STATE OF FLORIDA

DEPARTMENT OF CHILDREN AND FAMILIES

REQUEST FOR PROPOSAL

DCF RFP 2627 024

SOUTH FLORIDA EVALUATION AND TREATMENT CENTER (SFETC) OPERATIONS

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INTRODUCTION

1.1 Purpose of the Procurement

In accordance with Chapter §287, Florida Statutes (F.S.), the State of Florida, Department of Children and Families (Department), Office of Substance Abuse and Mental Health (SAMH) issues this Solicitation to select a Respondent(s) to provide the comprehensive operations of a Treatment Center providing high quality facility-based forensic mental health services to adults and juveniles adjudicated as adults, who have been committed in accordance with Chapter 916, Florida Statutes, as either Incompetent to Proceed (ITP) or not guilty by reason of insanity (NGI). These services will be provided at the state-owned facility, South Florida Evaluation and Treatment Center (SFETC), located in Florida City, Miami-Dade County. Services include all components necessary for full operation of the facility including management; operations and facility maintenance; integrating security and substance abuse and mental health treatment within the legislatively appropriated budget.

In addition to obtaining comprehensive operations of the Facility, the Department seeks to evaluate each Respondent's ability to support future capacity needs should additional legislative appropriations become available. As part of this Solicitation, Respondents shall submit a Strategic Future Capacity Expansion Proposal describing their recommended approach to increasing the Facility's operational capacity. Proposed solutions may include, but are not limited to, renovation of existing space, expansion of the existing facility, construction of new facilities, phased implementation, modular construction, or other innovative approaches. The Department intends to evaluate each Respondent's demonstrated capability, approach, and strategic vision for future expansion; however, implementation of any expansion remains contingent upon future legislative appropriations and execution of an appropriate contract amendment or other authorized procurement action.

The selected Respondent shall provide commodities and contractual services that meet the requirements of the Department's Standard Contract and Exhibits. Any Respondent interested in participating must comply with the terms of this solicitation. By responding to this solicitation, Respondents agree to all terms, conditions, and requirements herein.

The terms "Contract", "agreement", and "purchase order" may be used interchangeably throughout this document, all related attachments, exhibits, and referenced documents. These terms collectively refer to the services, terms, and conditions to provide the goods, services, and/or solution that meet the requirements of the Contract, between the Department and the selected Respondent.

1.2 Timeline

The table below contains the official Timeline for this Solicitation (all times are Eastern Time). Dates and times notated with "Anticipated", are subject to change. It is the responsibility of the Respondent to check for any changes on the Department of Management Services' (DMS) Vendor Information Portal (VIP).

Activity	Date	Time	Address
Solicitation Advertised:	09/11/2026	N/A	https://vendor.myfloridamarketplace.com/
* Mandatory In-Person Pre-Solicitation Conference	09/28/2026	9:30 AM – approx. 3:30 PM (break for lunch)	South Florida Evaluation & Treatment Center 18680 SW 376th Street Florida City, FL 33034

Activity	Date	Time	Address
Written Questions Deadline:	10/05/2026	2:00 PM	See Section 1.4
Anticipated Department's Answers to Questions:	10/16/2026	N/A	https://vendor.myfloridamarketplace.com/
Response Deadline:	11/02/2026	2:00 PM	See Section 1.4
Public Response Opening:	11/03/2026	2:00 PM	**Please join my meeting from your computer, tablet or smartphone.** https://meet.goto.com/654295517 **You can also dial in using your phone.** Access Code: 654-295-517 United States: +1 (872) 240-3212
Anticipated Posting of Award	11/17/2026	N/A	See Section 2.3

1.3 Term

The anticipated start date of the resulting Contract is January 1, 2027. The anticipated duration of the Contract is 5 years. Renewal, if any, shall comply with §287.057(14), F.S.

1.4 Procurement Officer and Communication

The sole contact point for communication (which will only be accepted in writing) regarding this solicitation is:

Joshua Burns
Procurement Officer

Joshua.Burns@myflfamilies.com, and CC: hqw.procurement.team.activities@myflfamilies.com

In accordance with §287.057(25) F.S., "Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state approved 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."

Any information received through an oral communication shall not be binding on the Department and shall not be relied upon by a Respondent. **All emails to the Procurement Officer shall contain the solicitation number and title in the subject line and be sent to both email addresses listed above.**

SECTION 2. SOLICITATION PROCESS

2.1 General Overview of the Process

Responses from responsible and responsive Respondents are eligible for evaluation. By submitting a Response, the Respondent agrees to each of the certifications listed in this solicitation unless otherwise indicated.

If the Department receives less than two (2) responsive Responses, the Department may negotiate on the best terms and conditions, pursuant to §287.057(6), F.S.

The Department may request Respondent presentations.

2.2 Vendor Questions

2.2.1 Vendor questions for which binding Department answers are desired must be sent to the email addresses provided in **Section 1.4**. Questions shall be received by the Procurement Officer on or before the date and time specified in **Section 1.2**.

2.2.2 Vendors should read the solicitation and all attachments in whole prior to submitting questions.

2.2.3 The Department requests that all questions have the solicitation number in the subject line of the email.

2.2.4 The Department requests all questions be submitted at once, rather than in multiple communications.

2.2.5 The Department's answers to written questions will be issued via an addendum and posted to VIP with this solicitation**.**

2.2.6 Questions are requested to be submitted on or in the same format as **Appendix III, Vendor Questions.**

2.2.7 It is the sole discretion of the Department to consider questions received after the written questions submission deadline.

2.2.8 The Department will not accept questions by telephone, postal mail, hand delivery, or fax.

2.2.9 Questions must include at minimum, the following information:

2.2.9.1 Vendor Name;

2.2.9.2 Section reference pertaining to the question.

2.3 Official Notices and Addenda

All notices, decisions, intended decisions, addenda, and other matters relating to this solicitation will be posted on the VIP located at: https://vendor.myfloridamarketplace.com/

2.3.1 The Department reserves the right to modify this solicitation by addenda. Addenda may modify any aspect of this solicitation. Any addenda issued will be posted on the VIP.

2.3.2 The Department bears no responsibility for any resulting impacts associated with a Respondent's failure to obtain the information made available.

2.4 General Response Information

2.4.1 Receipt of Responses

2.4.1.1 Responses shall be submitted to the Department electronically to the Procurement Officer and email addresses listed in **Section 1.4**. Responses must be received by the Procurement Officer no later than the date and time specified in **Section 1.2**. Responsibility for timely delivery rests with the Respondent. Respondents should fully acquaint themselves with all aspects of

this solicitation to ensure the work is performed in accordance with the terms and conditions herein. No allowances will be made to the selected Respondent due to a lack of knowledge about conditions or requirements nor will the selected Respondent be relieved of any liabilities or obligations.

2.4.1.2 The electronic submission must comply with the following requirements:

2.4.1.2.1 The Response must be attached to the email. The Department will not log in to any websites or click on links due to security risks associated with this action.

2.4.1.2.2 The Response must be free of malware. Any infection resulting to the Department's systems shall be addressed to the Department's satisfaction at the Respondent's expense.

2.4.1.2.3 The software used to produce the electronic file must be in Adobe portable document format ("pdf"), version 6.0 or higher.

2.4.1.2.4 The Department must be able to open and view the Response utilizing Adobe Acrobat.

2.4.1.2.5 In the event that the electronic file attachment is too large to be submitted in a single email, the Respondent may utilize multiple emails so long as all required documents are delivered on, by, or before the date and time specified in **Section 1.2**. The Department can allow up to 100 MB for incoming attachments. The Respondent email system must also allow for a 100 MB attachment. Zipping attachments will reduce file sizes.

2.4.2 Format

Figures, charts, and tables should be numbered and referenced by number in the text. Attachments may be combined with the Response or included as separate attachments. It is understood that the Response will become a part of the Department's official procurement file.

2.4.3 Unrequested Terms and Conditions

The Department will not accept any unrequested terms or conditions submitted by a Respondent, including any appearing in documents attached as part of a Respondent's response. In submitting its Response, a Respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. All Responses are subject to the terms of this solicitation, which, in case of conflict, will have the order of precedence listed in **Section 3.1.**

2.4.4 Cost of Preparation of Response

The Department will not pay any costs incurred in responding to this solicitation.

2.4.5 Clarifying Information

The Department may request, and Respondent shall provide, clarifying information or documentation. Failure to supply the information or documentation as requested may result in the Response being deemed non-responsive.

2.4.6 Response Withdrawal and Amendment

Respondents may withdraw, or withdraw and replace, previously submitted electronic Responses on or before the date and time specified for Responses to be received by the Department.

2.4.7 Firm Response

The Response shall remain firm until the Department enters into a Contract or the Department receives written notice from the Respondent that the Response is withdrawn.

2.4.8 General Instructions

The standard "General Instructions to Respondents" Form PUR 1001 is hereby incorporated into this solicitation by reference as if fully recited herein. In the event of any conflict between Form PUR 1001 and this solicitation, the terms of this solicitation shall take precedence over Form PUR 1001, unless the conflicting term is required by Florida law, in which case the term contained in Form PUR 1001 shall take precedence. Form PUR 1001 is available at: State Purchasing (PUR) Forms / State Agency Resources / State Purchasing / Business Operations - Florida Department of Management Services (myflorida.com)

2.4.9 Notice to Vendors – Prohibition on Social, Political, or Ideological Considerations

Pursuant to §287.05701, Florida Statutes, the awarding body may not request documentation of or consider a Vendor's social, political, or ideological interests when determining if the Vendor is a responsible Vendor, nor give preference based on such interests.

2.4.10 Commitment to Diversity

The State strongly supports its diverse business population through involving woman-, veteran-, and minority-owned business enterprises in the state's purchasing process. The Department strongly supports diversity in its procurements, and requests that all subcontracting opportunities afforded by this Solicitation be shared with certified woman-, veteran-, and minority-owned business enterprises. The award of subcontracts should reflect the vast array of citizens in the State. Respondents can search for certified businesses online at the Office of Supplier Diversity's Certified Vendor Directory or by contacting 850-487-0915 for information on certified businesses that may be considered for subcontracting opportunities. The Certified Vendor Directory is located at: https://vendor.myfloridamarketplace.com . For questions about registering to identify your Small Business as a Woman--, Veteran--, or Minority-owned Small Businesses, visit: https://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd.

2.5 Trade Secrets and Respondent Claims

2.5.1 How to Claim Trade Secret Protection

2.5.2 Article 1, section 24, Florida Constitution, guarantees every person access to all public records, and §119.011, F.S., provides a broad definition of "public record." As such, the entirety of the Response is public record and is subject to disclosure unless exempt from disclosure by law. The Department defines "confidential information" as information that is trade secret as defined in §688.002, F.S., or otherwise confidential or exempt from disclosure under Florida or federal law.

2.5.3 If the Vendor considers any portion of the Response to be confidential information, the Vendor shall then submit two copies of the Response. In both copies, any portion of the Response considered confidential information shall be clearly labeled within the text of the Response as "CONFIDENTIAL". For each portion of the Response that is labeled "CONFIDENTIAL", the Vendor shall provide a written statement of the basis for exemption applicable to each provision identified by the Vendor as "confidential", including citation to a protection created by statute, and state with particularly the reasons the provision is confidential.

2.5.4 The original copy shall be unredacted and labeled on the cover of the Response as "Confidential Copy". The redacted copy shall redact all the confidential information and be labeled on the cover of the Response as "Redacted Copy".

2.6 Department not Obligated to Defend Vendor Claims

By submitting a Response, the Vendor agrees to protect, defend, and indemnify the Department for all claims arising from or relating to the Vendor's determination that the redacted portions of its Response are confidential information. If a Vendor fails to submit a Redacted Copy in accordance with this solicitation, the Department is authorized to produce the entire material submitted to the Department in response to a demand for discovery or disclosure of these records or a public records request.

2.7 Public Opening

Responses shall be opened on the date, time and at the location indicated in **Section 1.2**. Respondents may, but are not required to, attend. Pursuant to §119.071(1)(b), F.S., no other materials will be released. Any person requiring a special accommodation because of a disability must contact the Procurement Officer at least 48-hours prior to this Solicitation opening.

2.8 Department's Discretion

Through this Solicitation, the Department seeks Responses from responsible and responsive Respondents, as defined in §§287.012(25)–(27), F.S. The Department intends to award to the responsible and responsive Respondent(s) submitting the response(s) most advantageous to the State based on the evaluation criteria set forth in this solicitation. The Department will not accept any unrequested terms or conditions included in a Response; any such terms, whether submitted intentionally or inadvertently (including those in attachments), shall have no force or effect.

2.8.1 The Department reserves the right to:

2.8.2 Determine whether a Respondent is responsible and/or responsive;

2.8.3 Reject any Respondent whose submission, references, or current standing does not demonstrate the capability, integrity, or reliability to fully and faithfully perform the Contract requirements;

2.8.4 Reject any Response deemed non-responsive for failure to meet any Solicitation requirements, specifications, terms, or conditions, or for failing to include required information or documentation;

2.8.5 Waive minor irregularities if doing so is in the best interest of the State of Florida;

2.8.6 Withdraw the Solicitation or reject all Responses at any time;

2.8.7 Select more than one Respondent for the commodities or contractual services covered by this Solicitation;

2.8.8 Award Contract(s) for a reduced scope of goods or services than originally solicited;

2.8.9 Withdraw or amend any Notice of Intent to Award or Notice of Award.

2.9 Protests

Any protest concerning this Solicitation shall be made in accordance with §120.57(3) and 287.042(2), F.S., and Chapter 28-110, Florida Administrative Code (F.A.C.). Protest timeliness will be determined using the VIP posting time. Failure to file a protest within the time prescribed in §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. Notices of Protest must be filed with the Clerk of Agency Proceedings (Agency.Clerk@myflfamilies.com).

