

Date: September 13, 2021

Subject: Department of Juvenile Justice (Department or DJJ) Solicitation #10721 – Psychosexual Evaluation and Outpatient Juvenile Sexual Offender Treatment Services

Request for Proposals (RFP): The Department requires outpatient juvenile sexual offender evaluation and treatment services for DJJ youth with a charge or history of sexual offense and is assigned to Probation. Specifically, psychosexual evaluations and treatment services for sex offenders through the provision of psychosexual evaluations, individual juvenile sexual offender therapy, and family and group juvenile sex offender therapy to youth who have been charged with a sexual offense or have a history of sexually inappropriate behavior and are assigned to probation with the Department. Services shall be available to youth residing in Circuits throughout the state of Florida as identified in any resulting Rate Agreement. All services shall be conducted to assist the Department in making recommendations to the court for the disposition of youth alleged to have committed criminal/delinquent offenses that were sexual in nature.

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):

- <sup>1</sup> Available at: [http://dms.myflorida.com/business\\_operations/state\\_purchasing/documents\\_forms\\_references\\_resources/purchasing\\_forms](http://dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources/purchasing_forms)
- <sup>2</sup> Available at: <http://www.djj.state.fl.us/partners/procurement-and-contract-administration>
- <sup>3</sup> Document uploaded as a separate document for the RFP and posted on the Vendor Bid System.
- <sup>4</sup> Available at: <http://www.djj.state.fl.us/partners/forms-library/contracts>

PUR 1000[1]	General Contract Conditions - Incorporated by Reference <sup>1</sup>
PUR 1001[1]	General Instructions to Respondents - Incorporated by Reference <sup>1</sup>
Attachment A	Services Sought
Attachment B	General Instructions for the Preparation and Submission of Proposals
Attachment C	Special Conditions
Attachment D	Reserved
Attachment E	Reserved
Attachment F	Evaluation Criteria
Attachment G	Sample Rate Agreement <sup>2</sup>
Attachment H	Price Sheet ( <b>MANDATORY</b> ) <sup>3</sup>
Attachment I	Reserved
Attachment J	Reserved
Attachment K	Drug-Free Workplace Certification <sup>2</sup>
Attachment L	Reserved
Attachment M	Reserved
Attachment N	Notice of Intent to Submit a Proposal <sup>3</sup>
Attachment O	RFP Proposal Cross Reference Table
Attachment P	Written Evaluation Questions/Considerations
Attachment Q	Proposal Verification Form <sup>3</sup>
Attachment R	Reserved
Attachment S	Tie Breaking Certifications <sup>3</sup>
Attachment T	Client Contact List <sup>3</sup>
Attachment U	Florida Certified Minority Business Enterprise (CMBE) Subcontracting Utilization Plan <sup>2</sup>
Attachment V	Reserved
Exhibit 1	Invoice <sup>4</sup>
Exhibit 2	Youth Census Report <sup>4</sup>
Exhibit 3	Florida Minority Business Enterprise (MBE) Utilization Report <sup>4</sup>

Respondents shall comply fully with the instructions on how to respond to the RFP.

Per subsection 287.057(23), Florida Statutes (F.S.), 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 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 Respondents shall be in writing (by e-mail, facsimile, or mail), and cite the subject solicitation number and be directed to the attention of the Procurement Manager 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 business days prior to the meeting.

#### Terminated for Cause Exclusions

In addition to other criteria set forth in this solicitation document, any Respondent, and any and all subsidiaries of the Respondent, that have had a contract terminated by the Department for cause is subject to the follow provisions below:

- 1) The twelve (12) month period shall begin with the effective date of termination for cause, as delineated in the termination letter from the Department.
- 2) If terminated for cause in the last twelve (12) month period preceding the Date Written Proposals Are Due and Opened for this solicitation, the Respondent shall be ruled disqualified and therefore ineligible to submit a response to the solicitation.
- 3) If terminated for cause in the last twelve (12) month period preceding the Notice of Intended Award resulting from this solicitation, the Respondent shall be ruled disqualified and therefore ineligible to receive a contract award.
- 4) The above applies regardless of the business structure (for profit/not for profit) or the dates the corporations were created.

#### One Florida Initiative Requirement

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 Rate Agreement resulting from this solicitation, answers to the following questions may be due to the Department prior to Rate Agreement 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,

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**ATTACHMENT A  
SERVICES SOUGHT  
PSYCHOSEXUAL EVALUATION AND OUTPATIENT JUVENILE SEXUAL OFFENDER TREATMENT  
SERVICES (PEJSOT)**

**I. GENERAL DESCRIPTION**

A. General Description of Services

The Department requires outpatient juvenile sexual offender evaluation and treatment services for DJJ youth with a charge or history of sexual offense and is assigned to Probation. Specifically, psychosexual evaluations and treatment services for sex offenders through the provision of psychosexual evaluations, individual juvenile sexual offender therapy, and family and group juvenile sex offender therapy to youth who have been charged with a sexual offense or have a history of sexually inappropriate behavior and are assigned to probation with the Department. Services shall be available to youth residing in Circuits throughout the state of Florida as identified in any resulting Rate Agreement. All services shall be conducted to assist the Department in making recommendations to the court for the disposition of youth alleged to have committed criminal/delinquent offenses that were sexual in nature.

B. Services to be Provided

1. The Respondent shall provide psychosexual evaluations and individual, group, and family juvenile sexual offender therapy services as requested by the Juvenile Probation Officer (JPO) or other Departmental designee.
2. Psychosexual evaluations shall begin within four calendar days of the request from the Department. If the youth and family cannot meet this timeframe, the JPO or other Departmental designee shall be notified.
3. Psychosexual evaluations and juvenile sexual offender counseling services shall be designed and appropriate for youth charged with a sexual offense or who have a history of sexually inappropriate behavior.
4. The Respondent shall provide psychosocial skills training (e.g., anger management, interpersonal problem-solving skills, coping skills, self-esteem) and group counseling designed specifically for youth with a history of sexual offense or sexually inappropriate behavior.
5. Psychosexual evaluations shall be completed, and a written report delivered to the JPO or the other Departmental designee within fourteen (14) business days of accepting the referral.
6. Counseling/therapy shall begin within five business days of completion of the youth's psychosexual evaluation.
7. All parents/guardians and youth shall receive an orientation explaining the interventions and procedures that will be utilized, and any associated risks and benefits and parental informed consent for services will be obtained.

All services shall be provided by appropriately certified and licensed professionals as defined in Florida Laws and Rules and in accordance with applicable federal laws and any resulting Rate Agreement. Specifically, juvenile sexual offender evaluation and treatment services must be personally provided by a licensed psychologist meeting the requirements to practice juvenile sexual offender therapy as specified in section 490.0145, Florida Statutes (F.S.), and Rule 64B19-18.0025, Florida Administrative Code (F.A.C.), or a licensed mental health counselor, licensed clinical social worker or licensed marriage and family therapist meeting the requirements to practice juvenile sexual offender therapy as specified in section 491.0144, F.S., and Rule 64B4-7.007 F.A.C. Additional guidelines for provision of sex offender treatment services are found in section 490.0145, F.S., and Rule 64B19-18.0025 F.A.C., or section 491.0144, F.S., and Rule 64B4-7.007, F.A.C.

C. Authority

Section 985.475, F.S., authorizes community-based sexual offender treatment.

D. Service Limits

Services are limited to the period covered by any resulting Rate Agreement. Services under any resulting Rate Agreement are based on utilization and the frequency of services.

E. Goals of the Service

1. Services shall facilitate positive changes in youth behavior and promote pro-social beliefs and attitudes. Juvenile sexual offender therapy shall focus on guiding the

- youth to overcome denial; assume responsibility for their sexual offense or present/past sexually inappropriate behavior; foster empathy with others; identify the deviant cycle; teach relapse prevention; and ensure restitution.
2. Services shall be designed to address sexual and family issues and needs with the goal of improving family functioning and ensuring that a family safety plan is in place for each youth and family. The term “safety plan” within any resulting Rate Agreement means a written document prepared by the juvenile sexual offender therapist as defined in section 490.0145, F.S. and Rule 64B19-18.0025, F.A.C., or section 491.0144, F.S., and Rule 64B4-7.007, F.A.C. in collaboration with the juvenile and his/her parent or legal guardian which identifies potential high risk contacts and situations and addresses ways in which contacts and situations will be handled without the juvenile sexual offender placing others at risk.
  3. The primary goals of juvenile sexual offender treatment are for the youth to take responsibility for their behaviors, develop the necessary skills and techniques that will prevent them from engaging in sexually abusive and harmful behaviors in the future, and lead productive and pro-social lives. The youth shall understand the inter-relationship between thoughts, feelings, and behaviors; their impact on one’s conduct; and then develop more healthy thinking patterns and appropriate techniques for managing emotions. The youth shall identify the risk factors or triggers that are associated with their sexually abusive or inappropriate behaviors and subsequently develop healthy coping skills to address those risk factors.
  4. Services shall address the youth’s needs as determined through the juvenile psychosexual evaluation and other formal assessments. Treatment interventions should be driven by formal assessments and each youth’s Individualized Treatment Plan (ITP). Treatment goals shall be individualized, specific, and measurable.

## II. YOUTH TO BE SERVED

### A. Youth to be Served

The Respondent shall deliver services to boys and girls between the ages of thirteen (13) to eighteen (18) who reside in Circuits throughout the state of Florida as identified in any resulting Rate Agreement. Youth falling outside this age range may be served on a case-by-case basis when mutually agreed upon by the Respondent and the Department.

### B. Youth Eligibility

The program shall serve youth who have been charged with a sexual offense or who have a history of sexually inappropriate behavior and are assigned to probation within the Department or committed to the Department. The program shall provide outpatient juvenile sexual offender evaluation and treatment services for DJJ youth residing in the community. The program shall be available on an outpatient basis to youth residing in the community.

### C. Youth Referral/Determination for Services

Youth referred for services by the Department shall be referred by the Juvenile Probation Officer (JPO) through the Department’s Probation Resource Booking System. The Department’s JPO will forward a signed authorization and referral packet to the Respondent, which contains the following items, when available:

1. Expanded Face Sheet;
2. School information (e.g., standardized testing scores, Individual Education Plans [IEPs], 504 Plans, intelligence quotient (IQ) scores or ratings [e.g. “normal”], grades, behavior and attendance records);
3. Arrest affidavit, violation of probation or transfer request, full investigative police report for the triggering offense;
4. Victim statements;
5. Massachusetts Youth Screening Instrument (MAYSI) 2 Report with Referral Information as applicable;
6. Comprehensive Assessment Tool (CAT) Overview Report;
7. Human Trafficking Screening Tool (HTST) Prescreening Report and HTST Full Screening;
8. Release of Information forms;

9. Prior assessments available to the Department (i.e., SAMH-2, Psychological Evaluation, Bio-Psychosocial Assessment, or predisposition Comprehensive Evaluation);
  10. Prior medical information available to the Department (i.e., medical history and/or results of a medical exam after obtaining release when necessary);
  11. Prior mental health information available to the Department (i.e., Baker Acts, Marchman Acts, prior inpatient and/or outpatient treatment);
  12. History of employment and vocational training;
  13. Most recent Pre-Disposition Report (PDR); and
  14. Signed Authority for Evaluation and Treatment (AET) form.
- D. Youth Admission/Acceptance for Services
1. All youth referred for services by the Department shall be accepted by the Respondent in the Department's JJIS Resource Booking System and a psychosexual evaluation shall be conducted and completed within fourteen (14) business days of the date of the Department's referral to the Respondent. This is a statutory requirement for all youth prior to receiving counseling/therapy. If the Respondent is at service capacity based on approved staffing, and cannot accept all referrals, a call shall be placed within twenty-four (24) hours to the referring JPO and the Chief Probation Office of the Circuit where the youth was referred to determine how to proceed. (NOTE: The Respondent should track monthly referrals and staff accordingly.) The Respondent shall admit the youth in JJIS upon placement. Placement does not begin until a youth physically participates in the face to face psychosexual evaluation interview.
  2. A licensed psychologist meeting the requirements to practice juvenile sexual offender therapy as specified in section 490.0145 F.S., and Rule 64B19-18.0025, F.A.C., or a licensed clinical social worker, licensed mental health counselor or licensed marriage and family therapist meeting the requirements to practice juvenile sexual offender therapy as specified in section 491.0144, F.S., and Rule 64B4-7.007, F.A.C., shall perform the psychosexual evaluation and assess all youth for appropriateness of community-based sexual offender treatment.
  3. After the psychosexual evaluation is complete, submitted to the Department's Chief JPO, and the youth is referred back to the Respondent for counseling/therapy services, the Respondent shall be responsible for contacting referred youth to schedule appointments.
  4. The Respondent shall contact the assigned JPO or Department approved referral source when the youth is not responsive (fails to schedule an appointment or attend counseling sessions).
  5. Depending on the youth's age and circumstance(s) of the offense(s), the Respondent shall be knowledgeable and willing to network with Department of Children and Families' Respondents or other community resources that provide sex offender treatment to the youth in order to assure that existing services are not duplicated through any resulting Rate Agreement.
  6. The Respondent shall ensure that prior to any services being rendered, youth and parents/legal guardians sign appropriate forms outlining informed consent for treatment and release of treatment records in accordance with Florida law and Rule 63N-1, F.A.C. including releases that allow the Department access to all service information.
- E. Discharge/Termination of Services
1. Discharges/Terminations shall require written approval by the Department prior to the youth's release from services. The Respondent shall provide a written report to the Department requesting a discharge/termination of a youth prior to their release.
  2. The Department will accept a youth's discharge/termination from services when the youth has successfully completed the recommended course of treatment outlined in the treatment plan or reached the time limits of service for the youth. Documentation supporting the discharge/termination shall be submitted to the Department when any youth is discharged/terminated from services.
  3. Successful completion shall be deemed to have occurred when:

