



***Florida Network of Youth and Family Services***

***INVITATION TO NEGOTIATE  
Nonresidential Services***

**County: Duval**

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**Definitions – The following terms shall have the meanings as defined below when used throughout this Invitation to Negotiate.**

**Needs Assessment** – The gathering of information for the evaluation of a youth’s physical, psychological, educational, vocational, social condition and family environment as they relate to the youth’s need for services.

**Case Management** – Service coordination on behalf of clients which includes support, coordination and monitoring of services, information gathering; supportive linking; advocating, case review and termination, with appropriate referral. Case management services are conducted by both non-residential staff and shelter staff.

**Case Staffing** – A process by which the CINS/FINS provider may request a meeting with the youth and family and a representative from the local school district, the DJJ, health, mental health and substance abuse service providers, a representative from the State Attorney’s office and any other person recommended by the youth and family. The case staffing committee will convene if the family or child is not in agreement with current services offered, will not participate in current services offered or the representative of the DJJ needs assistance in developing an appropriate plan for services.

**CINS** – Children In Need of Services – This is an adjudication status for a child for whom there is no pending investigation into an allegation of abuse, neglect, or abandonment; no pending referral alleging the child is delinquent; or no current supervision by the Department of Juvenile Justice or the Department of Children and Family Services for an adjudication of dependency or delinquency. The child must also have been found by the court to have persistently run away, to be habitually truant from school or to have persistently disobeyed the reasonable and lawful demands of the child’s parent or legal custodian.

**Data Collection and Management** – The collection and delivery of timely and accurate data regarding local service provision to the FNYFS. These data document clients and services provided and are entered electronically by the service providers into the Florida Network Management Information System (NetMIS). There are also requirements to enter data into the Juvenile Justice Information System (JJIS).

**Department** – Unless otherwise specified, the Florida Department of Juvenile Justice, also referred to as DJJ, is the executive branch agency responsible for the management of the juvenile justice and children and families in need of services (CINS/FINS) continuum of programs and services.

**FINS** – Families in Need of Services – A family that has a child who is running away; who is persistently disobeying reasonable and lawful demands of the parent or legal custodian and is beyond the control of the parent or legal custodian; or who is habitually truant from school or engaging in other serious behaviors that place the child at risk of future abuse, neglect, or abandonment or at risk of entering the juvenile justice system. A family is not eligible to receive services if, at the time of referral there is a pending investigation of abuse, neglect, or abandonment or no court ordered supervision by the Department of Juvenile Justice or the Department of Children and Families Services for an adjudication of dependency or delinquency.

**Florida Network of Youth and Family Services (FNYFS)** - is a not-for-profit statewide association comprised of agencies which serve ungovernable, homeless, runaway and troubled youth ages ten and older and their families. The FNYFS is an advocate for prevention services and also provides statewide training and research, data collection, contract management and technical assistance.

**Non-Residential Services** – Intervention services to keep families intact and minimize out-of-home placements (i.e., shelter, detention), based on the service needs of the youth and family as determined by the Centralized Intake Process. These services shall include but not be limited to;

- Homemaker or parent aide services
- Intensive crisis counseling
- Parent education
- Skills building
- In-home counseling services
- Youth development services

- Individual, group or family counseling
- Case management and referral
- Facilitation of CINS/FINS court process
- Case staffing committees

Non-Residential services are meant to be short term. The standard for the average length of service per family will be twelve weeks, with the range varying from 2 weeks to 24 weeks depending upon the circumstances and progress of the youth. Additionally, follow-up and referral services will be provided.

**Outreach Services/Activities** -These services are designed to increase public awareness of the needs of at-risk troubled youth who run away, are habitually truant or are beyond control of their parent/guardian, and, are at highest risk for entering the care and custody of the state as a dependent or delinquent youth. Outreach efforts will include but not be limited to; presentations, activities or contacts with audiences from low-performing schools, other prevention programs and neighborhoods where juvenile crime is high.

**Performance-Based Budget Outcomes** - The status of a juvenile in relation to delinquent behavior after completion of a program or services. Legislatively mandated outcomes for CINS/FINS services are as follows;

- 92% of youth completing services will remain crime free for 12 months
- 97% of youth shall remain crime free while receiving services

**Referral** – Directing the child and family to the appropriate service based upon the service plan. As often as possible, CINS/FINS agencies have interagency agreements in place with other community-based service providers to ensure referred clients have access to longer term or more specialized services when such services are needed

**Risk Factors** – Chosen indicators by the DJJ, the presence or absence of which may make an undesirable outcome more or less likely. Research suggests that the presence of risk factors will increase the likelihood that a youth will enter state care or custody or break the law.

**Screening** – The action of gathering information from a referral source (i.e., parent, child, law enforcement, etc.) to determine eligibility for CINS/FINS services under Chapter 984, F.S and to assess presenting problems and needs in order to facilitate further services.

**Status Offender** - Status offenders are defined as juveniles, who have been accused of, or charged with, conduct that would not, under law, be an offense if committed by an adult such as truancy or running away.

## 1. Introduction

The Florida Network of Youth and Family Services, Inc.(FNYFS) established in 1976, is a not-for-profit statewide association comprised of agencies which serve homeless, runaway and troubled youth ages six to seventeen and their families. Services include advocacy for youth, public policy development, public education, data collection and research, contract management, training and technical assistance. The FNYFS is committed to promoting policies and practices that hold member agencies accountable for preventing delinquency and child abuse through the strengthening of youth and families. The Florida Department of Juvenile Justice provides primary funding, however, most agencies operating shelters seek additional grants from the federal government, the Department of Children and Families (DCF) and raise private funds each year. All documents related to this competitive process have received prior approval from DJJ. The shelters and non-residential services for these youth serve about 15,000 families annually. They offer a variety of services designed to promote the stability and strength of families. Intake services include assessment of the

youth and family. Intervention services include parent training, youth development, individual, group and family counseling, and referrals to other agencies, when needed. Temporary shelter services are also provided to self-referred youth and to those ordered into shelter by the court.