2.10 Supporting Documentation

This table lists the supporting documentation, and the associated link to download the supporting documentation.

Subject	Description	Link
PUR 1000	PUR 1000	https://dms-media.ccplatform.net/content/download/2933/file/PUR%201000%20%28General%20Contract%20Conditions%29.pdf
PUR 1001	PUR 1001	https://dms-media.ccplatform.net/content/download/2934/file/PUR%201001%20General%20Instructions%20to%20Respondents.pdf
Allowable Costs	DMS Reference Guide for State Expenditures	https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf
Department of Children and Families	DCF Agency Website	www.myflfamilies.com
Bed Capacity Study	Future Facility Capacity Planning Report	See **Appendix XV**

SECTION 3. GENERAL CONTRACT INFORMATION

3.1 Solicitation Order of Precedence

In the event of a conflict between the documents included in this Solicitation, the conflict will be resolved in the following order of priority (highest to lowest):

3.1.1 Addenda to solicitation documents, if issued (in reverse order of issuance).

3.1.2 Standard Contract Part 2

3.1.3 Standard Contract

3.1.4 This Solicitation and its attachments.

3.1.5 PUR 1001, General Instructions to Respondents.

SECTION 4. INSTRUCTIONS FOR RESPONDING TO THE SOLICITATION

4.1 How to Submit a Response

4.1.1 Copies Required and Format for Submittal

4.1.1.1 The Respondent should clearly label each copy of the Response with “Confidential Copy” and “Redacted Copy” (if applicable) as described in **Section 2.5**.

4.1.1.2 The Department reserves the right to reject any Response that does not: properly address the requirements; fails to include the requested information; or deviates from the requirements of this solicitation in any manner.

4.1.2 Response Format

4.1.2.1 Electronic (email) copies of the Responses must be submitted and must be clearly marked with, the solicitation number, title, the Respondent's name, and identification of enclosed documents.

4.1.2.2 Responses should be typed, single-spaced, on 8 1/2" x 11" format. Pages should be numbered in a logical, consistent fashion. Figures, charts, and tables should be numbered and referenced by number in the text. The Response must be submitted in accordance with **Sections 4.2 and 4.3**.

4.2 Response Structure

4.2.1 Cover Page

The first page of the Response shall be a Cover Page that contains the following information:

4.2.1.1 Solicitation Number and Title.

4.2.1.2 Name, title, telephone number, email address, and mailing address of the person who can respond to inquiries regarding the Response.

4.2.1.3 Full legal name of Respondent and its associated Federal Employer Identification Number (FEIN), or Social Security Number if a FEIN is not required.

4.2.1.4 Proof of registration with MFMP.

4.2.1.5 Country and state of incorporation.

4.2.1.6 Principal place of business.

4.2.1.7 Redacted Response Statement - The Respondent shall submit a statement indicating that a Redacted Copy is included, or is not included, with the Respondent's Response.

4.2.2 Response Section 1: Table Of Contents

The Respondent shall provide a table of contents outlining the content of each section of the Response and the associated page number(s). Supporting documentation must be indexed and labeled accordingly.

4.2.3 Response Section 2: Mandatory Response Documents

4.2.3.1 Signature Authority

Include a Certificate of Signature Authority (**Appendix I**), completing either Section A (or providing a corporate resolution or other duly executed certification issued in the Respondent's normal course of business) or Section B, demonstrating the person signing the Response, and its statements and certifications, is authorized to make such representations and to bind the Respondent.

4.2.3.2 Respondent Certifications

Include the Respondent Certifications Form **(Appendix II**) signed by the person named in the Certificate of Signature Authority as the Authorized Representative of the Respondent and with "true" checked next to each of the Certifications (a) through (f).

4.2.4 Response Section 3: Executive Overview (Limited to 10 pages)

Provide a brief Executive Overview demonstrating an understanding of the solicitation purpose and the needs specified in this solicitation. The Executive Overview includes a brief description of the Respondent's organization, and qualifications to complete the work as outlined in the Contract**.**

4.2.4.1 Describe Respondent's approach and philosophy, including mission statement, core values, and vision.

4.2.4.2 Describe Respondent's organization and governance structure, depicting clear lines of authority including corporate affiliations; describe how the structure

represents a lean, efficient, and effective administrative model; describe experience and achievements in developing a governance model is designed to avoid conflicts of interest.

4.2.4.3 Provide information which will demonstrate the Respondent's and subcontractor(s)' ability to successfully complete the work described in this solicitation and its appendices, attachments, exhibits, and referenced supporting documentation. The Respondent's and any proposed subcontractor(s)' information shall be shown separately.

4.2.5 Response Section 4: Core Team Qualifications (Limited to 5 pages, excluding resumes)

4.2.5.1 The Respondent shall describe the qualifications and credentials of their leadership team with an explanation of why the leadership team is qualified to lead their organization in meeting the needs of this solicitation. In addition, the Respondent must include résumés for key leadership personnel describing their work experience, education, and training as it relates to the requirements of this solicitation and the Contract.

4.2.5.2 The Response shall include the Respondent's operational approach to the recruitment, training, supervision, and retention of qualified personnel as described in the Contract.

4.2.5.3 The Response should address all applicable personnel grievance and conflict resolution practices. The Respondent should explain how it's organization, subcontractors, and staffing levels will best meet the performance standards required to perform properly. It is also important to describe the credentials for human resources, quality assurance, financial, information technology, and other key professional level employees.

4.2.6 Response Section 5: Service Capability (Limited to 85 pages)

The Respondent must address proposed approaches or models, implementation plans (including timelines and activities), barriers or challenges, industry standards (such as required accreditations, certifications, etc.), and best practices. The Response should demonstrate the Respondent's capability in providing processes, approaches, and tools to perform requested services to serve a minimum of 249 beds as described. Responses should mirror the outline below.

4.2.6.1 Program

The Respondent shall describe its proposed operational approach and service capability for providing the comprehensive programmatic services required under the resulting Contract. The Response shall demonstrate the Respondent's understanding of the requirements contained in the Standard Contract and the Exhibits thereto, particularly Exhibit B (Scope of Work), Exhibit C (Task List), Exhibit D (Deliverables), and Exhibit E (Minimum Performance Measures), and its ability to safely, effectively, and efficiently operate the South Florida Evaluation and Treatment Center.

To promote a consistent evaluation process, the Respondent shall organize its Program Response in the order presented below. Responses shall use the same section headings and sequence identified below. The completed Appendix V – Program Description Template shall be incorporated within these sections. Information previously provided in Response Sections 3 (Executive Overview) and 4 (Core Team Qualifications) should not be repeated unless necessary to explain the Respondent's proposed operational approach. Where Appendix V requests organizational or leadership information previously provided in Sections 3 or 4 of the Response, Respondents may incorporate that information by reference.

For each section, the Respondent shall describe its proposed operational methodology, implementation approach, staffing responsibilities, quality assurance processes, applicable accreditation or regulatory standards, performance monitoring activities,

anticipated operational risks, and mitigation strategies, as applicable. Respondents shall also describe how the proposed approach will support successful achievement of the applicable Contract requirements, deliverables, operational outcomes, and minimum performance measures established throughout the resulting Contract, including Exhibits B-F. The Program Response shall be organized as follows:

4.2.6.2 Program Scope and Service Delivery

Describe the Respondent's overall approach to delivering forensic mental health treatment services, including:

4.2.6.2.1 Service delivery model

4.2.6.2.2 Integration of treatment and security

4.2.6.2.3 Major contract goals

4.2.6.2.4 Service locations and hours of operation

4.2.6.2.5 Client population

4.2.6.2.6 Admissions

4.2.6.2.7 Resident eligibility

4.2.6.2.8 Resident placement and coordination with the Department

4.2.6.3 Resident Treatment Services

4.2.6.3.1 Describe the Respondent's operational approach for:

4.2.6.3.2 Treatment services

4.2.6.3.3 Active treatment

4.2.6.3.4 Individualized treatment planning

4.2.6.3.5 Competency restoration

4.2.6.3.6 Restoration evaluations

4.2.6.3.7 Recovery model

4.2.6.3.8 Medical services

4.2.6.3.9 Clinical services

4.2.6.3.10 Specialized treatment programs

4.2.6.3.11 Substance use services

4.2.6.3.12 Education

4.2.6.3.13 Rehabilitation

4.2.6.3.14 Recreation

4.2.6.3.15 Aftercare

4.2.6.3.16 Discharge planning

4.2.6.3.17 Family engagement

4.2.6.3.18 Community coordination

4.2.6.4 Facility Operations Supporting Resident Care

4.2.6.4.1 Describe the Respondent's approach for:

4.2.6.4.2 Coordination with Facility Management

4.2.6.4.3 Security integration

4.2.6.4.4 Policies and procedures

4.2.6.4.5 Clinical protocols

4.2.6.4.6 Accreditation

4.2.6.4.7 Collaboration with courts

4.2.6.4.8 Community providers

4.2.6.4.9 Criminal justice partners

4.2.6.4.10 Department coordination

4.2.6.5 Program Administration and Contract Performance

Describe the Respondent's administrative approach to supporting successful Contract performance, including:

4.2.6.5.1 Staffing administration and professional qualifications.

4.2.6.5.2 Staff recruitment, development, retention, and vacancy management.

4.2.6.5.3 Performance management and continuous quality improvement.

4.2.6.5.4 Data collection, reporting, record maintenance, electronic health management, Department system access, and system interoperability.

4.2.6.5.5 Achievement and monitoring of Contract deliverables.

4.2.6.5.6 Achievement and monitoring of minimum performance measures.

4.2.6.5.7 Regulatory inspections and compliance activities.

4.2.6.5.8 Resident trust accounts, fee collection, and other administrative responsibilities.

4.2.6.5.9 The Respondent shall explain how its proposed administrative processes will support compliance with the required deliverables identified in **Exhibit D** and the minimum performance measures identified in **Exhibit E**, including the ongoing monitoring, reporting, and corrective actions necessary to maintain Contract performance.

4.2.6.6 Administrative Services

The Respondent shall describe its administrative approach to supporting successful Contract performance in accordance with the **Standard Contract Part 2** and **Appendix V – Program Description Template**. The completed **Appendix V** shall be incorporated within the corresponding response sections. Where **Appendix V** identifies required services, activities, documentation, reports, operational elements, or administrative requirements, the Respondent shall address each applicable requirement within the corresponding response section below.

4.2.6.6.1 Staffing

4.2.6.6.2 Performance Management

4.2.6.6.3 Documentation and Record Maintenance

4.2.6.6.4 Contract Reports and Deliverables

4.2.6.6.5 Electronic Health Record System

The Respondent shall describe its proposed EHR System and its approach to complying with the applicable requirements of the Standard Contract Part 2. At a minimum, the Respondent shall address:

4.2.6.6.5.1. The name, version, and vendor of the proposed EHR System;

4.2.6.6.5.2. Whether the system is owned, licensed, hosted, or supported by the Respondent or a third party;

4.2.6.6.5.3. The clinical, medical, psychiatric, nursing, pharmacy, treatment planning, competency restoration, discharge planning, and reporting functions supported by the system;

4.2.6.6.5.4. The Respondent's approach to providing secure, read-only access to authorized Department personnel;

4.2.6.6.5.5. User account administration, access controls, role-based permissions, and audit logging;

4.2.6.6.5.6. System availability, business continuity, disaster recovery, downtime procedures, and data backup;

4.2.6.6.5.7. Reporting and data-export capabilities;

4.2.6.6.5.8. The Respondent's ability to exchange data with Department systems;

4.2.6.6.5.9. The system's support for HL7, FHIR, APIs, secure file transfer, or other interoperability standards;

4.2.6.6.5.10. The Respondent's approach to integrating with the Department's future centralized or enterprise EHR System;

4.2.6.6.5.11. The Respondent's approach to interface development, testing, validation, error correction, and ongoing support;

4.2.6.6.5.12. Data conversion, migration, reconciliation, and transition at Contract expiration or termination;

4.2.6.6.5.13. Any material limitations, licensing restrictions, third-party dependencies, or costs included within the Respondent's proposed Contract amount associated with Department access, interoperability, data export, or transition; and confirmation that no additional charges will be imposed for requirements that the Standard Contract Part 2 requires at no additional cost to the Department; and

4.2.6.6.5.14. The Respondent's approach to ensuring that agreements with third-party EHR vendors will not restrict the Department's access to or use of Contract-related data.

4.2.6.7 Facility Management

The Respondent shall describe its proposed operational approach for providing comprehensive Facility Operations and Maintenance services required under the resulting Contract. The Response shall demonstrate the Respondent's ability to safely, effectively, and efficiently operate, maintain, repair, secure, and protect the Facility in accordance with the Standard Contract, **Appendix VI – Facility Management Description Template**, and applicable laws, regulations, licensing requirements, accreditation standards, and industry standards.

The Respondent shall organize its Facility Management Response using the sections below. The completed **Appendix VI – Facility Management Description Template** shall be incorporated within the corresponding response sections. For each section below, the Respondent shall address all applicable requirements identified in **Standard Contract Part 2** and **Appendix VI**, including all required plans, programs, protocols, operational elements, documentation, and reporting requirements.

4.2.6.7.1 Administration and Supervision Program

4.2.6.7.2 Safety and Security Program

4.2.6.7.3 Preventive Maintenance Program

4.2.6.7.4 Inventory Management Program

4.2.6.7.5 Operations, Maintenance, and Housekeeping Program

4.2.6.7.6 Resource Recovery and Waste Management Program

4.2.6.7.7 Emergency Operating Plan

4.2.6.8 Innovation, Best Practices, and Value-Added Services

4.2.6.8.1 The Department encourages Respondents to propose innovative approaches, industry best practices, technologies, processes, and value-added services that enhance the quality, efficiency, effectiveness, and sustainability of the services provided. Proposed solutions should demonstrate how they improve operational performance, reduce risk, increase customer satisfaction, or provide measurable benefits beyond the minimum requirements of this solicitation.

