and conditions contained in the Request for Proposal for which this proposal is submitted.			
Attachment B, Section XX A.9	Statement Provider meets all Terms and Conditions of Attachment A, including not presently debarred, suspended, or proposed for debarment.			
Attachment	Statement Provider certifies that neither the			

ATTACHMENT O

THE COMPLETION OF THIS CROSS REFERENCE TABLE IS A MANDATORY REQUIREMENT

RFP/PROPOSAL CROSS REFERENCE TABLE

RFP DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)			LOCATION IN PROPOSAL (TO BE COMPLETED BY PROSPECTIVE PROVIDER)	
SECTION/PART	SUBJECT	MANDATORY CRITERIA (X FOR YES)	PAGE NUMBERS	SECTIONS/PARTS
B,Section XX A.10	prospective Provider nor anyone acting on its behalf has 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.”			
Attachment B, Section V.,B. and Section XX. C.	Attachment C: The Provider shall sign and submit under Tab 2, Attachment C, a “Certificate of Experience” that includes a statement certifying that the Proposer has experience of at least two (2) years within the last five (5) years relevant to the provision of Vocational services on behalf of children and/or adolescent youth similar to services outlined in the Scope of Services (Attachment I). If the Proposer is a current Provider in good standing providing the same or similar services for at least the last six (6) consecutive months from the date of RFP issuance, the Proposer shall be responsible for identifying on Attachment C where these services are currently being provided. If the Proposer is not a current Provider of the same or similar services to DJJ but has provided these services to DJJ within the last two (2) years from the date of RFP issuance, the Proposer shall identify on Attachment C where these services to	X		

ATTACHMENT O

THE COMPLETION OF THIS CROSS REFERENCE TABLE IS A MANDATORY REQUIREMENT

RFP/PROPOSAL CROSS REFERENCE TABLE

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	DJJ were previously provided.			
Attachment B., Section XX. E.	<p>1. Attachment E: The Provider shall have signed and submitted a completed Attachment E (CLIENT REFERENCE FORM) The Attachment E must be completed and submitted by at least three (3) previous or current clients for whom the Provider has delivered the relevant to the provision of vocational services on behalf of children and/or adolescent youth, or similar services sought as specified in Attachment I, Services to be provided. Clients are expected to be businesses or other organizations and cannot be parents/guardians, students, or minors.</p> <p>2. All Attachment E's must be certified by a notary public.</p> <p>3. The Department reserves the right to contact any and all references in the course of this solicitation and make a fitness determination, not subject to review or challenge.</p> <p>4. No electronic submissions or faxes will be accepted for Attachment E (Client Reference Form). Only original, notarized hardcopies submitted within the technical proposal are acceptable.</p>			
Attachment B, Section XX., G.2.	Attachment H: Budget			

ATTACHMENT O

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Attachment B, Section IV. C.1	Attachment J – A completed & signed copy of the Attachment J with the annual maximum contract dollar amount at or below the annual maximum contract dollar amount stated in the RFP.	X		
Attachment B, Section IV.C.2.	Attachment L - The Provider shall sign and submit Attachment L, "Facility/Site Requirements Certification and Attestation," with attachments and letters as required for Circuits 9 and 13 only..	X		
Attachment B, Section XX E. 2 and G.3.a.	Supplier Qualifier Report (SQR) Report or documentation to determine financial viability	X		
Attachment B,Section X.F. & Section XVII.	Certified Minority Business (MBE) Utilization Plan.			
Attachment B,Section XX C.	Certificate of Drug-Free Workplace.			
	TECHNICAL PROPOSAL RESPONSE (SUGGESTED DOCUMENTATION*)			
*PLEASE NOTE: Proposer is requested to provide evidence of existing documentation (plans, resumes, charts, etc.) as requested in this cross reference table and addressed below. If evidentiary documentation is not currently available, provide evidence of intent or plan to implement and identify as such. This will include proposed plans, schedules, proposed staff contracts, job description etc. Include all relevant information that will assist us in evaluating your proposal. Failure to provide information as requested may result in 0 points being assessed for that portion of the proposal evaluation. If the Prospective Provider 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 RFP.				
	CATEGORY #1 - Management Capability			
Attachment B, Section XX. F. 2.a.	Describe your company's management capability to manage/control the program.			
Attachment	Describe your organizational structure and			

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B,Section XX. F. 2. b.	provide an organizational chart and leadership staff qualifications that indicate sufficient management capability to perform the services required			
Attachment B,Section XX. F. 2. c	Describe your corporate oversight and support for the program.			
Attachment B, Section XX. F. 2. d	Describe your program's internal quality improvement process, which is utilized to identify problems and improve processes within the program.			
<u>CATEGORY #2 – Program Design</u>				
Attachment I, Section I, A-C	Provide a detailed description of your proposed program to provide a vocational skills training and education to youth that emphasizes youth accountability and a positive role in his/her community?			
Attachment 1, Section I., G.	Describe how your proposed vocational program includes components to address the needs of different races, ethnicities and genders?			
Attachment I, Section I., 1-a-c,	Describe how your proposed vocational services incorporate elements of a Level 1, Level 2, and Level 3 vocational program?			
Attachment I, Section I, 1.a-c	Describe in detail how your proposed program incorporates a "level" system, which allows for continuous monitoring of youth's progress though the program?			

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Attachment I, Section I, 1.e	Describe how your proposed program engages youth in a variety of hands-on activities and interactions with builders to determine youth interests, skills, goals, and aptitudes at regularly scheduled intervals to maximize participation by youth with employers within the timeframe detailed in the Department's RFP?			
	<u>CATEGORY #3 – Proposed Program Capacity</u>			
Attachment I., Section III, 4.	Describe your proposed programs' capability and capacity to provide services to ten (10) youth in Circuit 6, ten (10) youth in Circuit 9 and fourteen (14) youth in Circuit 13 for a total of maximum total of thirty-four (34) program slots in the Central Region.			
	<u>CATEGORY #4 – Community Partnerships and Service Coordination</u>			
Attachment I, Section III, A.12	Describe your proposed program's process of identifying community partnerships to assist the prospective provider in advancing the youth's progress, and to avoid duplication of services?			
Attachment I, Section III, A.12.b	Describe your proposed program's procedures to identify (types of needs and appropriate agencies) and refer youth to community service agencies for needs critical to the youth's success in the program and ultimate securing of employment not provided through the program?			

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	<u>CATEGORY # 5 – Program Orientation</u>			
Attachment I, Section III, A.2.b	Describe your proposed program's orientation process for the youth and his/her parent(s)/legal guardian(s).			
	<u>CATEGORY #6 – Assessment of Youth Needs/Interests/Skill Levels</u>			
Attachment I, Section III, A. 1.b and 2.a.	Describe your proposed program's procedures assessment process designed to affirm youth interests, determine presence of physical limitations, and assess whether the youth possesses basic skill levels for desired vocational trade training, instruction and education?			
	<u>CATEGORY #7 – Evaluations/Pre-Testing</u>			
Attachment I, Section III, A.2 a-d.	Describe your proposed program's procedures testing procedures to determine academic performance and entry knowledge in the building trades to ensure appropriate placement in a curriculum that meet's the youth's existing skills, interests, academic ability, career interests, and aptitudes detailed in the Department's RFP?			
Attachment I, Section III., A.2 a-d	Identify and describe your proposed program's type of test(s), including scoring procedures, to be used to assess educational abilities, existing skills, interests, aptitudes?			
Attachment I., Section III, F.A.2 a- d	Describe in detail and identify your proposed program's testing and evaluation			

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	process to be utilized to assess youth performance and assign the intensity of vocational training, instruction and educational services throughout the program?			
Attachment I, Section III, A.2 a-d.	Describe your proposed program's tests to be utilized to measure basic mathematical skills necessary for typical construction tasks, and acquired skills and recommendation regarding advancement to the next level? Submit Examples if possible			
	<u>CATEGORY #8 – Youth Individualized Performance Plan</u>			
Attachment I, Section III, A.6 a-c.	Describe your proposed program's procedures in adopting the Departments YES plan as the IPP and monitoring youth's progress/compliance with his/her IPP and ensure appropriate parties are included/copied on progress.			
	<u>CATEGORY #9 – Youth Education Services</u>			
Attachment I, Section III, A.6 a-c.	Describe your proposed program's procedures, including timeframes for development, approval, responsible party, other parties involved, and monitoring of progress, to develop an educational or vocational plan for each youth based on test results?			
Attachment I, Section III, A.5	Describe your proposed program's age and developmental appropriate twelve			

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	month/250 instruction-day educational curriculum for youth (program calendar, including holidays, hours, teacher planning days, and procedures for notification to the Department when the local school board decreases the minimum number of days of instruction)?			
Attachment I, Section III, A.5	Describe in detail your proposed program's educational curriculum and coordination with the school board's requirements.			
<u>CATEGORY #10 – Social Skills/Life Skills Services</u>				
Attachment I, Section I, G.2.	Describe in detail how your proposed program's will link social skills enhancement activities with employability skills development, community re-entry, family reintegration, and self-sufficiency goals and integrate life skills training into the vocational program?			
<u>CATEGORY #11 – Pre-Apprenticeship Program</u>				
Attachment I, Section I, F.1.	Identify and describe your proposed program's structured pre-apprenticeship program to develop individualized goals and job advancement, and that focuses on the acquisition of employability skills including job seeking skills; completion of application forms; development of a resume; interviewing techniques; identification of			

