Volusia, Flagler and Putnam Counties
Substance Abuse Outpatient Services for Adults
Request for Proposals
RFP# CPC-FY13-SA-OUT

Substance Abuse
Outpatient Treatment
Services for Adults
SECTION A: INTRODUCTION

1. Statement of Need

Community Partnership for Children (CPC), issues this Request for Proposal (RFP) seeking qualified Responders that are not-for-profit 501(c)(3) organizations, registered with the State of Florida, interested in providing individualized community-based substance abuse outpatient treatment services to adult clients ages 18 and up who are involved with the CPC Intensive Family Intervention (IFI) Program or Neighbor To Family’s FIRST Diversion Program.

CPC is interested in providers with expertise in the delivery of substance abuse services and who have also demonstrated an ability to improve outcomes for adults they have served.

Effective July 1, 2012, Community Partnership for Children intends to award one contract as result of this solicitation. The provider shall have full responsibility for all substance abuse outpatient treatment services for the targeted population identified above. This contract is contingent upon availability of funds, agency performance, as well as CPC’s continued contracting with the Department of Children and Families.

By soliciting proposals for a service need, CPC will ensure that the most effective and cost efficient services are procured for the children and families in Circuit 7.

A Family-Based Approach

Family-based approach is the core strategy for building effective and ethical child welfare practices. CPC believes that one of the most significant changes that can be made is a renewed focus on engaging and supporting families whether they are birth, relative, non-relative, foster or adoptive families. Family-based practice means more than just engaging the parents in the development of the child’s case plan; it also means focusing on meeting the identified service needs of the parents and linking families more effectively with supports and community resources. CPC’s system of care has been designed to facilitate a greater accessibility and flexibility for families at all levels of care based on respect and a non-punitive attitude to meet the individual need.

2. Background

*Community Partnership for Children (formerly Community Based Care of Volusia and Flagler Counties)* is a not-for-profit, 501(c) (3) organization that was founded in 2001 in order to meet the need for a community response to the initiative by Florida’s Legislature and the Department of Children and Families to privatize child welfare services. Community Partnership for Children works collectively with the expertise and resources of local organizations to provide the best care available for the dependent children and families in Volusia, Flagler and Putnam Counties. Community Partnership for Children believes in utilizing strength based assessments and fostering family empowerment. Helping families identify their strengths and maintain a sense of dignity and self-worth guides Community Partnership for Children’s process and ensures the provision of services with
equality by maintaining sensitivity to individual culture, experiences and circumstances.

3. **Statement of Purpose**

Community Partnership for Children intends to award one contract as result of this solicitation and the provider shall have full responsibility for all substance abuse outpatient treatment services for the targeted population. The goal of the provider is to use a community-based system providing a range of direct linkage to detoxification, treatment and recovery support services with a focus on reducing and eliminating substance use among the identified population. Services should promote positive outcomes, reduce involvement with the dependency system and assist with maintaining a substance-free lifestyle.

Community Partnership for Children encourages smaller businesses and organizations and minority business enterprises certified by the State of Florida. Community Partnership for Children shall not discriminate against a potential provider or proposal for service on the basis of race, creed, sex, religious orientation, or affiliation.

4. **Analysis of Needed Capacity**

In recent years, Florida has seen a marked increase in prescription drug abuse/misuse, particularly opiates and benzodiazepines, which has created an added demand for dependency involvement and medically-assisted detoxification and specialized treatment programs.

Sales of the nation's two most popular prescription painkillers, oxycodone and hydrocodone, have exploded across the U.S. in the last decade, according to an Associated Press analysis of data provided by the Drug Enforcement Administration. Oxycodone is the key ingredient in OxyContin, Percocet and Percodan while hydrocodone is the key ingredient in Vicodin, Norco and Lortab. Both medicines are highly addictive and frequently abused. Florida has had over a 500% change in drug sales per capita from 2000 to 2010. Approximately 80% of cases involved in the Dependency System in Volusia, Flagler and Putnam counties involved substance abuse.

Community Partnership for Children is committed to increasing the integration of treatment services into the child welfare system with access to substance abuse services for families involved in our Family Preservation Programs.

5. **Terms of Agreement**

The contract for this project will be a fixed rate agreement that may be adjusted for position vacancies. The target date for initial term of this agreement is July 1, 2012. Any payment for services to be paid by Community Partnership for Children shall be reduced by the amount for which the provider is eligible to receive payment from other sources. The positions that are funded through this contract that remain vacant for more than thirty (30) consecutive days, the rate of payment for services will be reduced by the prorated share of the funds allocated to that vacant position as outlined in
the Project Budget Summary beginning on the thirty-first (31st) day following the
day that the position became vacant. This adjustment will remain in effect until a
replacement is hired and working, and will not require an amendment to initiate
or terminate such reductions in the monthly payment. If the provider loses staff to
the extent that services as defined are not being performed, the contract shall be
renegotiated.