4.2.6.8.2 Any proposed innovations or best practices must meet or exceed all mandatory requirements, applicable federal and state laws, regulations, licensing requirements, and the terms and conditions of the resulting contract. Respondents should clearly identify any proposed enhancements beyond the minimum requirements and describe the anticipated benefits, implementation approach, and measurable outcomes.

4.2.6.8.3 Any proposed value-added services should outline the proposed implementation date. All value-added services proposed by the awarded vendor shall be incorporated into the Department's Standard Contract Part 2 prior to Contract execution.

4.2.6.9 Strategic Future Capacity Expansion Proposal

Respondents should demonstrate a strategic approach for increasing the Facility's operational capacity should future funding become available.

The Respondent shall submit a Strategic Future Capacity Expansion Proposal demonstrating its recommended approach for increasing the operational capacity of the Facility.

The Department recognizes that future expansion may be accomplished through a variety of approaches. Respondents are encouraged to propose the solution they believe provides the greatest overall value to the State. Proposed approaches may include, but are not limited to:

4.2.6.9.1 renovation of existing facilities;

4.2.6.9.2 expansion of existing buildings;

4.2.6.9.3 construction of new facilities;

4.2.6.9.4 phased expansion;

4.2.6.9.5 modular construction;

4.2.6.9.6 or other innovative approaches.

The Respondent shall utilize the Department's **Bed Capacity Study, Appendix XV**, as a planning resource in developing its Strategic Future Capacity Expansion Proposal. The proposal shall describe how the Respondent's recommended expansion approach addresses the future capacity needs identified in the study. Where the Respondent proposes an approach that differs from the study's findings or recommendations, the Respondent shall explain the rationale supporting the proposed approach.

The Department is not prescribing a specific expansion methodology and encourages Respondents to recommend the solution they believe best addresses future operational needs.

4.2.6.10 Expansion Concept

The Respondent shall describe its proposed expansion concept, including:

4.2.6.10.1 Overall expansion strategy.

4.2.6.10.2 Description of proposed construction, renovation, expansion, or other approach.

4.2.6.10.3 Why the proposed approach is recommended.

4.2.6.10.4 Major assumptions.

4.2.6.10.5 Expected increase in operational capacity.

4.2.6.11 Operational Continuity

The Respondent shall describe how it would maintain safe, secure, and uninterrupted Facility operations while implementing the proposed expansion.

At a minimum, address:

4.2.6.11.1 patient care

4.2.6.11.2 security

4.2.6.11.3 staffing

4.2.6.11.4 construction coordination

4.2.6.11.5 infection control (if applicable)

4.2.6.11.6 operational disruptions

4.2.6.11.7 mitigation strategies.

4.2.6.12 Implementation Strategy

Because the timing of any future expansion is dependent upon the availability of funding and subsequent authorization, Respondents shall not propose implementation schedules based on specific calendar dates. Instead, the Strategic Future Capacity Expansion Proposal shall present implementation timelines and estimated durations measured from the effective date of the applicable contract amendment or other authorizing procurement action through completion and achievement of functional operations for the expanded capacity.

Describe:

4.2.6.12.1 implementation methodology;

4.2.6.12.2 major milestones;

4.2.6.12.3 anticipated schedule;

4.2.6.12.4 permitting considerations;

4.2.6.12.5 regulatory approvals;

4.2.6.12.6 dependencies;

4.2.6.12.7 project risks; and

4.2.6.12.8 proposed mitigation strategies.

4.2.6.13 Staffing Strategy

Describe:

4.2.6.13.1 additional staffing anticipated;

4.2.6.13.2 recruitment strategy;

4.2.6.13.3 training;

4.2.6.13.4 organizational impacts;

4.2.6.13.5 operational support required for expanded capacity.

4.2.6.14 Rehabilitation Programs and Services Expansion

The Respondent shall describe how its proposed expansion approach will address the increased demand for rehabilitation programs and services resulting from the proposed increase in Facility capacity. The Respondent shall identify the expansions, modifications, or additional resources necessary to ensure that rehabilitation programs and services remain sufficient, accessible, and appropriate for the increased Resident population.

At a minimum, the Respondent shall describe:

4.2.6.14.1 The rehabilitation programs and services that would require expansion, modification, or supplementation to support the proposed increase in operational capacity;

4.2.6.14.2 Any new rehabilitation programs or services that the Respondent recommends implementing to address the needs of the expanded Resident population;

4.2.6.14.3 The anticipated impact of increased capacity on program participation, service availability, scheduling, caseloads, and delivery of rehabilitation services;

4.2.6.14.4 Additional program space, therapeutic areas, equipment, technology, supplies, or other resources necessary to support expanded rehabilitation programs and services;

4.2.6.14.5 Additional staffing, disciplines, qualifications, or specialized expertise necessary to provide rehabilitation programs and services at the proposed expanded capacity;

4.2.6.14.6 The Respondent's approach to maintaining continuity and quality of existing rehabilitation programs and services during implementation of the expansion;

4.2.6.14.7 How rehabilitation programs and services would be phased or scaled, if applicable, in coordination with increases in operational capacity;

4.2.6.14.8 Any licensing, regulatory, accreditation, or other requirements that may affect the expansion or delivery of rehabilitation programs and services; and

4.2.6.14.9 Major assumptions, dependencies, risks, and mitigation strategies associated with expanding rehabilitation programs and services.

The Respondent shall demonstrate how the proposed rehabilitation program and service expansion will support the needs of the increased Resident population and maintain or improve the quality, availability, and effectiveness of services as Facility capacity increases.

4.2.6.15 Future Capacity

Describe:

4.2.6.15.1 anticipated increase in operational capacity;

4.2.6.15.2 proposed number of additional beds;

4.2.6.15.3 whether implementation could occur in phases;

4.2.6.15.4 scalability of the proposed solution;

4.2.6.15.5 anticipated long-term operational benefits.

4.2.6.16 Innovation

Describe any innovative concepts, technologies, operational approaches, construction methodologies, or design concepts incorporated into the proposed expansion.

Respondents are encouraged to recommend creative solutions that improve safety, operational efficiency, constructability, flexibility, long-term maintainability, or overall value to the State.

4.2.6.17 Strategic Future Capacity Expansion Cost Proposal

The Respondent shall provide a Strategic Future Capacity Expansion Cost Proposal detailing the estimated costs associated with implementing the proposed expansion concept.

The Cost Proposal shall include, at a minimum:

4.2.6.17.1 estimated capital costs;

4.2.6.17.2 design and engineering costs;

4.2.6.17.3 construction costs;

4.2.6.17.4 equipment costs;

4.2.6.17.5 technology costs;

4.2.6.17.6 staffing costs;

4.2.6.17.7 annual operating costs;

4.2.6.17.8 anticipated bed-day costs;

4.2.6.17.9 implementation assumptions.

The Strategic Future Capacity Expansion Cost Proposal shall be submitted separately from the Cost Proposal required for operation of the Facility and shall not be included in the Respondent's proposed Contract amount.

4.2.7 Response Section 6: Prior Similar Projects

Respondents shall submit details regarding three similar projects for which similar or identical services were performed within the past five years.

4.3 Content of the Financial Response

4.3.1 Financial Response Title Page

The first page of the reply shall be a Title Page that contains the following information:

4.3.1.1 Title of Response;

4.3.1.2 RFP number;

4.3.1.3 Vendor’s name and federal tax identification number;

4.3.1.4 Vendor’s Data Universal Numbering System (DUNS) number;

4.3.1.5 Name, title, telephone number, and address of person who can respond to inquiries regarding the reply.

4.3.2 Response Section 7: Cost Proposal:

The Respondent will use **Appendix VII: Cost Proposal** to provide a not-to-exceed price and bed day rates for the services described in the Contract. The Department reserves the right to negotiate lower rates with the selected Respondent(s).

4.3.2.1 All funding provided under this Contract is contingent upon and subject to legislative appropriation. The Department's obligation to make payments under this Contract is limited to funds appropriated by the Legislature and made available for this purpose. Any increase, decrease, elimination, or other modification of

legislative appropriations may require a corresponding amendment to this Contract, including, but not limited to, the **Appendix VII: Cost Proposal**, the resulting Contract's Pricing Schedule Rates in F1, and the total Contract Amount.

4.3.2.2 The Respondent acknowledges that compensation under the resulting Contract may be adjusted during the Contract term to implement legislative appropriations, General Appropriations Act (GAA) proviso language, Legislative Budget Requests (LBRs) approved by the Legislature, Cost of Living Adjustments (COLA), Labor and Benefit Rate (LBR) adjustments, or other legislatively authorized reimbursement adjustments applicable to the services provided under the Contract. The Department may amend the resulting Contract, including **Appendix VII (Cost Proposal), Exhibit F1 (Pricing Schedule)**, applicable bed-day rates, and the Contract amount, to implement such legislatively authorized adjustments without requiring a new competitive solicitation.

4.3.2.3 In the event of Renewal, the Contract will be renewed at the current legislative appropriation.

4.3.2.4 Strategic Future Capacity Expansion Costs

Costs associated with the Respondent's Strategic Future Capacity Expansion Proposal shall not be included within **Appendix VII (Cost Proposal)** or the Respondent's proposed Contract amount.

Expansion costs shall be submitted separately using **Appendix XIV – Strategic Future Capacity Expansion Proposal** and will be evaluated independently as part of the Department's technical evaluation.

4.3.3 Submission of expansion costs shall not constitute a commitment by the Department to fund or implement the proposed expansion.

4.3.4 Response Section 8: Financial Information

4.3.4.1 Financial Management

The Respondent must describe its current financial management and accounting systems and capability including submission of documentation to show financial solvency of it and its parent company. The Respondent shall address any bankruptcy(ies) as well as submitting documentation showing all bankruptcy(ies) has/have been resolved. The Respondent shall also describe its financial oversight and independent audit processes, including:

4.3.4.1.1 The frequency and scope of independent financial audits;

4.3.4.1.2 The qualifications and independence of the auditing firm;

4.3.4.1.3 The Respondent's process for reviewing and responding to audit findings, management letter comments, material weaknesses, significant deficiencies, or questioned costs;

4.3.4.1.4 The Respondent's process for developing, implementing, and monitoring corrective action plans;

4.3.4.1.5 The Respondent's process for reporting audit results to its governing body, executive leadership, and contracting agencies; and

4.3.4.1.6 The Respondent's ability to present and explain audit results, financial trends, corrective actions, and other financial information to the Department.

4.3.4.2 Proposed Service Efficiencies and Re-investment

The Respondent shall describe its approach to developing operational efficiencies while maintaining or improving the quality of services provided under the Contract. The Respondent shall demonstrate how efficiencies, cost

savings, and effective financial management practices will be used to maximize the amount of the Department's available funding. The Respondent shall describe how any cost reductions or operational efficiencies will be reinvested into the required services to improve service delivery, enhance resident outcomes, or increase the value provided to the Department without requiring additional funding.

4.3.4.3 Ongoing Approach to Reduce Administrative Costs and Expand Services

The Respondent shall describe its long-term approach to maintaining the financial sustainability of Facility operations while minimizing administrative costs and maximizing the percentage of available funding dedicated to direct resident care and other required services. The narrative should describe the Respondent's financial management philosophy, administrative cost controls, operational efficiencies, and strategies for increasing the amount of funding directed toward resident services without reducing service quality, staffing, safety, or operational performance.

4.3.4.4 Prior Financial Audit

The Respondent shall submit a copy of its most recent completed independent financial audit, including the audit opinion, financial statements, notes, management letter, findings, and corrective action plan, if applicable.

If the Respondent has not previously obtained an independent financial audit, the Respondent shall provide a written explanation and describe the financial review, compilation, internal audit, or other financial oversight processes utilized by the Respondent.

4.3.4.5 Financial Solvency and Bankruptcy Disclosure

4.3.4.5.1 Financial Solvency

The Respondent shall demonstrate that it possesses sufficient financial resources and financial solvency to perform all obligations required under the Contract and to maintain continuity of operations throughout the Contract term. If the Respondent has a parent company, the Respondent shall also demonstrate the financial solvency of its parent company.

The Respondent shall provide sufficient financial information and documentation to demonstrate the financial solvency of both the Respondent and, if applicable, its parent company. Such information shall demonstrate adequate financial resources, liquidity, financial stability, and the ability to meet current and anticipated financial obligations associated with performance of the Contract.

4.3.4.5.2 Bankruptcy Disclosure

The Respondent shall disclose in its Response any bankruptcy filing involving the Respondent or, if applicable, its parent company. For each bankruptcy disclosed, the Respondent shall describe the circumstances resulting in the bankruptcy, identify the disposition and date of resolution, and provide documentation or other information sufficient to demonstrate that the bankruptcy has been fully resolved.

The Respondent shall also identify any continuing financial, operational, legal, or other impacts resulting from the bankruptcy and demonstrate that the bankruptcy does not impair the financial solvency of the Respondent, the financial solvency of its parent company, if applicable, or the Respondent's ability to fully perform the requirements of the Contract.

4.3.5 Response Section 9: Budget

The Respondent must include all costs in a detailed budget. The Respondent must provide a completed Budget Summary and Narrative (APPENDIX VIII) demonstrating a summary of proposed program costs and a description of each line item detailing how costs were derived. The Respondent's budget detail must outline the percentage of the total budget allocated for each operational category.

The Budget submitted under this section shall include only those costs associated with the operation of the Facility under this Solicitation. Costs associated with the Respondent's Strategic Future Capacity Expansion Proposal shall be submitted separately in accordance with **Section 4.3.5.5** and shall not be included in the proposed Contract amount.

4.3.5.1 The Respondent shall include a budget for each state fiscal year and any possible renewal years.

4.3.5.2 The Respondent shall provide a separate Strategic Future Capacity Expansion Budget identifying the estimated costs associated with implementing its proposed Strategic Future Capacity Expansion Proposal. The Strategic Future Capacity Expansion Budget shall be submitted separately from the Budget required under this section and shall not be included in the Respondent's proposed Contract amount.