**This Invitation to Negotiate is to purchase non-residential community-based services, as described in this Invitation to Negotiation, through local service providers. Services are expected to commence on October 1, 2014.**

## **2. Respondent Criteria**

- **Mandatory Fatal Criteria**

***Failure to provide all required documentation listed below will automatically disqualify the applicant from further consideration. Respondents preparing joint responses for a county must submit required documentation for each agency included in response.***

2.1 A cover letter indicating interest signed by the applicants Chief Executive Officer or Executive Director.

2.2 A brief description of the applicant's qualifications and experience (length of time) in providing services to youth and families in the community covered in this ITN. Applicants must demonstrate having a presence in the community for a number of years that has resulted in key relationships in the community that will afford supports to the youth and families receiving services, e.g., schools, law enforcement, community organizations and other service providers. Faith-based agencies as demonstrated by an affiliation with a community church or a human services arm of a church, but do not impose a particular faith upon clients and agree to serve clients of all faiths, meet the definition of community-based.

2.3 A list of the applicant's current Board of Directors. **At least 50% or more of the members of the non-profit Board of Directors must represent a racial or ethnic minority.**

2.4 Proof of applicant's 501(C)(3) not-for-profit status

2.5 The respondent must include a statement that describes or denies any pending or existing litigation or judgments.

2.6 The respondent must submit one original and five copies of response to this ITN to:

Florida Network of Youth and Family Services  
Attention: Terry DeCerchio  
2850 Pablo Avenue, Tallahassee, FL 32309  
by 4:30 P.M. EDT, August 28, 2014. The FNYFS will not accept telegraphic, facsimile or electronically transmitted responses.

- **Preferred Criteria**

***FNYFS seeks Respondents meeting the following criteria, however, failure to meet this criteria will not disqualify the respondent.***

2.8 The FNYFS is seeking non-profit organizations meeting the following criteria  
1) annual revenue under \$5 Million dollars, 2) less than 200 full time

permanent employees, 3) Board of Directors comprised of at least 50% racial or ethnic minority.

2.9 The FNYFS is seeking respondents who have knowledge of and demonstrated experience in working with at-risk youth and families that possess multiple risk factors or who can ensure such expertise through staffing and/or collaborative efforts. The respondent must provide evidence of its ability and capacity to carry out the required activities directly or can ensure such expertise through staffing and/or collaborative efforts.

3.0 Respondent's staff shall include individuals who are appropriately experienced and qualified to provide service to youth and families that possess multiple risk factors and reside in high crime zip code areas. It is preferred but not required that counseling services be overseen by a certified Licensed Social Worker/Mental Health counselors.

The respondent must be able to document that mental health counseling services are provided by a licensed mental health professional who meets the license/certification criteria specified by their respective professional disciplines.

The minimum standards for individuals providing counseling services **who are not licensed** are as follows: must have a bachelor's degree from an accredited university with a major in a social, behavioral, or rehabilitative science and one year of professional experience in counseling in a rehabilitation setting or a master's degree from an accredited university in a social, behavioral, or rehabilitative science can substitute for one year of required experience.

3.1 The respondent shall provide evidence of the ability to secure diverse financial resources apart from FNYFS contracted dollars, e.g., charitable donations, corporate, and foundation funds, fee collection and in-kind supports to enhance or expand services. The applicant should describe current funding sources and fund development results for the last three years.

3.2 The respondent must have an existing computer technology capacity including hardware and software that will access the internet for secure data transmissions.

3.3 The respondent that can provide evidence of accreditation (e.g. COA) as appropriate or the intent to become accredited is valued because this will become a criterion for related children's services.

3.4 Respondents are sought that have an internal QA process that includes an annual review and revisions of internal standards as necessary. This is to ensure that there is an on-going practice to continuously improve the quality of services being provided to clients; to ensure program compliance and programmatic requirements and respondent liability in providing services to youth and families. Respondents will be required to attend statewide Quality Improvement Committee meetings sponsored by the FNYFS.

### 3. Calendar of Events

Scheduled Activity	Date	Method/Contact
ITN Release	July 18, 2014	Web site/Mail/Telephone/email
Written Questions to FNYFS	July 30, 2014 by 4:00P.M. EDT	Mail/email :Terry DeCerchio 2850 Pablo Avenue Tallahassee, FL 32308 <a href="mailto:Terry@floridanetwork.org">Terry@floridanetwork.org</a>
Reponses to written questions posted on FNYFS web site	August 1, 2014 by 5:00P.M. EDT	<a href="http://www.floridanetwork.org">www.floridanetwork.org</a>
Sealed Responses Due Please allow enough time if mailing or hand delivering your response	August 28, 2014 Sealed responses must be received no later than 4:30pm EDT	Submit to: FNYFS Attn: Terry DeCerchio 2850 Pablo Avenue Tallahassee, Florida 32309-4211
Respondent ITN responses reviewed by the review team(s) selected by FNYFS	September 2, 2014- September 12, 2014	
Anticipated Announcement	September 16, 2014	Announcement will be posted on the FNYFS web page at <a href="http://www.floridanetwork.org">www.floridanetwork.org</a>
Anticipated Contract Negotiations	September 22-26, 2014	FNYFS Administration
Anticipate Start Date	October 1, 2014	Project Manager

Questions about services requested or the selection process must be addressed in writing by fax, e-mail, or postal deliver to the FNYFS Office. If the FNYFS finds it necessary to supplement, modify or interpret any portion of the ITN documents prior to the closing time and date, such procedure will be accomplished by the issuance of written addenda. No other methodology will be considered binding or authorized in giving information concerning, or to explain or interpret the ITN document. Any addenda will be posted at [www.floridanetwork.org](http://www.floridanetwork.org). Note: acknowledgement of any addenda must accompany ITN Response. Questions concerning conditions and specifications of this ITN, must be received in writing by the FNYFS not later than July 30, 2014 by 4:00pm EDT. Telephone inquiries regarding the above will not be responded to.