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	trade skills and characteristics; job expectations; and responsibilities of the worker.			
Attachment I, Section I, F.1.	Identify and describe your proposed program's type of curriculum and materials to be utilized as part of Pre-Apprenticeship training to deliver the skills training component of the program on an open entry/skills exit basis with an expected duration of four (4) to seven (7) months equaling 520 to 1,040 hours (dependent on the rate of skills achievement by each youth)?			
Attachment I, Section I, F.1	Describe your proposed program's procedures to secure employment or admission to a vocation/technical or apprenticeship program upon completion of the Pre-apprenticeship program?			
Attachment I, Section I, F.1	Describe your proposed program's procedures to identify and engage the youth's family in the youth's program and engage community agencies in participating as mentors?			
Attachment I, Section I, F.1.	Describe in detail your proposed program's Staffing plan, including the number, qualifications, organizational structure, education, and training of staff providing services to youth?			
	CATEGORY #12 – Vocational Certification Program			

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Attachment I, Section I, F.2.	Identify and describe your proposed program's structured Vocational Certification to develop individualized goals and job advancement, and that focuses on the acquisition of employability skills.			
Attachment I, Section I, F.2.	Identify and describe your proposed type of vocational training program curriculum and materials to be utilized as part of the Vocational Certification training to deliver the skills training component of the program on an open entry/skills basis for youth with an expected duration of less than 6 months?			
	<u>CATEGORY #13 – Employment/Job Assistance Services</u>			
Attachment I, Section I, A.3.a	Describe in detail how your proposed program is designed to aid the youth in obtaining employment and becoming a self-sufficient member of his/her community?			
Attachment I, Section I, .A.7.a	Describe in detail your proposed program's procedures to provide job placement assistance to youth who successfully complete the program?			
Attachment I, Section I, A.7.a	Describe in detail how your proposed program's will encourage participation by employers in identifying employment or vocational/technical/apprenticeship opportunities for youth?			
Attachment I, Section I, A.7.a.	Describe in detail how your proposed program's procedures for staff to perform			

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	six (6) month follow up services schedule to assist youth in maintaining employment, finding employment, or completion of the apprenticeship program?			
	CATEGORY #14 – Direct Job Placement Program			
Attachment I, Section I, A.7.b.	Identify and describe your proposed program's structured Direct Job Placement Program to develop individualized goals and job advancement, and that focuses on the acquisition of employability skills including job seeking skills; completion of application forms; development of a resume; interviewing techniques; identification of trade skills and characteristics; job expectations; and responsibilities of the worker .			
Attachment I, Section I, A.7.b.	Identify and describe your proposed program's service task and materials to be utilized as part of the Direct Job Placement training to develop skills training that will assist youths in connecting with employers based on their interests?			
	CATEGORY #15 – Youth Support Services			
Attachment I, Section I, A.6.a.	Describe in detail how your proposed program's procedures and services are designed to provide support services to the youth to ensure the youth is receiving services required as part the conditions of his/her probation, diversion, or conditional			

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	release.			
Attachment I, Section I., A.6.b	Describe in detail how your proposed program's transportation services for youth, including the funding source, type of transportation, pick up and drop off times, locations, and supervision of youth during transport.			

ATTACHMENT P

PROBATION – VOCATIONAL SERVICES PROGRAM EVALUATION QUESTIONS

CATEGORY #1: Management Capability

Consideration 1.1: To what extent does the proposal describe the Respondent's program management capability ensures sufficient oversight and manage/control of the program to obtain optimum program operations? *(Weighted: 6 Max Pts: 30)*

Consideration 1.2: To what extent does the Respondent's proposed organizational structure (as indicated in the organizational chart and leadership staff's qualifications) indicate sufficient management capability to perform the services required by the RFP? *(Weighted: 6 Max Pts: 30)*

Consideration 1.3: To what extent does the proposal clearly identify corporate oversight and support for the program? *(Weighted: 6 Max Pts: 30)*

Consideration 1.4: To what extent does the Respondent's internal quality improvement process indicate processes to identify problems and improve processes? *(Weighted: 6 Max Pts: 30)*

CATEGORY #2: Program Design

Consideration 2.1: To what extent does the program provide a vocational skills training and education to youth that emphasizes youth accountability and a positive role in his/her community? *(Weighted: 8 Max Pts: 40)*

Consideration 2.2: To what extent does the vocational program include components that address the specific needs of different races, ethnicities and genders? *(Weighted: 8 Max Pts: 40)*

Consideration 2.3: To what extent does the program incorporate elements of a Level 1, Level 2, and Level 3 vocational program? *(Weighted: 8 Max Pts: 40)*

Consideration 2.4: To what extent does the proposed program detail a "level" system, which allows for continuous monitoring of youth's progress through the program? *(Weighted: 8 Max Pts: 40)*

Consideration 2.5: To what extent is the proposed program designed to engage youth in a variety of hands-on activities and interactions with builders to determine youth interests, skills, goals, and aptitudes at regularly scheduled intervals to maximize participation by youth with employers within the timeframe detailed in the Department's RFP? *(Weighted: 8 Max Pts: 40)*

CATEGORY #3: Proposed Program Capacity

Consideration 3.1: To what extent does the Respondent describe program capability and capacity to provide services to a total twenty seven (27) youth in Circuit 13 and 6 combined and a total of eleven (11) youth in Circuit 9? *(Weighted: 8 Max Pts: 40)*

CATEGORY #4: Community Partnerships and Service Coordination

Consideration 4.1: To what extent does the Provider have a process for identifying community partnerships to assist the prospective provider in advancing the youth's progress, and to avoid duplication of services? *(Weighted: 8 Max Pts: 40)*

Consideration 4.2: Does the Respondent clearly identify procedures and processes for referring youth to community services agencies based on identified needs critical to the youth's success in the program with an ultimate goal of assisting the youth in securing employment not provided through the program? Consider if the process links the youth's needs to appropriate types of agencies.
(Weighted: 8 Max Pts: 40)

CATEGORY # 5 – Program Orientation

Consideration 5.1: To what extent does the Respondent's program orientation process explain to the youth and his/her parent(s)/legal guardian(s) an overview of program goals and requirements, youth responsibilities, conditions for successful completion of the program, a tour of the facility, explanation of program rules, key players and roles, definition of responsibilities, objectives and activities, and information about the building trades industry?
(Weighted: 5 Max Pts: 25)

CATEGORY # 6 –Assessment of Youth Needs/Interests/Skill Levels

Consideration 6.1: To what extent does the Respondent's assessment process designed to affirm youth interests, determine presence of physical limitations, and assess whether the youth possesses basic skill levels for desired vocational trade training, instruction and education?
(Weighted: 8 Max Pts: 40)

CATEGORY # 7 –Evaluations/Pre-Testing

Consideration 7.1: To what extent does the Respondent's testing procedures to determine academic performance and entry knowledge in the building trades to ensure appropriate placement in a curriculum that meets the youth's existing skills, interests, academic ability, career interests, and aptitudes detailed in the Department's RFP?
(Weighted: 8 Max Pts: 40)

Consideration 7.2: To what extent are the Respondent's identified the type of test(s), including scoring procedures, appropriate to be used to assess educational abilities, existing skills, interests and aptitudes?
(Weighted: 8 Max Pts: 40)

Consideration 7.3: To what extent does the Respondent detail and identify testing and evaluation process to be utilized to assess youth performance and assign the intensity of vocational training, instruction and educational services throughout the program?
(Weighted: 6 Max Pts: 30)

Consideration 7.4: To what extent are the Respondent's tests to be utilized to measure basic mathematical skills necessary for typical construction tasks, and acquired skills and recommendation regarding advancement to the next level?
(Weighted: 7 Max Pts: 35)

CATEGORY #8: Youth Individualized Performance Plan

Consideration 8.1: To what extent do the Respondent's procedures indicate appropriate tasks to adopt the Department YES plan as the IPP and to monitor youth's progress/compliance with his/her IPP and furnish a copy to the youth's assigned Juvenile Probation Officer?
(Weighted: 6 Max Pts: 30)

CATEGORY #9: Youth Education Services

Consideration 9.1: To what extent do the Respondent's procedures, include timeframes for development, approval, responsible party, other parties involved, and monitoring of progress, for developing an educational or vocational plan for each youth based on test results?
(Weighted: 8 Max Pts: 40)

Consideration 9.2: To what extent do the Respondent's have an age and developmental appropriate twelve (12) month/two hundred fifty (250) instruction-day educational curriculum that youth includes (instructional calendar, outlining holidays, hours, teacher planning days, and procedures for notification to the Department when the local school board decreases the minimum number of days of instruction)?
(Weighted: 6 Max Pts: 30)

Consideration 9.3: To what extent does the Respondent's have an educational curriculum consistent with the district school board's pupil progression plan; coordinate with the district school board's staff in order to provide youth educational opportunity; integrate related academics into the work-based learning component and classroom experience; and incorporate the proposed curricula that provide mathematics and verbal communication literacy skill development?
(Weighted: 8 Max Pts: 40)