- a. The youth has completed 90% of his/her individual treatment goals that were determined by the original psychosexual evaluation and upon the Respondent's validation that the goals have been completed based on a clinical assessment, completion of course work, and when appropriate, additional testing. The rationale for termination shall have been clearly documented in the youth's termination summary and approved by the Chief Probation Officer or designee.
  - b. The youth has received the maximum services available and will no longer obtain benefit as determined by the Respondent. The rationale for the youth reaching maximum benefit shall be based on a clinical assessment, testing when appropriate, or documentation of an on-going pattern of behavior that supports this premise, and shall clearly be documented in the termination summary that is approved by the Chief Probation Officer or designee.
  - c. The youth's period of supervision by the Department has expired, or Department custody has ended.
  - d. Other reasons for discharge/termination include, but are not limited to, death, receiving adult sentencing, or the youth has moved outside the boundaries of the Circuit.
4. The Respondent shall provide proper documentation for a violation of Probation, violation of Post-Commitment Probation, and/or a violation of Conditional Release or transfer. The documentation shall clearly state that:
- a. The needs of the youth are such that he/she can no longer be served through community-based services without substantial risk to the community.
  - b. The needs of the youth are such that he/she can no longer be served appropriately by this Respondent but would be more appropriate for another community-based service.
- F. Limits on Youth to be Served  
The average length of participating in sex offender services is nine to twelve (12) months. Services shall occur until such time as the youth is considered to have successfully completed services and the JPO has been notified and is in agreement with the discharge.
- G. Polygraphs  
Polygraphs shall require written approval from the Department's Regional Director (or Regional Manager) for Probation and Community Intervention (P&CI) where the youth is located and the Director of Mental Health & Substance Abuse in the Department's Office of Health Services, prior to the administration of any single polygraph. The Respondent shall submit a written request (e-mail acceptable) for the administration of one polygraph for a specific Department youth to the Department's Regional Director (or Regional Manager) of P&CI where the youth is located and the Director of Mental Health & Substance Abuse in the Department's Office of Health Services, with a copy being sent to the Department's Contract Manager. The written request shall include the youth's name, DJJ ID number and the reason for the use of a polygraph. The Department shall respond to the Respondents request in writing (e-mail acceptable) within five business days of receiving the Respondents request. The Department shall not be responsible for payment of any polygraph. Approved polygraphs shall only be used during the initial assessment phase of treatment and are not to be used to measure treatment progress or as a determinant of discharge from services. Results of any polygraph administered shall be kept in the youth's Individual Health Care Record or Active Mental Health/Substance Abuse Treatment File which is kept separate and secure from the youth's program case file. Only individuals who, by virtue of job description and duties, require information on a youth's mental health, substance abuse or developmental disability status for the purpose of providing health care to that youth, protecting the safety of that youth, or performing auditing functions may have access to a youth's mental health, substance abuse or developmental disability clinical records and/or information, including polygraph results.

### III. SERVICE TASKS

#### A. Tasks to be Performed

At a minimum, the Respondent shall provide the following tasks:

1. Psychosexual Evaluation

The Respondent shall provide psychosexual evaluation services to youth charged with sexual offenses or who have a history of inappropriate sexual behavior. The Respondent shall assess the youth's risk and needs and recommend the most appropriate course of treatment. A psychosexual evaluation shall be conducted for all youth referred for services.

- a. Psychosexual Evaluation: A sex offender evaluation shall include review of collateral information, including, but not limited to, the following:
  - 1) Police report/arrest report;
  - 2) PDR;
  - 3) Victim's statement of offense (when available);
  - 4) Offender's statement of offense;
  - 5) Offense history;
  - 6) Juvenile Justice records (referrals, placements, previous interventions and treatment);
  - 7) Mental health/psychiatric records (when available); and
  - 8) Parent/guardian interview.
- b. A psychosexual evaluation shall reflect consideration of the following:
  - 1) Presenting problem;
  - 2) History:
    - a) Home environment/family functioning;
    - b) Physical abuse, sexual abuse, neglect, witnessing violence and other forms of trauma;
    - c) Health (physical health, mental health, substance abuse);
    - d) Behavioral functioning;
    - e) Educational history;
    - f) Social history; and
    - g) Sexual history.
  - 3) Testing/evaluation procedures including:
    - a) Sex offender inventory/questionnaire;
    - b) Vocational testing;
    - c) Personality testing; and
    - d) Cognitive/intelligence testing.
  - 4) Face-to-face Clinical interview including:
    - a) Antecedents of sexual offense(s);
    - b) Attitudes and knowledge regarding sexuality;
    - c) Cognitive distortions regarding sexually deviant behavior;
    - d) Degree of empathy and denial;
    - e) Emotional functioning;
    - f) Anger;
    - g) Depression; and
    - h) Aggression.
  - 5) Behavioral observations (including mental status examination and current functioning and symptoms);
  - 6) Results/findings (including DSM-5 diagnoses, specifiers and severity of symptoms); and
  - 7) Summary and recommendations which include:
    - a) A statement about the juvenile sexual offender's amenability to treatment and relative risk to the victim and the community;
    - b) A statement regarding recommended restrictions on the contact between the juvenile sexual offender and either the victim or alleged victim;
    - c) Treatment recommendations that identify the specific issues and behaviors to be addressed in treatment; and
    - d) Recommendations that address the youth's mental health and/or substance abuse needs, educational needs, health needs, and all other pertinent treatment information.

2. Psychosexual Evaluation Reports

- a. The psychosexual evaluation shall include the elements specified in subsection III., A., 1., and III., A., 2., of this attachment and shall also include a psychosexual examination, neurological information, psychological analysis, psychiatric analysis, educational testing and review, and in-depth vocational testing and analysis. The Respondent shall include recent child status information as gathered from the youth and family and ensure the report includes a review of medical, educational, vocational, substance abuse, and mental health histories. At a minimum, the Respondent shall include the following components as part of the written evaluation:
- 1) Overview of the youth in each domain;
  - 2) Compilation of existing documented information;
  - 3) Emphasis on domain(s) that are indicated as higher need;
  - 4) Youth status update through interview of the youth and parent;
  - 5) Extensive evaluation and examination of high need areas; and
  - 6) Recommendation for a course of treatment.
- b. The Respondent shall provide a detailed psychosexual evaluation report that shall be forwarded to the Department's assigned JPO or Department approved referral source within fourteen (14) business days of receipt of referral.
- c. The psychosexual evaluation report shall be provided on the Respondent's stationary and contain the name, title, original signature, and Florida license number of the licensed professional as specified in section III., C., Staffing/Personnel, who conducted the evaluation and the date of the evaluation(s) and report.

3. ITP

- a. An ITP shall be developed for each youth prior to the provision of counseling services by the licensed professional meeting the requirements of a juvenile sexual offender therapist as specified in section III., C., Staffing/Personnel. The ITP shall be based upon an in-depth psychosexual evaluation. A copy of the youth's treatment plan and progress/treatment notes shall be forwarded to the youth's JPO or Department approved referral for permanent filing in the youth's DJJ Individual Healthcare Record (mental health section). The ITP shall contain the following elements:
- 1) The youth's DSM diagnoses (DSM-5 or most current version of the DSM, specifiers, and severity of symptoms);
  - 2) The specific symptoms and behaviors that will be the focus of treatment;
  - 3) The type of counseling and anticipated number of sessions to be completed by the youth and, when applicable, his/her family;
  - 4) Sex offender treatment goals and objectives, written in achievable and measurable terms, which are:
    - a) Related to the diagnosis;
    - b) Responsive to the youth's risk factors, symptoms, and inappropriate sexual behaviors;
    - c) Address specific risk factors, behaviors, symptoms, skill deficits, strengths, and needs of the youth;
    - d) The youth's functional strengths/abilities and preferences/needs that may affect his/her success in treatment;
    - e) The intervention/strategies to be provided and target dates for completion; and
    - f) The youth's psychiatric service needs (for youth receiving psychotropic medication or other psychiatric services).
- b. The ITP shall be signed and dated by the licensed professional meeting the requirements of a juvenile sexual offender therapist as specified in section III., C., Staffing/Personnel, completing the treatment plan, the



youth, and the parent(s)/legal guardian(s) within ten days of completion. If the parent(s)/legal guardian(s) signature is not included on the treatment plan, the Respondent shall include documentation of the reason for non-involvement; efforts to secure the parent(s)/legal guardian(s) involvement; and/or the reason for non-involvement consistent with statutory requirements.

c. ITP Review

A licensed professional meeting the requirements of a juvenile sexual offender therapist, as specified in section III., C., Staffing/Personnel, shall conduct a review of the ITP every thirty (30) days. The ITP review will assess the youth's progress in meeting his/her treatment goals and objectives and ascertain whether modifications to the treatment plan are needed. The ITP review findings and recommendations shall be documented on a form developed by the licensed professional, or the sample form (MHSA 016) incorporated in Rule 63N-1, F.A.C.

d. ITP Modifications

Modifications made to the ITP shall be documented on the review form and shall be clearly and specifically identified as a modification to the ITP. The ITP review form shall, at a minimum, contain all the elements of the form (MHSA 017) incorporated in Rule 63N-1, F.A.C.

The treatment plan review form must be signed and dated by the licensed professional meeting the requirements of a juvenile sexual offender therapist in section III., C., Staffing/Personnel.

4. Individual Juvenile Sexual Offender Counseling/Therapy

The Respondent shall schedule and conduct individual juvenile sexual offender counseling/therapy services to youth referred by the Department. All individual juvenile sexual offender counseling sessions shall either be a full session that is sixty (60) minutes in duration, (with a minimum of fifty (50) minutes counseling/therapy time) or a half session that is thirty (30) minutes in duration (with a minimum of twenty-five (25) minutes counseling/therapy time); each youth shall have a minimum of two individual sessions per month and sessions must be conducted by a licensed professional meeting the requirements of a juvenile sexual offender therapist as specified in section III., C., Staffing/Personnel.

a. Individual juvenile sexual offender therapy shall be based on the youth's ITP.

b. Individual juvenile sexual offender therapy shall be documented in progress/treatment notes, which provide a description of the treatment session/activity and the youth's participation in the treatment session/activity. The progress/treatment notes shall document the course of treatment and the youth's progress in meeting his or her clinical goals and objectives as specified in the treatment plan. Progress/treatment notes shall be recorded on the day the treatment service/activity is provided.

c. A copy of the youth's treatment plan and progress/treatment notes shall be forwarded to the youth's JPO for permanent filing in the youth's Department Individual Healthcare Record (mental health section).

d. The Respondent shall document youth participation and progress in the youth's file and provide a written monthly update to the Department's assigned JPO on the referral or Department approved referral source.

e. All youth participating in individual juvenile sexual offender therapy sessions shall sign in and out at the start and end of each session. Copies of sign-in sheets shall be provided to the Department with the invoice for payment.

5. Group Juvenile Sexual Offender Counseling/Therapy

The Respondent shall schedule and conduct group juvenile sexual offender counseling/therapy services to youth referred by the Department as clinically appropriate. Youth who are not appropriate for group therapy format shall have a justification documented within the psychosexual evaluation report findings (i.e., age, cognition level, etc.). All juvenile sexual offender group counseling/therapy

sessions shall either be a full session that is sixty (60) minutes in duration (with a minimum of fifty (50) minutes counseling/therapy time) or a half session that is thirty (30) minutes in duration (with a minimum of twenty-five (25) minutes counseling/therapy time); shall not exceed ten youth; shall be conducted at least weekly (four times a month for each youth); and shall be conducted by a licensed professional meeting the requirements of a juvenile sexual offender therapist as specified in section III., C., Staffing/Personnel.