**Note; Submit questions in writing to  
Florida Network Youth and Family Services  
Attn: Terry DeCerchio  
2850 Pablo Avenue  
Tallahassee, Florida 32309-4211**

#### 4. **Preparation Instructions**

##### **Overview**

Proposals should be prepared simply, providing a straightforward, concise description of capabilities to satisfy the requirements of this ITN. Emphasis should be placed on completeness and clarity. The proposal should be organized in the order in which the requirements are presented as noted in this section. The proposal must contain a table of contents that cross-references the ITN requirements. Information that the respondent desires to present that does not fall within any of the requirements of the ITN should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Consortiums preparing joint applications for services to one county must submit all required information for each agency included in the consortium application. The cover letter must be prepared jointly and signed by each agency included in the application.

The objective of the submitted response is to demonstrate that the respondent qualifies for further consideration by the FNYFS by meeting the mandatory fatal criteria and second to explain the respondent's ability to successfully deliver the services requested. In order to assist the FNYFS in reviewing responses, the following format shall be utilized:

##### **Volume 1**

- A. Cover letter** - Provide a letter that specifies that respondent is responding to FNYFS ITN for CINS/FINS Nonresidential Services for Duval County. Include the respondent's name(s), address(es), telephone number(s) and the name and title of the authorized representative(s) submitting the proposal. The letter must clearly indicate that the person or persons signing the response is authorized to bind the respondent. The letter must identify any and all joint proposing organizations for consortiums submitting proposals.
- B. Description of Applicant's Qualifications and Experience** – Applicants must demonstrate having a presence in the community for a number of years that has resulted in key relationships in the community that will afford supports to the youth and families receiving services, e.g., schools, law enforcement, community organizations and other service providers. Faith-based agencies as demonstrated by an affiliation with a community church or a human services arm of a church, but do not impose a particular faith upon clients and agree to serve clients of all faiths, meet the definition of community-based.
- C. Current List of Board of Directors.** At least 50% or more of the members of the non-profit Board of Directors must represent a racial or ethnic minority.
- D. Proof of 501(C)(3) status**
- E. A statement describing any pending or existing litigation or judgments that might affect the ability to carry out the contract or a statement that no pending or existing litigation or judgment exists.**
- F. Management letter from most recent financial audit.**



- G. References/Letters of Support** – Provide at least three (3) references that demonstrate efforts comparable to the one described in this ITN. Information must include the name and telephone number of a contact person.
- H. Proof of Worker’s Compensation and Liability Insurance**
- I. Copies of the two (2) most recent agency monitoring reports conducted by a primary funder.** These can include DJJ QA reports, DCF licensing reports, federal Basic Center reviews and contract monitoring reports. If the respondent has never had a grant or contract, a statement to this effect must be included.
- J. Proof of Council On Accreditation certification (if applicable)**

**Note:** Make certain that a response is provided to each inquiry. For consortiums, each agency within the consortium must submit the above information in sections B through J for their respective agency. There should be one cover letter completed jointly, with signatures from the person or persons authorized to bind the respondents, from each agency within the consortium.

**Volume 2**

**Proposal**

Responses to the following should be prepared and submitted which address the specific eligibility requirements and outcomes outlined in **Sections 2 and 7**. Each response must be completed in the same order as it appears and section heading should be used to identify each response. **The reply to all questions in the Proposal (Volume 2) should be NO MORE THAN thirty (30) PAGES but sufficient in detail to adequately address query. For agencies applying as consortiums, each agency within the consortium must independently complete each section (A through F) in this Volume and submit as one application. Each agency applying within a consortium to jointly provide service in one county has a maximum 30 page limit for Volume 2, i.e. , a consortium consisting of two agencies will have a maximum of sixty (60) pages.**

**A – RESPONDENT’S ORGANIZATION AND HISTORY**

Describe the applicant's organization and governance structure, depicting clear lines of authority.

**B –RESPONDENT’S KNOWLEDGE OF COUNTY**

Respondent should demonstrate knowledge and understanding of the county and population to be served. Referrals for CINS/FINS services come primarily from Law Enforcement, schools and parents. Respondent should demonstrate an understanding of the need for services from the community in general and the primary referral sources within the county.

**C – RESPONDENT’S AGENCY AND STAFF QUALIFICATIONS**

Describe in detail how your agency meets the requirements listed in Section 2 Respondent Criteria (page 4-5 of this ITN). Provide number of positions that would be assigned to project and explain technical expertise and responsibilities of positions. Detail number of FTE’s expected to provide nonresidential and outreach services. Give history of staff turn-over rates and strategies used to reduce those rates, if applicable. Describe how respondent proposes to maintain a reasonable level of staff stability and

experience. Include a staff training plan to meet the required 80 hours of pre-service training for Supervisors and Non-Residential staff.