4.3.5.3 The budget totals should be based on available funding projections, if any, and if different, the Respondent should explain the differences

4.3.5.4 The Respondent should use the **Appendix VIII: Budget Summary and Detail Instructions**, **Appendix IX: Project Budget Summary, and Appendix X: Proposed Cost Allocation Plan.**

4.3.5.5 Strategic Future Capacity Expansion Budget

The Respondent shall complete **Appendix XIV – Strategic Future Capacity Expansion Proposal**, which shall include a separate budget supporting the proposed future expansion concept. At a minimum, the Strategic Future Capacity Expansion Budget shall identify estimated implementation costs, capital costs, operating costs, staffing costs, and any major assumptions used in developing the budget.

The Department will evaluate the reasonableness and completeness of the Strategic Future Capacity Expansion Budget as part of the evaluation of the Respondent's Strategic Future Capacity Expansion Proposal.

SECTION 5. THE SELECTION METHODOLOGY

The Department intends to award the Contract to the responsible and responsive Respondent(s) whose Response is determined, in writing, to be the most advantageous to the state. The Department will award the Contract based on a consideration of the relative importance of price and other evaluation criteria set forth in the solicitation. The Department may also make a determination as to whether to deem one or more Respondents ineligible for award due to non-responsibility or non-responsiveness. The Department will electronically post the intent to award in accordance with §120.57(3)(a), F.S., and Rule 60A-1.021, F.A.C.

5.1 Selection Criteria

The Department may consider any information that reflects upon a Respondent's capability to fully perform the Contract requirements and demonstrates the level of integrity and reliability required to assure performance of the Contract.

5.2 Evaluation Phase Methodology

All Responses determined to be responsive will be evaluated using the process outlined below. Each Evaluator shall assign a score for each evaluation criterion based upon their assessment of the

response. The assignment of an individual score shall be based upon the following description of the point scores:

DESCRIPTION	CATEGORY	POINTS
Extensive competency, proven capabilities, an outstanding approach to the subject area, innovative, practical, and effective solutions, a clear and complete understanding of inter-relationships, a clear and comprehensive understanding of the requirements and planning for the unforeseen.	Superior	4
Clear competency, consistent capability, a reasoned approach to the subject area, feasible solutions, a generally clear and complete description of inter-relationships, and a sound understanding of the requirements	Good	3
Fundamental competency, adequate capability, a basic approach to the subject area, apparently feasible but somewhat unclear solutions, a weak description in some areas, a fair understanding of the requirements, and a lack of staff experience and/or skills in some areas.	Adequate	2
Little competency, minimal capability, an inadequate approach to the subject area, infeasible and/or ineffective solutions, somewhat unclear, incomplete, a lack of understanding of the requirements and a lack of demonstrated experience and skills	Poor	1
A significant or complete lack of understanding, an incomprehensible approach, a significant or complete lack of skill and experience.	Insufficient	0

5.2.1 Programmatic Scoring

The Department's Evaluators will independently evaluate each Programmatic Response in accordance with the following criteria:

CRITERIA	SCORE (0 – 4)	WEIGHT
Section 3: Executive Overview		
Criterion 1: **Response Section 3: Executive Overview (Section 4.2.4.)** Provide a brief Executive Overview demonstrating an understanding of the solicitation purpose and the needs specified in this solicitation. The Executive Overview includes a brief description of the Respondent's organization, and qualifications to complete the work as outlined in the Contract. • Adequacy of the Respondent's approach and philosophy, including mission statement, core values, and vision. • Adequacy of the Respondent's description of programmatic services. • Adequacy of the Respondent's organization and governance structure, depicting clear lines of authority including corporate affiliations, partnerships, or associations (attached as an exhibit); describe how the structure represents a lean, efficient, and effective administrative model; describe experience and achievements in		5

developing a governance model is designed to avoid conflicts of interest. • Adequacy of the Respondent's organizational chart of major units (attached as an exhibit). • Adequacy of the Respondent's organizational chart of affiliated or related companies, partnerships, or associations (attached as an exhibit). • How well does the Respondent demonstrate the ability to successfully complete the work described in this solicitation and its appendices, attachments, exhibits, and referenced supporting documentation. The Respondent's and any proposed subcontractor(s)' information shall be shown separately?		
Section 3 Max Total Possible	**20**	**5**
Section 4: Core Team Qualifications		
Criterion 2: **Response Section 4: Core Team Qualifications (Section 4.2.5)** • Adequacy of the Respondent's qualifications and credentials of their leadership team with an explanation of why the leadership team is qualified to lead their organization in meeting the needs of this solicitation. Adequacy of the Respondent's résumés for key leadership personnel describing their work experience, education, and training as it relates to the requirements of this solicitation and the Contract. • Adequacy of the Respondent's operational approach to the recruitment, training, supervision, and retention of qualified personnel as described in the Contract. The Response should address all applicable personnel grievance and conflict resolution practices. The Respondent should explain how its organization, subcontractors, and staffing levels will best meet the performance standards required to perform properly. It is also important to describe the credentials for human resources, quality assurance, financial, information technology, and other key professional level employees.		10
Section 4 Max Total Possible	**40**	**10**
Section 5: Project Approach and Service Capability		
Criterion 3: **Response Section 5: Project Approach and Service Capability (Section 4.2.6)** Evaluate the extent to which the Respondent demonstrates a comprehensive and integrated approach to performing the Contract, including: • understanding of the Department's objectives and Contract requirements; • overall operational methodology;		7

• integration of treatment services, facility management, security, staffing, quality management, and administrative functions; • implementation and project management approach; • identification of operational risks, dependencies, and mitigation strategies; and • incorporation of industry standards, evidence-based practices, and applicable accreditation requirements. •		
Program The Respondent shall describe their approach and detail their plan to accomplish the goals and services as identified in **Standard Contract Part 2** and Program Description Template **(APPENDIX V)**.		
Criterion 4 – Program Scope and Service Delivery Evaluate the extent to which the Respondent demonstrates a comprehensive and feasible operational approach for providing the overall programmatic services required under the Contract, including: • Understanding of the Department's objectives and Contract requirements. • Overall service delivery model. • Integration of treatment and security. • Achievement of the major Contract goals. • Service locations and operational approach. • Admissions, resident eligibility, placement, and coordination with the Department. • Ability to achieve the applicable Contract requirements, deliverables, operational outcomes, and performance expectations.		5
Criterion 5 – Resident Treatment Services Evaluate the extent to which the Respondent demonstrates a comprehensive and effective operational approach for providing the Resident Treatment Services identified in **Response Section 4.2.6.3** and the corresponding requirements of the **Standard Contract (Part 2).**		5
Criterion 6 – Facility Operations Supporting Resident Care Evaluate the extent to which the Respondent demonstrates an effective operational approach for providing the Facility Operations Supporting Resident Care identified in **Response Section 4.2.6.4** and the corresponding requirements of the Standard Contract.		5
Criterion 7 – Program Administration and Contract Performance Evaluate the extent to which the Respondent demonstrates an effective administrative approach for supporting successful Contract performance through the Program Administration requirements identified in Response **Section 4.2.6.5** and the corresponding requirements of the Standard Contract.		4
Administrative Services		
Criterion 8– Staffing Administration: The Respondent’s articulation of its solution(s) and the ability of the solution(s) to meet the requirements of this RFP and provide: Staffing		7

• Ability of the Respondent to fulfill the Staffing Plan (**Appendix V – Program Description Template** and **Standard Contract Part 2, Exhibit C2**).
  • Can the Respondent adequately provide the minimum number of staff?
• Adequacy of the Respondent's identified Program Management Team.
  • Each position below adequately meets the minimum qualifications (refer to **Standard Contract Part 2 C.2.1.1.**)
  1.Hospital Administrator
  2.Assistant Hospital Administrator
  3.Nursing Director
  4.Clinical Director		

Criterion 9 – Performance Management Evaluate the extent to which the Respondent demonstrates an effective approach to performance management in accordance with the requirements of **Appendix V** and the **Standard Contract,** including: • Performance • Data Collection & Reporting • Performance Measures • Quality Improvement • Performance Improvement • Risk Management		4
Criterion 10– Documentation and Record Maintenance Evaluate the extent to which the Respondent demonstrates an effective approach to documentation, record maintenance, EHR System operation, Department access, data availability, and interoperability in accordance with the requirements of **Appendix V** and the **Standard Contract.** Consider the Respondent's proposed approach to: • Documentation standards • Record maintenance • Record retention • Confidentiality and security of records • Compliance with applicable regulatory and Contract requirements • EHR System functionality and reliability; • Secure Department access; • User access administration and audit logging; • System availability, business continuity, disaster recovery, and downtime procedures; • Reporting and data-export capabilities; • Interoperability with Department systems; • Integration with the Department's future centralized or enterprise EHR System; • Data migration, conversion, validation, reconciliation, and transition; and • Management of third-party EHR vendors, licenses, hosting providers, and other system dependencies.		4

Criterion 11 – Contract Reports, Deliverables, and Department Systems Evaluate the extent to which the Respondent demonstrates an effective approach to Contract reporting and administration in accordance with the requirements of **Appendix V** and the **Standard Contract**, including: • Contract Reports and Deliverables • Data Collection • Interface with Department Systems • Interface development, testing, validation, error correction, and ongoing maintenance; • Monitoring of Contract performance • Timely submission of required reports • Corrective action processes supporting Contract compliance		4
Facility Management The following criteria evaluate the Respondent's Facility Management Response submitted in accordance with **Appendix VI**, and the applicable requirements of the **Standard Contract**.		
Criterion 12 – Facility Management Organization and Key Personnel Evaluate the extent to which the Respondent demonstrates an effective organizational approach for managing the Facility, including: • The adequacy of the proposed Facility Management organizational structure and management approach. • The adequacy of the Respondent's proposed Facility Management Team and overall staffing approach. • The qualifications, experience, and demonstrated capability of the proposed key personnel to successfully perform their assigned responsibilities. • The extent to which the proposed **Facility Manager and Security Chief** meet or exceed the minimum qualifications established in the Standard Contract **(Exhibit C.2.1.2).** • The Respondent's approach to recruitment, training, succession planning, vacancy management, and continuity of leadership for key Facility Management positions. • The Respondent's approach to subcontract management, where applicable.		3
Criterion 13 (Description of Proposed Plans and Programs): Evaluate the extent to which the Respondent demonstrates an effective approach for developing, implementing, and administering the **Annual Operating Plan – Administration and Supervision Program** in accordance with **Standard Contract Part 2** and **Appendix VI – Facility Management Description Template**.		3
Criterion 14(Description of Proposed Plans and Programs): Evaluate the extent to which the Respondent demonstrates an effective approach for developing, implementing, and administering the **Annual Operating Plan – Safety and Security Program** in accordance with **Standard Contract Part 2** and **Appendix VI – Facility Management Description Template**.		3

Criterion 15 (Description of Proposed Plans and Programs): Evaluate the extent to which the Respondent demonstrates an effective approach for developing, implementing, and administering the **Annual Operating Plan – Preventative Maintenance Program** in accordance with **Standard Contract Part 2** and **Appendix VI – Facility Management Description Template**.		3
Criterion 16 (Description of Proposed Plans and Programs): Evaluate the extent to which the Respondent demonstrates an effective approach for developing, implementing, and administering the **Annual Operating Plan – Inventory Program** in accordance with **Standard Contract Part 2** and **Appendix VI – Facility Management Description Template**.		3
Criterion 17 (Description of Proposed Plans and Programs): Evaluate the extent to which the Respondent demonstrates an effective approach for developing, implementing, and administering the **Annual Operating Plan – Operations and Maintenance Housekeeping Program** in accordance with **Standard Contract Part 2** and **Appendix VI – Facility Management Description Template**.		3
Criterion 18 (Description of Proposed Plans and Programs): Evaluate the extent to which the Respondent demonstrates an effective approach for developing, implementing, and administering the **Annual Operating Plan – Resource Recovery and Waste Management Program** in accordance with **Standard Contract Part 2** and **Appendix VI – Facility Management Description Template**.		3
Criterion 19 (Description of Proposed Plans and Programs): Evaluate the extent to which the Respondent demonstrates an effective approach for developing, implementing, and administering the **Annual Operating Plan – Emergency Operating Plan** in accordance with **Standard Contract Part 2** and **Appendix VI – Facility Management Description Template**.		3
Criterion 20 Innovation, Best Practices, and Value-Added Services The Respondent's proposal will be evaluated based on the extent to which it incorporates innovative solutions, recognized industry best practices, and value-added services that strengthen contract performance beyond the minimum requirements. Consideration will be given to proposals that demonstrate measurable improvements in service quality, operational efficiency, risk mitigation, cost-effectiveness, customer experience, sustainability, technology utilization, or other performance outcomes. The Respondent should provide sufficient detail to demonstrate the feasibility, anticipated benefits, and implementation of the proposed enhancements.		10
Criterion 21: Strategic Future Capacity Expansion Proposal The Respondent's Strategic Future Capacity Expansion Proposal will be evaluated based on the components identified below. Collectively, these components assess the Respondent's proposed approach for expanding the Facility's future operational capacity, including the feasibility of the proposed solution, implementation planning, operational considerations, staffing, rehabilitation programs and services, costs, risk management, innovation, and the extent to which the proposal addresses the Department's future capacity needs.		
Criterion 21.1: Proposed Expansion Concept Adequacy of the Respondent's description of a clear, comprehensive, and feasible Strategic Future Capacity Expansion concept that demonstrates an understanding of the Department's future capacity needs. Adequacy of the		1