CATEGORY #10: Social Skills/Life Skills Services

Consideration 10.1: To what extent does the Respondent's proposed program link social skills enhancement activities with employability skills development, community re-entry, family reintegration, and self-sufficiency goals and integrate life skills training into the vocational program?
(Weighted: 6 Max Pts: 30)

CATEGORY #11: Pre-Apprenticeship Program

Consideration 11.1: To what extent does the Respondent identify and detail a structured pre-apprenticeship program that develops individualized goals and job advancement that focuses on the acquisition of employability skills including job seeking skills; completion of application forms; development of a resume; interviewing techniques; identification of trade skills and characteristics; job expectations; and responsibilities of the worker?
(Weighted: 7 Max Pts: 35)

Consideration 11.2: To what extent do the Respondent's type of program curriculum and materials to be utilized as part of Pre-Apprenticeship training deliver the skills training component of the program on an open entry/skills exit basis with an expected duration of four (4) to seven (7) months equaling 520 to 1,040 hours (dependent on the rate of skills achievement by each youth)?
(Weighted: 6 Max Pts: 30)

Consideration 11.3: To what extent do the Respondent's program demonstrate the ability for a youth to secure employment or admission to a vocation/technical or apprenticeship program upon completion of the Pre-apprenticeship program?
(Weighted: 6 Max Pts: 30)

Consideration 11.4: To what extent do the Respondent's program demonstrate the ability for staff to identify and engage the youth's family in the youth's program and engage community agencies in participating as mentors?
(Weighted: 6 Max Pts: 30)

Consideration 11.5: To what extent does the Respondent's staffing plan detail the number, qualifications, organizational structure, education, and training of staff providing services to youth?
(Weighted: 6 Max Pts: 30)

CATEGORY #12: Vocational Certification Program

Consideration 12.1: To what extent is the Respondent's structured Vocational Certification program designed to assist the youth in developing individualized goals and job advancement and does the program focus on the acquisition of employability skills including job seeking skills; completion of application forms; development of a resume; interviewing techniques; identification of trade skills and characteristics; job expectations; and responsibilities of the worker?
(Weighted: 7 Max Pts: 35)

Consideration 12.2: To what extent does the Respondent's program and materials to be utilized as part of Construction Exploratory Certification training demonstrate the capability to deliver the skills training component of the program on an open entry/skills exit basis for youth with an expected duration of less than six (6) months?

(Weighted: 5 Max Pts: 25)

CATEGORY #13: Youth Employment/Job Assistance Services

Consideration 13.1: To what extent does the Respondent's Youth Employment and Job Assistant services focus on assisting the youth in obtaining employment and becoming a self-sufficient member of society.?

(Weighted: 8 Max Pts: 40)

Consideration 13.2: To what extent does the Respondent's job placement assistant connect a youth with potential employers based on their interests, skills and education/vocational program?

(Weighted: 7 Max Pts: 35)

Consideration 13.3: To what extent does the Respondent have established procedures that encourage participation by employers in identifying employment or vocational/technical/apprenticeship opportunities for youth? Consider if the Respondent has identified (a job bank/list of /relationships with) potential employers that are linked to the vocational skills offered within the Program?

(Weighted: 7 Max Pts: 35)

Consideration 13.4: To what extent does the Respondent's procedures require staff to perform the six (6) month follow up service schedule to assist youth in maintaining employment, finding employment, or completion of the apprenticeship program?

(Weighted: 6 Max Pts: 30)

CATEGORY #14: Direct Job Placement

Consideration 14.1: To what extent does the Respondent identify and detail a structured Direct Job Placement Program that develops individualized goals and job advancement that focuses on the acquisition of employability skills including job seeking skills; completion of application forms; development of a resume; interviewing techniques; identification of trade skills and characteristics; job expectations; and responsibilities of the worker?

(Weighted: 5 Max Pts: 25)

Consideration 14.2: To what extent does the Respondent identify tasks to be employed and materials to be utilized as part of Direct Job Placement Training that will develop the appropriate skills training to assist youth in connecting with employers based on their interests?

(Weighted: 7 Max Pts: 35)

CATEGORY #15: Youth Support Services

Consideration 15.1: To what extent does the Respondent identify program procedures to provide support to ensure the youth is receiving the services required for the youth as part of the conditions of his/her probation, diversion, or conditional release?

(Weighted: 8 Max Pts: 40)

Consideration 15.2: To what extent does the Provider's proposed transportation services for youth, including the funding source, type of transportation, pick up and drop off times, locations, and supervision of youth during transport meet or exceed the requirements of the RFP?

(Weighted: 5 Max Pts: 25)

**ATTACHMENT I
SERVICES TO BE PROVIDED**

I. GENERAL DESCRIPTION

- A. General Description of the Services
The Provider shall design, develop, implement, and operate a vocational training program for boys and girls in Circuits 6, 9 and 13 that offer vocational training to youth that provide career education options to youth that include both traditional and non-traditional tracks. Youth shall be fifteen (15) – nineteen (19) years of age, shall be referred by the Department of Juvenile Justice and shall be on probation, post-commitment probation, conditional release, or participating in a Department funded diversion program or are on intake status awaiting adjudication. Program Services shall be provided in accordance with Florida Statutes, Florida Administrative Rules and Department policy meeting the minimum requirements as described in Attachment I, Services to be Provided. Services shall also include a Direct Job Placement Program Component as further described in Attachment I, Services to be Provided. Services shall be provided Monday-Friday, eight (8) hours daily (includes travel to and from the location), two hundred fifty (250) days per year. Special events will require occasional weekend or holiday operation. There shall be ten (10) slots in Circuit 6, ten (10) slots in Circuit 9 and fourteen (14) slots in Circuit 13 for a total of maximum total of thirty-four (34) program slots.
- B. Vocational tracks proposed under the RFP may include, but are not limited to the following: Carpentry; Construction; Building and Apartment Maintenance; Landscaping; Heating, Ventilation, and Air conditioning (HVAC); Plumbing; Electrical trades; Hospitality, Cosmetology; Fiber-optic/cable splicing; General Maintenance; Cabinet Building; Auto Mechanic; Computer Programming/IT; Business Career (finance, accounting, budgeting); Horticulture Career (landscaping, Floral Design, Grounds maintenance, Lawn Maintenance, Pest and Weed Control); Painting and Repair (drywall, plasterer, paperhanger); Printing (photography, graphic design); Telecommunications (radio, telephone repair, wiring); Medical Transcriber; and Data Entry. Final contracted vocational tracks as proposed by the successful Provider shall be set forth in the final contract.
- C. The Provider shall ensure instruction is consistent with what is required for certification, credentialing and/or licensure in the chosen tracks. The Provider's vocational curriculum shall identify measurable goals and outcomes so that both the instructors and youth understand skill achievement requirements. The Provider shall include employability training, specifically the method of certification for completion points to be awarded upon program completion.
- D. Operations, programming, and intervention components for the vocational services shall be adhered to, which ensure full compliance with chapter 985, Florida Statutes; Rule 63B-1; Occupational Safety and Health Administration (OSHA) requirements; and the Department's policies and procedures.
- E. Vocational Training services shall be in addition to the services provided by the youth's conditional release or diversion Case Manager or other service provider, and shall integrate the following:
1. Development of Social Skills Enhancement
The Provider shall include social skills enhancement activities in all components of the program, which shall include interpersonal relations, coping with authority, cooperation, decision-making skills, problem solving, and link the development of social skills with employability skills development, community re-entry, family reintegration, and self-sufficiency goals. Participation and progress in meeting social skills goals shall be documented on the youth's individualized/self-sufficiency plan.
 2. Life Skills Training
The Provider shall include an integrated program of life skills training in conjunction with its pre-apprenticeship skills and employability skills training and document life skills adjustment goals in the individualized/self-sufficiency plan for

each youth. At a minimum, Life Skills Training shall include utilization of community resources; proper health and nutrition; transportation resources; positive peer and family relationships; parenting skills (as appropriate); finances and consumerism, including money management and budgeting; recreation and leisure pursuits; community integration issues; and housing. The facilitation of Life Skills Training shall be practical and include community resources and experts to help facilitate life skills training such as financial institutions (banks and consumer credit agencies); community and family service organizations; the public health department; local employers; or any organization, business, or group whose knowledge may benefit the youth.

3. Employability Skills Development

The Provider shall provide a pre-apprenticeship program; the program shall focus on the acquisition of employability skills including job seeking skills; completion of application forms; development of a resume; interviewing techniques; identification of trade skills and characteristics; job expectations; and responsibilities of the worker. The program shall provide a structured format for developing individualized goals and objectives for job advancement, which are incorporated into the individualized plan. After group and individualized instruction, each youth shall receive a manual of planning materials for use after program completion, and provide access to employability skills, job readiness, and job search resources provided through project partners and employers for all youth.