#### **D– OVERALL PROJECT CONCEPT AND DESIGN**

Describe in detail (examples of content are given) the following:

- *Concept*- Respondent will describe understanding of the overall statutory intent, and mission of the DJJ and the FNYFS in serving Children and Families in Need of Services(CINS/FINS).
- *Approach* –Respondent should describe in detail its philosophy that will guide program design. Detail originality, innovations and enhancements the respondent will offer that will result in meeting the core needs of the youth and family. Discuss how cultural and gender-based competence will be addressed in the diverse population that makes up population to be served. Discuss how youth and parents will be engaged in services.
- *Design*- Specify evidence-based practice that will be used in the program. This can be a formal, independent analysis of your program’s success or description of a programmatic model or approach (e.g. behavioral, abbreviated family counseling, parent training) your agency intends to use or is currently using.

Describe in detail the design of programs, services and case flow through the system. Describe current program capacity for each service (nonresidential and outreach). Identify the location of the nonresidential staff (office, schools, community centers). Describe how centralized intake, shelter, nonresidential and outreach services will be integrated at the respondent agency level and at the county level. The respondent must provide evidence of ability and capacity to carry out the required activities or ensure such expertise through staffing and/or collaborative efforts. The respondent should describe how the program design will facilitate reaching the desired goals and outcomes identified in section 7 (page 11) of this ITN.

- Describe how respondent will ensure the timeliness and integrity of required data submission, e.g., at what point will data be input and by whom? This is a key requirement for contract payment, retention and renewal.

#### **E–.GOAL AND PROJECTED OUTCOMES**

Describe in detail the strategies the respondent will use to reach the required goals and projected outcomes in Section 7: Expected Outcomes (page 11 of this ITN) or reference previous data reports that demonstrate achievement with similar outcomes. Discuss in detail what respondent views as the critical issues inherent in meeting these outcomes.

#### **F– COLLABORATIVE EFFORTS OR COMMUNITY SUPPORT**

Fully explain how respondent will develop collaborative/cooperative partnerships and gather community support. Collaborative activities may include needs assessments, strategic planning, service delivery models, system designs, and research. List cooperative agreements with community partners including, but not limited to, child and family service providers, behavioral health agencies, community organizations, the courts, schools, elected officials, faith-based organizations, advocacy groups, and the business community. Address how respondent will coordinate with local Juvenile Justice Boards and Councils. Consortiums should address in this section the roles, responsibilities, areas to be served and expected deliverables for each agency within the consortium

**SUBMIT One original and five copies to:  
Florida Network of Youth and Family Services  
Attn: Terry DeCerchio  
2850 Pablo Avenue**

Tallahassee, Florida 32309-4211

**Note: The FNYFS WILL NOT ACCEPT TELEGRAPHIC, FACSIMILE OR ELECTRONICALLY TRANSMITTED RESPONSE. NO EXCEPTIONS** Responses received after 4:30 P.M. EDT August 28, 2014, will not be considered. **NO EXCEPTIONS .**

5. **Selection**

Potential respondents are reminded that this is not a bid nor a Request for Proposal. This Invitation to Negotiate (ITN) merely seeks to identify agencies that are interested in establishing a contract with the FNYFS for community-based CINS/FINS services and assessing the capabilities of such potential providers. The FNYFS will identify a review team made up of representatives familiar with the services to be provided and the area to be served that will review and rank the responses. The FNYFS retains the sole authority for developing and applying the criteria it will use to establish these rankings as described in Appendix I as approved by the DJJ.

Applications submitted by consortiums will be scored in the following manner: each agency's individual application will be scored using Appendix I and scores for all agencies within a consortium will be averaged to result in a final score for the consortium.

When a selection has been made all respondents will be notified. If negotiations with the selected agency are unsuccessful, negotiations will occur with the next ranked agency and continue that process until a contract is successfully negotiated.

The FNYFS reserves the right to reject any and all responses and negotiations efforts. The FNYFS also reserves the right to waive any minor irregularities in an otherwise valid offer to negotiate.

Materials submitted will become the property of the Florida Network of Youth and Family Service.

6. **Services and Service Location**

It is the purpose of this Invitation To Negotiate (ITN) to obtain qualified respondents interested in participating in contract negotiation with the Florida Network of Youth and Family Services (FNYFS) for the provision of CINS/FINS nonresidential services located in the following county: **Duval**. These services will include:

- Screening and referral
- A maximum of **88** youth admitted in non-residential services for October 1, 2014 through June 30, 2015. The annualized maximum number of youth admitted in non-residential services is **118**.
- A maximum of **\$108,152.00** for October 1, 2014 through June 30, 2015. The annualized maximum funding is **\$145,022.00**.
- court management
- case staffing
- case management
- crisis intervention
- outreach services
- data collection and management

and other services to eligible youth and families. See [www.floridanetwork.org](http://www.floridanetwork.org) for more information and reference manuals. The FNYFS will accept only those proposals that are for the provision of the services stated within this Invitation to Negotiate.

Applicants may form a consortium of provider agencies to serve a county. Each agency in the consortium must address all sections of this ITN independently. A joint cover letter must be submitted with the agency independent ITN responses identifying the areas within the county each agency will provide services and the specific services that will be provided by each agency within the consortium. This joint cover letter must be signed by the Executive Director/Chief Executive Officer of each agency participating within the consortium.

## **7. Expected Outcomes**

7.1 Delivery of CINS/FINS services to eligible youth and families who possess multiple risk factors as determined by the Florida Department of Juvenile Justice.

7.2 To achieve outputs and outcomes in the provider's area of service in a manner that assists the FNYFS in achieving its statewide goals. The PROVIDER shall, at a minimum, achieve the following outcomes:

- 85% of youth served will complete services.
- 99% of youth admitted to services will have an intake completed and a Needs Assessment initiated.
- 90% of youth completing program will have a 30 and 60 day follow-up completed.
- 97% of youth will have no arrests during services.
- 92% of youth will have no adjudications, adjudications withheld or convictions for any new law violations within 12 months of program completion.
- 90% of youth completing services will be discharged to home or an appropriate setting.
- 90% of youth completing services will report living at home or in an appropriate setting at 30 and 60 day follow-up.
- 75% of youth completing services will report attending school regularly at 30 and 60 day follow-up.