- a. Group therapy shall be based on effective treatment models such as Cognitive Behavioral Therapy or Multisystemic Therapy. Research-based treatment and curriculums should be used, whenever possible.
- b. Group therapy shall be based on the youth's ITP as specified above.
- c. Group therapy shall be documented in progress/treatment notes, which provide a description of the treatment session/activity and the youth's participation in the treatment session/activity. The progress/treatment notes shall document the course of treatment and the youth's progress in meeting his or her clinical goals and objectives as specified in the treatment plan. Progress/treatment notes shall be recorded on the day the treatment service/activity is provided.
- d. A copy of the youth's treatment plan and progress/treatment notes shall be forwarded to the youth's JPO for permanent filing in the youth's Individual Healthcare Record (mental health section).
- e. The Respondent shall document youth participation and progress in the youth's file and provide a written monthly update to the Department's assigned JPO or Department approved referral source, listed on the referral.
- f. All youth participating in group juvenile sexual offender therapy sessions shall sign in and out at the beginning and end of each session. Copies of sign-in sheets for group sessions shall be provided to the Department with the invoice for payment.

6. Family Juvenile Sexual Offender Counseling/Therapy

The Respondent shall schedule and conduct family juvenile sexual offender counseling/therapy services with Department youth and their families. All family juvenile sexual offender counseling/therapy sessions shall either be a full session that is sixty (60) minutes in duration (with a minimum of fifty (50) minutes counseling/therapy time) or a half session that is thirty (30) minutes in duration (with a minimum of twenty-five (25) minutes counseling/therapy time); and must be conducted at least one time per month for each youth's family by a licensed professional meeting the requirements of a juvenile sexual offender therapist as specified in section III., C., Staffing/Personnel.

- a. Family therapy shall be based on the youth's ITP as specified above.
- b. Therapy shall be documented in progress/treatment notes which provide a description of the treatment session/activity and the youth's and family member's participation in the treatment session/activity. The progress/treatment notes shall document the course of treatment and the youth's progress in meeting his or her clinical goals and objectives as specified in the treatment plan. Progress/treatment notes shall be recorded on the day the treatment service/activity is provided.
- c. A copy of the youth's treatment plan and progress/treatment notes shall be forwarded to the youth's JPO, or Department approved referral source, for permanent filing in the Department's Individual Healthcare Record (mental health section).
- d. The Respondent shall document the youth's and family member's participation and progress in the youth's file and provide a written monthly update to the Department's assigned JPO listed on the referral, or Department approved referral source.
- e. All youth and family members participating in family juvenile sexual offender therapy sessions shall sign-in and sign-out at the beginning of each session. Copies of sign-in sheets for family sessions shall be provided to the Department with the invoice for payment.

7. Informed Consent/Records Release  
The Respondent shall obtain informed consent for treatment and release of treatment records in accordance with Florida law.
8. Reporting and Documentation and Record Management  
The Respondent is responsible for implementing a record-keeping system which ensures the confidentiality, security and integrity of information on youth relating to services provided in any resulting Rate Agreement. The Respondent shall document psychosexual evaluations, individual juvenile sexual offender therapy, family and group juvenile sex offender therapy services that address the components listed in any resulting Rate Agreement. Documentation shall be maintained in the youth's mental health file which shall be kept separate from the youth's program case file and shall be kept in accordance with Florida law and Rule 63N-1.004, 63N-1.0041 and 63N-1.0042, F.A.C.

B. Task Service Limits

1. The Respondent shall be responsible for notifying the JPO if a youth is not attending services or appears to be a high public safety issue.
2. The Respondent shall be available to provide input into commitment staffing on those youth deemed a high risk in the community or unsuccessful in the program.

C. Staffing/Personnel

The Respondent and all personnel provided under any resulting Rate Agreement, whether performance is as a Respondent, subcontractor, or any employee, agent or representative of the Respondent 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 Respondent shall provide copies of all current licenses or certificates required for the delivery of services under any resulting Rate Agreement, to the Department's Contract Manager, prior to the delivery of services.

1. Staff Qualifications

Juvenile Sexual Offender Therapist

The Respondent shall employ juvenile sexual offender therapist(s) meeting the requirements to provide juvenile sexual offender therapy as specified in section 490.0145 F.S., and Rule 64B19-18.0025 F.A.C., or section 491.0144, F.S., and Rule 64B4-7.007 F.A.C. Specifically, the Respondent shall employ a licensed psychologist meeting the requirements to practice juvenile sexual offender therapy as specified in section 490.0145, F.S., and Rule 64B19-18.0025, F.A.C., or a licensed mental health counselor, licensed clinical social worker or licensed marriage and family therapist meeting the requirements to practice juvenile sexual offender therapy as specified in section 491.0144, F.S., and Rule 64B4-7.007, F.A.C., to personally provide all psychosexual evaluations, all individual juvenile sexual offender treatment, all group juvenile sexual offender treatment, and all family juvenile sexual offender treatment.

2. Staffing Changes

Changes to the staff and qualifications required in any resulting Rate Agreement are not authorized unless approved in writing by the Department's Contract Manager and Chief Probation Officer/designee.

3. Juvenile Justice Information System (JJIS) Training

At least one individual on the Respondent's staff shall be trained in the following JJIS components: SVS, PMM, and the Department's Learning Management System to ensure all data requirements are maintained. The Respondent shall also have designated staff trained in JJIS Probation Resource Booking to ensure youth admission, discharge and the uploading of documents (treatment plans, treatment plan reviews, progress notes, progress reports and discharge summaries) into the JJIS Documents Library are maintained in JJIS. The Department's Data Integrity Officer (DIO) will facilitate the JJIS training. JJIS Access and Data reporting requirements are based on the Department's capability to provide access and utilization of JJIS to the Respondent.

- D. Understanding of Service Implementation/Completion Timeframes  
The Respondent shall describe the process for accepting referrals, scheduling appointments, the timeframes associated with initiating face-to-face contact with a referred youth, completing the service delivery, submitting and uploading into the JJIS Documents Library, the require reports.
- E. Service Location and Times
1. Service Locations  
Service location shall be located in Circuits throughout the state of Florida and as specified in any resulting Rate Agreement.  
The Respondent shall make its principal or qualified employees available to provide psychosexual evaluation and juvenile sex offender treatment services (PEJSOT) services to youth in Circuits throughout the state of Florida as identified in any resulting Rate Agreement, convenient to the youth and family, including but not limited to the Respondent's office(s), the youth's home/school, juvenile detention centers, hospitals, juvenile probation offices, juvenile assessment centers or community centers. Use of any DJJ space must be worked out in advance with the Detention Superintendent, Chief Probation Officer of the Circuit, or Juvenile Assessment Center (JAC) Director, and is not guaranteed at any time. In addition, the Respondent shall have a Respondent-owned or leased office in the circuit(s) proposed where youth files shall be securely maintained. (Note: If a Respondent is awarded more than one Circuit, they may maintain all Contracted Client files in a single Administrative location and if doing so, shall notify the Department's Contract Manager and the Chief Probation Officer in writing of the location of client files.)
  2. Service Times
    - a. Administrative Services shall be performed Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m., excluding state holidays.
    - b. All juvenile sexual offender counseling sessions and evaluations shall be held weekly (in accordance with the treatment plan), between the hours of 8:00 a.m. and 5:00 p.m., and be available five days a week, two hundred sixty (260) days a year, excluding weekends and state holidays, and provided during the day and evening hours to accommodate the school schedules of the referred youth. The Respondent shall attempt to accommodate the youth and families when scheduling counseling sessions.
  3. Changes to Service Locations/Times  
The Respondent shall submit a request for written (email acceptable) approval prior to any changes to the location of services or times for service delivery to the Chief Probation Officer and Department's Contract Manager. Approval shall be obtained in writing (email acceptable) from the Department's Contract Manager, prior to any such changes. The Respondent must consult with the Department's Contract Manager prior to the relocation or closing of the service delivery.
- F. Property  
No property furnished or purchased with agreement funds is required for the delivery of services defined under the terms of any resulting Rate Agreement.
- G. Legal Testimony
1. The Respondent agrees that services performed under any resulting Rate Agreement are for youth currently under jurisdiction of the Department, and as such, the Respondent may receive written/verbal requests or legal subpoenas from the Circuit Court, State Attorney's Office, Public Defender's Office and/or other judicial entities to provide testimony regarding psychosexual evaluations and the youth's progress with treatment. The Respondent shall make available qualified personnel to provide testimony as requested or subpoenaed. Reimbursement for costs incurred shall be \$100.00 per hour not to exceed five hours, including preparation, travel, and waiting time prior to testimony. The Respondent shall document time spent by the date and hours worked, when submitting an invoice for such testimony and provide a copy of the request from the Circuit Chief Probation Officer or designee.

2. The Respondent shall ensure that qualified personnel is available to provide such expert testimony and that personnel responds timely and/or appears as stipulated in the request and/or subpoena. The Respondent shall immediately notify the Circuit Chief Probation Officer or designee that made the PEJSOT referral, upon receipt of any subpoena involving or affecting the Department. In addition, if unavoidable, circumstances result in the personnel not being able to appear, the Circuit Chief Probation Officer or designee shall be notified as soon as possible to the potential failure to appear.

**IV. DELIVERABLES**

The Respondent shall submit an invoice with sufficient documentation to fully justify payment for services delivered. Failure by the Respondent to promptly report and document deliverables as required may result in a reduction in the invoice.

**A. Service Units**

The services units to be delivered under any resulting Rate Agreement are:

1. Psychosexual Evaluation with Report (one per youth);
2. ITP (one per youth);
3. ITP Review (one per youth per month);
4. Individual Juvenile Sex Offender Therapy Full Session\*\*;
5. Individual Juvenile Sex Offender Therapy Half Session\*\*;
6. Family Juvenile Sex Offender Therapy Full Session\*\*;
7. Family Juvenile Sex Offender Therapy Half Session\*\*;
8. Group Juvenile Sex Offender Therapy Full Session\*\*;
9. Group Juvenile Sex Offender Therapy Half Session\*\*;
10. Monthly Progress Report (one report monthly per youth); and
11. Legal Testimony (in accordance with section III., G.).

The Department will only pay for the completion of the service unit/deliverable as evidenced by submission of the required documentation, completed by qualified staff. If an evaluation is conducted in one month, and the report is prepared and submitted in the next month, the billing shall occur based on the date of the month the report is submitted.

\*\*All juvenile sexual offender counseling/therapy sessions shall either be a full session that is sixty (60) minutes in duration, (with a minimum of fifty (50) minutes counseling/therapy time) or a half session that is thirty (30) minutes in duration (with a minimum of twenty-five (25) minutes counseling/therapy time) and provided by a licensed professional meeting the requirements to practice juvenile sexual offender therapy as specified in section 490.0145, F.S., and Rule 64B19-18.0025, F.A.C., or section 491.0144, F.S., and Rule 64B4-7.007, F.A.C.

**V. REPORTS**

A. The Department will require progress or performance reports throughout the term of any resulting Rate Agreement. The Respondent shall complete reports as required to become eligible for payment. (The type, frequency, content, format of reports required and the party to receive the report; deadline for report submission; number of copies to be delivered; delivery method; and the Department representative to receive.)

**B. Contract Managers**

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:

Respondent	Department

Contract Manager Contact Information Changes: After execution of any resulting Rate Agreement, any changes in the contact information to the above Contract Managers may be provided by either party, by written notification to the other party, with a copy of the written notification to be sent to the Department's Bureau of Procurement and Contract Administration. A copy of the written notification shall be maintained in the official Rate Agreement record. All notices required by any resulting Rate Agreement or other communication regarding any resulting Rate Agreement shall be sent by United States Postal Service or other delivery service with proof of delivery.

1. Invoice

A properly prepared invoice shall be submitted directly to the Department's Contract Manager within thirty (30) calendar days following the end of the month for which services were rendered. Payment of the invoice shall be pursuant to section 215.422, F.S., and any interest due shall be paid pursuant to subsection 55.03(1), F.S. A Vendor Ombudsman, established within the Department of Financial Services, may be contacted if a Respondent is experiencing problems in obtaining timely payment(s) from a State of Florida agency. The Vendor Ombudsman may be contacted at 850-413-5516.

a. Documentation of Counseling Sessions: For group sessions, sign-in sheets shall be submitted for all individuals, group, and family therapy sessions that shall include the names of the person/persons who attended the session, the date, time of the session, the type of session, signature of the person/persons that attended each session, and the name and signature of the juvenile sexual offender therapist as specified in section 490.0145, F.S., and Rule 64B19-18.0025, F.A.C., or section 491.0144, F.S., and Rule 64B4-7.007, F.A.C. conducting the therapy.

b. The Respondent shall submit a monthly invoice accompanied by the Youth Census Report, with sufficient documentation to fully justify payment for the service units delivered the previous month. The Respondent shall report, in accordance with Department policy, all youth admissions/acceptances and releases/discharges. Failure by the Respondent to promptly report as required may result in a reduction in the monthly invoice.

c. If the Department determines referral to the Respondent and/or services shall be suspended due to safety, security, staffing or other programming concerns, the Department will notify the Respondent, in writing.