proposed approach to appropriately incorporate, build upon, or provide a well-supported alternative to the Department's Bed Capacity Study while demonstrating a feasible solution for meeting those future needs.		
Criterion 21.2: Anticipated Increase in Operational Capacity Adequacy of the Respondent's identification of the anticipated increase in operational capacity, including how the increase will be achieved and whether the projected capacity expansion is realistic, measurable, and supported by the proposed approach.		1
Criterion 21.3: Implementation Strategy and Schedule Adequacy of the Respondent's implementation strategy and schedule, including the identification of key activities, milestones, sequencing, and timeframes necessary to successfully complete the proposed expansion.		1
Criterion 21.4: Operational Continuity During Implementation Adequacy of the Respondent's approach for maintaining safe, effective, and uninterrupted Facility operations during implementation while minimizing disruptions to residents, staff, and Department operations.		1
Criterion 21.5: Staffing Strategy Adequacy of the Respondent's staffing strategy, including anticipated staffing needs, recruitment, retention, training, and transition activities necessary to support the proposed expansion and future operations.		1
Criterion 21.6: Rehabilitation Programs and Services Expansion Adequacy of the Respondent's proposed approach for expanding, modifying, or supplementing treatment and rehabilitation programs and services to address the needs of the increased Resident population resulting from the proposed expansion, including the sufficiency of proposed programs and services, program capacity and accessibility, staffing and resource needs, space and equipment requirements, continuity of existing services, and the ability to scale rehabilitation programs and services in coordination with increases in operational capacity.		1
Criterion 21.7: Strategic Future Capacity Expansion Cost Proposal Adequacy of the Respondent's Strategic Future Capacity Expansion Cost Proposal, including the completeness, reasonableness, supporting assumptions, and demonstration of cost effectiveness and value to the Department.		1
Criterion 21.8: Assumptions, Risks, and Mitigation Strategies Adequacy of the Respondent's identification of key assumptions and potential risks associated with the proposed expansion, as well as the proposed mitigation strategies to minimize impacts on cost, schedule, operations, and successful implementation.		1
Criterion 21.9: Innovation and Long-Term Value Adequacy of the Respondent's proposed innovative approaches to enhance the long-term effectiveness, sustainability, flexibility, and overall value of the Strategic Future Capacity Expansion for the Department.		1
Section 5 Max Total Points	352	88

Section 6: Prior Similar Projects		
Criterion 22 **Response Section 6: Prior Similar Projects (Section 4.2.7)** How well do the Respondent's prior similar projects demonstrate successful experience providing services comparable in size, scope, and complexity to those required under this solicitation?		5
Section 6 Max Total Points	20	5
OVERALL MAX TOTAL POSSIBLE POINTS	432	108

The Strategic Future Capacity Expansion Cost Proposal will be evaluated as part of the programmatic evaluation under **Criterion 21.7**. It will not be included in the evaluation of the Respondent's Cost Proposal, operating budget, proposed Contract amount, or Financial Response score.

5.2.2 Financial Scoring:

The Department's Evaluator(s) will independently evaluate each Financial Response in accordance with the following criteria:

Criteria	Score (0 – 4)	Weight
Criterion 23 **Response Section 7: Cost Proposal (Section 4.3.2)** The Respondent's Cost Proposal will be evaluated based on the completeness and reasonableness of the proposed costs and the competitiveness of the proposed not-to-exceed cost. Each criterion below will be evaluated and scored independently.		
Criterion 23.1 – Cost Proposal (Qualitative) The extent to which the Respondent's proposed not-to-exceed cost proposal is complete, reasonable, clearly supported, and appropriately aligned with the services proposed.		2
Criterion 23.2 – Cost Score (Objective) The Respondent submitting the lowest proposed not-to-exceed cost shall receive the maximum points available for this criterion. All other Respondents shall receive proportionately fewer points based on the Department's cost evaluation methodology. (Lowest Proposed Cost ÷ Respondent's Proposed Cost) × 12 Points		3
Criterion 24 **Response Section 8: Financial Management (Section 4.3.4.)** • Adequacy of the Respondent's financial management approach, including: • Adequacy of the Respondent's proposed service efficiencies and reinvestment strategy. • Adequacy of the Respondent's approach to maintaining the long-term financial sustainability of Facility operations.		10

Criteria	Score (0 – 4)	Weight
• Demonstrated ability to maximize the value of the Department's available funding through sound financial management, operational efficiencies, administrative cost management, and reinvestment into direct resident care and other required services. • Adequacy of the Respondent's approach to maintaining or improving service quality while maximizing the value of available funding. • Adequacy of the Respondent's independent financial audit and financial oversight processes. • Adequacy of the Respondent's approach to identifying, reporting, correcting, and monitoring audit findings, material weaknesses, significant deficiencies, questioned costs, and management letter comments. • Adequacy of the Respondent's approach to presenting audit results and financial information to the Department. • The extent to which the Respondent's most recent independent financial audit demonstrates sufficient financial stability, internal controls, and capacity to perform the Contract.		
Criterion 25 **Response Section 9: Budget (Section 4.3.5)** • How well is the Respondent's proposed budget aligned with the proposed services/activities? • Were the budget line-items necessary, reasonable, and allowable?		10
TOTAL	**100**	**25**

MAX POSSIBLE PROGRAMMATIC SCORE	**432**
MAX POSSIBLE FINANCIAL SCORE	**100**
OVERALL, MAX SCORE POSSIBLE	**532**

5.2.3 Total Score of Responses

The Procurement Officer will average the total scores and use the total points to rank Respondents. This ranking will serve as the recommended ranking of the Department's Evaluators.

5.2.4 Report of the Procurement Officer

The Procurement Officer will prepare a report regarding Responses deemed responsive and responsible, including additional information such as the Respondent's Evaluator rankings. The Secretary, or the Secretary's designee, will then decide the awarded Respondent(s).

5.2.5 Selection of Respondent(s), Decision to Reject All, or Cancel

The Department will make a determination to award to the Respondent(s), reject all Responses, or cancel this solicitation. The Department will provide notice, in writing, of its decision on VIP: https://vendor.myfloridamarketplace.com/

5.2.6 Requirements Following Award

5.2.6.1 Registration With the Florida Department Of State

If awarded a Contract, the Respondent shall provide a PDF file of its current and active registration with the Florida Department of State prior to execution of a Contract or, if exempt from registration, a statement to that effect noting the basis for the exemption. Respondents should note that foreign entities are required to obtain a Florida Certificate of Authorization pursuant to applicable Florida Statutes from the Florida Department of State, Division of Corporations, to transact business in the State of Florida. For additional information, visit: https://dos.myflorida.com/sunbiz/.

5.2.6.2 Florida Substitute Form W-9

It is the responsibility of the awarded Respondent to complete a Florida Substitute Form W-9 prior to execution of a Contract. The Internal Revenue Service receives and validates the information provided on the Florida Substitute Form W-9. For instructions on how to complete the Florida Substitute Form W-9, visit: https://flvendor.myfloridacfo.com/.

5.2.7 Resulting Contract

The Contracting document resulting from this solicitation will be substantially similar to the draft Contracting document included with this solicitation. By submitting a Response, the Respondent confirms its willingness to enter into a Contract with the Department containing the terms and conditions or substantially similar terms.

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APPENDIX I: CERTIFICATE OF SIGNATURE AUTHORITY

Check below and complete Section A or Section B	
	Respondent is not a sole proprietorship (Complete Section A)
	Respondent is a sole proprietorship (Complete Section B)

Section A

I, _____ (name), hold the office or position of _____ (title) with_____ (legal name of Respondent) and have authority to make official representations by said Respondent regarding its official records and hereby state that my examination of the Respondent's records show that _____ (name) currently holds the office or position of _____ (title) with the Respondent and currently has authority to make binding representations to the Department and sign all documents submitted on behalf of the above-named Respondent in response to solicitation # _____, and, in so doing, to bind the named Respondent to the statements made therein.

Dated:

Signature:

Printed Name:

Title:

NOTE: In lieu of the above, the Respondent may submit a corporate resolution or other duly executed certification issued in the Respondent's normal course of business to prove signature authority of the named Authorized Representative.

Section B

I, _____(name) am a sole proprietor, personally doing business in the name of _____ (name of Respondent), and will be personally bound by the Response submitted in response to solicitation # _____.

Dated:

Signature:

Printed Name:

APPENDIX II: RESPONDENT'S CERTIFICATIONS

CERTIFICATIONS		
MASTER CERTIFICATION		
As the person named in the Certificate of Signature Authority as the Authorized Representative of the Respondent, _____ (legal name of Respondent), I confirm that I have fully informed myself of all terms and conditions of solicitation #_____ (the solicitation), the facts regarding the Response submitted by the Respondent in response to the solicitation and the truth of each statement contained in Certifications (a) through (f) and certify, by checking the applicable "true" or "false" box below and affixing my signature hereto, that each statement in each checked certification is "true" or "false" as indicated.		
Check the applicable box next to the title to each certification:		
True	**False**	
		a. Certification of Binding Response and Acceptance of Terms of the Solicitation and Contract Document
		b. Statement of No Prohibited Involvement
		c. Statement Non-Collusion
		d. Certification Regarding Subcontractors
		e. Certification Regarding Prior Contractual Obligations
		f. Certification of Representations per Sections 287.133, and 287.134, F.S.
The content of each certification named above, set forth below, is incorporated into this Master Certification as if fully recited herein and, for each certification marked "true" above, the below signature is deemed to be affixed to each such certification. I agree that any certification not marked above will be deemed "false."		
Signature of Authorized Representative:	Date:	
a. Certification of Binding Response and Acceptance of Terms of the Solicitation and Contract Document		
By checking the "True" box in the Master Certification and signing the same, I hereby certify that the Respondent's Response submitted in response to the Department of Children and Families Request for Responses (the solicitation) is binding on the Respondent in accordance with the terms of the solicitation. If awarded any Contract as a result of the solicitation, the Respondent will comply with the specifications, terms, and conditions stated in the solicitation and the Contract document.		
b. Statement of No Prohibited Involvement		
By checking the "True" box in the Master Certification and signing the same, I hereby certify that no member of this firm or any person having interest in this firm has: Been awarded a Contract as described in §287.057(19)(c), Florida Statutes, to perform a feasibility study of the potential implementation of a subsequent Contract to support this project, participated in drafting of a solicitation for this specific project, or developed a program for future implementation of this project.		

c. Statement of Non-Collusion

By checking the "True" box in the Master Certification and signing the same, I hereby certify that all persons, companies, or parties interested in the solicitation as principals are named therein, that the Respondent's Response is made without collusion with any other Respondent.

d. Certification Regarding Subcontractors

By checking the "True" box in the Master Certification and signing the same, I hereby certify the Respondent's agreement that by submitting a Response to this solicitation, the Respondent waives any exclusivity provision in its subcontractor agreements.

e. Certification Regarding Prior Contractual Obligations

By checking the "True" box in the Master Certification and signing the same, I hereby certify the Respondent has not:

(1) Failed to correct any unsatisfactory performance in a previous Contract to the satisfaction of any Agency or eligible user;

(2) Had a Contract terminated by any Agency or eligible user for cause; or

(3) Failed to sign a Contract awarded by any Agency.

f. Certification of Representations Per Sections 287.133, and 287.134, F.S.

By checking the "True" box in the Master Certification and signing the same, I hereby certify the Respondent is not listed on the Suspended Vendors List maintained pursuant to Rule 60A-1.006, F.A.C., Convicted Vendors List created and maintained pursuant to §287.133, F.S., or on the Discriminatory Vendors List created and maintained pursuant to §287.134, F.S, and, if federal funds are used, the Respondent is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency, as listed in the System for Award Management (SAM), in accordance with 2 CFR Part 180 and Part 200.

TIE BREAKING CERTIFICATIONS

Statutory Preferences When Awarding Contracts

Various provisions of §287 and §295, F.S., provide qualifying Respondents the advantage of "tie breakers" whenever two or more bids, Responses, or replies received by an agency are equal with respect to price, quality, and service. In order to take advantage of the below "tie breakers," a Respondent who meets the statutory qualifications for one or more of these "tie breakers" must certify that it qualifies for the cited preference. Completion of the certification is optional for qualifying Respondents; however, a Respondent waives all rights to consideration of a "tie breaker" if it fails to submit the certification on or before the deadline to submit its bid, Response, or reply.

MASTER CERTIFICATION – TIE-BREAKING CERTIFICATIONS

As the Authorized Representative of the Respondent, _____ (legal name of Respondent), I confirm that I have fully informed myself of all terms and conditions of the solicitation _____(the solicitation), the facts regarding the Response submitted by the Respondent in response to the solicitation and the truth of each statement contained in Certifications (g) through (k) and certify, by checking one or more of the boxes below and affixing my signature hereto, that each statement in each checked certification is true.

Check the box next to the title to each certification that is true:

	g. Certification of a Certified Minority Business Enterprise
	h. Certification of a Certified Veteran Business Enterprise
	i. Certification of a Florida Business

	j. Certification of a Foreign Manufacturer with a Factory in Florida
	k. Certification of a Drug Free Workplace

The content of each certification named above, set forth below, is incorporated into this Master Certification as if fully recited herein and, for each certification marked "true," above, the below signature is deemed to be affixed to each such certification. I agree that any certification not marked above will be deemed "false."

Signature of Authorized Representative:	Date:

g. Certification of a Certified Minority Business Enterprise

By checking the "True" box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization is a Certified Minority Business Enterprise in accordance with §287.0943, Florida Statutes.

h. Certification of a Florida Certified Veteran Business Enterprise

By checking the "True" box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization is a Certified Veteran Business Enterprise in accordance with §295.187, Florida Statutes.

i. Certification of a Florida Business

By checking the "True" box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization's principal place of business is located within Florida in accordance with §287.084, Florida Statutes.

j. Certification of a Foreign Manufacturer with a Factory in Florida

By checking the "True" box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my manufacturing organization has a factory in Florida that employs over 200 employees working in Florida in accordance with §287.092, Florida Statutes.

k. Certification of a Drug Free Workplace

By checking the "True" box in the Master Certification and signing the same, I hereby certify the Respondent currently maintains a drug-free workplace environment in accordance with §287.087, Florida Statutes, and will continue to promote this policy through implementation of that section.