7.3 Distribution of a standardized service brochure/ information packet that explains the current process under Chapter 984 F.S. for obtaining assistance for a child in need of services or a family in need of services and the community services and resources available to parents of troubled or runaway children.

## **8. General Information**

### **A. Restrictions**

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 FNYFS posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the FNYFS, executive or legislative branch concerning any aspect of this solicitation, except in writing to the FNYFS as provided in the procurement documents. Violation of this provision may be grounds for rejecting a response.

### **B. Certified Minority Business Enterprise**

The FNYFS supports the fostering of continued economic growth and development of Florida Minority Businesses Enterprises (MBEs) and Certified Minority Business Enterprises (CMBEs) (for-profit). The FNYFS welcomes certified MBE's interest as a respondent to this ITN. All respondents, whether an MBE or not, must describe participation in the procurement

of goods and services and contracts that demonstrate a commitment to supporting CMBEs and MBEs.

#### C. Preparation Costs

ITN responses shall contain all information solicited, plus any additional data prints, or literature that the respondent deems pertinent to the Reviewer's understanding and evaluation of their response. The FNYFS is not liable for any costs or expenses incurred by an applicant related to or arising out of the ITN process.

#### D. Withdrawal

A submitted ITN may be modified or withdrawn at any time prior to response opening upon written request by the Respondent.

#### E. Response Duration

All submitted responses are binding for one hundred twenty (120) days following the response opening date.

#### F. Special Accommodation

Any person requiring a special accommodation because of a disability should call the FNYFS office at (850) 922-4324 at least seven (7) workdays prior to the responses due date. If a person is hearing or speech impaired, please contact the Division by using the Florida Relay Service, which can be reached at 1 (800) 955-8771 (TDD).

#### G. Contract

The contract resulting from this ITN will be a Unit Cost, performance-based, fixed price based on deliverables contract. The respondent will be required to meet all applicable state and federal laws and requirements. The contract term will be October 1, 2008 through December 31, 2010 based on satisfactory performance and legislative appropriation.

#### H. Response Posting

Recommended Respondents will be posted on the FNYFS web page at [www.floridanetwork.org](http://www.floridanetwork.org) for review by interested parties at the location where bids were opened on or about September 16, 2014 and will remain posted for a period of 72 hours.

## APPENDIX I

### Rating for Respondent \_\_\_\_\_

**Section I: FATAL CRITERIA** (If any are not met, the application cannot be considered further.)

Please circle the appropriate response.

1. Was application received in the manner and by the time and date, and at the location specified in the Invitation to Negotiate?	Yes	No
2. Were there one original and 5 copies of the application?	Yes	No
3. Cover letter signed by CEO or ED?	Yes	No
4. Description of qualifications demonstrating a presence in the community with key relationships?	Yes	No
5. List of BOD with at least 50% or more a racial or ethnic minority?	Yes	No
6. Proof of 501(C)(3) status?	Yes	No
7. Statement describing or denying any pending or existing litigation or judgments?	Yes	No
8. Financial audit (or financial statement)with Management letter?	Yes	No

The FNYFS reserves the right to reject any and all applications or to waive minor irregularities when to do so would be in the best interest of the State of Florida.

If all responses are "Yes", continue to next section. If one or more is "No", the application is rejected and the applicant disqualified.

# VOLUME 1

## SECTION II: EVALUATION CRITERIA

<b>Mandatory Requirements- Overview</b>		
The following documents were submitted as required in Volume 1:		<b>Maximum Points = 3.25</b>
	<b>Rating</b>	<b>Notes</b>
References/Letters of Support (3)	<b>1.5 point</b>	
Proof of Worker's Compensation and Liability Insurance	<b>.25 point</b>	
Copies of two (2) most recent monitoring reports	<b>1 point</b>	
Proof of COA certification, if applicable	<b>.5 point</b>	
<b>Section II. SCORE:</b> _____		

**VOLUME 2**  
**SECTION III: PROPOSAL**

<p><b>A. <u>Respondent's Organization and Governance:</u></b> Describe all applicants' serving the county organization and governance structure, depicting clear lines of authority. In the case of a newly created entity, describe the structure of the new entity with lines of authority between the new entity and each of its founding collaborative partners, including statewide and corporate affiliations. Include a table of organization.</p>		
<b>Maximum Points = 4</b>		
	<b>Rating</b>	<b>Notes</b>
The organizational and governance structures are described and all lines of authority are clear in the table of organization.	<b>3-4 Points</b>	
The organizational and governance structures are described but either or both the description and table of organization are unclear or conflicting.	<b>1-2 Points</b>	
The organizational and governance structures are not described or a table of organization is not provided.	<b>0 Points</b>	
<b>A. SCORE: _____</b>		



**B. Knowledge of County** -Respondent should demonstrate knowledge and understanding of the geographic areas and population to be served. Referrals for CINS/FINS services come primarily from Law Enforcement, schools and parents. Respondent should demonstrate an understanding of the need for services from the community in general and the primary referral sources within the county.

**Maximum Points = 8**

	<b>Rating</b>	<b>Notes</b>
The applicant demonstrates an extensive knowledge and understanding of the need for services within the county. The applicant demonstrates extensive knowledge and understanding of the need for services from law enforcement, schools and parents.	<b>6-8 Points</b>	
The applicant demonstrates some knowledge and understanding of the need for services within the county. The applicant demonstrates knowledge and understanding of the need for services from at least two of the three referral sources; law enforcement, schools and parents.	<b>3-5 Points</b>	
The applicant demonstrates some knowledge and understanding of the need for services within the county. The applicant demonstrates extensive knowledge and understanding of the need for services from at least one of the three referral sources; law enforcement, schools and parents.	<b>1-2 Points</b>	
The applicant demonstrates no knowledge or understanding of the need for services within the county.	<b>0 Points</b>	

**B. SCORE:** \_\_\_\_\_

**C.1. Overall Agency Qualifications:** Describe in detail how your agency meets the requirements listed in Section 2 (attached).