F. Services to be Provided

1. Pre-Apprenticeship Vocational Training Program Component

The Provider's pre-apprenticeship vocational training program shall include a "level" system to assist youth in understanding and awareness of their progress throughout the program and development of formal and informal partnership arrangements with the Department Juvenile Probation Officer (JPO), providers, education agencies including secondary and post-secondary institutions, job services, service delivery areas, and community-based organizations to coordinate and collaborate together to ensure services are not duplicated and partners coordinate efforts to maximize services designed to prepare youth for full-time jobs in the trade or technical fields. The Provider shall incorporate the following elements:

a. Level 1 – Pre-Vocational Program

The Provider shall ensure Level 1 includes instruction and counseling related to professional and personal accountability and behaviors appropriate for youth. All counseling and instruction shall lead to achievement of the following competencies:

- 1) Effective and positive workplace communication skills;
- 2) Interpersonal skills; and
- 3) Appropriate decision-making.

b. Level 2 – Vocational Program

The Provider shall ensure Level 2 builds upon the competencies achieved in Level 1 and provide orientation to a broad scope of construction-industry career choices for the youth based upon his/her abilities, aptitudes, and interests. The youth shall gain knowledge and shall be provided an explanation of occupational options and the achievements (tests, training, classes) needed. Competencies for this level shall include:

- 1) Completion of a vocational survey;
- 2) Identification of vocational skills and interests;
- 3) Conflict resolution;
- 4) Summary of accomplishments;
- 5) Knowledge/preparation and job seeking skills; and
- 6) Management skills.

- c. Level 3. –Employability
This Provider shall ensure Level 3 incorporates the achievements of Level 1 and Level 2 and provides recognized industry prerequisites to participating youth to attain points of competition within a particular vocation (trade/industry) leading to job placement and successful on-going employment.
 - 2. Certification Component
The Provider shall deliver the Certification component of the program's vocational curriculum only to youth who are expected to complete the terms of their supervision in less than the six (6) months anticipated for Pre-Apprenticeship Certification. The average length of stay for the Certification Component is three (3) months.
 - 3. Job Placement Component
The Provider shall provide job search assistance to each youth who successfully completes the pre-apprenticeship or certification component of the program and direct job placement to identified youth who may have prior experience in the trades and require assistance in connecting with employers.
- G. Restorative Justice Approach
The Department's referrals will include youth of different gender and race; therefore, the Provider's program shall include requirements to address the different ethnicities, races, and gender-specific needs of all youth. Furthermore, the Provider's program shall be consistent with the Balanced and Restorative Justice Approach adopted by the Department.
 - 1. Restorative Justice
Restorative Justice is a philosophy that views crimes by focusing on repairing the harm caused to people and relationships as a result of the criminal activity. The Provider's program's design and operation shall reflect the Restorative Justice philosophy. At a minimum, the Provider shall provide a restorative environment that holds youth accountable for their behavior, including the harm their crimes caused to the victim(s) and the community and that encourages youth and staff to be actively involved in treatment goals and sanction completion through participation in decision making, practicing a leadership role, utilization of restorative conflict resolution strategies, and contribute to the community. Competency development shall facilitate skills valued by others in the community and should assist offenders in functioning in society in a meaningful, positive way; becoming stronger in character; showing remorse and empathy towards others; connecting within the community and recognizing potential to be positive members of the community; and practicing opportunities to lead, belong, mentor, contribute and make meaningful choices.
 - 2. Gender-Specific Services
The Provider's program shall provide specific program components and services designed to comprehensively meet the special needs of both boys and girls. All gender-specific services shall be provided in an environment in which both boys and girls feel safe to share their feelings and discuss their problems, removed from family and friends and the demands of adolescent males/females; protected from harm by self, peers, family members and staff; and an environment that acknowledges the positive contributions of boys/girls through posters, murals, books, magazines, and videos. The Provider shall hire staff based on their interest and experience working with boys/girls, their knowledge of boys/girls' development, and their receipt of training on gender-specific issues, such as: gender differences in delinquency, adolescent boys/girls' development, boys/girls issues and needs, communication and relationship skills, unique issues for girls of color, sexuality and gender identity, and the use of evidence-based or promising practices effective for boys/girls. The program components shall foster positive gender identity development, recognize the risk factors and issues most likely to impact boys and girls and the protective factors and skill competencies

that can deter future delinquency. At a minimum, programming shall include such issues as:

- a) Mental health services that use effective intervention such as behavioral, cognitive, affective/dynamic, and systems perspectives to address the special needs of both boys and girls, such as addiction, depression, post-traumatic stress disorder and trauma relating to physical or sexual abuse, neglect, or domestic violence.
- b) Strategies to promote positive relationships, including those with family members, peers/friends, staff and authority figures; strengthening communication skills, assertiveness and appropriate expression of anger, using evidence-based or promising approaches shown to be effective for both boys and girls; a safe environment, free from verbal harassment, bullying, teasing, stalking, domestic violence, racism, sexism and sexual abuse; and sexual decision-making, communicating personal limits.
- c) Education about boys/girls physical and sexual health, including sexually transmitted diseases, contraception, exercise, personal health care, and prevention of sexually transmitted disease.
- d) Educational programs, events and speakers to share experiences of boys/girls from various ethnic, racial and socio-economic backgrounds.
- e) Parenting education, responsible parenthood;
- f) Appropriately expressing emotion;
- g) Appropriate dating behaviors and respecting women's sexual rights;
- h) Domestic violence prevention; and
- i) Alcohol and substance use and abuse.

3. Minority Services

The Provider's program shall include the identification of minority services to youth in a manner that addresses the factors that impact disproportionate minority contact with the juvenile justice system. The Provider shall provide a program that fosters positive identity development; recognizes the risk factors and issues most likely to impact minority youth; and the protective factors and skill competencies that can deter future delinquency. Programming shall be culturally sensitive and include events that recognize the contributions of people from various ethnic, racial and socio-economic backgrounds; a plan to review its data related to releases, extensions of length of stay, transfer requests, violations of supervision and its policies and practices related to these areas to ensure that minority overrepresentation does not unnecessarily occur as a part of the vocational program.

H. Authority

Pursuant to chapter 985.601, Florida Statutes, and Rule 63D-12 Florida Administrative Code (F.A.C.), the Department is authorized to provide community-based non-residential services to youth adjudicated delinquent by the Court.

E. Service Limits

The Provider shall provide services to youth in Circuit 13, Circuit 6, and Circuit 9 as specified here. Only youth referred by the Department may participate in the Provider's program.

F. Goals of Service

The Department intends for the operation of this vocational program, collaborating with the youth's educational program, to assist the youth in acquiring academic, personal, managerial, problem solving, and teamwork skills essential for success in the workforce. The skills shall aid the youth in obtaining employment and becoming a self-sufficient member of his/her community.

II. YOUTH TO BE SERVED

A. General Description of Youth to be Served

1. The program shall serve boys and girls between the ages of fifteen (15) and nineteen (19) who are assessed and classified by the Department as "at-risk" to

re-offend and are participating in a Department-funded diversion program; or on probation, post-commitment, conditional release or are on intake status awaiting adjudication.

2. Youth participating in this program shall reside in Circuit 13, Circuit 6, or Circuit 9.
- B. Youth Eligibility
Youth eligible for services are youth classified as on 1) probation; 2) post commitment probation; 3) conditional release; or 4) participating in a Department funded diversion program; and 5) or intake status awaiting adjudication.
- C. Youth Referral
1. The Department will book youth and automatically forward referrals to the Provider utilizing the Juvenile Justice Information System (JJIS), specifically the Probation Resource Booking (PRB) Module and will forward a written packet on each referral.
 2. The Department will book the youth and confirm via email to the Provider that the youth has been referred and booked for services. The referring party will provide the youth's name, DJJ ID, date of birth, and specific services for which the youth is being referred.
 3. The following information will be available for the Provider to view in the JJIS (Electronic Commitment package).
 - a. Expanded Face Sheet;
 - b. School records;
 - c. Youth Empowered Success (YES) plan; and
 - d. PACT Overview Report; (Full PACT available through JJIS for review/assessment purposes but it not part of the referral packet).
 4. The Provider shall review referral information and accept or reject the youth's referral in JJIS.
 5. If the Provider determines a referred youth is not appropriate for services, the Provider shall contact (e-mail acceptable) the referring party to review and discuss the referral prior to the Provider declining the referral in JJIS.
 6. The Provider will admit the youth in JJIS upon placement. Placement is considered intake and admission and this shall be the date billing for services may occur.
 7. The Department's Chief Probation Officer or designee will review all declined referrals and handle any disputes on the appropriateness of the referral to the Provider. The Department has final decision regarding disputed referrals.
- D. Limits on Youth to be Served
1. Services are limited to youth referred by the Department. Services are limited to youth who are under the care, supervision, and/or custody of the Department. Youth who fail to complete the Program when the Department's jurisdiction expires shall be considered an "unsuccessful termination".
 2. Program services to youth shall be provided for up to a maximum of six (6) months/one hundred eighty (180) days, unless the Department's Chief Probation Officer in the circuit where services are provided grants prior written approval to extend the service period.
 3. Extensions are limited to youth who are not enrolled in a traditional educational curriculum, and assessed by the Department as appropriate for participation in a vocational education program.
 - a. Any requests for extension shall be made in writing by the Provider to the Chief Probation Officer in the circuit fourteen (14) days before the 180th day of program service eligibility expires.
 - b. The Chief Probation Officer will have five (5) working days to respond in writing to the Provider. The length of an extension will be determined on a case-by-case basis.

III. SCOPE OF SERVICES

A. Service Tasks

The following minimum tasks are required as part of the program.