2. PEJSOT Youth Census & Monthly Activity Report

A complete list of youth who were provided services required under the terms and conditions of any resulting Rate Agreement during the service period detailed on the invoice shall be furnished. At a minimum, the PEJSOT Youth Census & Monthly Activity Report shall include by Circuit the youth's last name and initial of first name, juvenile justice identification number, date(s) of service, and the service provided, including the signature of the juvenile sexual offender therapist as specified in section 490.0145, F.S., and Rule 64B19-18.0025, F.A.C., or section 491.0144, F.S., and Rule 64B4-7.007, F.A.C. conducting the therapy.

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 any resulting Rate Agreement.

4. Subcontract(s)

A copy of all subcontracted agreements entered into by the Respondent and a subcontractor for services required of the Respondent via any resulting Rate Agreement, shall be submitted to the Department's Contract Manager in advance for review. A signed copy of the subcontract reviewed by the Department shall be provided to the Department's Contract Manager prior to the delivery of services to Department youth and payment to the subcontractor.

5. Organizational Chart

The Respondent's organizational chart shall be provided to the Department's Contract Manager upon execution of any resulting Rate Agreement, annually, and

upon changes. The organizational chart shall include the programmatic and administrative structure of the Respondent's organization.

6. Staff Vacancy Report

The Respondent shall provide to the Department's Contract Manager, a complete list of all vacant program positions required by any resulting Rate Agreement, and include the position title, position number, date of vacancy, and position description. The Respondent shall provide the Department's Contract Manager with an explanation for vacancies, which exceed ninety (90) calendar days. Services shall be provided to all Department youth by qualified staff regardless of whether a position(s) is vacant. The Department's Contract Manager shall provide the format for the Staff Vacancy Report.

7. Staff Hire Report

The Respondent shall provide a complete list of staff hired to fill vacant positions to include their full legal name, the position title, position number, date of hire, date of background screening, and position description. If any position filled requires specific licensing, certification, or education as required in any resulting Rate Agreement, a copy of the license, certification, and/or education credentials shall be provided with the Staff Hire Report.

8. Youth Monthly Progress Report for Youth Receiving PEJSOT Services

The Respondent shall schedule and conduct counseling sessions for all appropriate youth who are referred by the Department. The Respondent shall provide monthly updates concerning youth progress in counseling to the assigned JPO and maintain documentation of progress in the youth's confidential file. Sign-In Sheets shall be submitted for all individual, group, and family therapy sessions that shall include the names of the person/persons who attended the session, the date, time of the session, the type of session, signature of the person/persons that attended each session, and the name and signature of the juvenile sexual offender therapist as specified in section 490.0145 F.S., and Rule 64B19-18.0025 F.A.C., or section 491.0144, F.S., and Rule 64B4-7.007, F.A.C, conducting the therapy.

9. Psychosexual Evaluation Reports for Youth Referred for Treatment

The Respondent shall provide copies of the psychosexual evaluation reports as required as per section III., A., 2., which shall be forwarded to the Department's assigned JPO or Department designated referral source within fourteen (14) business days of completion of the youth's testing and assessment.

10. State of Florida, Executive Order (EO) 20-44 Annual Report

The Provider shall submit the State of Florida, EO 20-44 Annual Report upon request by the Department by the required due date. The EO 20-44 Annual Report requires submittal of the most recent IRS Form(s) or other source documentation and the total compensation for the Provider's executive leadership team.

REPORT LIST	FREQUENCY	DUE DATE	DUE TO DEPARTMENT
Invoice	Monthly	Thirty (30) calendar days following the end of the month for which services were rendered	Contract Manager
PEJSOT Youth Census and Monthly Activity Report	Monthly	To be submitted with the invoice	Contract Manager
Proof of Insurance	Prior to the delivery of service and prior to expiration	Prior to the delivery of service and prior to expiration	Contract Manager
Subcontract(s)	Prior to subcontracting and each time it occurs/changes	Prior to subcontracting and each time it occurs/changes	Contract Manager

REPORT LIST	FREQUENCY	DUE DATE	DUE TO DEPARTMENT
Organizational Chart	Upon execution of the Rate Agreement, annually, and upon changes	Upon execution of the Rate Agreement, annually, and upon changes	Contract Manager
Staff Vacancy Report	Monthly	To be submitted with the invoice	Contract Manager
Staff Hire Report	Monthly	To be submitted with the invoice	Contract Manager
Individual, Group, and Family Therapy Sign-In/Out Sheets	Monthly	To be submitted with the invoice	Contract Manager
Youth Monthly Progress Report for Youth Receiving PEJSOT Services	Monthly	To be submitted with the invoice	Contract Manager; JPO
Psychosexual Evaluation Reports for Youth Referred for Treatment	Within fourteen (14) business days of completion of the youth's testing and assessment	Within fourteen (14) business days of completion of the youth's testing and assessment	JPO or Department designated referral source
State of Florida, EO 20-44 Annual Report	Annually, Upon Request	As Requested by the Department's Contract Manager or Designee	Contract Manager

C. Report Receipt and Documentation

The Respondent shall submit written reports with all required documentation to the Department's Contract Manager within the time frames listed above to become eligible for payment.

VI. **PERFORMANCE MEASURES**

A. Performance Outcomes

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

**GOAL:** 100% of PEJSOT services shall be provided by a clinician currently and appropriately licensed through the State of Florida whose licenses and credentials are pre-approved by the Department, prior to service provision.

**MEASURE:** This percentage shall be calculated by dividing the number of clinicians delivering services by the number of clinician whose licenses and credentials are pre-approved by the Department's Office of Health Services prior to service provision.

**MINIMUM STANDARD:** 100% of PEJSOT services shall be provided by a clinician currently and appropriately licensed through the State of Florida whose licenses and credentials are pre-approved by the Department. NOTE: Failure to comply will result in non-payment of services.

B. Performance Evaluation

1. The Respondent, throughout the term of any resulting Rate Agreement, shall document compliance with required service tasks, performance and provide documentation of such services for inspection upon request. The Respondent shall permit persons duly authorized by the Department to inspect any records,



- papers, documents, facilities, goods and services of the Respondent which are relevant to any resulting Rate Agreement, and interview any clients and employees of the Respondent under such conditions as the Department deems appropriate.
2. The Department will conduct outcome evaluations and recidivism studies concentrating on the re-offending and re-adjudication of juveniles who complete the program.
  3. These evaluations and studies will consider the content of the program, its components and the duration of the program. The results may be used in the rating of the program for its future funding and program/service evaluation process.

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

- I. SOLICITATION NUMBER** RFP #10721
- II. SOLICITATION TYPE** Request for Proposal: The Department requires outpatient juvenile sexual offender evaluation and treatment services for DJJ youth with a charge or history of sexual offense and is assigned to Probation. Specifically, psychosexual evaluations and treatment services for sex offenders through the provision of psychosexual evaluations, individual juvenile sexual offender therapy, and family and group juvenile sex offender therapy to youth who have been charged with a sexual offense or have a history of sexually inappropriate behavior and are assigned to probation with the Department. Services shall be available to youth residing in Circuits throughout the state of Florida as identified in any resulting Rate Agreement. All services shall be conducted to assist the Department in making recommendations to the court for the disposition of youth alleged to have committed criminal/delinquent offenses that were sexual in nature.
- III. PROCUREMENT OFFICE** Steve Welsh, 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) 717-2611  
 Fax: (850) 414-1625  
 E-Mail Address: [Steven.Welsh@fldjj.gov](mailto:Steven.Welsh@fldjj.gov)

**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](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
Monday, September 13, 2021	5:00 PM EDT	Release of solicitation	MyFlorida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs_main_menu">http://www.myflorida.com/apps/vbs/vbs_main_menu</a>
Wednesday, September 22, 2021	5:00 PM EDT	Deadline for Written Questions	Send to <a href="mailto:Steven.Welsh@fldjj.gov">Steven.Welsh@fldjj.gov</a>
Thursday, October 14, 2021	5:00 PM EDT	Anticipated date answers to written questions will be posted on the web site	MyFlorida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs_main_menu">http://www.myflorida.com/apps/vbs/vbs_main_menu</a>

DATE	TIME	ACTION	WHERE
Monday, October 18, 2021	5:00 PM EDT	Deadline for Respondents to request access to the Bid Library	Send to <a href="mailto:Steven.Welsh@fldjj.gov">Steven.Welsh@fldjj.gov</a>  See Section VI., C., 1., b. & c., below for Bid Library information.
Wednesday, October 20, 2021	5:00 PM EDT	Deadline for Submission of Intent to Submit a Response (Attachment N)	Submit to the Bid Library.
Thursday, October 28, 2021	2:00 PM EDT	Proposals Due and Opened - Conference Call	Telephone 1-888-585-9008 and enter code 197-142-466# when directed.
Thursday, November 18, 2021	10:00 AM EST	Evaluation Team Briefing Conference Call  (This meeting is open for public attendance via telephone)	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 197-142-466#  A recording of the Conference Call will be available at: <a href="http://www.djj.state.fl.us/partners/contracting/conference-calls">http://www.djj.state.fl.us/partners/contracting/conference-calls</a> within forty-eight (48) hours of the Briefing being concluded, excluding weekends and holidays.
Wednesday, December 15, 2021	9:00 AM EST	Evaluation Team Debriefing Conference Call  (This meeting is open for public attendance via telephone)	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 197-142-466#  A recording of the Conference Call will be available at: <a href="http://www.djj.state.fl.us/partners/contracting/conference-calls">http://www.djj.state.fl.us/partners/contracting/conference-calls</a> within 48 hours of the Debriefing being concluded, excluding weekends and holidays.
Tuesday, February 15, 2022	5:00 PM EST	Notice of Intended Award	MyFlorida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs_main_menu">http://www.myflorida.com/apps/vbs/vbs_main_menu</a>
Friday, July 1, 2022		Anticipated Rate Agreement 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 electronically, as outlined in Section VI., C., 1.

**Caution:** A proposal received in the DJJ Bid Library after the exact time specified will not be considered, as specified by Attachment B.

- C. There is no site visit requirement for this solicitation.
- D. The Department reserves the right to modify non-material terms of the RFP prior to execution of any Rate Agreement resulting from this RFP, when such modification is determined to be in the best interest of the State of Florida.
- F. **Questions/Inquiries:** Questions shall be submitted in writing and sent to the Procurement Manager at Steven.Welsh@fldjj.gov, or by mail or facsimile, and shall be received by the date specified for Deadline for Written Questions in the Calendar of Events (Attachment B, Section IV., A.). The Department will not accept questions for this solicitation after close of business on the date specified in the Calendar of Events. The Respondent is responsible for ensuring that the Procurement Manager receives the inquiry.
  - 1. **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](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.
- 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 via telephone. 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 excluding weekends and holidays.
- 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 state the page number(s) in the technical proposals where information relied on for assessing a score was found, record the scores assessed for the technical proposals and provide a concise summary of comments for each category/consideration. A recording of the call will be available on the Department's website at <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 excluding weekends and holidays.
- 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 Vendor Bid System website at [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu). Click on "Search Advertisements," and use the drop-down list under Advertisement Type and select Agency Decision, then under Agency, select the Department of Juvenile Justice. Click "Advertisement 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 CRITERIA**

The following requirement must be met by the Respondent to be considered responsive to this RFP. Although there are other criteria set forth in this RFP, these are the only criteria deemed by the Department to be mandatory. Mandatory criteria that is incomplete or inaccurate may not be considered a "minor irregularity" as defined in Attachment C, 17.

**Failure to meet this MANDATORY criteria shall result in a proposal not being evaluated and rejected as non-responsive.**

- A. It is **MANDATORY** that the Respondent submit its complete proposal within the time frame specified in the Calendar of Events (Attachment B, Section IV., A.). A proposal is considered complete if it contains all of the required documents listed in Attachment B, section XX.
- B. It is **MANDATORY** that the Respondent submit a completed Attachment H – Price Sheet. A separate Attachment H - Price Sheet is required for each Circuit for which the Respondent is submitting a proposal.