**Maximum Points = 17**

	<b>Rating</b>	<b>Notes</b>
All items in 2.8 through 3.4 are addressed, clearly described and reflect effective practice with supporting documentation. Respondent meets all Preferred Criteria.	<b>14-17 Points</b>	
All items in 2.8 through 3.4 are addressed, clearly described and reflect effective practice, although some do not have supporting documentation. Respondent meets Section 2.8 and at least five (5) of the Preferred Criteria.	<b>10-13 Points</b>	
Most items in 2.8 through 3.4 are addressed, clearly described and reflect effective practice although some do not have supporting documentation. Respondent meets at least four (4) of the Preferred Criteria.	<b>6-9 Points</b>	
Few items in 2.8 through 3.4 are addressed, clearly described, reflect effective practice and some do not have supporting documentation. Respondent meets at least three (3) or less of the Preferred Criteria.	<b>1-5 Points</b>	
Responses to Sections 2.8 through 3.4 were missing	<b>0 points</b>	

**C.1. SCORE:** \_\_\_\_\_

**Excerpt from ITN page 4-5:**

**Preferred Criteria**

*FNYFS seeks Respondents meeting the following criteria, however, failure to meet this criteria will not disqualify the respondent.*

- 2.8            The FNYFS is seeking non-profit organizations meeting the following criteria  
 1) annual revenue under \$5 Million dollars, 2) less than 200 full time

permanent employees, 3) Board of Directors, organization leadership and upper management comprised of at least 50% racial or ethnic minority.

- 2.9 The FNYFS is seeking respondents who have knowledge of and demonstrated experience in working with at-risk youth and families that possess multiple risk factors or who can ensure such expertise through staffing and/or collaborative efforts. The respondent must provide evidence of its ability and capacity to carry out the required activities directly or can ensure such expertise through staffing and/or collaborative efforts.
- 3.0 Respondent's staff shall include individuals who are appropriately experienced and qualified to provide service to youth and families that possess multiple risk factors and reside in high crime zip code areas. It is preferred but not required that counseling services be overseen by a certified Licensed Social Worker/Mental Health counselors.

The respondent must be able to document that mental health counseling services are provided by a licensed mental health professional who meets the license/certification criteria specified by their respective professional disciplines.

The minimum standards for individuals providing counseling services **who are not licensed** are as follows: must have a bachelor's degree from an accredited university with a major in a social, behavioral, or rehabilitative science and one year of professional experience in counseling in a rehabilitation setting or a master's degree from an accredited university in a social, behavioral, or rehabilitative science can substitute for one year of required experience.

- 3.1 The respondent shall provide evidence of the ability to secure diverse financial resources apart from FNYFS contracted dollars, e.g., charitable donations, corporate, and foundation funds, fee collection and in-kind supports to enhance or expand services. The applicant should describe current funding sources and fund development results for the last three years.
- 3.2 The respondent must have an existing computer technology capacity including hardware and software that will access the internet for secure data transmissions.
- 3.3 The respondent that can provide evidence of accreditation (e.g. COA) as appropriate or the intent to become accredited is valued because this will become a criterion for related children's services.
- 3.4 Respondents are sought that have an internal QA process that includes an annual review and revisions of internal standards as necessary. This is to ensure that there is an on-going practice to continuously improve the quality of services being provided to clients; to ensure program compliance and programmatic requirements and respondent liability in providing services to youth and families. Respondents will be required to attend statewide Quality Improvement Committee meetings sponsored by the FNYFS.

<p><b>C.2. <u>Staff Roles and Expertise:</u></b> Provide number of positions, titles, responsibilities and required level of education and experience. Detail number of FTE's expected to provide nonresidential and outreach services. Give history of turnover rates and strategies used to reduce those rates, if applicable. Describe how respondent proposes to maintain a reasonable level of staff stability and experience. Include staff training plan for Supervisors and Non-residential staff that will meet the required 80 hours pre-service requirement.</p>		
<b>Maximum Points = 17</b>		
	<b>Rating</b>	<b>Notes</b>
<p>All below requirements are addressed, clearly described and reflect effective practice:</p> <ul style="list-style-type: none"> <li>• All positions are identified with responsibilities and educational levels.</li> <li>• Number of FTE's are identified for each service and are appropriate for the numbers to be served.</li> <li>• Staff turnover and strategies to reduce staff turnover</li> <li>• The training plan.</li> </ul>	<b>13-17 Points</b>	
<p>At least three (3) of these requirements are addressed, clearly described and reflect effective practice:</p> <ul style="list-style-type: none"> <li>• All positions are identified with responsibilities and educational levels.</li> <li>• Number of FTE's are identified for each service and are appropriate for the numbers to be served.</li> <li>• Staff turnover and strategies to reduce staff turnover</li> <li>• The training plan</li> </ul>	<b>8-12 Points</b>	
<p>At least two (2) of these requirements are addressed, clearly described and reflect effective practice:</p> <ul style="list-style-type: none"> <li>• All positions are identified with responsibilities and educational levels.</li> <li>• Number of FTE's are identified for each service and are appropriate for the numbers to be served.</li> <li>• Staff turnover and strategies to reduce staff turnover</li> <li>• The training plan.</li> </ul>	<b>1-7 Points</b>	
None of the requirements were met.	<b>0 Points</b>	
<b>C.2. SCORE: _____</b>		

**D.1. Concept**- Respondent will describe in detail its understanding of the overall statutory intent and mission of the DJJ and the FNYFS in serving Children and Families in Need of Services (CINS/FINS).