1. Orientation

The Provider shall provide an orientation of vocational training services for youth at the program. Youth shall participate in orientation activities upon entry into the program. There shall be two (2) parts to the orientation.

a. Program Overview

The Provider shall provide an overview of the program's goals and requirements, youth responsibilities, conditions for successful completion of the program, a tour of the facility, explanation of program rules, key players and roles, definition of responsibilities, objectives and activities. The Provider shall provide youth with information about the building trades industry, engage youth in a variety of hands-on activities, interactions with builders to determine interests, skills, goals, and aptitudes at regularly scheduled intervals to maximize participation by youth with employers.

b. Assessment

An assessment shall be conducted to affirm a youth interests, determine presence of physical limitations, and assess whether the youth possesses basic skill levels for desired vocational trade training, instruction, and education. The assessment of each youth shall take place within fourteen (14) calendar days of the youth's admission to the program.

2. Vocational Evaluation

a. Upon admission to the program, each youth shall receive a pre-test to determine academic performance and entry knowledge in the vocation trade to be provided. Test results shall be used to determine the placement of youth in a suitable curriculum. An evaluation of the youth's existing skills, interests, academic placement level, career assessment, and aptitudes during the initial evaluation and in conjunction with other service providers providing services to the youth shall be completed, utilizing a Department-approved evaluation instrument. The evaluation shall be completed within seven (7) calendar days of the youth's referral from the Department. To evaluate the youth's ability to acquire new skills and determine the youth's minimum competency level and current performance level, each youth shall complete a measurable test. The Provider shall develop a plan for outlining how tests shall be scored and how an Individualized Education Plan (IEP) will be developed and by whom. This plan shall be submitted to the Contract Manager and be approved by the Department.

b. The Provider shall adopt the youth's Youth Empowerment Success (YES) Plan within fourteen (14) calendar days of the youth's admission to the program. The YES plan is developed by the Department's JPO and The Provider shall utilize this as their Individualized Performance Plan (IPP). As the youth achieves his/her goals, the Provider shall provide updates regarding progress meeting program goals to the JPO for incorporation into the YES Plan. The youth shall also receive a copy of the adopted YES plan and all subsequent modifications.

c. Ongoing testing and evaluation shall be used to assess and assign the intensity of vocational training, instruction, and educational services throughout the program. The Provider shall administer appropriate tests as approved by the Department to be used to measure performance level and improvement, and to measure basic mathematical skills necessary for typical construction tasks.

- d. Ongoing evaluation and testing shall be conducted after completion of each program goal. The tests shall assess acquired skills and assist in recommending advancement to the next level.
3. Individualized and Self-Sufficiency Planning
- a. Educational needs identified during the testing and evaluation period and measurable goals shall be contained on the youth's Individualized Education Plan (IEP). The IEP is developed by the entity (school) providing educational services and shall be obtained by the Provider prior to the youth's admission to the Program. Educational services are not funded by the Department. If the Provider is the education provider, it maintains responsibility for the development of the IEP.
- b. The Youth Empowered Success (YES) Plan shall be adopted as the Provider's Individualized Performance Plan (IPP) in lieu of completing a new IPP. The YES Plan will be provided by the Department at referral.
- c. The Provider is responsible for providing updates regarding progress in meeting program goals to the JPO for incorporation into the YES Plan and will submit any changes needed to the JPO to ensure changes in youth needs are documented and being met.
- d. The Department's YES plan shall be adopted as the IPP within fourteen (14) calendar days of the youth's referral to the program.
- e. The IPP shall specify short and long-term goals, and shall be reviewed by the youth and staff bi-weekly and updates provided to the JPO when goals are accomplished or not achieved or as the youth's situation impacting his/her ability to complete the program changes.
5. Educational Services
- a. The Provider shall provide equal educational opportunities to all youth in the program appropriate for each youth's age and ability.
- b. For schools operating for the purpose of providing educational services to youth in the Department's programs, the school year shall be comprised of two hundred fifty (250) days of instruction distributed over twelve (12) months.
- c. The Provider shall provide a program calendar, including holidays, hours, teacher planning days, and procedures for notification to the Department when the local school board decreases the minimum number of days of instruction.
- d. Educational services shall be aligned with the district school board's pupil progression plan; coordinate with the district school board's staff in order to provide youth educational opportunity; integrate related academics into the work-based learning component and classroom experience; and shall incorporate a curricula that provide mathematics and verbal communication literacy skill development.
- e. Base assignment of instructional modules shall be based on the outcomes of the proposed diagnostic assessment. At the completion of each phase, the youth shall complete mastery tests at the end of each instructional unit section, and successful mastery shall be based on a score of seventy percent (70%) or higher.
- f. For youth in Circuit 9, the Provider shall assist the youth in enrolling in a GED or an on-line program to obtain their high school Diploma, when appropriate.
6. Pre-Vocational and Vocational Services
- a. The Provider shall provide vocational services and materials to be utilized as part of Pre-Apprenticeship training to deliver the skills training component of the program on an open entry/skills exit basis with an expected duration of four (4) to seven (7) months equaling 520 to 1,040 hours (dependent on the rate of skill achievement by each youth). Approximately twenty-five percent (25%) of time shall be spent in

- classroom-related instruction and seventy-five percent (75%) of time shall be spent in community service/work-based learning that integrates classroom learning with work site experience.
- b. Classroom-related instruction shall include practical trade skills; care and use of tool/equipment; safety; work habits; and fundamental mathematics and communication skills.
 - c. Occupational skills training shall include appropriate exposure to skills necessary for the vocation training program provided. The purpose is to ensure each youth possesses the necessary basic skills to successfully complete an apprenticeship program.
 - d. A portion of the hours spent in pre-apprenticeship training may be credited toward the required hours for completion of the first year of apprenticeship training. The portion depends on the type of apprenticeship program the youth enters. The apprenticeship program shall identify the portion when the apprenticeship program begins.
 - e. Upon completion of pre-apprenticeship training, the Provider shall place youth in employment, vocational, technical or school based training, apprenticeship or other career progressive track, as appropriate.
7. Job Placement
- a. Job Placement Assistance
 - 1) The Provider shall provide job placement assistance to each youth who successfully completes the pre-apprenticeship or certification component of the program. Program personnel shall work in conjunction with local member companies, the State Job Service, Chambers of Commerce, and local employment and training agencies in the job development process to identify job opportunities for each youth with an emphasis on acceptance into a registered apprenticeship program; availability and type of customized training; and/or career advancement opportunities.
 - 2) The Provider's program shall establish procedures designed to encourage participation by employers. This may include conducting awareness programs for local employers, utilization of incentives (i.e. Work Opportunities Tax Credit), and Rehabilitation agencies and the Federal Bonding Program (FBP) which provides insurance to employers to cover potential dishonesty of employees.
 - 3) The following three (3) strategies shall be utilized in job development:
 - a) Identification and recruitment of employers;
 - b) The identification of specific job opportunities; and
 - c) Matching jobs to individual needs.
 - 4) To assist youth in developing employability skills, "mock" and informational interviews shall be conducted and provide critiques to the youth and program staff; arrange field experiences, and situational assessment/job tryout opportunities; link youth with work site mentors, provide access to training and upgrade training, and participate in job fairs. The program shall include staff to serve as job coaches and mentors once a youth obtains employment.
 - 5) The Provider shall establish procedures to involve employer-partners in each phase of the training, placement, and follow-up components; encourage active participation by local employer-partners to provide youth with first hand knowledge about, and exposure to, workplace practices and expectations; and provide information about jobs, industry characteristics, and opportunities for career progression.

- 6) The Provider shall demonstrate attempts to access regional workforce board services or funding to enhance vocational training certification of youth while in the program. A copy of the Vocational Educational Plan can be found at: <http://www.fldoe.org/ese/pdf/careeredplan07.pdf/>
- b. Direct Job Placement:
 The Provider shall provide direct job placement to identified youth who may have prior experience in the trades and require assistance in connecting with employers, as well as, those requiring placement in other vocational trades.
 This shall focus primarily on job and career placement activities based on a youth's interests. Curriculum topics and activities to be conducted for the Direct Job Placement subcomponent may include, but are not limited to:
 Overview of careers;
 Targeting career/job areas of interest;
 Skill requirements associated with these career areas;
 Workplace practices, employer expectations and industry standards;
 Identifying and connecting with area employers likely to hire people to fill jobs in career areas of choice;
 Tours of the industry;
 Participating in guest presentations by industry personnel;
 Participating in informational and mock interviews with industry personnel;
 Benefiting from industry-focused resume preparation and review by industry personnel;
 Utilizing Workforce Center resources;
 Completing job search plan;
 Developing a personal career portfolio;
 Identifying jobs and prospective employers;
 Connecting with job search networks;
 Internships, job shadowing; and
 Final Job placement.
8. Follow-up Services
- a) All program youth shall receive comprehensive follow-up and support services for six (6) months following successful completion of the program.
- b) The Provider shall ensure regular follow-up sessions are conducted at a minimum of once every thirty (30) days to assist youth as necessary in maintaining employment, finding employment, or completing the apprenticeship program, and developing a schedule for the maintenance of contacts for six (6) months after successful completion of the program. More frequent contacts/services shall be provided to each youth with additional needs as detailed on his/her performance plan.
- c) Staff shall serve as the liaison between the work site supervisor and worker, assisting with work adjustment, interpersonal skills development, and advocating for involvement in employer-sponsored upgrade skills training, and provide job coaching.
- d) Follow up Services do not apply to those youths only participating in the Direct Job Placement or other short term vocation program leading to job placement.
9. Counseling Services and Treatment Modalities
 The Provider shall coordinate services with the Department's assigned JPO, conditional release or diversion case manager for the referral of services to a comprehensive counseling and/or treatment program that shall include individual, group, and family counseling; mental health counseling; vocational counseling;