Unless this contract is renewed or extended, the initial agreement will end no
later than June 30, 2013, subject to availability of funds. Any such renewal or
extension shall be contingent upon satisfactory performance evaluations of the
Respondent by CPC and shall be subject to the availability of funds.

SECTION B: THE RFP PROCESS

The RFP is being issued by Community Partnership for Children Contract
Management Department. The sole point of contact for this RFP is:

Karin Flositz, Chief of Quality Assurance & Contracted Services
Community Partnership for Children
160 North Beach Street
Daytona Beach, Florida 32114
Karin.Flositz@cbcvf.org

1. Schedule of Events and Deadlines

<table>
<thead>
<tr>
<th>Activity</th>
<th>Due Date</th>
<th>Time</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release of RFP</td>
<td>05/02/12</td>
<td>6:00 p.m.</td>
<td><a href="http://www.communitypartnershipforchildren.org">www.communitypartnershipforchildren.org</a></td>
</tr>
<tr>
<td>Submission of written inquiries related to RFP</td>
<td>05/07/12</td>
<td>By 4:00 pm</td>
<td>Community Partnership for Children</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>c/o Karin Flositz, Chief of QA &amp; Contracted Services</td>
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<td></td>
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<td></td>
<td>160 North Beach Street</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Daytona Beach, Florida 32114</td>
</tr>
<tr>
<td>Responses to all inquiries provided</td>
<td>05/09/12</td>
<td>By 4:00 pm</td>
<td><a href="http://www.communitypartnershipforchildren.org">www.communitypartnershipforchildren.org</a></td>
</tr>
<tr>
<td>Mandatory Notice of Intent to Submit a Proposal (Appendix F)</td>
<td>05/11/12</td>
<td>By 4:00 pm</td>
<td>Community Partnership for Children</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>c/o Karin Flositz, Chief of QA &amp; Contracted Services</td>
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<td>160 North Beach Street</td>
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<td></td>
<td></td>
<td>Daytona Beach, Florida 32114</td>
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<tr>
<td>Proposals due to CPC</td>
<td>05/25/12</td>
<td>By 4:00 pm</td>
<td>Hard copy only:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Community Partnership for Children</td>
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<td>c/o Karin Flositz, Chief of QA &amp; Contracted Services</td>
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<td>Daytona Beach, Florida 32114</td>
</tr>
<tr>
<td>Post Intent Award Notice</td>
<td>06/01/12</td>
<td>By 4:00 pm</td>
<td><a href="http://www.communitypartnershipforchildren.org">www.communitypartnershipforchildren.org</a></td>
</tr>
<tr>
<td>Protest Deadline</td>
<td>06/04/12</td>
<td>4:00 pm or 72 Certified mail, delivered in person or email:</td>
<td></td>
</tr>
</tbody>
</table>
2. **Explanation of Important Events and Deadlines**

**Mandatory Notice of Intent to Submit a Proposal (Appendix F)**—The Mandatory Notice of Intent to Submit a Proposal will be submitted in letter format via certified mail or in person to:

**Karin Flositz, Chief of Quality & Contracted Services**
Community Partnership for Children
160 North Beach Street
Daytona Beach, Florida 32114
Karin.Flositz@cbcvf.org

The Mandatory Notice of Intent to Submit a Proposal will be submitted no later than 4:00 on May 11, 2012. Information regarding any addenda to the RFP and copies of written CPC responses to questions resulting in clarifications or addenda to the RFP will only be sent to those Respondents submitting a Mandatory Notice of Intent to Submit a Proposal.

**Inquiries**

All inquiries must clearly identify the name, address, organization and other identifiers of the inquirer. CPC will accept written inquiries submitted in person or via certified mail to Karin Flositz at Community Partnership for Children, 160 North Beach Street, Daytona Beach, Florida 32114. Inquiries may also be sent via email with a return receipt to Karin.Flositz@cbcvf.org. All inquiries must be received by CPC no later than 4:00 PM on May 7, 2012. Copies of responses to all inquiries, and clarifications and/or addenda if made to the RFP, will be posted on the CPC website (www.communitypartnershipforchildren.org) by 4:00 PM on May 9, 2012. Hard copies will be made available upon request to all inquiring parties.