**Maximum Points = 6**

	<b>Rating</b>	<b>Notes</b>
The respondent describes an active understanding of the overall mission, purpose and services contracted through of the DJJ and the FNYFS.	<b>5-6 Points</b>	
The respondent describes an adequate understanding of the overall mission and purpose of the DJJ and the FNYFS.	<b>3-4 Points</b>	
The respondent shows only a minimal understanding of the overall mission and purpose of the DJJ and the FNYFS.	<b>1-2 Points</b>	
The respondent offers no evidence of understanding the overall mission and purpose of the DJJ and the FNYFS.	<b>0 Points</b>	

**D.1. SCORE:**\_\_\_\_\_

**D.2. Approach-** Respondent should describe in detail its philosophy guiding program design. Detail originality, innovations and enhancements respondent will bring to project that will meet the core needs of the youth and family. Discuss approach to engaging youth and parents in services. Discuss how cultural and gender-based competence will be addressed for the diverse population to be served.

**Maximum Points = 8**

	<b>Rating</b>	<b>Notes</b>
<p>The following requirements are addressed, clearly described and reflect effective practice;</p> <ul style="list-style-type: none"> <li>• Philosophy guiding program design</li> <li>• Originality, innovations and enhancements that will meet the core needs of the youth and family.</li> <li>• How respondent will address cultural and gender-based diverse populations.</li> </ul>	<b>6-8 Points</b>	
<p>Two (2) of the following requirements are addressed, clearly described and reflect effective practice:</p> <ul style="list-style-type: none"> <li>• Philosophy guiding program</li> <li>• Originality, innovations and enhancements that will meet the core needs of the youth and family.</li> <li>• How respondent will address cultural and gender-based diverse populations.</li> </ul>	<b>3-5 Points</b>	
<p>One (1) of the following requirements is addressed, clearly described and reflect effective practice:</p> <ul style="list-style-type: none"> <li>• Philosophy guiding program design</li> <li>• Originality, innovations and enhancements that will meet the core needs of the youth and family</li> <li>• How respondent will address cultural and gender-based diverse populations.</li> </ul>	<b>1-2 Points</b>	
<p>There is no philosophy guiding program design. There is no originality, innovations and enhancements that will meet the core needs of the youth and family. There is no discussion regarding how cultural and gender-based diverse populations will be addressed.</p>	<b>0 Points</b>	

**D.2. SCORE:** \_\_\_\_\_

**D.3. Design:** Describe in detail the design of programs, services and case flow through the system. Specify evidence-based practice that will be used in the program. This can be a formal, independent analysis of your program’s success or description of a programmatic model or approach (e.g. behavioral, abbreviated family counseling, parent training) your agency intends to use or is currently using. Describe current program capacity for each service (nonresidential and outreach). Identify the location of the nonresidential staff (office, schools, community centers). Describe how centralized intake, shelter services and nonresidential service will be integrated at the respondent agency level and at the county level. Describe how the program design will facilitate reaching the desired goals and outcomes identified in Section 7 of this ITN (attached). Describe how respondent will ensure the timeliness and integrity of required data submission.

**Maximum Points = 17**

	<b>Rating</b>	<b>Notes</b>
<p>All of the following requirements are addressed, clearly described and reflect effective practice;</p> <ul style="list-style-type: none"> <li>• The design of programs, services and case flow is thorough.</li> <li>• The respondent will use evidence-based practice.</li> <li>• Current capacity can meet the deliverables.</li> <li>• Location of nonresidential staff identified.</li> <li>• Service integration.</li> <li>• How the program design will facilitate meeting the outcomes specified in Section 7 of the ITN.</li> <li>• Data integrity is intact.</li> </ul>	<b>14-17 Points</b>	
<p>At least six (6) of the following requirements are addressed, clearly described and reflect effective practice:</p> <ul style="list-style-type: none"> <li>• The design of programs, services and case flow is thorough.</li> <li>• The respondent will use evidence-based practice.</li> <li>• Current capacity can meet the deliverables.</li> <li>• Location of nonresidential staff</li> <li>• Service integration.</li> <li>• How the program design will facilitate meeting the outcomes specified in Section 7 of the ITN.</li> <li>• Data integrity is intact.</li> </ul>	<b>10-13 Points</b>	
<p>At least four (4) of the following requirements are addressed, clearly described and reflect effective practice:</p> <ul style="list-style-type: none"> <li>• The design of programs, services and case flow is thorough.</li> <li>• The respondent will use evidence-based practice.</li> <li>• Current capacity can meet the deliverables.</li> <li>• Location of nonresidential staff</li> <li>• Service integration.</li> <li>• How the program design will facilitate meeting the outcomes specified in Section 7 of the ITN.</li> <li>• Data integrity is intact.</li> </ul>	<b>6-9 Points</b>	

<p>At least three (3) of the following requirements are addressed, clearly described and reflect effective practice clearly:</p> <ul style="list-style-type: none"> <li>• The design of programs, services and case flow is thorough.</li> <li>• The respondent will use evidence-based practice.</li> <li>• Current capacity can meet the deliverables.</li> <li>• Location of nonresidential staff</li> <li>• Service integration.</li> <li>• How the program design will facilitate meeting the outcomes specified in Section 7 of the ITN.</li> <li>• Data integrity is intact.</li> </ul>	<p><b>1-5 Points</b></p>	
<p>None of the requirements were met.</p>	<p><b>0 Points</b></p>	
<p><b>D.3. SCORE:</b> _____</p>		



**Excerpt from ITN Page 11:**

**7. Expected Outcomes**

7.3 Delivery of CINS/FINS services to eligible youth and families who possess multiple risk factors as determined by the Florida Department of Juvenile Justice.