- preparation, identification, and treatment of alcohol and substance abuse issues designed to enhance the youth's ability to secure employment.
10. Transportation Services
The Provider shall provide daily transportation for participating youth. At a minimum, the Provider shall utilize the Department approved plan for the type of transportation, pick-up and drop-off times, locations, and supervision.
11. Program Discharge
- a. Prior to discharge from the program, a written summary will be submitted to the JPO that outlines the progress of the youth in the program and pre-release goals.
 - b. Successful Completion/Discharge
 - 1) Upon completion and receipt of a vocational certificate, or pre-apprenticeship certification (as per the vocational track) or direct job placement, the youth is determined to have successfully completed the program and may be discharged.
 - 2) The Provider shall notify the Department of the youth's successful completion program and discharge. Discharge shall be entered into JJIS.
 - c. Unsuccessful Completion/Discharge
 - 1) If the youth fails to complete, the youth shall be considered to have unsuccessfully completed the program and shall be discharged documenting the reasons why the youth was not successful.
 - 2) The Provider shall notify the Department of the youth's unsuccessful discharge. Discharge shall be entered into JJIS.
 - d. No discharges shall be made without the consent of the Department.
12. Family and Community Involvement
Family and community involvement shall be emphasized, and families encouraged to participate in orientation sessions, counseling sessions, and workplace and employer opportunity sessions. The Provider's program shall emphasize active encouragement from the youth's family, community-based organizations, resident councils, neighborhood based organizations, and community members who shall serve as advocates, mentors, and a support system for the youth. Mentorship opportunity procedures shall be included.
13. OSHA Requirements
The Provider shall maintain (update at least annually) a comprehensive education and prevention program which includes, at a minimum, the following:
- a. An exposure control plan, which shall be written, site-specific (not generic) and shall meet all of the requirements of the OSHA Standard 1910 Subpart I: 29CFR 1910.1030; 29CFR 1910.1200; App. A; and 29CFR 1910.1020.
 - b. Observance of universal precautions by all staff.
 - c. Comprehensive post-exposure evaluation and follow-up, including post-exposure medication (prophylaxis), following current recommendations by the Center for Disease Control; monitoring for minor or major signs of disease post-exposure, and maintenance of post-exposure records as required by the OSHA Standard 29CFR 1910.1030.
14. JJIS and Data Requirements
- a. The Provider shall ensure the following tasks for the Department's Juvenile Justice Information System and for data collection requirements are met throughout the term of the resulting Contract.
 - 1) The Provider shall utilize the Department's Juvenile Justice Information System (JJIS) for data entry and shall monitor accuracy at all times.
 - 2) The Youth Placement- Facility module shall be utilized to handle all referral acceptance, rejection, and placement.

Referrals made by the Department must be reviewed and either accepted or rejected (Provider shall determine they will or will not work with the referred youth) within seventy-two (72) hours of referral. Placement occurs at the time services are initiated by the Provider and acceptance/placement must be entered into JJIS.

- 3) Youth Release module is used to complete all releases and is an up to date census for all youth currently being served. All youth receiving services must appear on the youth release module listing.
 - 4) Youth must be entered as "released" from the services in JJIS within twenty-four (24) hours of release.
 - 5) The Provider shall keep their own reports on all referrals (both accepted and rejected), placements (admissions), and releases with dates and reasons notated for each youth.
 - 6) Within the JJIS System, staff verification data shall be maintained by the Provider utilizing the Staff Verification System (SVS) module.
 - 7) At a minimum, the following data shall be collected and reported in JJIS throughout the term of the resulting Contract:
 - a) Date of Youth admission for service, and date of discharge/release; and
 - b) Release reason for each youth admitted.
 - 8) In addition, the Provider will be responsible for collecting and reporting data to the Department regarding program outcomes, performance measures, demographic data of population served, and contract monitoring activities.
- b. NOTE: The Department's Data Integrity Officer (DIO) will facilitate JJIS training for a limited number of Provider staff prior to the anticipated Contract start date. The Data Reporting requirement is based on the Department's capability to provide access and utilization of JJIS to the successful Respondents.
15. Incident Reporting
 The Provider shall ensure all staff report all incidents within two (2) hours of the incident occurring or program staff learning of the incident to the Department's Central Communication Center (CCC) in accordance with DJJ policy. All Redirection Service providers are required to immediately respond to critical incidents.
- a. The Provider shall notify the Department's JPO or contracted Provider when youth are not successfully progressing or completing the program.

IV. STAFFING/PERSONNEL

The Provider and all personnel provided under the resulting Contract, whether performance is as a Provider, subcontractor, or any employee, agent or representative of the Provider or subcontractor, shall continually maintain all licenses, protocols, and certifications that are necessary and appropriate or required by the Department or another local, state or federal agency, for the services to be performed or for the position held. All such personnel shall renew licenses or certifications pursuant to applicable law or rule. Copies of all current licenses or certificates required for the delivery of services under the resulting Contract, shall be delivered to the Department's Contract Manager, prior to the delivery of services or as part of the proposal.

A. Staffing Levels For Each Program

The Provider shall ensure the constant presence of sufficient qualified staff to provide vocational training services to include proper supervision of youth during hours of service and transportation of youth at all times. The Provider shall provide the following at a minimum:

One (1) part time (.5 FTE) Project Coordinator in each Circuit, One (1) vocational trade instructor in Circuit 9 and 6, and (1.5 FTE) instructor in Circuit 13, (1 FTE) Employment. However at no time should less than a 1:12 ratio of instructor to youth be maintained.

B. Staff Qualifications

1. The Provider shall comply with applicable rules, statutes, and licensing standards with regard to professional qualifications.
2. The Provider 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. The Provider and all personnel provided whether performance is as a Provider, subcontractor, or any employee, agent or representative of the Provider or subcontractor, shall continually maintain all licenses, protocols, and certifications that are necessary and appropriate or required by the Department or another local, state or federal agency, for the services to be performed or for the position held. All such personnel shall renew licenses or certifications pursuant to applicable law or rule. The Provider shall provide copies of all current licenses or certificates required for the delivery of services, to the Department's Contract Manager, prior to the delivery of services or as part of the proposal.

C. Staff Vacancies/Back-Up Plans/Staffing Changes

1. Changes to the minimum staffing levels and staff qualifications required in the resulting Contract are not authorized. Staffing changes shall be approved in writing by the Department's Contract Manager and Chief Probation Officer in the Circuit where program services are provided.
2. The Provider shall have and utilize a written back-up plan for staffing vacancies to ensure provision of adequate qualified staff to fill-in for staff who may be absent from work (e.g., unexpected emergency, illness, or vacation) to ensure services to youth will not be canceled or rescheduled.
3. The Provider agrees to notify the Department's Contract Manager in writing (e-mail acceptable) within seven (7) working days when a staffing position becomes vacant.
4. Planned staffing changes that may affect service delivery, as stipulated in the resulting Contract, must be presented in writing to the Contract Manager at least thirty (30) calendar days prior to the implementation of the change.
5. The Department expects during the time of the vacancies, the youth receiving services under contract shall receive services uninterrupted and the Provider shall ensure the position is filled within sixty (60) days.

D. Staff Background Checks

1. The Provider and all staff shall comply with the Department's Statewide Procedure on Background Screening for Employees, Vendors, and Volunteers that is available on the Department's website. The Provider and all staff shall comply with the requirements for background screening pursuant to chapters 39, 435, 984 and 985, Florida Statutes, and the Department's background screening policy. Failure to comply with the Department's background screening requirements may result in termination of the resulting Contract.
2. A background screening shall be completed in accordance with the Department's Background Screening Policy and Procedures on all newly hired staff, including subcontractor staff, and provided to the Contract Manager prior to the initiation of employment to provide services under the resulting Contract.
3. The Provider shall ensure staff, including subcontractor staff, obtain the required five-year background re-screening every five (5) years from the date of their approval to work at the facility in accordance with the Department's statewide procedure. Five-year re-screenings shall not be completed more than twelve (12) months prior to the original screening approval date. Results of re-screenings shall be provided to the Contract Manager.

4. The Provider shall notify the Background Screening Unit when their employee or subcontractor employees are no longer providing services under the resulting Contract.