**Proposal Deadline**

Replies must be received by CPC no later than 4:00 PM on May 25, 2012. Replies must be received in person or via certified mail at Community Partnership for Children c/o Karin Flositz, Chief of QA & Contracted Services 160 North Beach Street, Daytona Beach, Florida 32114. Any reply submitted shall remain a valid offer for at least ninety (90) days after the proposal submission date. No changes, modifications, or additions to the proposals submitted after the deadline for proposal opening will be accepted or be binding on CPC. Proposals not received at either the specified place, or by the specified date and
time, or both, may be rejected and returned unopened to the Respondent by CPC.

Withdrawal of Proposal

A written request for withdrawal, signed by the vendor, may be considered if received by Community Partnership for Children within 72 hours after the proposed submission deadline date indicated in Section B. 2 – Explanation of Important Events and Deadlines. A request received in accordance with this provision may be granted by Community Partnership for Children upon proof of the impossibility to perform based upon an obvious error on the part of the Respondent. Withdrawal of Proposal Requests must be sent to the attention of Karin Flositz at Community Partnership for Children, 160 North Beach Street, Daytona Beach, Florida 32114. Withdrawn proposals may be retrieved from CPC at the expense of the Respondent.

Right to Reject or to Waive Minor Irregularities Statement

CPC reserves the right to reject any and all replies or to waive minor irregularities when to do so would be in the best interest of CPC. Minor irregularity is defined as a variation from the RFP terms and conditions which does not impact the cost associated with any resultant subcontract, or give the Respondent any advantage or benefit not enjoyed by other Respondents, or does not adversely impact the interest of CPC. At its option, CPC may correct minor irregularities, but is under no obligation to do so.

Addition, Deletion of Modification of Proposal

CPC reserves the right at its sole discretion to increase, decrease or delete any portion of this RFP at any time without cause.

Protests, Disputes or Appeals

Any person who is adversely affected by the terms, conditions and specifications contained herein, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract shall file a notice of protest in writing within 72 hours (excluding Saturdays, Sundays and state holidays) after the posting of the pending award. Protests must be sent by certified mail to the attention of Karin Flositz, Chief of QA & Contracted Services at Community Partnership for Children, 160 North Beach Street, Daytona Beach, Florida 32114.

The formal written protest shall reference the Name and Intent to Award Date of the RFP, and shall state with particularity the facts and laws upon which the protest is based, including full details of adverse affects and relief sought. The protesting party shall also name one person to act as the party’s representative for resolution discussions with the CPC authorized representative.

Within five (5) working days of receipt of a protest or inquiry and identification of representatives for each part, the representatives will conduct a face to face
meeting for the purpose of resolving the disagreement amicably at the time and location agreed to by both parties.

SECTION C: MINIMUM PROGRAM REQUIREMENTS

1. Major Program Goals:

The primary goal of this program is to promote reduction of substance use, misuse, abuse and dependency for adults involved with CPC’s Intensive Family Intervention Program or Neighbor To Family’s FIRST Diversion Program. Services should provide the adults with the opportunity to improve their lives, including recovery from substance use in order to develop the capacity and skills to become fully-functioning parents.

The service provider shall provide an array of services designed to assist individuals with substance abuse issues to ensure the immediate and long-term protection of the child’s permanency, safety, and well being. Services shall be community-based and promote family unity and stability.

2. Clients to be Served

a. General Description

The provider shall serve adults age 18 and up, residing in Volusia, Flagler, or Putnam who have substance abuse issues and are receiving case management services from the CPC Intensive Family Intervention Program or Neighbor To Family FIRST Diversion Program.

b. Client Eligibility

The eligibility criteria include one or more of the following:

- Adult ages 18 and up
- Referred by the Department of Children & Families or Community Partnership for Children
- Have substance abuse issues
- Have children who are at high risk due to abuse, neglect or abandonment and have case management services from the CPC Intensive Family Intervention Program of Neighbor To Family’s FIRST Diversion Program
- Resident of Volusia, Flagler or Putnam Counties

c. Client Determination

CPC and the selected provider shall determine eligibility in accordance with the established eligibility criteria. In the event of any disputes regarding the eligibility of clients, the determination made by CPC is final and binding on all parties.
3. **Manner of Service Provision**

   a. **Task List**

   Services shall be a comprehensive, continuous integrated system of care to address the needs of the individuals with substance use/abuse issues. Services should include evidence-based practices that support the concept of recovery. Services shall include at a minimum:

   - Outpatient Services – various levels of treatment based upon the severity of the addiction
   - Weekly face to face contact with client
   - Bio-psychosocial assessment
   - Treatment plan based on assessment
   - Service documentation
   - Linkage to outpatient detoxification services – focus on eliminating substance use utilizing medical and clinical procedures to assist individuals as they withdraw from the physiological and psychological effects of substance abuse
   - Individual and group counseling
   - Access to physician services for medically assisted opiate treatment
   - Urinalysis and vital sign screenings
   - Full integration of services with the network of child welfare workers and services
   - Documentation of all contacts and services in Florida Safe Families Network (FSFN)

   The provider must comply with all applicable Florida Statutes, Chapter 65C, F.A.C., Department and Community Partnership for Children operating procedures associated with the contracted services.