## 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 C, 1.
- B. For the purposes of the Dun & Bradstreet (D&B) Supplier Qualifier Report (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. Respondents shall submit proposals in the following format:
  - 1. Electronic Upload of the Proposal(s):
    - a. The Department prefers Respondents to upload complete electronic proposals via the DJJ Bid Library, a private and secure online portal for solicitation documents, in SharePoint;
    - b. Respondents shall request to register for a DJJ Bid Library account no later than the deadline specified in the Calendar of Events for this RFP, by contacting the Procurement Manager: Steve Welsh, via e-mail at: Steven.Welsh@fldjj.gov, or phone: (850) 717-2611;
    - c. Respondents are required to register their email address for access to the DJJ Bid Library using a **Microsoft** account;
      - 1) If the Respondent’s organization already uses a Microsoft account, that email address should be utilized in the registration request.
      - 2) If the Respondent’s organization does not use a Microsoft account, a free account can be created through Microsoft at <https://signup.live.com/?lic=1>. *This step must be completed first, prior to submitting the DJJ Bid Library registration request.* The email address used to create the Microsoft account should be utilized in the registration request to your Procurement Manager.
      - 3) Access to the DJJ Bid Library is granted by each user’s specific Microsoft account. The Respondent’s organization may elect to register a single or general Microsoft account for all submissions. This allows multiple users, with the Microsoft account log-in information, to view each other’s uploads to the DJJ Bid Library. It also allows other users to edit and delete each other’s uploads. *This is the method recommended by the Department.*
      - 4) If the Respondent’s organization elects to register multiple users with individual Microsoft accounts, each user **will not** be able to view, edit, or delete each other’s submissions. If two users with individual accounts upload the same document, the Department will use the *most current version* of the document (by the

- established deadline for proposals), even if there are multiple uploaded versions of the same document.
- 5) Once registered, the access link to the DJJ Bid Library will be emailed (sent from no-reply@sharepointonline.com. Check Spam, Clutter, or Junk folders).
- d. The complete Notice of Intent to Submit a Proposal (Attachment N) shall be uploaded to the DJJ Bid Library no later than the deadline specified in the Calendar of Events for this RFP;
  - e. The complete electronic proposal shall be uploaded to the DJJ Bid Library no later than the deadline specified in the calendar of events for this RFP. Any and all documents uploaded, edited, or modified in any way after this deadline will be deemed non-responsive;
  - f. The complete electronic proposal documents uploaded to the DJJ Bid Library must be in a "Checked-In" status at the time of Proposal opening to be accessible and available for review by Departmental staff. Any document that remains in a "Checked-Out" status will be deemed non-responsive;
  - g. The complete electronic proposal contains **all** documents as required per Attachment B., section XX., General Instructions for Preparation of the Proposal. Volumes 1, 2, and 3 shall be saved in Microsoft Word and/or Excel. The signed transmittal letter (Volume 1, Tab 1), Attachment H (Volume 2, Tab 1), Attachment K (Volume 1, Tab 2), Attachment Q (Volume 1, Tab 1), and Attachment S (Volume 1, Tab 2), are the only documents which can be saved in a PDF format;
  - h. In the event a Respondent needs technical assistance, the DJJ Bid Library Technical Assistant is Bryant Wombles, who can be reached via e-mail at: William.Wombles@fldjj.gov or phone: (850) 717-2606; and,
  - i. If the requirement for electronic submission through the DJJ Bid Library would cause the Respondent undue hardship, the Respondent shall contact the Procurement Manager (Attachment B, III.) for this solicitation.
2. **Submission Alternative**  
The Procurement Manager will provide instructions for an alternate method of submitting the proposal, only if submission via the DJJ Bid Library causes a hardship to the Respondent. The proposal must be prepared in accordance with Attachment B, section XX., General Instructions for Preparation of the Proposal and submitted by the due date as indicated in the Calendar of Events (Attachment B., IV., A.).
  3. **Additional instructions concerning proposal submission:**
    - a. Email submissions are not permissible;
    - b. See instructions for proposal preparation in Attachment B, Section XX., and submittal information in Attachment B, Section III., and Section VI., C.; and,
    - c. Evaluation and review of the proposal will be based solely on information and documents submitted in the copies of Volumes 1, 2, and 3, unless otherwise indicated in the RFP.
- D. 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 an Addendum or Informational Notice, and posted on the Vendor Bid System website at: [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu). Prospective Respondents are responsible for checking the website for any changes.

## VII. RESPONDENT'S QUESTIONS

**INFORMATION WILL NOT BE AVAILABLE ORALLY.** All inquiries shall be in writing and be sent to the Procurement Manager at Steven.Welsh@fldjj.gov, 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 Respondent is responsible for ensuring that the Procurement Manager received the inquiry. The

Department will not take any further questions for 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](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 Respondent. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of this solicitation and the end of the seventy-two (72) hour period following the agency posting the Notice of Intended Award, excluding Saturdays, Sundays, and state holidays, any employee or 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.

#### **VIII. NUMBER OF AWARDS**

The Department anticipates making multiple award(s) as a result of this solicitation. The awards shall be made to responsive and responsible Respondents. A Respondent may submit a proposal for one Circuit or multiple Circuits. A separate Attachment H - Price Sheet is required for each Circuit for which the Respondent is submitting a proposal.

#### **IX. FAILURE TO EXECUTE RATE AGREEMENT**

In the event no protest is filed within the prescribed timeframe, the Department will commence preparation of the Rate Agreements with the intended Respondents. If, for any reason, the intended Respondent fails to execute a Rate Agreement within fifteen (15) consecutive calendar days after a Rate Agreement has been presented to it for signature, or if the Department determines that the Respondent is ineligible to participate due to its being convicted of a Public Entity Crime, debarred, suspended or otherwise prohibited from receiving federal or state funds, the Department may (1) attempt to contract with the next ranked Respondent without posting of an additional Notice of Intended Award or Addendum; (2) reject all proposals and re-advertise the RFP; or (3) reject all proposals. If the Department and the next ranked Respondent fail to execute a Rate Agreement, the Department may (1) attempt to contract with the next ranked Respondent sequentially until a Respondent willing to execute a Rate Agreement is found without posting of an additional Notice of Intended Award or Addendum; (2) reject all proposals and re-advertise the RFP; or (3) reject all proposals.

#### **X. VENDOR REGISTRATION**

Prior to entering into a Rate Agreement with the Department, the selected Respondent(s) must be registered with the Florida Department of Management Services (DMS) Vendor Registration System. To access online registration, click on the DMS website at [https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/myfloridamarketplace/mfm\\_p\\_vendors](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfm_p_vendors), and click on the Registration Requirements link. 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. Florida Certified Minority Business Enterprise (CMBE) information, if applicable; and,
- G. Complete the Substitute Form W-9 Process.

#### **XI. RATE AGREEMENT PERIOD AND RENEWAL**

The resulting Rate Agreements are expected to begin on **July 1, 2022**, and shall end at **11:59 p.m.** on **June 30, 2027**. These Rate Agreements may be renewed. The Department may renew the Rate Agreement upon the same terms and conditions, the duration(s) of which may not exceed the term of the original Rate Agreement, or three years, whichever is longer, and in accordance with subsection 287.057(13), Florida Statutes (F.S.), and section 60A-1.048, Florida Administrative Code (F.A.C.).

**XII. TYPE OF RATE AGREEMENT CONTEMPLATED**

Multiple fixed price Rate Agreements are anticipated from this solicitation. A copy of a sample Rate Agreement containing all required terms and conditions can be found at <http://www.djj.state.fl.us/providers/contracts/index.html>. The Department anticipates awarding at least one Rate Agreement for each Circuit; however, some Circuits may not have a Rate Agreement awarded.

**XIII. DESIGNATION OF RATE AGREEMENT UNDER THE FLORIDA SINGLE AUDIT ACT**

- A. All Rate Agreements with the Department are classified as either Recipient/Sub-Recipient, FSAA Exempt, or Vendor Rate Agreements. It is the Department's determination that this Rate Agreement is a **Vendor** Rate Agreement, pursuant to section 215.97, F.S.
- B. Statutory and rule requirements for the Provider for these types of Rate Agreements are specified in **Attachment G, Section VI. FINANCIAL TRANSACTIONS AND AUDIT REQUIREMENTS.**

**XIV. TOTAL MAXIMUM RATE AGREEMENT DOLLAR AMOUNT**

The Department has the obligation to provide Psychosexual Evaluation and Sex Offender Treatment Services, as determined by the youth's needs. The actual number of service units to be provided each year is variable and changes based on the population and needs of the youth. Therefore, there is not an annual dollar amount included in this RFP. During each annual period, the Department will monitor the rate agreement's usage and make adjustments to funding to address the number of evaluations being requested

**XV. FINANCIAL CONSEQUENCES**

- A. Financial consequences shall be assessed for Rate Agreement non-compliance or non-performance in accordance with the FDJJ Policy 2000 (Revised 01/31/19) for the following:
  - 1. Failure to submit an Outcome Based Corrective Action Plan (OBCAP) within thirty (30) calendar days of the finalized monitoring summary. This requires an acceptable OBCAP that clearly identified the root cause of the problem and outlines the process measures and outcomes that can be used to track the program's success at correcting the issues. This timeframe may exceed thirty (30) calendar days if agreed to and approved in advance by the Regional Director or designee. The number of deficiencies or the complexity of the OBCAP will determine this approval;
  - 2. Failure to implement the OBCAP for identified deficiencies within the specified time frame(s); or
  - 3. Further failure to make acceptable progress in correcting deficiencies as outlined in the OBCAP within specified time frames.
- B. The Department's Contract Manager or Regional Program Monitor conducts verification within ten business days of date identified by the Respondent on the OBCAP in the Department's Program Monitoring and Management (PMM) system of when the deficiency would be corrected.
- C. The Department shall assess a financial consequence for noncompliance on the Respondent for each uncorrected deficiency identified in the OBCAP. After a failed second verification, the financial consequence(s) shall be assessed for each day the Provider has not complied retroactive to the date of the Department's second verification site visit and shall continue to be imposed daily until each identified deficiency is remedied to full compliance with the OBCAP. Financial consequences for noncompliance can only be



made as long as the language and calculations for financial consequences is in the original rate agreement or amendment(s).

- D. The Respondent expressly agrees to the imposition of financial consequences as outlined below, in addition to all other remedies available to the Department by law.
- *Total value of the previous month billed x 2.5% = Financial Consequence. Imposition of consequences shall be per deficiency per day.*
- E. Written notification to the Respondent, including the deficiency(ies), the conditions (including time frames) that must be in place to satisfy the deficiency(ies) or the Department's concerns, the amount of the financial consequence and the month the deduction shall be made on the invoice, will be drafted by the Department's Contract Manager. The Department's Contract Manager shall deduct the approved amount from the Respondent's next monthly invoice as specified in the written notification.
- F. If the Respondent has a grievance concerning the imposition of financial consequences for noncompliance, the Respondent shall follow the dispute process outlined in the resulting Rate Agreement, describing any extenuating circumstances that prevented them from correcting the deficiency(ies).
- G. If the Respondent fails to address the Department's concerns after second verification and after the imposition of financial consequences, absent documentation of extenuating circumstances, the Department may move to the cure process, demand corrective action, and advise the Respondent that failure to do so will result in suspension of services or rate agreement termination.

#### **XVI. OPTIONS**

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

##### Option for Changes in Rate Agreement Services

The Department has the option to modify any resulting Rate Agreement, including adding, reducing, or deleting services during the Rate Agreement 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 Rate Agreement.

#### **XVII. SUBCONTRACTING**

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

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

Pursuant to paragraph 985.601(3)(b), F.S., 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 artwork 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 Rate Agreement.

**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.

Proposals shall be submitted in black and white only, as documents throughout the proposal may be used to draft the resulting Rate Agreement(s) which cannot contain color for scanning purposes. Additionally, please limit the use of Respondent logos and labels to the Transmittal Letter and first page of the Technical Response.

Attachment C, #17, "Minor Irregularities / Right To Reject" may be utilized should a Respondent fail to submit any of the information required in the submission of Volume 1, Volume 2, or Volume 3, except those areas explicitly noted.

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 the Respondent's letterhead;
2. Signed by an individual who has the authority to bind the Respondent;
3. Contain the Respondent's official name (the company name), address, telephone number, and email address;
4. Contain the name and title of the Respondent official who will sign any rate agreement (this individual shall have the authority to bind the Respondent and shall be available to be contacted by telephone, email or attend meetings, as may be appropriate regarding the solicitation);
5. Contain the Respondent'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 posting the Notice of Intended Award;
6. Contain the Respondent'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 Respondent shall state the reason for it;
8. The Transmittal Letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that (insert Respondent's name) agrees to all terms and conditions contained in the Request for Proposal for which this proposal is submitted";
9. The Transmittal Letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that (insert Respondent's name) has met all conditions and requirements of Attachment C, including that neither it nor its principals are presently debarred, suspended, or proposed for debarment, or have been declared ineligible or voluntarily excluded from participation in this Procurement/Rate Agreement by any federal department or agency." **If the Respondent is unable to certify to any part of this statement, such Respondent shall include an explanation in the Transmittal Letter.**
10. The Transmittal Letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that neither (insert Respondent's name) nor anyone acting on its behalf have contacted anyone, between the release of the solicitation and the end of the seventy-two (72) hour period following the agency posting the Notice of Intended Award, excluding Saturday, Sundays, and

state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the solicitation documents”; and,

11. The Transmittal Letter must contain this exact statement: “On behalf of (insert Respondent’s name), this letter certifies that (insert Respondent’s name) is not listed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel; is not listed on the Scrutinized Companies with Activities in Sudan List; is not listed on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; is not engaged in business operations in Syria; and, is not engaged in business operations with the government of Venezuela or in any company doing business with the government of Venezuela. (pursuant to sections 215.472, 215.4725, 215.473, and 287.135, F.S.)”.
12. The Transmittal Letter must contain this exact statement: “On behalf of (insert Respondent’s name), this letter certifies that the Attachment H – Price Sheet submitted is complete, reflects reasonable costs for the service being proposed, and all costs are necessary to provide the proposed services. I understand that the Attachment H – Price Sheet, which has been submitted by the date and time required in the RFP, will be evaluated on a pass/fail basis in accordance with Attachment F.