E. Staff Training Requirements

1. The Provider and all staff providing services to youth under the terms and conditions of the resulting Contract shall complete one hundred twenty (120) hours of job specific training within one hundred eighty (180) days of being hired and follow the requirements specified in Florida Administrative Rule 63H-2.004.
2. Prior to having direct contact with and/or supervisory responsibility for youth, the following trainings shall be completed: CPR/First Aid; Suicide Prevention; Protective Action Response (PAR); Professionalism & Ethics; including standards of conduct; Emergency Procedures training; and Child Abuse reporting.
3. The Provider's staff shall meet the requirements/standards of the local school board, with regards to training and experience, to provide vocational training to youth. The Provider shall ensure that all staff shall be trained on the following topics:
 - a. First aid and cardiopulmonary resuscitation;
 - b. Universal precautions and blood borne pathogens, such training to meet that specified in Federal Rule CFR 1910.1030 (OSHA Standard);
 - c. Basic principles of safe and effective medication administration if medications are to be administered by non-healthcare licensed staff members; and
 - d. Emergency evacuation procedures for the youth with a medical alert system.
4. In addition, the Provider shall ensure all staff successfully completes training requirements as set forth below.
 - a. Juvenile Justice Information System (JJIS) (one (1) day): The Department will provide training in JJIS as soon as possible after contract award the resulting Contract to ensure the Provider's staff possesses the necessary training and permissions to access and use JJIS. JJIS Training shall be coordinated through the Department's Data Integrity Officer (DIO) and is based on the Department's capability to provide access and utilization of JJIS to the Provider.
 - b. Information Safety Awareness: The Provider's staff with access to JJIS are required to complete the Department's Information Security Awareness on-line training course prior to accessing confidential information, and are required to receive additional training on this subject on an annual basis.
 - c. Motivational Interviewing (MI) (two (2) days) as follows:
 - 1) All staff having direct contact with youth shall complete Motivational Interviewing training with the exception of Clinical Practitioners who have previously completed training in effective communication with youth as part of their education or curriculum training.
 - 2) A Provider may provide their own MI training, as long as they have a Department approved Qualified Trainer who follows the training protocol/trainer agreement issued by the Department and the trainer meets QT qualifications. Documentation of MI Training shall be maintained for each employee.
 - 3) MI training will be provided by the Department at a variety of locations across the state and enrollment shall be coordinated with the Department.
 - d. PACT Training
 - 1) The Department will not require PACT training. The Department will provide materials/worksheets on the PACT

process sufficient to provide all Provider staff an understanding of the PACT assessment.

- 2) If a Provider desires full PACT training, the training shall be provided by the Department and is offered at a variety of locations across the state. Enrollment shall be coordinated with the Department. Anyone taking PACT training is required to have Motivational Interviewing prior to attending PACT training.
 - e. Critical Incident Reporting Requirements – (Two (2) hours)
The Training will be provided by the Department Contract Managers and should last approximately two (2) hours and is provided to ensure Provider and all staff providing direct services to youth fully understands the Central Communications Center (CCC) reporting requirements in Rule 63F.11.001-11.006, Florida Administrative Code.
 - f. Prison Rape Elimination Act (PREA Training)
DJJ has a PREA policy and procedure, **FDJJ 1919**, which outlines the Department's approach to preventing, detecting and responding to sexual abuse and harassment. To ensure that anyone who could come in contact with youth abides by our zero (0) tolerance policy for sexual misconduct, all employees, volunteers, and contracted providers are required to take the PREA on-line course every two (2) years.
5. The Provider is responsible for all training costs associated with the resulting Contract. Provider staff training shall be accomplished in accordance with the requirements contained herein, and shall be coordinated with the Department. Any training to be provided by the Department shall be coordinated with the Department's Contract Manager.
6. All staff delivering services to Department youth must have in his/her personnel file, maintained by the Provider, documentation demonstrating successful completion of Department required training, documentation of required training for the modality to be provided, documentation of a background screening conducted by the Department's Office of the Inspector General, and the minimum education and professional qualifications for the applicable position. Documentation of the completion of minimum training topics, with the number of hours earned shall be maintained in each employee's personnel file and updated on a yearly basis. Documentation of DJJ Learning Management System training shall be entered into the DJJ Learning Management System or provided to the Contract Manager. Copies of completion of other training shall be provided upon request of the Contract Manager.

V. SERVICE LOCATION

A. Location of Services to be Provided

The Program shall be located at Provider-owned or leased facilities in the following Circuits:

Circuit 9, Location to be determined by RFP and set forth in final contract.

Circuit 13, Location to be determined by RFP and set forth in final contract.

*Circuit 6, Services shall be provided at the Department Owned/Leased Location located at **955 26th Street, South, St. Petersburg, FL 33712.***

At service locations, youth/client files shall be securely maintained and shall be made available upon request for monitoring purposes.

B. Specified Time of Service

The Provider shall provide services at a minimum of five (5) days a week, Monday – Friday, eight (8) hours daily (including travel to and from the location) two hundred fifty (250) days per year, excluding State holidays. The Provider shall provide a calendar, including holidays, of Program days and hours of operations. Services shall be

scheduled in consideration of school days and hours to ensure youth who are enrolled in school are able to participate in Program services.

C. Changes In Service Delivery Location(s)

The Provider shall provide written advance notification to the Department's Contract Manager and Chief Probation Officer prior to any changes in the location of service delivery.

VI. FACILITIES STANDARDS AND PROPERTY

A. Facility Standards/Maintenance and Repair

1. For Department owned/leased facility in Circuit 6:
The facility provided for use in Circuit 6, in connection with the resulting Contract is Department owned or leased. The Provider shall comply with standards required by fire and health authorities. The Provider 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 Provider 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 the resulting Contract (as applicable). The Provider is also subject a requirement to execute the attached Memorandum of Understanding with the Department.
2. For Provider Owned/Leased Facilities in Circuit 9 and 13:
This facility to be used for program services in Circuit 9 and 13 shall be Provider-owned or leased. The Provider shall comply with standards required by fire and health authorities. The Provider 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.

B. Occupancy Clause For Provider Owned/Leased Facilities in Circuit 9 and 13

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

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

C. 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 Provider through funding sources identified above, with a cost of \$1,000 or more and lasting more than one (1) 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 the resulting Contract, shall be returned to the Department upon Contract termination. Any replacements shall be in equal or greater value when returned to the

- Department.
3. All state-furnished property with a cost of \$100 or more, but less than \$1,000, shall be accounted for by the Provider using a system developed by the Provider and approved by the Department. The Provider'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.
 4. The Provider shall submit to the Contract Manager, on a quarterly basis, a listing of all items purchased that quarter under the resulting Contract. The listing shall include a statement as to whether the items were purchased with Department or Provider funds, and include supporting documentation of funds used.
 5. The Provider shall not dispose of state-furnished property without the written permission of the Department. Department policies and procedures shall be followed when disposing of state-furnished property.
 6. The Provider shall not use any state-furnished property for any purpose except the delivery of services identified in the resulting Contract.
 7. The Provider shall submit a final inventory report for approval by the Department at conclusion of the Contract.
 8. The Provider shall submit an annual joint inventory report of all state-furnished property and all Provider-owned property located at the facility to the Contract Manager.
 9. The Provider shall report annually to the Contract Manager an inventory of all state-titled vehicles or other vehicles purchased with state funds. The Provider shall maintain a monthly vehicle log for each vehicle and submit the completed log to the Contract Manager by the 5th day of each month. When utilizing state-furnished vehicles, the Provider shall comply with the Department's Vehicle Operations Policy and Fleet Management Manual.
 10. The Department finds it necessary to purchase property through the Provider as opposed to direct acquisition for the following reason(s):
 - a. The property is solely intended for use by the Provider in the delivery of the contracted services or the same or different Provider's under subsequent continuing Contracts intend continued use of this property throughout its useful life. It is not intended for direct use by Department staff;
 - b. The property is critical to the delivery of the contracted services and the Department more appropriately identifies the cost as a Contract cost rather than Operating Capital Outlay; and
 - c. Direct purchase by the Provider is more efficient than Department purchase, which would include additional costs for storage, delivery, retrieval, disposal, etc.

IV. DELIVERABLES:

A. Service Units/Deliverables

1. Service Units:

- a. Filled Slots: The Department will pay the Provider for vocational service to Department referred youth at the per diem rate for each filled program slot receiving services during the term of the resulting Contract. Payment shall be supported by the monthly census.
- b. There are some cases where youth are absent from the program, but the Department still considers the slot to be filled. In these cases, the Department will pay the Provider at the filled slot rate. These cases

include:

1. Youth absent due to hospitalization or illness;
 2. Youth participating in other approved travel; and
 3. Youth absent due to court appearances.
- c. Absconded or Detained Youth
1. Absconded Youth - If the youth is an absconder and not apprehended within five (5) business days, the Provider shall remove the youth from the JJIS program and notify the JPO.
 2. Incarcerated Youth - If the youth is incarcerated and not released from jail or detention within five (5) business day the Provider shall remove the youth from the JJIS program and notify the JPO.

All absences for absconded or detained youth shall be closed in JJIS system at five (5) business days and removed from the Provider census.

- d. The Provider shall report, in accordance with Department policy, all youth admissions, releases and inactive status. Failure by the Provider to promptly report this information may result in a reduction in the monthly invoice.
- e. It is the responsibility of the Provider to notify the Department when the contract slots are not available. It is further the responsibility of the Provider to reduce the monthly invoice when slots are not available; however, the Department reserves the right to reduce the monthly invoice if the Provider fails to do so.
- f. Failure by the Provider to promptly report and document Deliverables as required shall result in a reduction in the monthly invoice.
- g. If the Department determines admissions to the program must be suspended due to safety, security, staffing or other programming concerns, the Department will notify the Provider, in writing, of the suspension of admissions until the Department determines the suspension can be removed and admissions resumed.
- h. The Provider shall not receive payment for services rendered prior to the execution date or after the termination date of the resulting Contract.
- i. Invoices for amounts due under the resulting Contract shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.