APPENDIX III: VENDOR QUESTIONS

Each Respondent is to complete **Appendix III: Vendor Questions** for questions relating to this solicitation. Questions shall be submitted in accordance with the instructions provided in **Section 2.2** of the solicitation. This form may be expanded as needed to facilitate response to this requirement.

Instructions:

1. Complete one question per row.
2. Complete all fields. For Solicitation Section: include the title of the solicitation document (E.g., **Instructions** or **Required Certifications**), Section Reference, and Page Number related to the question. If the question does not pertain to a specific Document Title/Section/Page within the solicitation, use “General”.
3. Additional rows for questions can be added.

#	RESPONDENT NAME	SOLICITATION SECTION (DOCUMENT TITLE, SECTION, PAGE)	QUESTION
1.			
2.			
3.			

APPENDIX IV: SUBCONTRACTOR LIST

List the subcontractors who will perform work under the Contract(s) resulting from this solicitation.

CHECK HERE IF NO SUBCONTRACTORS WILL BE UTILIZED: ☐

Subcontractor Name:	
Business Type:	
Subcontracted Services:	
Address:	
City, State Zip	
Phone #	
FEIN #	

Subcontractor Name:	
Business Type:	
Subcontracted Services:	
Address:	
City, State Zip	
Phone:	
FEIN #	

Subcontractor Name:	
Business Type:	
Subcontracted Services:	
Address:	
City, State Zip	
Phone #	
FEIN #	

Subcontractor Name:	
Business Type:	
Subcontracted Services:	
Address:	
City, State Zip	
Phone:	
FEIN #	

[Duplicate table as necessary for additional subcontractors.]

APPENDIX V: PROGRAM DESCRIPTION TEMPLATE

PROGRAM DESCRIPTION

A. ORGANIZATIONAL OFFICIALS AND OFFICERS

1. Board President /Chairperson: _____

2. Chief Executive Officer: _____

3. Chief Operating Officer: _____

4. Chief Financial Officer: _____

5. Data Security Officer: _____

6. Primary Liaison to DCF: _____

B. SFETC MANAGEMENT TEAM

1. Hospital Administrator: _____

2. Assistant Hospital Administrator: _____

3. Nursing Director: _____

4. Clinical Director: _____

C. ORGANIZATIONAL CAPACITY

1. Annual Operating Budget: $ _____
(Include all revenue sources)

2. Number of employees: _____

3. Accreditations: _____

_____

4. Major Funders: _____

_____

5. Country, State, and Year of Incorporation: _____

6. Corporate Mission Statement, Philosophy, Core Values, and Vision:

7. Description of Organization's Programmatic Services:

8. Description of Organization's Governance Structure
(include names and addresses of corporate affiliations, partnerships, or associations)

9. Organizational Chart of Major Units (attach as an exhibit)

10. Organizational Chart of Affiliated or Related Companies, Partnerships, or Associations (attach as exhibit)

11 Full legal name and its associated Federal Employer Identification Number (FEIN), Proof of MFMP Registration, and

DESCRIPTION OF PROPOSED SERVICES – RESIDENT SERVICES

Describe the organization's strategies and processes for the delivery of the following services, as detailed in **Standard Contract Part 2**. Services listed are the minimum services to be provided. Add any additional proposed services, as necessary.

1) Treatment Services

a) Legal Requirements
   i) Facility Attorney Services
   ii) Communication with Courts
   iii) Court Reporting and Compliance with Deadlines
b) Admission Process
c) Assessments/Evaluations
d) Individualized Treatment Planning
e) Length of Stay and Length of Treatment
f) Medical Services
   i) Initial and Periodic Health Appraisals
   ii) Primary Care
   iii) Specialty Care Referrals
   iv) Hospitalization
   v) Emergency Care
   vi) Pharmacy Services
   vii) On-Site Convalescent Care
   viii) Ancillary Medical Services
   ix) Dental Care
   x) Health Education
   xi) Assessment and Treatment of Co-morbid Medical Disorders
g) Clinical Services
   i) Competency Restoration
   ii) Assessing and Fostering Discharge Readiness to a less restrictive setting
   iii) Seclusion and Restraint
   iv) Suicide Prevention
   v) Psychotropic Medication
   vi) Functional Improvement
h) Specialized Behavioral Programs
   i) Cognitive Behavior Treatment
   ii) Aggression Control
i) Education Programs
j) Psychosocial Rehabilitation
k) Vocational Programs
l) Recreational Programs
m) Substance Abuse Services
n) Patient Advocacy Program
o) Self-Help and Peer-Support Groups
p) Aftercare Planning Services
q) Discharge and Conditional Release Planning

r) Follow Up Care After Discharge

s) Trauma-Informed Interventions

t) Family Engagement & Supports

u) Community Linkages & Stakeholder Engagement

i) Criminal Justice System

ii) Community Case Managers

iii) Managing Entity Personnel

iv) Support Service and System Planning

v) Community Providers, Jail Staff and Court Personnel

vi) Advocacy Groups and Consumer-Operated Services

vii) Social Security Administration

viii) Community Advisory Committee

v) Special Populations

i) Older Adults

ii) Co-Occurring Disorders of Mental Illness and Substance Abuse

w) Accreditation by The Joint Commission, hospital standards

x) AHCA Licensure

2) Residential Services

a) Visitation and Communication

b) Resident Grievance Management

c) Person Centered Care

Describe how the Respondent shall deliver services in a manner that respects each individual's personal circumstances while ensuring care is responsive to the individual's needs.

d) Daily Living

e) Patient Advocacy

f) Freedom of Movement

g) Peer Run Drop-In Center

h) Resident Transportation

i) Remote Custody

ii) Staffing

i) Food Service

j) Canteen Service

k) Resident Bank Accounts

l) Resident Work/Employment Program

3) Policies, Programs, and Procedures

a) Resident Safety Program

b) Resident Rights

i) Grievances

ii) Dispute Resolution

c) Abuse Reporting

i) Protocol

ii) Investigation

iii) Documentation

d) Incident Reporting

i) Protocol

ii) Critical Incidents Reviews Mortality Reviews

e) Precaution Protocols

i) Suicidal

ii) Assaultive

iii) Self-Injurious

iv) Falls

E. DESCRIPTION OF PROPOSED SERVICES – ADMINISTRATIVE SERVICES

Describe the organization's strategies and processes for the delivery of the following services, as detailed in the **Standard Contract Part 2**. Services listed are the minimum services to be provided. Add any additional proposed services, as necessary.

4) Staffing

a) SFETC Management Team

i) Include proposed staffing for key management positions, including resumes for each person identified and a description of how their experience qualifies them to provide supervision and leadership at the SFETC.

ii) For each key management position where a candidate has not yet been identified, describe the organization's approach to recruitment, training, and retention of qualified individuals.

b) Overall staff – to – patient staffing ratio.

c) Staff – to – patient staffing ratio by unit.

d) Minimum nursing staffing levels by unit.

e) Minimum mental health technician staffing levels by unit.

f) Minimum service qualifications for each type of position.

g) Training programs and frequency for each type of position.

h) Vacancies & Changes

i) Subcontracting

i) Describe all programmatic services proposed to be subcontracted.

ii) Where subcontractors have been identified, provide the information required in the Subcontract List included in the RFP.

iii) Where subcontractors have NOT been identified, describe the organization's approach to selecting subcontractors and monitoring the provision of services.

iv) In the event no subcontractor(s) will be used, include the Subcontract List with the appropriate box checked, signed and dated by an authorized representative.

5) Performance

a) Data Collection & Reporting

b) Performance Measures

c) Quality Improvement

d) Performance Improvement

e) Risk Management

f) Resident Satisfaction

6) Documentation and Record Maintenance

7) Contract Reports and Deliverables

8) Electronic Health Record System

a) Proposed EHR System

i) System name, vendor, version, hosting model, and ownership or licensing arrangement

ii) Clinical and administrative functionality

iii) Reporting functionality

b) Department Access

i) Read-only access

ii) User account administration

iii) Role-based access controls

iv) Audit logs

v) Department training and technical support

c) System Security and Availability

i) System availability

ii) Backup and recovery

iii) Disaster recovery

iv) Downtime procedures

v) Security incident response

d) Data Exchange and Interoperability

i) Existing interface capabilities

ii) HL7, FHIR, API, secure file transfer, and other supported standards

iii) Interface development and testing

iv) Data validation and error correction

v) Integration with Department systems

e) Future Department Centralized EHR System

i) Integration approach

ii) Data migration

iii) Workflow transition

iv) Testing and implementation support

v) Training

f) Data Ownership, Export, and Transition

i) Data export formats

ii) Data conversion and migration

iii) Transition at Contract expiration or termination

iv) Third-party vendor restrictions or dependencies

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APPENDIX VI: FACILITY MANAGEMENT DESCRIPTION TEMPLATE

A. KEY POSITIONS

1) Facility Manager:_____

2) Security Chief:_____

B. ORGANIZATIONAL CAPACITY

1) Corporate Mission Statement, Philosophy, Core Values, and Vision:

2) Description of Organization's Experience Providing Facility Management Services:

3) Description of Organization's Governance Structure
(include names and addresses of corporate affiliations, partnerships, or associations)

4) Organizational Chart of Major Units (attach as an exhibit)

5) Organizational Chart of Affiliated or Related Companies, Partnerships, or Associations (attach as exhibit)

C. STAFFING

Describe the organization's strategies and processes for the delivery of the following services, as detailed in the **Standard Contract Part 2**. Services listed are the minimum services to be provided. Add any additional proposed services, as necessary.

1) Key Positions

a) Facility Management Team

i) Include proposed staffing for key management positions, including resumes for each person identified and a description of how their experience qualifies them to provide supervision and leadership at the SFETC.

ii) For each key management position where a candidate has not yet been identified, describe the organization's approach to recruitment, training, and retention of qualified individuals.

b) Minimum security staffing levels by shift

c) Plan for emergency/Incident response teams Minimum qualifications for each type of position

d) Training programs and frequency for each type of position

e) Vacancies & Changes

f) Subcontracting

i) Describe all facility management services proposed to be subcontracted.

ii) Where subcontractors have been identified, provide the information required in the Subcontract List (**Appendix IV**) included in the RFP.

iii) Where subcontractors have NOT been identified, describe the organization's approach to selecting subcontractors and monitoring the provision of services.

iv) In the event no subcontractor(s) will be used, include the Subcontract List (**Appendix IV**) with the appropriate box checked, signed and dated by an authorized representative.

D. DESCRIPTION OF PROPOSED PLANS AND PROGRAMS

Describe the organization's strategies for the delivery of operation, management, and maintenance of the facility, as detailed in the **Standard Contract Part 2**. Plans, programs, and protocols listed are the minimum required elements. Add any additional proposed elements, as necessary.

1) Annual Operating Plan

The Annual Operating Plan must include the following standardized plans, programs, and protocols for the operation, maintenance, and repair of the facility.

a) Administration and Supervision Program

Describe the organization's management and oversight of facility operations, detailing the protocols processes for the following functions:

i) Facilities Administration and Supervision

ii) Quality Control

iii) Operations Monitoring

iv) Warranty Administration

v) Daily Operating Log

b) Safety and Security Program

Describe the organization's approach toward ensuring the safety and security of Residents, staff, and the community, specifically addressing the elements:

i) Safety Practices

ii) Electronic and Mechanical Security Access

iii) Surveillance and Alarm Systems Operations, Maintenance and Repair

iv) Key and Lock Administration

v) Resident Transportation

c) Preventive Maintenance Program

All components of this program and the computerized work order system must be available for use by the Department for at least 365 days beyond the expiration or termination of this Contract and any extensions or renewals and will become the property of the Department; therefore, arrangement for any software licenses for preventive maintenance and work order software must permit their continued use at the facility.

Describe the organization's approach to scheduling and performing preventive maintenance, including:

i) A computerized work order system for tracking activities

ii) Equipment and property on which preventive maintenance will be performed

iii) Preventive maintenance tasks

iv) Frequency of preventive maintenance tasks to be performed

v) Availability of reporting preventive maintenance activities

d) Inventory Program

The Inventory Program must detail how the Provider will document, manage, and dispose of equipment and property associated with the Facility, including all buildings and rooms at the Facility. At a minimum, property shall be categorized according to the following: tools; equipment; automobiles; weapons and ammunition; furnishings; and tangible property. The inventory log shall track equipment and property according to a mutually agreed upon system and log format. An updated log shall be sent to Contract Manager annually by July 31 of each calendar year, detailing items removed and added to the list since the previously submitted inventory. A final inventory log shall be provided to the Department no less than 30 days prior to contract termination. The log shall contain the following:

i) Item number
ii) Item description
iii) Item location
iv) Year of purchase
v) Item condition
vi) Disposition date of item (if applicable)
vii) Disposition of item (if applicable)

e) Operation Maintenance and Housekeeping Program

Describe the organization's approach to providing operations and maintenance housekeeping in compliance with all applicable sections of CFP 70-3, specifically addressing the following:

i) Pest Control
ii) Landscape Insect and Disease Control
iii) Fire and Life Safety Systems
iv) Storm Water and Irrigation Systems
v) Water Treatment System
vi) Domestic Water Equipment and Systems
vii) Water and Air Distribution Equipment and Systems
viii) HVAC, Refrigeration, Electrical, and Utility Equipment and Systems
ix) Kitchen/Dining and Laundry Equipment
x) Television and Related Equipment
xi) Personal Care Equipment
xii) Recreational Facilities and Related Equipment
xiii) Program Furniture, Fixtures and Equipment
xiv) Medical Equipment
xv) Refrigerant Management

xvi) Civil, Architectural and Structural Inspection Reports

xvii) Emergency Generator Maintenance and Repair

xviii) Roofing Maintenance and Repair/Replacement

xix) Interior and Exterior Lighting

xx) Elevator, if applicable

xxi) Cleaning and Janitorial Services

xxii) Motor Vehicles Maintenance, Repair, and Replacement

xxiii) Safety Protocols

xxiv) Utility Management, in alignment with NFPA Standard No. 70B: and RS Means Recommended Practice for Electrical Equipment Maintenance

xxv) Maintenance of a technical library housing all applicable records such as “as-built" drawings, equipment manuals, elevator control schematic diagrams, manufacturers' spare part lists, and warranty certificates

xxvi) Service Call Log and Work Orders

f) Resource Recovery and Waste Management Program

The Resource Recovery and Waste Management Program must be in compliance with all applicable sections of CFP 70-4, Resource Recovery and Waste Management, and specifically address the following:

i) Recycling

ii) Solid Waste Management Repair and Replacement

iii) Sanitary Sewage Equipment and Systems (interior/ exterior)

iv) Hazardous Waste Management

v) Biohazardous Waste Management

g) Emergency Operating Plan

Describe the organization’s approach to providing for management of the facility during emergency situations such as fires, accidents, strikes, civil disturbances, natural disasters, and military contingency operations, including at a minimum:

i) Identification of alternative care sites, if necessitated by conditions;

ii) A comprehensive emergency evacuation plan, to be developed in conjunction with the Department and approved by AHCA, the State Fire Marshal, and the local disaster management or emergency services agency and must address issues of staffing, transportation, shelter arrangements, emergency equipment, supplies, etc.; and

iii) A comprehensive list of actions, items necessary to protect Residents, staff, and property during and after each type of emergency situation.