**B. Cross Reference Table - Volume 1, Tab 1**

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

Respondents are advised that the Department’s ability to conduct a thorough review of proposals is dependent on the Respondent’s ability and willingness to submit proposals which are well ordered, detailed, comprehensive, and readable. Clarity of language and adequate, accessible documentation is essential, and is the responsibility of the Respondent. The Respondent shall ensure the proposal’s sections are properly and completely identified by citing all the applicable page numbers correlating to the requested documentation in Attachment O.

**C. Drug-Free Workplace Certification & Tie Breaking Certifications – Volume 1, Tab 2**

The proposal may contain the Drug-Free Workplace Certification in accordance with section 287.087, F.S. (if desired by the Respondent) for preference in the event of a tie in the scoring of a competitive solicitation. This is not a mandatory requirement. The form is labeled as Attachment K. The Respondent may also submit Attachment S (Tie-Breaking Certifications), which is not mandatory.

**D. Technical Proposal - Volume 1, Tab 3**

**THIS SECTION IS SCORED AND ANY ERRORS OR OMISSIONS CANNOT BE WAIVED.**

The Technical Proposal (described below) must be typed, on letter-sized (8½” x 11”) paper, using 12-point type, TIMES NEW ROMAN font, single-spaced, and 1-inch margins (top, bottom and sides). Each Respondent shall limit the Technical Proposal’s narrative to no more than sixty (60) consecutive pages. Pages must be numbered in a logical, consistent fashion and must not exceed sixty (60) pages including attachments and exhibits (excluding Department-required Attachments, e.g. Organizational Chart, Activity Schedule, etc.) **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 floorplans, exhibits, attachments, charts, tables, 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 sixty (60) page limitation established for the Technical Proposal.

Illegible proposals will not be evaluated, and pages submitted in excess of the specified limit will be removed prior to evaluation and will not be evaluated.

The Technical Proposal package shall contain the following sections in the following sequence: **(PLEASE NOTE THAT IT IS INSUFFICIENT FOR PROPOSALS TO MERELY RECITE OR REITERATE THE SERVICES TO BE SOUGHT):**

The Technical Proposal package shall contain the following sections in the following sequence:

1. Introductory Statement  
This section should be introductory statement of the general strategy and methodology that will be used to achieve the project goals.
2. Management Capability
  - a. This section shall identify the Respondent's company management capability to manage service delivery.
  - b. This section shall also provide a copy of the Respondent's corporate organizational chart and provide a description of the corporate organizational structure that indicate sufficient management capability to perform or provide oversight of the services required.
  - c. This section shall describe the internal quality improvement process utilized to identify problems and improve processes.
3. General Description of Sex Offender Treatment Services
  - a. This section shall describe the company's understanding of the juvenile justice system, and the need for Psychosexual Evaluation and Juvenile Sex Offender Treatment Services (PEJSOT).
  - b. This section, the Respondent shall demonstrate an understanding of the overall goal of comprehensive evaluations for juveniles referred by the Department.
  - c. This section, the Respondent shall provide a description of the focus and goals of sex offender treatment services as specified by the RFP for the youth and families.
4. Understanding of Population and Past Experience
  - a. This section shall describe the Respondent's past experience serving juvenile sex offender population.
  - b. This section shall describe the Respondent's understanding of specific issues that juvenile youth face.
  - c. This section shall describe the Respondent's understanding of the Department's philosophy of services, rehabilitation, and treatment to juveniles, as outlined in the Roadmap and JJIS Project. Information related to the Department's Roadmap of Systems Excellence can be found at: <http://www.djj.state.fl.us/roadmap-to-system-excellence/> and information related to the Juvenile Justice System Improvement Project (JJSIP) can be found at: [http://www.djj.state.fl.us/research/latest-initiatives/juvenile-justice-system-improvement-project-\(jjsip\)/](http://www.djj.state.fl.us/research/latest-initiatives/juvenile-justice-system-improvement-project-(jjsip)/).
5. Admission/Acceptance for Services  
This section shall provide a description of the Respondent's intake/acceptance process when a youth is accepted for services upon referral from the Department as required by the RFP and the timeframes associated with implementation of services.
6. Discharge/Termination of Services  
This section shall provide a description of the discharge process to be performed when a youth has successfully completed the program and is deemed ready for discharge/termination from services. Include a copy of the Discharge Summary Report as required by the RFP.

7. Psychosexual Testing/Assessment and Evaluation  
This section shall a description of the Psychosexual Testing/Assessment Evaluation that will be utilized on youth, including timeframes and tools to be utilized. Respondent is to provide a redacted sample evaluation.
8. Psychosexual Evaluation Reports  
The Respondent shall describe the process for developing the Psychosexual Evaluation Reports, along with the timeframes required for report submission. Provide a redacted sample evaluation report.
9. ITP  
The Respondent is to describe their methodology for developing treatment plans for youth which are individualized, specific and contain measurable objectives for the youth and describe the process and timeframes for review, modification/update, sign-off and documentation of these activities. Provide a redacted sample treatment plan.
10. Individual Juvenile Sexual Offender Counseling/Therapy  
The Respondent shall provide a description of the Individual Juvenile Sex Offender Counseling/Therapy to include length of therapy and therapeutic model to be used.
11. Group Juvenile Sexual Offender Counseling/Therapy  
This section shall describe the group Juvenile Sexual Offender Counseling/Therapy to include length of therapy and therapeutic model to be used.
12. Family Juvenile Sexual Offender Counseling/Therapy  
This section shall describe the Family Juvenile Sexual Offender Counseling/Therapy to include length of therapy and therapeutic model to be used.
13. Informed Consent/Records Release  
This section shall provide a detailed description of the procedure for obtaining informed consent in accordance with the RFP requirement. Provide a copy of the informed consent form.
14. Reporting and Documentation and Record Management
  - a. This section shall include a detailed description of the Respondent's approach to meeting all reporting requirement and methodology of comply with same.
  - b. This section shall provide a detailed written description for ensuring confidentiality and the required management and condition of client records.
15. Staffing/Personnel  
This section shall include a detailed description of the Respondent's staff back-up plan (plan for covering planned or unplanned absences, staff vacations, and filling vacancies) which demonstrates there will be qualified staffing available to provide services as needed and ensure little to no interruption of services.
16. Understanding of Service Implementation/Completion of Timeframes  
This section shall describe the process for accepting referrals, scheduling appointments and the timeframes associated with initiating face-to-face contact with a referred youth and completing service delivery and submitting required reports.
17. Service Location and Times
  - a. This section shall provide a detailed description of the proposed service location(s) (including places in the community) (in the Circuits proposed) that best meet the needs of the referred youth and where services will be made available.
  - b. This section shall provide a detailed description of the times/hours that PEJSOT services will be made available.

PLEASE NOTE THAT IT IS INSUFFICIENT FOR PROPOSALS TO MERELY RECITE OR REITERATE THE SERVICES TO BE PROVIDED.

E. Financial Proposal – Volume 2

1. Price Sheet – Tab 1

- a. The Respondent shall complete and submit Attachment H - Price Sheet. A separate Attachment H is required for each Circuit for which the Respondent is submitting a proposal.
- b. The rates (prices proposed) must include all services, material and labor necessary to complete the services found in Attachment A, Services Sought, as specified in this RFP and the Respondent's proposal.
- c. Any projected cost not captured in the Attachment H will be the responsibility of the awarded Provider.

2. CMBE Utilization Plan – Tab 2

The Respondent shall describe its plan and/or methods to encourage diversity and utilize minority businesses in the performance of the services described in this solicitation. The information provided in this section shall address the plan described in the CMBE Utilization Plan of the RFP. The Respondent shall also include documentation supporting the CMBE Utilization Plan, for each Florida CMBE listed that the Respondent intends to utilize in the program procured. Florida CMBEs must meet all CMBE eligibility criteria and be certified as a CMBE by the Office of Supplier Diversity (OSD) of the Florida Department of Management Services. The documentation shall be a one-page letter supplied by the CMBE on its letterhead stationery, stating the intent of the CMBE to participate in the program and clearly identifying the Department Solicitation Number. No points will be awarded for the CMBE Utilization Plan.

F. Provider Performance – Volume 3

1. Client Contact List – Tab 1

- It is required that the Respondent submit an Attachment T (Client Contact List) with a minimum of three references. This list is required in order for the proposal to be complete.
- b. The Attachment T must be completed and submitted with a minimum of three previous or current clients for whom the Respondent has delivered services as described in Attachment A, Services Sought.
  - c. 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.
  - d. The Department shall not provide a reference. If the Respondent has only provided these same or similar services to the Department, the Respondent is to include an attestation statement from the individual with authority to bind the Respondent in place of the Attachment T.
  - e. No faxes will be accepted for Attachment T. Only copies submitted electronically through the DJJ Bid Library are acceptable.

**XXI. ADDITIONAL REQUIREMENTS FOR RESPONDENTS SELECTED FOR RATE AGREEMENT AWARD**

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

- A. Answers to the One Florida Initiative questions (found on page 2 of this RFP);
- B. Prospective 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.

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

**CONTENTS**

1. **Definitions**
2. **General Instructions**
3. **Submission of Proposals**
4. **Terms and Conditions**
5. **Questions**
6. **Conflict of Interest**
7. **Convicted Vendors**
8. **Discriminatory Vendors**
9. **Scrutinized Companies List**
10. **Respondent’s Representation and Authorization**
11. **Performance Qualifications**
12. **Public Opening**
13. **Methodology for Agency Decision**
14. **Electronic Posting of Notice of Agency Decision**
15. **Firm Response**
16. **Clarifications/Revisions**
17. **Minor Irregularities/Right to Reject**
18. **Rate Agreement Formation**
19. **Contract Overlap**
20. **Public Records**
21. **Confidential, Proprietary, or Trade Secret Material**
22. **Protests**
23. **Captions and Numbering**
24. **Contact During Solicitation**
25. **Special Conditions**
26. **Cooperation with Inspector General**
27. **Unsuccessful Rate Agreement Award**

**1. DEFINITIONS**

The definitions found in Rule 60A-1.001, Florida Administrative Code (F.A.C.) 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 below:

- (a) Technical Proposal Specifications;
- (b) Special Conditions;
- (c) Instructions to Respondents (Attachment C);
- (d) Instructions to Respondents (PUR 1001[1]);



- (e) General Conditions (PUR 1000[1]); and,
- (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 (F.S.). 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 thirty-six (36) months from the date of being placed on the convicted vendor list:

- (a) submitting a proposal on a contract to provide any goods or services to a public entity;
- (b) submitting a proposal on a contract with a public entity for the construction or repair of a public building or public work;
- (c) submitting a proposal 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, F.S.

**8. DISCRIMINATORY VENDORS**

An entity or affiliate placed on the discriminatory vendor list pursuant to section 287.134, F.S., may not:

- (a) submit a proposal on a contract to provide any goods or services to a public entity;
- (b) submit a proposal on a contract with a public entity for the construction or repair of a public building or public work;
- (c) submit a proposal 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 proposal, the Respondent certifies that it is not on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, F.S., or is engaged in a boycott of Israel; or on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, F.S.; engaged in business operations in Syria pursuant to section 287.135, F.S., or engaged in business operations with the government of Venezuela or in any company doing business with the government of Venezuela pursuant to subsection 215.472(3), F.S. The Department may, at its option, terminate the Rate Agreement if the Provider is found to have submitted a false certification as provided under subsection 287.135(5), F.S., or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Syria, or to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, or to be engaged in business operations with the government of Venezuela or in any company doing business with the government of Venezuela.

**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 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 the rate agreement resulting from this solicitation 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 paragraph 287.133(1)(a), F.S.), 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 Rate Agreement 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 Rate Agreement 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 proposal; and,
- (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 Rate Agreement. Any misstatement shall be treated as fraudulent concealment from the Department of the true facts relating to submission of the proposal. A misrepresentation shall be punishable under law, including, but not limited to, Chapter 817, F.S.

**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 Rate Agreement requirements. The Respondent shall at all times during the resulting Rate Agreement 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 competitive solicitations 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 Rate Agreement, but should the Department elect to do so, the Respondent is not relieved from fulfilling all resulting Rate Agreement requirements.

**12. PUBLIC OPENING**

Proposals shall be opened on the date, time, 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 subsection 119.07(6), F.S. Any person requiring a special accommodation because of a disability should contact the Procurement Manager at least five 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 subparagraph 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 Rate Agreement award:

- (a) Technical Proposal Cumulative Score (as outlined in Attachments F and P); and
- (b) The reference checks conducted by the Department, using the contacts provided by the Respondent in the Client Contact List, result in positive recommendations about the Respondent (Attachment T).