B. Reports

The Department will require progress or performance reports throughout the term of the resulting Contract. Complete reports shall be required to become eligible for payment.

The following are the Contract Managers for the respective parties. All matters shall be directed to the Contract Managers for action or disposition. Any and all notices shall be delivered to the parties at the following addresses:

PROVIDER	DEPARTMENT
Name:	Florida Department of Juvenile Justice:
CM Name:	Name: TO BE PROVIDED
Address:	Address:
City, State, Zip:	City, State, Zip:
Telephone:	Telephone:
Email:	Email:

After execution of the resulting Contract, any changes in the information contained in this section will be provided to the other party in writing, shall be sent by United States Postal Service or other delivery service with proof of delivery, and a copy of the written notification shall be maintained in the official Contract record. All notices required by this

Contract or other communication regarding the resulting Contract shall be sent by United States Postal Service or other delivery service with proof of delivery.

C. Following are the minimum reports required by the Department.

1. Invoice

A properly prepared invoice shall be submitted directly to the 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 Provider is experiencing problems in obtaining timely payment(s) from a State of Florida agency. The Vendor Ombudsman may be contacted at 800-848-3792.

2. Youth Census Report

A complete list of youth who were provided services required under the terms and conditions of the resulting Contract during the service period detailed on the invoice shall be furnished. At a minimum, the Census Report shall include the youth name, juvenile justice identification number, date of service, and the service required by the resulting Contract that was provided.

3. Proof of Insurance

A Certificate of Insurance shall be provided to the Department's Contract Manager prior to the delivery of service, and prior to expiration. Certificates of Insurance shall reflect appropriate coverage(s) based on the recommendation of a licensed insurance agent, and the minimums listed in the resulting Contract.

4. Subcontract(s)

A copy of all subcontracted agreements entered into by the Provider and a subcontractor for services required of the Provider via the resulting Contract, shall be submitted to the Department in advance for approval. A signed copy of the subcontract approved 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.

5. Organizational Chart

The Provider'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 Provider's organization.

6. Staff Vacancy Report

The Provider shall provide a complete list of all vacant program positions required by the resulting Contract, include the position title, position number, date of vacancy, and position description. The Provider 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 Provider staff regardless of whether a position(s) is vacant.

7. Minority Business Enterprise (MBE)

The Provider shall submit to the Contract Manager, along with each monthly invoice, Florida MBE Utilization Report – 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.

8. Continuity of Operations Plan (COOP)

Prior to the delivery of service, the Provider shall submit a COOP, which provides for the continuity of Contract services in the event of a manmade/natural disaster/emergency. The Department approved Plan format can be found on the Department's website. Additional information can be found in *FDJJ 1050, Continuity of Operations Plans*.

9. Youth Progress Report

The monthly Youth Progress Report shall be submitted to the assigned Juvenile Probation Officer, conditional release or diversion case manager and include the youth's attendance, behavior, compliance with program rules, progress in completing his/her YES (IPP), and other information related to the youth's participation in the program over the previous thirty (30) calendar days.

10. Ad Hoc Reports:

The Provider shall provide the Department ad hoc reporting of data collected regarding the provision of vocational services under the resulting Contract upon request of the Department's Contract Manager or designee.

REPORT LIST	FREQUENCY	DUE DATES	DUE TO
Invoice	Monthly	10 th day of the following reporting month	Contract Manager
Youth Census Report	Monthly	10 th day of the following reporting month	Contract Manager
Organizational Chart	Upon Contract execution; annually; and upon changes	Prior to the delivery of services and July 1	Contract Manager
Proof of Insurance Coverage	Annually	Prior to delivery of services/prior to expiration of insurance	Contract Manager
Copy of Subcontracts	Upon execution	Upon execution	Contract Manager
Staff Vacancy Report	Monthly	10 th day of the following reporting month	Contract Manager
MBE Utilization Report	Monthly	10 th day of the following reporting month	Contract Manager
Continuity of Operations Plan (COOP)	Annually	Prior to the delivery of services and July 1st	Contract Manager
Youth Progress Report	Monthly	Every thirty (30) calendar days from admission date	Assigned JPO or contracted conditional or diversion case manager
Ad Hoc Reports	Upon Request	Upon Request	Contract Manager

The Provider 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 Contract Manager will approve or reject deliverables and reports. The Provider is responsible for ensuring the successful delivery of reports to the appropriate Department staff within the required timeframe.

VIII. PERFORMANCE MEASURES

Listed below are the key Performance Measures, including outputs and outcomes with minimum standards of performance, deemed most crucial to the success of the overall desired service delivery. The Provider shall ensure that the stated performance outputs, outcomes and standards (level of performance) are met. Performance shall be measured, as appropriate, beginning the second month after which service has been fully implemented.

A. Performance Outputs

1. Goal: 100% of youth admitted for services shall successfully complete the goals identified in their Individualized Service Plan.
Measure: This shall be measured by reviewing the release date, release reason, and subsequent placements in JJIS.
Minimum Standard: 85% of youth admitted for services shall successfully complete the goals identified in their Individualized Service Plan (ISP).
 2. Goal: 100% of youth referred to receive vocational certifications complete the certification classes and receive the certification.
Measure: This shall be measured by comparing the number of youth enrolled in certification classes to the number of youth obtaining a certification certificate.
Minimum Standard: 85% of youth enrolled in certification classes shall complete and obtain the certificate.
- B. Performance Outcomes
1. GOAL: 100% of youth shall remain crime free twelve (12) months after release from the program (during the follow up period).
MEASURE: This will be measured by reviewing JJIS charges and disposition information.
MINIMUM STANDARD: 90% of youth shall remain crime free twelve (12) months after release from the program (during the follow up period).
 2. GOAL: 100% of youth enrolled in the program shall not be arrested during non-school hours while participating in the program.
MEASURE: This will be measured by reviewing JJIS charges and disposition information
MINIMUM STANDARD: 100% of youth enrolled in the program shall not be arrested during non-school hours while participating in the program.
 3. GOAL: 100% of youth participating in the program shall not be arrested for crimes involving violence while participating in the program.
MEASURE: This will be measured by reviewing JJIS charges and disposition information
MINIMUM STANDARD: 100% of youth participating in the program shall not be arrested for crimes involving violence while participating in the program.
 4. GOAL: 100% of the youth admitted into the program shall successfully complete the program .
MEASURE: This will be measured by reviewing JJIS discharge information and youth files.
MINIMUM STANDARD: 80% of the youth admitted into the program shall successfully complete the program.
- C. Performance Evaluation
1. The Department will utilize data captured in JJIS, including, but not limited to the following data for determination of performance measures and evaluation purposes:
 - a. First and last name and DJJ ID of each youth served;
 - b. Type of Vocational Service Program;
 - c. Type of Related Support Services/Tasks provided;
 - d. Date of Youth admission for service, and date of termination/release;
 - e. Number of youth who successfully complete services as per individualized service planning;
 - f. Number of youth who unsuccessfully complete services; and
 - g. Release reason for each youth admitted.
 2. The Provider, throughout the term of the resulting Contract, shall document compliance with required service tasks, performance and provide documentation of such for inspection via contract management, annual program monitoring, and quality improvement inspections and deliver findings in applicable reports.
 3. The Department will conduct outcome evaluations and recidivism studies concentrating on the re-offending and re-adjudication of juveniles who complete Transition Services.

4. The Department will use the process and outcome data collected throughout the duration of the resulting Contract to determine the effectiveness of the services.
5. The results may be used in evaluation of the service needs or the Provider's performance when considering future Contract renewals and funding.



**EXHIBIT 1
FLORIDA DEPARTMENT OF JUVENILE JUSTICE
INVOICE FOR FIXED PRICE OR FIXED FEE CONTRACT/GRANT**

SECTION I:

Provider (Payee) Name:	Contract/Grant No.:
Remittance Address:	Invoice Date:
Program Name:	Service Period:
Service Address:	

SECTION II:

A	B	C	D	E
Unit of Service or Description	Total Number of Units	Total Number of Days	Unit Costs	Total Costs

Payment Amount Requested →

SECTION III:

CERTIFICATION

- I certify that the expenditures incurred under this contract/grant are for commodities or services, which are reasonable, necessary, allowable and allocable, and the expenditures directly relate to the purpose of the contract/grant.
- I certify that the services this individual or entity have provided services in accordance with the terms and conditions specified in the contract/grant.
- I certify that this individual or entity, in accordance with the terms and conditions specified in the contract/grant, maintains any documents and proof of payment supporting the expenditures.

Signature of Provider Agency Official	Type or Print Name & Title	Telephone & Ext.	Date
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SECTION IV:

FOR DEPARTMENT USE ONLY

Date Invoice Was Received	Date Goods Or Services Were Received	Date Goods Or Services Were Inspected And Approved	SIGNATURE Of Person Approving Invoice For Payment	PRINT Name Of Person Approving Invoice	Telephone	Signature Date	
Org Code	Exp Option	Object Code	Amount	Org Code	Exp Option	Object Code	Amount
1.			\$	4.			\$
2.			\$	5.			\$
			\$	6.			\$