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APPENDIX VII: COST PROPOSAL

SFETC Proposed Pricing Schedule

Respondents shall provide costs using this document. The prices shall be in accordance with the pricing methodology described in the documents.

Respondent: _____ Date: _____

Initial Contract Term

	Jan 1, 2027- Jun 30, 2027	Jul 1, 2027 - Jun 30, 2028	Jul 1, 2028 - Jun 30, 2029	Jul 1, 2029 - Jun 30, 2030	Jul 1, 2030 - Jun 30, 2031	Jul 1, 2031 - Dec 31, 2031
Number of Units/Beds	249	249	249	249	249	249
Number of Days	181	366	365	365	365	184
Bed Day Rate/ Unit Cost	$	$	$	$	$	$
Annual TOTAL	**$**	**$**	**$**	**$**	**$**	**$**
CONTRACT TOTAL			**$**			

Potential Renewal Period

	Jan 1, 2032 - Jun 30, 2032	Jul 1, 2032 - Jun 30, 2033	Jul 1, 2033 - Jun 30, 2034	Jul 1, 2034 - Jun 30, 2035	Jul 1, 2035 - Jun 30, 2036	Jul 1, 2036 - Dec 31, 2036
Number of Units/Beds	249	249	249	249	249	249
Number of Days	181	366	365	365	365	184
Bed Day Rate/ Unit Cost	$	$	$	$	$	$
Annual TOTAL	**$**	**$**	**$**	**$**	**$**	**$**
RENEWAL CONTRACT TOTAL			**$**			

_____ _____

Signature of Authorized Representative Date

_____ _____

Name of Authorized Representative Title of Authorized Representative

APPENDIX VIII: BUDGET SUMMARY AND DETAIL INSTRUCTIONS

The project budget summary should display all costs to be paid by the Department for the delivery of services resulting from this RFP. Use the Project Budget Summary format and list the appropriate amounts for all line items that will be expended during the budget period. The format displays the suggested line items to be covered for this project, other line items may be added, if necessary. “Miscellaneous” and “Other” are not acceptable line items.

In addition to and in support of the Project Budget Summary, a detailed description must be provided for each line item displaying the methodology used to calculate the total for the line item. Documentation must show the percentage of costs being charged to the Department, if the Respondent has another source of income providing funding to this project. Items requiring estimated costs must be accompanied by sufficient documentation or explanation to support the estimate. An estimated number of units must be provided for each line item calculated using a unit rate x unit cost calculation. In addition:

□ Salaries provided must be comparable with similar positions in the surrounding labor market and a job description must be provided for each position listed. Include the number of full-time employees (FTEs) to be funded in whole or in part by this project.

□ Fringe benefits must display the calculation of costs, specifically the percentages or rates for each benefit being charged to this project.

□ Staff Travel is reimbursed as specified by Department travel policies and procedures in CFOP 40-1 and §112.061, Florida Statutes.

□ Office expenses should be based on prior history, a reasonable estimated monthly expense, or written Respondent policy.

□ Rental or use of space must show the address, the square footage, and the rate per square footage.

□ Rental equipment necessary to carry out the delivery of services must include the unit cost (per month) and the number of months the item(s) will be used.

□ Insurance costs must provide sufficient documentation to explain the percentage of cost being charged to this project and the calculation of the cost and the insurance coverage being provided.

□ Advertising/outreach costs must show the estimated number of units (publications or media events) and the estimated cost for each publication or event.

□ Membership fees and subscriptions necessary for the delivery of services must show the estimated costs and number of units projected.

□ Client education and training tools must provide the types of services to be provided, the estimated number of clients to be served, and the estimated unit cost of each service.

□ Information Resource Technology (IRT) includes computers, monitors and other technology items costing less than $1,000 each and must include a brief description of the item(s) to be purchased, the unit cost for each item and justification for each item. For recurring costs, must show the estimated unit cost for each recurring cost associated with the delivery of services, including internet access, computer/network/printer maintenance, SAVE system access, etc.

□ Subcontracted services such as janitorial services or security services must show the monthly rate and the number of months for which service is required.

□ Subcontracted client services providing direct services to clients must include the Respondent(s) to be subcontracted with, the services to be provided, the estimated number of clients to be served and the unit cost for service(s).

□ Financial audits being covered in part or in whole with project funds must show the rate used to calculate this cost or the percentage of cost being allocated to this project.

□ Operating capital outlay (OCO) to be purchased for use under this project must show the number of units to be purchased, the estimated cost for each unit and justification for the item(s) being purchased.

□ Office equipment (non-OCO) to be purchased under this Contract (costing less than $1,000 each) for use under this project must show the number of units to be purchased, the estimated cost for each unit and justification for the item(s) being purchased. Purchases must be estimated in accordance with the State's guidelines found at https://www.myfloridacfo.com/division/aa/memo

□ Indirect costs being charged to the project must show the percentage of funding required by the Respondent to carry out the common or joint tasks covered by this line item. A summary of the expenditures covered by these funds is required.

APPENDIX IX: PROJECT BUDGET SUMMARY

Respondent Name

FFY (Insert Year) - (Insert Dates)

	Budget Line Item			**Line-Item Totals**	**Category Total**
Personnel Category					
A.	Personnel			$ -	
B.	Fringe Benefits			$ -	
C.	Other Personnel Services (OPS)			$ -	
D.	Background Checks			$ -	
			Total Personnel Category:		**$ -**
Travel Category					
E.	Staff Travel & Training			$ -	
F.	Client Transportation			$ -	
			Total Travel Category:		**$ -**
Expense Category					
G.	Office Expenses				
	1.	Utilities	$ -		
	2.	Telephone	$ -		
	3.	Postage/Shipping	$ -		
	4.	Copies/Printing	$ -		
	5.	Office Supplies	$ -		
	6.	Janitorial Supplies	$ -		
	7.	Building Maintenance/Repair	$ -		
	8.	Equipment Repair	$ -		
	9.	Security Services	$ -		
	10.	Office Equipment/Furniture	$ -		
			Total Office Expenses:	$ -	
H.	Rental or Use of Space			$ -	

I.	Rental Equipment	$	-
J.	Insurance	$	-
K.	Advertising/Outreach	$	-
L.	Membership Fees & Subscriptions	$	-
M.	Client Educational and Training Tools	$	-
N.	Fixed Price Services	$	-
O.	Information Resource Technology	$	-
P.	Subcontracted Services	$	-
Q.	Subcontracted Client Services	$	-
R.	Financial Audit	$	-

	Total Expense Category:	**$**	**-**
Direct Costs Category			
S.	Operating Capital Outlay (OCO->$1,000.00)	$	-
T.	Indirect Costs ____ % of Total Direct Costs	$	-
	Subtotal Direct Costs:	**$**	**-**
	Total Project Budget	**$**	**-**

Sample Format; Columns and rows can be added as needed.

APPENDIX X: PROPOSED COST ALLOCATION PLAN

FOR THE [Insert Contract year] CONTRACT YEAR

Line Item	This Application	Funding Source A	Funding Source B	Funding Source C	Total
Personnel Category					
<insert position title>					
<insert position title>					
<insert position title>					
<insert position title>					
<insert position title>					
<insert position title>					
Fringe Benefits					
Staff Travel					
Subcontracted Services					
Office Expenses					
Operating Capital Outlay					
Rental or Use of Space					
Rental of Equipment					
Maintenance Agreements					
Insurance					
Membership Fees and Subscriptions					
Advertising					
Client Education and Training Tools					
Indirect Costs					
Total					

APPENDIX XI: STANDARD CONTRACT PART 1

See Attached.

APPENDIX XII: STANDARD CONTRACT PART 2

See Attached.

APPENDIX XIII: FEDERAL GRANT COMPLIANCE INTRODUCTION

Subrecipients of federal grants are required to follow the terms of the grants themselves as well as either Title 2 Part 200 of the United States Code of Federal Regulations Chapter (CFR) or Title 45 Part 75. The following introduces some of those requirements. This is merely an introduction and must not be relied upon; the applicable CFR Part and applicable federal grant contain the full statement of the actual requirements.

Subpart B — General Provisions

1. Integrity Rules (2 CFR 200.112-113; 45 CFR 75.112-113)
1.1 Disclosure of any potential conflicts of interest to the Florida Department of Children and Families (DCF) in accordance with the applicable federal awarding agency policy.
1.2 Disclosure of all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Note: Failure to do so can result in suspension and/or debarment.)

Subpart C — Pre-federal Award Requirements and Contents of Federal Awards

2. Fixed Award Amounts (2 CFR 200.201; 45 CFR 75.201)
2.1 If awarded a fixed-award, payments will be based on meeting specific requirements of the federal award. Accountability will be based on performance and results.

Subpart D — Post-federal Award Requirements

3. Standards for Financial and Program Management (2 CFR 200.300-309; 45 CFR 75.300-309)
3.1 Adherence to performance measurements that relate financial data to performance accomplishments. When applicable, the reports will provide cost information to demonstrate cost effective practices. Some grants may require reports to include indicators and milestones accomplished on performance goals.
3.2 Maintenance of a financial management system, which includes records documenting compliance, that allows for the preparation of reports required by general and program-specific terms/conditions. The financial management system must also allow for the tracing of funds to a level of expenditures to show that they have been used according to the terms/conditions/regulations.
3.2.1 e
3.3 Internal Controls 3.3.1 Establish and maintain effective internal controls over federal awards to ensure compliance with regulations and the terms/conditions of awards. Consider the Internal Control Framework issued by the Committee on Sponsoring Organizations (COSO) and the Standards for Internal Control in the Federal Government (Green Book) issued by the Comptroller General as best practice examples. 3.3.2 Have internal controls and procedures in place to take prompt action when noncompliance issues are identified, including noncompliance related to audit findings. 3.3.3 Take reasonable measures to safeguard protected, personally identifiable information (PII) and other sensitive information.
3.4 Payments 3.4.1 Minimized the time between the transfer of funds from DCF and the disbursement. (Already required by state statutes and DCF's Standard Contract) 3.4.2 Use funds from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned prior to requesting cash advance payments, if allowed. 3.4.3 Established banking procedures so that you can account for the receipt, obligation, and expenditure of funds for specific federal awards. 3.4.4 Preparation for any advance payments to be deposited in insured accounts when possible and in interest-bearing account unless certain criteria apply.

3.5 Cost Sharing or Matching Requirements (if required, does not apply to most DCF contracts)

3.5.1 All required criteria are met if your organization has grants that contain cost sharing or matching requirements.

3.5.2 Applying unrecovered indirect costs as cost sharing/matching requires prior approval from the federal awarding agency.

3.5.3 If authorized by the federal awarding agency to allow for the donation of buildings or land for long-term use, has the value been calculated as the lessor of the two: value of remaining life or current market value at the time of donation.

3.5.4 Volunteer services from a third party to meet cost/matching requirements must be integral and necessary part of the project/program and documented.

3.6 Use of Program Income

3.6.1 Program Income must be deducted from the total allowable costs to determine the net allowable costs. Program income must be used for current costs unless the Federal awarding agency authorizes otherwise. Unanticipated program income must be used to reduce the federal award.

3.6.2 For IHEs and nonprofit research institutions, program income may be added to the federal award with prior Federal approval.

3.6.3 Program income may be used to meet cost sharing/matching requirements if applicable, with prior Federal approval.

4. Property Standards (2 CFR 200.310-316; 45 CFR 75.316-323)

4.1 Insurance coverage: Maintain equivalent insurance coverage for real property and equipment acquired or improved with federal funds (but not federally owned) as provided to property owned by your organization.

4.2 Real Property: Maintain procedures that meet federal guidance regarding real property to meet the requirements for title, use, and disposition.

4.3 Federally-owned and exempt property

4.3.1 An annual inventory listing of federally owned property in its custody must be annually submitted to the federal awarding agency.

4.3.2 After an award has been completed or federal property is no longer needed, the organization must report the property as excess to the federal awarding agency.

4.4 Equipment

4.4.1 Maintain proper equipment procedures in place to meet the requirements for title, use, and disposition under federal grant guidance.