**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\\_main\\_menu](http://myflorida.com/apps/vbs/vbs_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 seventy-two (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 Rate Agreement 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 Rate Agreement 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 proposals, 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. RATE AGREEMENT 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 Rate Agreement shall be formed between the Respondent and the

Department until the Department signs the Rate Agreement. 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 Rate Agreement 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 Rate Agreement, 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, F.S. 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, F.S., 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, F.S., 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 in the DJJ Bid Library 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 in the DJJ Bid Library, 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 subsections 120.57(3) and 287.042(2), F.S., and Rule 28-110, F.A.C. 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) Paragraph 120.57(3)(b), F.S., and Rule 28-110.003, F.A.C., require that a Notice of Protest of the solicitation documents shall be made within seventy-two (72) hours after the posting of the solicitation.

(b) Paragraph 120.57(3)(a), F.S., requires the following statement to be included in the solicitation: "Failure to file a protest within the time prescribed in section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, F.S."

(c) Rule 28-110.005, F.A.C., requires the following statement to be included in the solicitation: "Failure to file a protest within the time prescribed in section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, F.S."

**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 subsection 287.057(23), F.S.: "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 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), F.A.C., 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.

**26. COOPERATION WITH INSPECTOR GENERAL**

It is the duty of every state officer, employee, agency, special district, board, commission, contractor, and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to this section. By submitting a proposal to this solicitation, the Respondent acknowledges its understanding and willingness to comply with this requirement.

**27. UNSUCCESSFUL RATE AGREEMENT AWARD**

After award, should the awarded Respondent(s) fail to update, revise, or otherwise alter its original response submission correctly or in a timely manner (including all attachments and exhibits not scored), the Department reserves the right to cease drafting the resulting Rate Agreement with the first awarded Respondent and move to the next highest ranked Respondent(s), without having to post another Notice of Award.

## ATTACHMENT F - EVALUATION CRITERIA

Proposal Section	Section Title	Maximum Possible Points per Section
A.	<b>Transmittal Letter</b>	0
B.	<b><u>Technical Proposal – Volume 1</u></b>	
	1. Introductory Statement	0
	2. Management Capability	120
	3. General Description of Sex Offender Treatment Services	95
	4. Understanding of Population and Past Experience	75
	5. Admission/Acceptance for Services	30
	6. Discharge/Termination of Services	30
	7. Psychosexual testing/Assessment and Evaluation	50
	8. Psychosexual Evaluation Reports	40
	9. Individualized Treatment Plan (ITP)	125
	10. Individual Juvenile Sexual Offender Counseling/Therapy	100
	11. Group Juvenile Sexual Offender Counseling/Therapy	100
	12. Family Juvenile Sexual Offender Counseling/Therapy	80
	13. Informed Consent/Records Release	40
	14. Reporting and Documentation and Record Management	20
	15. Staffing/Personnel	20
	16. Understanding of Service Implementation/Completion Timeframes	40
	17. Service Location and Times	60
C.	<b><u>Financial Proposal – Volume 2</u></b>	
	1. Price Sheet (Attachment H - MANDATORY)	N/A
<b>Total Maximum Overall Points</b>		<b>1025</b>

**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.**

- I. The Department will use the following methods to score the relevant section of the Respondent's proposal.
  - A. Transmittal Letter is required but will not be scored.
  - B. Technical Proposal
    1. The Technical Response's 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 in Attachment P:		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 Respondent's understanding of the requirements for the component specified or the ability to provide the service.
Not Addressed	0	The Respondent's proposal does not address the service component(s) specified, or the evaluator is not able to locate the information in the Respondent's proposal.

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

C. Financial Proposal – Evaluation Criteria

1. The Attachment H – Price Sheet will be evaluated by the Department based on the proposed rates being at or below the Maximum Allowable Rate listed on Attachment H, Price Sheet.
2. A Respondent must meet all of the criteria in 1., above, in order to “pass” the evaluation of the financial proposal. Failure of a Respondent to meet all of the above criteria shall result in a “fail” status, and the proposal shall be deemed non-responsive and not moved forward for the evaluation and scoring of the technical proposal.
3. The Department reserves the right to require changes to the Attachment H – Price Sheet, after the Department has reviewed the proposed costs for being allowable, reasonable, and necessary.

D. Highest Ranking Proposer Staff Documentation and Staffing Capacity Qualification

The highest ranking Respondent(s) **FOR EACH CIRCUIT** will be required to provide, within five business days of Rate Agreement Award, documentation to the Department's Procurement Manager that the Respondent has staffing capacity (employed or subcontracted) to deliver services as proposed. In addition, the highest ranking Respondent(s) **FOR EACH CIRCUIT** shall provide documentation that proposed staff meets qualifications, licensing, experience and training requirements listed in Attachment A, Services Sought. Staff qualification, licensing, experience and training requirements documentation will be reviewed by Department technical advisors at that time. If documentation is not provided, or if proposed staff does not meet all RFP staffing requirements, the Department will allow five days for the Respondent to demonstrate capacity and provide required documentation and, if the Respondent cannot do so, the Department may move to award the Rate Agreement to the next highest ranking Respondent(s) for the Circuit area.

**ATTACHMENT G**  
**SAMPLE RATE AGREEMENT**

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

**ATTACHMENT G IS FOR INFORMATIONAL PURPOSES ONLY AND WILL BE CHANGED AND COMPLETED AFTER THE POSTING OF THE NOTICE OF INTENDED AWARD.**

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**ATTACHMENT O  
CROSS REFERENCE TABLE**

<b>RFP DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)</b>		<b>LOCATION IN PROPOSAL (TO BE COMPLETED IN ITS ENTIRETY BY RESPONDENT)</b>	
<b>SECTION/PART</b>	<b>SUBJECT</b>	<b>PAGE NUMBERS</b>	<b>SECTIONS/PARTS</b>
<b>GENERAL PROPOSAL RESPONSE MANDATORY</b>			
Attachment B, Section XX., E., 1.	Attachment H – Price Sheet		
<b>GENERAL PROPOSAL RESPONSE REQUIREMENTS</b>			
Attachment B, Section XX., A.	Transmittal Letter		
Attachment B, Section XX., B.	Attachment O – Cross Reference Table		
Attachment B, Section XX., C.	Attachment K - Certificate of Drug-Free Workplace & Attachment S – Tie Breaking Certifications		
Attachment B, Section XX., E., 2.	Certified Minority Business Enterprise (CMBE) Subcontracting Utilization Plan		
Attachment B, Section XX., F., 1.	Attachment T – Client Contact List		
<b>TECHNICAL PROPOSAL RESPONSE (SUGGESTED DOCUMENTATION*)</b>			
*PLEASE NOTE: The Respondent 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 DJJ 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 Respondent is selected for rate agreement award, the proposed service and all elements thereof will be incorporated by reference into the resulting Rate Agreement, unless they do not otherwise meet the terms and conditions of this RFP.			
<b>CATEGORY #1: Management Capability</b>			
Attachment B, Section XX., D., 2.	Describe your company’s management capability to manage service delivery.		

Attachment B, Section XX., D., 2.	Provide a copy of your corporate organizational chart and description of the corporate organizational structure that indicate sufficient management capability to perform or provide oversight of the services required			
Attachment B, Section XX., D., 2.	Describe the internal quality improvement process utilized to identify problems and improve processes.			
<b>CATEGORY #2: General Description of Sex Offender Treatment Services</b>				
Attachment B, Section XX., D., 3.; Attachment A, Section I.	Describe your understanding of the juvenile justice system, and the need for Psychosexual Evaluation and Juvenile Sex Offender Treatment Services (PEJSOT).			
Attachment B, Section XX., D., 3.; Attachment A, Section I.	Describe your understanding of the overall goal of comprehensive evaluations for juveniles referred by the Department.			
Attachment B, Section XX., D., 3.; Attachment A, Section I.	Provide a description of the focus and goals of sex offender treatment services as specified by the RFP for the youth and families.			
<b>CATEGORY #3: Understanding of Population and Past Experience</b>				
Attachment B, Section XIX., D., 4.; Attachment I, Section A. and B.	Describe your past experience serving juvenile sex offender populations			
Attachment B, Section XX., D., 4.; Attachment A, Section A. and B.	Describe your understanding of specific issues that juvenile youth face?			
Attachment B, Section XX., D., 4.; Attachment A, Section A. and B.	Describe your understanding of the Department's philosophy of service, rehabilitation, and treatment. Information related to the Department's Roadmap of Systems Excellence can be found at: <a href="http://www.djj.state.fl.us/roadmap-to-system-excellence/">http://www.djj.state.fl.us/roadmap-to-system-excellence/</a> and information related to the Juvenile Justice System Improvement Project (JJSIP) can be found at: <a href="http://www.djj.state.fl.us/research/latest-">http://www.djj.state.fl.us/research/latest-</a>			

	initiatives/juvenile-justice-system-improvement- project-(jjsip)/ .			
<b>CATEGORY #4: Admission/Acceptance for Services</b>				
Attachment B, Section XX., D., 5.; Attachment A, Section II., D.	Provide a description of your intake/acceptance process when a youth is accepted for services upon referral from the Department as required in the RFP and the timeframes associated with implementation of services.			
<b>CATEGORY #5: Discharge/Termination of Services</b>				
Attachment B, Section XX., D., 6.; Attachment A, Section II., E.	Provide a description of the discharge process to be performed when a youth has successfully completed the program and is deemed ready for discharge/termination from services. Include a copy of a Discharge Summary Report as required by the RFP.			
<b>CATEGORY #6: Psychosexual Testing/Assessment and Evaluation.</b>				
Attachment B, Section XX., D., 7.; Attachment A, Section III., A., 1.	Provide a description of the Psychosexual Testing/Assessment Evaluation that will be utilized on youth, including timeframes and tools to be utilized. Provide a redacted sample evaluation.			
<b>CATEGORY #7: Psychosexual Evaluation Reports</b>				
Attachment B, Section XX., D., 8.; Attachment A, Section III., A., 2.	Describe the process for developing the Psychosexual Evaluation Reports, along with the timeframes required for report submission. Provide a redacted sample evaluation report.			
<b>CATEGORY #8: Individualized Treatment Plan (ITP)</b>				
Attachment B, Section XX., D., 9.; Attachment A, Section III., A., 3.	Describe your methodology for developing treatment plans for youth which are individualized, specific and contain measurable objectives for the youth and describe the process and timeframes for review, modification/update, sign-off and documentation of these activities. Provide a redacted sample treatment plan.			

	<b>CATEGORY #9: Individual Juvenile Sexual Offender Counseling/Therapy</b>			
Attachment B, Section XX., D., 10.; Attachment A, Section III., A., 4.	Provide a description of the Individual Juvenile Sexual Offender Counseling/Therapy. Include length of therapy and therapeutic model to be used.			
	<b>CATEGORY #10: Group Juvenile Sexual Offender Counseling/Therapy</b>			
Attachment B, Section XX., D., 11.; Attachment A, Section III., A., 5.	Provide a description of the group Juvenile Sexual Offender Counseling/Therapy. Include length of therapy and therapeutic model to be used.			
	<b>CATEGORY #11: Family Juvenile Sexual Offender Counseling/Therapy</b>			
Attachment B, Section XX., D., 12.; Attachment A, Section III., A., 6.	Provide a description of the family Juvenile Sexual Offender Counseling/Therapy. Include length of therapy and therapeutic model to be used.			
	<b>CATEGORY #12: Informed Consent/Records Release</b>			
Attachment B, Section XX., A., 13.; Attachment A, Section III., A., 7.	Provide a detailed description of your procedure for obtaining informed consent in accordance with RFP requirement, and a copy of your informed consent form.			
	<b>CATEGORY #13: Reporting and Documentation and Record Management</b>			
Attachment B, Section XX., D., 14.; Attachment A, Section III., A., 8.	Provide a detailed description of the Respondent's approach to meeting all reporting requirements and methodology of complying with same.			
Attachment B, Section XX. F., 14.; Attachment I, Section III., A., 8.	Provide a detailed written description for ensuring confidentiality and the required management and condition of client records.			
	<b>CATEGORY #14: Staffing/Personnel</b>			
Attachment B, Section XX., D., 15.;	Back Up Plan: Provide a detailed description of your staffing back-up plan (plan for covering planned or unplanned			

Attachment A, Section III., C.	absences, staff vacations, and filling vacancies) which demonstrates there will be qualified staffing available to provide services as needed and ensure little or no interruption of services.			
<b>CATEGORY #15: Understanding of Service Implementation/Completion of Timeframes</b>				
Attachment B, Section XX., D., 16.; Attachment A, Section III., D.	Describe your process for accepting referrals, scheduling appointments and the timeframes associated with initiating face-to-face contact with a referred youth and completing service delivery and submitting required reports.			
<b>CATEGORY #16: Service Location and Times</b>				
Attachment B, Section XX., D., 17.; Attachment A, Section III., E.	Provide a detailed description of the proposed service location(s) (including places in the community) (in the Circuits proposed) that best meet the needs of referred youth and where services will be made available under your proposal.			
Attachment B, Section XX., D., 17.; Attachment D, Section III., E.	Provide a detailed description of the times/hours that PEJSOT services will be made available by your company under your proposal.			