7.4 To achieve outputs and outcomes in the provider's area of service in a manner that assists the FNYFS in achieving its statewide goals. The PROVIDER shall, at a minimum, achieve the following outcomes:

- 85% of youth served will complete services.
- 99% of youth admitted to services will have an intake completed and a Needs Assessment initiated.
- 90% of youth completing program will have a 30 and 60 day follow-up completed.
- 97% of youth will have no arrests during services.
- 92% of youth will have no adjudications, adjudications withheld or convictions for any new law violations within 12 months of program completion.
- 90% of youth completing services will be discharged to home or an appropriate setting.
- 90% of youth completing services will report living at home or in an appropriate setting at 30 and 60 day follow-up.
- 75% of youth completing services will report attending school regularly at 30 and 60 day follow-up.

7.3 Distribution of a standardized service brochure/ information packet that explains the current process under Chapter 984 F.S. for obtaining assistance for a child in need of services or a family in need of services and the community services and resources available to parents of troubled or runaway children.

**E. Goals and Outcomes**- Describe in detail the strategies the respondent will use to reach the required goals and projected outcomes in Section 7.1 through 7.3: Expected Outcomes or reference previous data reports that demonstrate achievement with similar outcomes. Discuss in detail what respondent views as the critical issues inherent in meeting these outcomes.

**Maximum Points = 12**

	<b>Rating</b>	<b>Notes</b>
Respondent has clearly described strategies to meet all of the outcomes listed in Section 7.1 through 7.3 of the ITN and/or included previous data reports that demonstrate achievement with similar outcomes.	<b>9-12 Points</b>	
Respondent has adequately described strategies to meet all of the outcomes listed in Section 7.1 through 7.3 of the ITN and/or included previous data reports that demonstrate achievement with similar outcomes.	<b>5-8 Points</b>	
Respondent has somewhat described strategies to meet some or most of the outcomes listed in Section 7.1 through 7.3 of the ITN and/or included previous data reports that demonstrate achievement with similar outcomes.	<b>1-4 Points</b>	
Respondent has not described strategies to meet outcomes listed in Section 7.1 through 7.3 of the ITN and/or included previous data reports that demonstrate achievement with similar outcomes.	<b>0 Points</b>	

**E. SCORE:** \_\_\_\_\_

**F. Collaborative Efforts/Community Support-** Fully explain how respondent will develop collaborative/cooperative partnerships and gather community support. Collaborative activities may include needs assessments, strategic planning, service delivery models, system designs, and research. List cooperative agreements with community partners including, but not limited to, child and family service providers, behavioral health agencies, community organizations, the courts, schools, faith-based organizations, advocacy groups, and the business community. Address how respondent will coordinate with local Juvenile Justice Boards and Councils (JJBC). Agencies responding as consortiums for a county should describe in this section the roles, responsibilities, areas to be served and expected deliverables for each provider within the consortium.

**Maximum Points = 8**

	<b>Rating</b>	<b>Notes</b>
<p>All of the following have been addressed, clearly described and reflect effective practice:</p> <ul style="list-style-type: none"> <li>• Respondent has explained how they will develop partnerships and community support</li> <li>• Respondent has numerous cooperative agreements with community service providers and organizations.</li> <li>• Respondent has addressed how they will coordinate with local JJBC's.</li> <li>• For consortium applications, there is agreement and a description of all roles, responsibilities and expectations.</li> </ul>	<b>6-8 Points</b>	
<p>At least two (2) of the below have been addressed, clearly described and reflect effective practice:</p> <ul style="list-style-type: none"> <li>• Respondent has explained how they will develop partnerships and community support</li> <li>• Respondent has numerous cooperative agreements with community service providers and organizations.</li> <li>• Respondent has addressed how they will coordinate with local JJBC's.</li> <li>• For consortium applications, there is agreement and a description of all roles, responsibilities and expectations.</li> </ul>	<b>3-5 Points</b>	
<p>At least one (1) of the below has been addressed, clearly described and reflect effective practice:</p> <ul style="list-style-type: none"> <li>• Respondent has explained how they will develop partnerships and community support</li> <li>• Respondent has numerous cooperative agreements with community service providers and organizations.</li> <li>• Respondent has addressed how they will coordinate with local JJBC's.</li> <li>• For consortium applications, there is agreement and a description of all roles, responsibilities and expectations.</li> </ul>	<b>1-2 Points</b>	
None of the requirements have been met.	<b>0 Points</b>	
<b>F. SCORE: _____</b>		

Respondent \_\_\_\_\_

**Evaluation Criteria Summary**

**Volume 1**

**Section II: Evaluation Criteria**

- Mandatory Requirements- Overview (3.25) SCORE: \_\_\_\_\_

**Volume 2**

**Section III: Proposal**

- Respondents Organization and Governance (4) SCORE: \_\_\_\_\_
- Knowledge of County (8) SCORE: \_\_\_\_\_
- Overall Agency Qualifications (17) SCORE: \_\_\_\_\_
- Staff roles and expertise (17) SCORE: \_\_\_\_\_
- Project Concept (6) SCORE: \_\_\_\_\_
- Approach (8) SCORE: \_\_\_\_\_
- Program Design (17) SCORE: \_\_\_\_\_
- Goals and Outcomes (12) SCORE: \_\_\_\_\_
- Collaborative Efforts/Community Support (8) SCORE: \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

**TOTAL POSSIBLE:** **100.25**

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Reviewer Signature

Date