4.4.2 Equipment management procedures must be in place for equipment acquired in whole or in part under the federal award, which include detailed identification makers, percentage of federal participation in costs, location, use and condition and any disposition data, date of disposal and sale price of the property.

4.4.3 A physical inventory of property must be taken at least once every two years with results reconciled with property records.

4.4.4 A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property.

4.4.5 Adequate maintenance procedures must be developed to keep the property in good condition.

4.4.6 If authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

4.5 Supplies exceeding $5,000: The federal government must be compensated for its share of residual inventory of unused supplies exceeding $5,000 in total aggregate value upon termination or completion of a project or program, unless supplies are not needed for any other federal award.

4.6 Intangible property: Maintain proper procedures to meet federal grant guidance involving intangible property.
5. Procurement Standards (2 CFR 200.317-326; 45 CFR 75.326-335)
5.1 Maintain written standards of conduct covering conflict of interest and governing employees engaged in the selection, award and administration of contracts. If your organization has a parent, affiliate, or subsidiary organization that is not a state or local government or Indian tribe, your conflict of interest policy must also include organizational conflicts of interest.
5.2 Procurement procedures and policies must be in place to meet the following requirements: 5.2.1 Are written 5.2.2 Ensure that the acquisition of duplicate or unnecessary items is avoided 5.2.3 Ensure that state and local government intergovernmental agreements are considered where appropriate 5.2.4 Ensure contracts are awarded only to responsible contractors with the ability to perform contract terms successfully 5.2.5 Ensure all procurement transactions are conducted in a manner providing full and open competition 5.2.6 Do not include state or local geographical preferences (except where federal statutes mandate or encourage geographic preference) 5.2.7 Ensure all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured 5.2.8 Require cost or price analysis, including independent estimates, for all purchases over $150,000 5.2.9 Include affirmative steps to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible
5.3 Procurement policies must include guidelines for the following purchase thresholds, which must meet federal grant guidance requirements: 5.3.1 Micro-purchase (<$10,000, no quotations, equitable distributions) 5.3.2 Small purchase ($10,000-$250,000, rate quotations, no cost or price analysis) 5.3.3 Sealed bids ($250,000, formal advertising, price is a major factor). 5.3.4 Competitive proposal (> $250,000, fixed price or cost reimbursement, request for proposal (RFP) with evaluation methods). 5.3.5 Noncompetitive proposal (solicitation of a proposal from only one source, unique product/service)
5.4 Time and material type contracts are used only after a determination that no other contract is suitable, and the contract must include a ceiling price that the contractor exceeds at its own risk.
5.5 All prequalified lists of persons, Respondents, or products must include enough qualified sources to ensure maximum free and open competition, and there must be a process to ensure this list is kept up to date.
5.6 Procurement processes include keeping records that detail history of ALL procurements and at the minimum include the rational for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract.
5.7 Procurement policies for construction or facility improvement contracts, or subcontracts exceeding $250,000, include a bid guarantee equivalent to 5% of the bid price from each bidder (such as bid bond or certified check), a performance bond on the part of the contractor for 100 percent of the contract price, and a payment bond on the part of the contractor for 100 percent of the contract price.

6. Performance and Financial Monitoring and Reporting (2 CFR 300.327-329; 45 CFR 75.341-343)
6.1 Performance and Financial reports will likely be required so that DCF can meet its obligations as a recipient of federal awards, which should be no more often than quarterly except in unusual circumstances.
6.2 Annually submit a report on the status of real property if the federal government retains an interest. (Note: If federal interest is for 15 years or longer, reporting may be required at various multi-year frequencies as well.)
7. Subrecipient Monitoring and Management (2 CFR 200.330-332; 45 CFR 75.351-353) {Pass-through entity requirements}
7.1 A formal process must be developed to analyze awards for determining subrecipient versus a contractor relationship.
7.2 Subawards made to subrecipients must include the following pieces of information: 7.2.1 Federal Award Identification (There are 13 required data elements in this item). 7.2.2 All requirements imposed by your organization on the subrecipient so that the federal award is used in accordance with federal statutes, regulations and the terms and conditions of the federal award. 7.2.3 Any additional requirements that your organization imposes on the subrecipient in order for your organization to meet its own responsibility to the federal awarding agency or DCF, including identification of any required financial and performance reports. 7.2.4 An approved federally recognized indirect cost rate negotiated between the subrecipient and the federal government or, if no such rate exists, either a rate negotiated between your organization and the subrecipient (in compliance with federal guidance), or a de minimis (10 percent) indirect cost rate. 7.2.5 A requirement that the subrecipient permit your organization and auditors to have access to the subrecipient's records and financial statements as necessary. 7.2.6 Appropriate terms and conditions concerning closeout of the subaward.
7.3 Evaluate the subrecipient for risk of noncompliance with federal regulations and terms of subaward to determine appropriate monitoring for each subrecipient.
7.4 Monitor the activities of the subrecipient as necessary to ensure the subaward is used for authorized purposes and in accordance with statutes, regulations and terms and conditions. Monitoring must include: 7.4.1 Reviewing financial and programmatic reports 7.4.2 Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies detected through audits, on-site reviews, and other means 7.4.3 Issuing a management decision for audit findings pertaining to the federal award
7.5 Verify that every subrecipient is audited as required under federal grant guidance.
7.6 Review results of subrecipient's audits, on-site reviews, or other monitoring to detect conditions that necessitate adjustments to your organization’s own records.
7.7 Take enforcement action against noncompliant subrecipients when appropriate.
7.8 In order to issue subawards based on fixed amounts up to the Simplified Acquisition Threshold (currently at $250,000), prior written approval from the federal awarding agency must be obtained.

8. Record Retention and Access (2 CFR 200.333-337; 45 CFR 75.361-365)
8.1 Maintain a policy to verify that financial records, supporting documents, statistical records, etc., are retained for at least three years from the date of submission of the final expenditure report, or for ongoing grants, the date of submission of the quarterly or

annual financial report. (Note: If any litigation/claim/audit is started before the three-year time frame, records must be retained until completed or resolved.)
9. Closeout (2 CFR 200.343; 45 CFR 75.381)
9.1 Develop procedures to meet the following requirements for closing out grants at the end of the period of performance: 9.1.1 Must submit no later than 90 calendar days after the end of period of performance all financial, performance, and other reports required by terms and conditions. 9.1.2 Must liquidate all obligations incurred no later than 90 calendar days per terms/conditions. 9.1.3 Must promptly refund any balances of unobligated cash that the federal agency or pass-through entity paid in advance or paid that isn't authorized to be retained for use in other projects.
9.2 Must account for any real and personal property acquired with federal funds or received from the federal government.

Subpart E - Cost Principles

10. Required Certifications (2 CFR 200.415; 45 CFR 75.415)
10.1 A certification must be included that is signed by an official who can legally bind your organization for annual and final fiscal reports or vouchers requesting payment under an agreement. The certification must read: “By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).”
11. Time and Effort Reporting (2 CFR 200.430; 45 CFR 75.430)
11.1 The organization must meet one of the following: 11.1.1 Maintain a time and effort reporting processes that include records that accurately reflect the work performed and the necessary requirements under federal grant guidance, or 11.1.2 Use budget estimates for interim accounting purposes following federal grant guidance requirements. 11.1.3 Use a substitute process or system for salaries and wages to federal awards, if the system is approved by the cognizant agency for indirect cost. Should a substitute sampling system be used, it must meet acceptable statistical sampling standards.
11.2 Salaries and wages of employees used in meeting the cost sharing or matching requirement on federal awards must be supported in the same manner as salaries and wages claimed for reimbursement from federal awards.

APPENDIX XIV: STRATEGIC FUTURE CAPACITY EXPANSION PROPOSAL

The Department is requesting Respondents to provide a conceptual proposal demonstrating their recommended approach to expanding future operational capacity.
The Department is not prescribing a specific expansion methodology.
Respondents may propose any solution they believe provides the greatest overall value, including but not limited to:

- renovation;
- expansion of existing facilities;
- new construction;
- phased expansion;
- modular construction;
- innovative alternatives.

The Strategic Future Capacity Expansion Proposal shall be evaluated separately from the Respondent's operational Cost Proposal.

Implementation of any proposed expansion remains contingent upon future legislative appropriations and execution of an appropriate Contract amendment or other authorized procurement action.

A. Executive Summary

Describe the Respondent's overall vision for increasing the Facility's future operational capacity. The Executive Summary should provide a concise overview of the proposed expansion concept, the anticipated increase in operational capacity, the primary benefits of the proposed approach, and the Respondent's overall strategy for successfully implementing the expansion. The summary should clearly explain why the proposed solution represents the Respondent's recommended approach and how it supports the Department's potential future capacity needs.

B. Description of Proposed Expansion Approach

Describe the Respondent's proposed approach for expanding the Facility's operational capacity. The narrative should explain the overall expansion concept and the reasoning behind the proposed solution. Respondents may propose renovation of existing space, expansion of existing buildings, construction of new facilities, phased implementation, modular construction, or another innovative approach. The Respondent should describe how the proposed approach supports future operational needs while maximizing safety, efficiency, flexibility, long-term sustainability, and value to the Department.

The narrative should also identify the anticipated increase in operational capacity, discuss any major facility improvements or construction activities that would be required, and describe any significant assumptions upon which the proposal is based.

The Respondent shall utilize the Department's Bed Capacity Study, **Appendix XV**, in developing the proposed expansion approach. The narrative shall describe how the proposed expansion concept builds upon, incorporates, or responds to the findings and recommendations contained in the Bed Capacity Study to address the Department's future capacity needs. Where the Respondent proposes an alternative approach to the findings or recommendations contained in the Bed Capacity Study, the Respondent shall explain the rationale supporting the proposed approach.

C. Proposed Future Capacity

Provide:

Item	Response
Existing Operational Capacity	
Proposed Additional Capacity	
Total Operational Capacity	
Phased Expansion (Yes/No)	
Estimated Expansion Completion	

D. Description of Proposed Implementation Strategy

Describe the Respondent's overall strategy for implementing the proposed expansion concept. The narrative should demonstrate how the Respondent would successfully plan, coordinate, and execute the proposed expansion while maintaining safe, secure, and uninterrupted facility operations. At a minimum, the narrative should address the anticipated implementation schedule, major project milestones, regulatory and permitting considerations, project sequencing, operational impacts, key dependencies, project risks, and the Respondent's proposed strategies for minimizing disruption and mitigating identified risks throughout implementation.

E. Description of Proposed Staffing Strategy

Describe the Respondent's proposed staffing strategy to support the expanded facility capacity. The narrative should identify the additional staffing resources anticipated to operate the expanded facility and explain how those resources would be recruited, onboarded, trained, and integrated into ongoing operations. The Respondent should discuss anticipated impacts to organizational structure, supervision, and operational support functions, as well as any staffing assumptions upon which the proposal is based. Where available, Respondents should include estimated staffing levels by major functional area (e.g., clinical, nursing, security, facility management, food services, administration, and other support services) to demonstrate the feasibility of the proposed expansion.

F. <u>Strategic</u> Future Capacity Expansion Cost Proposal

Provide a detailed cost proposal supporting the Respondent’s proposed future capacity expansion. The cost proposal should identify all anticipated one-time implementation and capital costs, as well as the estimated recurring costs necessary to operate the additional capacity. The Respondent shall explain the methodology used to develop each estimate, identify the anticipated timing of major expenditures, and provide sufficient detail to allow the Department to evaluate the completeness and reasonableness of the proposed costs.

The Respondent should distinguish between costs associated with planning and design, construction or renovation, equipment and technology, start-up activities, staffing, and ongoing operations. Any costs that cannot be reasonably estimated at the time of Response should be clearly identified, together with an explanation of the information or assumptions needed to develop the estimate

Strategic Future Capacity Expansion Cost Proposal	
Cost Category	**Estimated Cost**
Planning & Design	
Architecture & Engineering	
Permitting	
Construction	
Renovation	
Site Improvements	
Equipment	
Technology	
Furniture	
Staffing Start-up	
Training	
Other	
TOTAL IMPLEMENTATION COST	

Annual Operating Cost	
Category	**Annual Cost**
Personnel	
Benefits	
Operations	
Maintenance	
Utilities	
Supplies	
Other	

G. Assumptions and Dependencies

Describe all material assumptions and dependencies upon which the proposed expansion concept, implementation schedule, staffing strategy, and cost estimates are based. The narrative should address, as applicable, assumptions related to funding availability, land and existing

facility conditions, utility and infrastructure capacity, permitting, zoning, regulatory and accreditation approvals, design and construction requirements, Department participation, procurement lead times, labor and material availability, and the continued operation of the existing Facility.

The Respondent should explain how changes to these assumptions or dependencies could affect the proposed capacity, implementation schedule, or estimated costs.

H. Risks and Mitigation Strategies

Describe the significant risks associated with the proposed future capacity expansion and the Respondent's approach to managing those risks. The narrative should identify potential risks related to design, construction, permitting, regulatory approval, funding, staffing, procurement, schedule, cost escalation, safety, security, resident care, and continuity of Facility operations.

For each significant risk identified, the Respondent should describe the potential effect on the proposed expansion and the strategies it would use to avoid, reduce, transfer, or otherwise mitigate the risk. The narrative should also explain how risks would be monitored and communicated to the Department throughout implementation.

I. Innovation and Long-Term Value

Describe any innovative design concepts, technologies, construction methodologies, operational strategies, or other features incorporated into the proposed expansion. The narrative should explain how the proposed approach would improve safety, security, resident care, operational efficiency, flexibility, sustainability, resilience, constructability, or long-term maintainability.

The Respondent should also describe how the proposed solution would provide long-term value to the Department, including its ability to accommodate changing capacity needs, reduce future operating or maintenance costs, support phased implementation, or adapt to changes in treatment practices, technology, regulatory requirements, or the population served.

APPENDIX XV: BED CAPACITY STUDY

See Attached.