**ATTACHMENT P  
WRITTEN EVALUATION QUESTIONS/CONSIDERATIONS**

**EVALUATION QUESTIONS**

**CATEGORY #1: Management Capability**

**How well does the proposal describe the Respondent's management capability?**

**Consideration 1.1:** To what extent does the proposal describe the Respondent's management capability that ensures oversight and manage/control of service delivery? *(Weighted: 8 Max Pts: 40)*

**Consideration 1.2:** How well does the Respondent's proposed organizational structure (as indicated in the organizational chart) indicate sufficient management capability to perform or provide oversight of the services required by the RFP? *(Weighted: 8 Max Pts: 40)*

**Consideration 1.3:** How well does the proposal describe the Respondent's internal quality improvement process? The quality improvement process is necessary to identify problems and improve processes. *(Weighted: 8 Max Pts: 40)*

**CATEGORY #2: General Description of Sex Offender Treatment Services**

**Consideration 2.1:** To what extent does the Respondent demonstrate an overall understanding of the juvenile justice system and the Department's service needs? *(Weighted: 9 Max Pts: 45)*

**Consideration 2.2:** To what extent does the Respondent demonstrate an understanding of the specific goal of services, as specified in the RFP? For example, how well does the Respondent demonstrate that services should facilitate a positive change in youth behavior; promote pro-social beliefs and attitudes; focus on guiding the youth to accept their responsibility; teaching the youth to assume their responsibility for their sexual offense or sexually inappropriate behavior and past behavior; foster empathy with others; identify the sexually deviant cycle; and teach relapse prevention and ensure restitution? *(Weighted: 4 Max Pts: 20)*

**Consideration 2.3:** To what extent are the Respondent's services designed to address sexual and family issues and needs with the goal of improving family functioning and ensuring that a family safety plan is in place for each youth and family? *(Weighted: 6 Max Pts: 30)*

**CATEGORY #3: Understanding of Population and Past Experience**

**Consideration 3.1:** To what extent does the Respondent demonstrate past experience serving juvenile sex offender populations? *(Weighted: 4 Max Pts: 20)*

**Consideration 3.2:** To what extent does the Respondent demonstrate an understanding of specific issues that juvenile youth face, with particular emphasis on juvenile sex offenders? *(Weighted: 8 Max Pts: 40)*

**Consideration 3.3:** To what extent does the Respondent demonstrate an understanding of the Department's philosophy of service, rehabilitation, and treatment to juveniles, as outlined in the Roadmap and Juvenile Justice Information System (JJIS) project. *(Weighted: 3 Max Pts: 15)*

**CATEGORY #4: Admission/Acceptance for Services**

**Consideration 4.1:** To what extent does the Respondent's intake/acceptance process meet the requirements of the RFP, including, but not limited to meeting appropriate timeframes for implementing services, scheduling of youth appointments, and obtaining informed consent as required? *(Weighted: 6 Max Pts: 30)*

**CATEGORY #5: Discharge/Termination of Services**

**Consideration 5.1:** To what extent does the Respondent's process meet the requirements for discharge/termination of services as specified by the RFP, including meeting the requirements for successful completion and appropriate

documentation, and notification to the Department as evidenced by the sample Discharge Summary? Does the proposer demonstrate an understanding of the requirements, timeframes, and supporting documentation needed for discharge? *(Weighted: 3 Max Pts: 15)*

**Consideration 5.2:** To what extent does the Respondent demonstrate an understanding of the requirements, timeframes, and supporting documentation needed for discharge? *(Weighted: 3 Max Pts: 15)*

#### **CATEGORY #6: Psychosexual Testing/Assessment and Evaluation**

**Consideration 6.1:** To what extent does the Respondent demonstrate an understanding of the Psychosexual Testing/Assessment Evaluation requirements as specified by the RFP, to include timeframes, required and supplementary assessment tools and required documentation? Consider how comprehensive the assessment tool is, if available. *(Weighted: 10 Max Pts: 50)*

#### **CATEGORY #7: Psychosexual Evaluation Reports**

**Consideration 7.1:** To what extent does the Respondent demonstrate an understanding of the Psychosexual Evaluation Report requirements as specified by the RFP, including timeframes, required components of the written evaluation, and documentation requirements of the Licensed Professional conducting the evaluation? Consider how comprehensive is the sample report, if available? Consider how comprehensive the sample evaluation report is, if available. *(Weighted: 8 Max Pts: 40)*

#### **CATEGORY #8: Individualized Treatment Plan (ITP)**

**Consideration 8.1:** To what extent does the Respondent demonstrate an understanding of the requirements for the development of an ITP? *(Weighted: 4 Max Pts: 20)*

**Consideration 8.2:** To what extent does the Respondent demonstrate an understanding of the requirements, goals, measurable and relevant objectives, diagnoses, signature requirements and timeframes of the ITP? *(Weighted: 4 Max Pts: 20)*

**Consideration 8.3:** To what extent does the Respondent describe development of treatment plans which respond to the unique individualized needs of each youth and family and is there a plan in place to review the treatment plans for each youth within the required timeframe? *(Weighted: 6 Max Pts: 30)*

**Consideration 8.4:** To what extent does the Respondent demonstrate procedures for completion of the youth's Initial Treatment Plan, ITP Reviews, and Progress Notes, including completing the youth's initial Treatment Plan in a timely manner and do the procedures allow the youth the opportunity to participate in the development and review of her/his treatment plan? *(Weighted: 3 Max Pts: 15)*

**Consideration 8.5:** To what extent does the Respondent demonstrate an understanding of the specific timeframes for implementing sex offender services, therefore completion of the treatment plan prior to services? *(Weighted: 2 Max Pts: 10)*

**Consideration 8.6:** To what extent does Respondent's procedures require the ITP to establish goals and related measurable behavioral objectives to be achieved by the youth, set forth the tasks involved in achieving those objectives, include the type and frequency of services to be provided, and the expected dates of completion? *(Weighted: 6 Max Pts: 30)*

#### **CATEGORY #9: Individual Juvenile Sexual Offender Counseling/Therapy**

**Consideration 9.1:** To what extent does the Respondent's approach to individual sex offender counseling/therapy meet the requirements of the RFP? *(Weighted: 8 Max Pts: 40)*

**Consideration 9.2:** To what extent does the Respondent provide a detailed description of the minimum length of time for a face to face counseling session with the youth? *(Weighted: 2 Max Pts: 10)*

**Consideration 9.3:** To what extent does the Respondent provide a detailed description of the number of individual sex offender counseling/therapy sessions the Respondent is authorized to provide each youth and the timeframes for these sessions? *(Weighted: 4 Max Pts: 20)*

**Consideration 9.4:** To what extent does the Respondent demonstrate an understanding of the content of an individualized sex offender individual counseling session? *(Weighted: 4 Max Pts: 20)*

**Consideration 9.5:** To what extent does the Respondent demonstrate an understanding of the procedures for completion of the youth's Progress Notes? *(Weighted: 2 Max Pts: 10)*

**CATEGORY #10: Group Juvenile Sexual Offender Counseling/Therapy**

**Consideration 10.1:** To what extent does the Respondent's approach to group juvenile sex offender counseling/therapy meet the requirements of the RFP? *(Weighted: 8 Max Pts: 40)*

**Consideration 10.2:** To what extent does the Respondent provide a detailed description of the minimum length of time for a group sex offender counseling session with the youth? *(Weighted: 2 Max Pts: 10)*

**Consideration 10.3:** To what extent does the Respondent provide a detailed description of the number of group sex offender counseling/therapy sessions the Respondent is authorized to provide each youth and the timeframes for these sessions? *(Weighted: 4 Max Pts: 20)*

**Consideration 10.4:** To what extent does the Respondent demonstrate an understanding of the content of a group sex offender counseling session? *(Weighted: 4 Max Pts: 20)*

**Consideration 10.5:** To what extent does the Respondent demonstrate an understanding of the procedures for completion of the youth's Progress Notes? *(Weighted: 2 Max Pts: 10)*

**CATEGORY #11: Family Juvenile Sexual Offender Therapy**

**Consideration 11.1:** To what extent does the Respondent's approach to family juvenile sex offender counseling/therapy meet the requirements of the RFP? *(Weighted: 6 Max Pts: 30)*

**Consideration 11.2:** To what extent does the Respondent provide a detailed description of the minimum length of time for a family counseling session with the youth and family members? *(Weighted: 2 Max Pts: 10)*

**Consideration 11.3:** To what extent does the Respondent provide a detailed description of the number of family counseling sessions the Respondent is authorized to provide each youth and the timeframes for these sessions? *(Weighted: 4 Max Pts: 20)*

**Consideration 11.4:** To what extent does the Respondent demonstrate an understanding of the content of family sex offender counseling sessions? *(Weighted: 2 Max Pts: 10)*

**Consideration 11.5:** To what extent does the Respondent demonstrate an understanding of the procedures for completion of the youth's Progress Notes? *(Weighted: 2 Max Pts: 10)*

**CATEGORY #12: Informed Consent/Records Release**

**Consideration 12.1:** To what extent does the Respondent demonstrate an understanding of the requirements of informed consent for treatment and release of treatment records? *(Weighted: 4 Max Pts: 20)*

**Consideration 12.2:** To what extent has the Respondent described how youth are informed and orientated to their rights and documentation is properly maintained in the youth's case file? *(Weighted: 4 Max Pts: 20)*

**CATEGORY #13: Reporting and Documentation and Record Management**

**Consideration 13.1:** To what extent does the Respondent's approach to files, record keeping, and documentation demonstrate an understanding of the record management requirements as well as the confidentiality requirements? *(Weighted: 4 Max Pts: 20)*



**CATEGORY #14: Staffing/Personnel**

**Consideration 14.1:** To what extent does the Respondent's back up plan, (plan for covering planned or unplanned absences, staff vacations, and filling vacancies) demonstrate there will be qualified staffing available to provide services as needed and ensure little or no interruption of services.

*(Weighted: 4 Max Pts: 20)*

**CATEGORY #15: Understanding of Service Implementation/Completion Timeframes**

**Consideration 15.1:** To what extent does the Respondent's processes for accepting referrals, scheduling appointments and the timeframes associated with initiating face-to-face contact with a referred youth and completing service delivery and submitting required reports meet or exceed the requirements for the RFP?

*(Weighted: 8 Max Pts: 40)*

**CATEGORY#16: Service Location and Times**

**Consideration 16.1:** To what extent are the proposed locations for delivery of services appropriate to ensure services are accessible to youth and families throughout the Circuit? *(Weighted: 8 Max Pts: 40)*

**Consideration 16.2:** To what extent are services provided at times appropriate for youth and family, are all services (i.e., Psychosexual Evaluations, Individual, Family and Group Therapy) available at all locations and can confidentiality and/or privacy requirements be met at these locations? *(Weighted: 4 Max Pts: 20)*

**ATTACHMENT T  
CLIENT CONTACT LIST**

**THE DEPARTMENT SHALL NOT PROVIDE A REFERENCE. THE FORM SHALL BE SUBMITTED WITH THE PROPOSAL UNDER VOLUME 3, TAB 1.**

**CLIENT 1:**

NAME OF CLIENT: \_\_\_\_\_

TITLE OF CLIENT: \_\_\_\_\_

FIRM OR BUSINESS NAME: \_\_\_\_\_

OFFICE TELEPHONE NUMBER: \_\_\_\_\_ OFFICE E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TYPE OF SERVICE PROVIDED: \_\_\_\_\_

**CLIENT 2:**

NAME OF CLIENT: \_\_\_\_\_

TITLE OF CLIENT: \_\_\_\_\_

FIRM OR BUSINESS NAME: \_\_\_\_\_

OFFICE TELEPHONE NUMBER: \_\_\_\_\_ OFFICE E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TYPE OF SERVICE PROVIDED: \_\_\_\_\_

**CLIENT 3:**

NAME OF CLIENT: \_\_\_\_\_

TITLE OF CLIENT: \_\_\_\_\_

FIRM OR BUSINESS NAME: \_\_\_\_\_

OFFICE TELEPHONE NUMBER: \_\_\_\_\_ OFFICE E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TYPE OF SERVICE PROVIDED: \_\_\_\_\_

**CLIENT 4:**

NAME OF CLIENT: \_\_\_\_\_

TITLE OF CLIENT: \_\_\_\_\_

FIRM OR BUSINESS NAME: \_\_\_\_\_

OFFICE TELEPHONE NUMBER: \_\_\_\_\_ OFFICE E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TYPE OF SERVICE PROVIDED: \_\_\_\_\_