4. **Staff Ratio**

   Staffing Methodology:

   - 15 to 20 adults per caseload
   - 2 Outpatient Substance Abuse Counselors

   Variations of this staffing pattern may be included in this methodology as long as the counselor to client ratio remains under 20.

5. **Staffing Requirements**

   The provider shall comply with the staffing qualifications and requirements (including background screening) required by Rules 65-D, 65C-14, F.A.C., and/or 65C-15, F.A.C., Section 435.04, Florida Statutes, Section 402.731, Florida Statutes, Section 491.012, Florida Statutes and any applicable law, statute, rule or regulation.
6. **Service Delivery Location**

The Respondent shall administer, coordinate, and ensure availability and delivery of services specified in this subcontract in Volusia, Flagler and Putnam Counties.

7. **Performance Specifications**

As described in and through the methodology in the Contract between CPC and the Department, the Respondent will be required to meet the performance measures listed below:

- The percentage of clients having face to face contact within one (1) business days of the receipt of the referral is **100%**.

- The percentage of clients having a substance abuse assessment completed within three (3) calendar days from date of initial face to face contact is **95%**.

- The percentage of clients having a discharge summary completed within seven (7) business days of case closure is **95%**.

- The percentage of clients that are satisfied overall with the services received is **80%**.

CPC reserves the right to modify or add any performance measures that are required by federal funding sources to comply with federal requirements. Any change in performance measure data/requirements by the Department will automatically be incorporated as a part of the Case Management contract.

Additionally, the following service performance measures will be tracked by CPC and negotiated at contract execution:

- ___% chronological notes entered into FSFn within 48 hours.

- ___ Number of adults with substance abuse issues served

- ___% Percent of adults who successfully complete substance abuse treatment services

- ___% Percent of adults with substance abuse who live in a stable housing environment at the time of discharge

8. **Community Partnership for Children Obligations**

a. CPC shall advise the Respondent of any consumer complaints.

b. CPC will request supporting documentation and review source documentation of units billed.
c. CPC will have final determination of a client’s eligibility and termination status.

d. CPC monitor the provider in accordance with existing Community Partnership for Children procedures.

SECTION D: FINANCIAL SPECIFICATIONS

1. Service Unit/Method of Payment

The payment from this RFP will be a fixed amount.

The service provider will need to budget for:

- All costs related to day to day operations for counselors
- Enhanced staff development and training
- Office Expenses
- Cell Phones
- Insurance
- Personnel Recruitment
- Indirect Costs

A service unit is defined as one month of services and must be provided in accordance with the terms of this contract.

2. Financial Penalties for Failure to comply with required Corrective Action

Corrective Action Plans may be required for noncompliance, nonperformance, or unacceptable performance under the contract. CPC may choose to impose penalties for failure to implement or make acceptable progress on corrective action plans. The penalty imposition shall be based on the severity of the noncompliance, nonperformance or unacceptable performance that generated the need the corrective action plan. The penalty shall not exceed ten percent (10%) of the total contract payments during the period in which the corrective action plan has not been implemented or in which acceptable progress has not been made.

Noncompliance that is determined to have a direct effect on client safety and well-being shall result in the imposition of a ten percent (10%) penalty of the total contract payment during the period in which the corrective action plan has not been implemented or acceptable progress toward implementation has not been made. Noncompliance involving the provision of service not having a direct effect on client safety and well-being shall result in a five percent (5%) penalty. Noncompliance as result of unacceptable administrative performance shall result in a two percent (2%) penalty.

The deadline for payment shall be stated in the order imposing the financial penalty. In the event of nonpayment, CPC may deduct the amount of the penalty from invoices submitted by the provider.
SECTION E: INSTRUCTION TO RESPONDENTS TO THE RFP

General Requirements

Community Partnership for Children is not liable for any costs incurred by responses to this RFP. CPC requires one original and six (6) copies of the proposal be submitted on time, sealed and clearly marked on every copy the name of the agency, and the name of RFP with the Respondent’s address in accordance with instructions contained herein.

Respondent Disqualification

Failure to have performed any contractual obligations with Community Partnership for Children in a manner satisfactory will be sufficient cause for disqualification. To be disqualified as a vendor under this provision, the vendor must have:

1. Previously failed to satisfactorily perform in a contract with Community Partnership for Children, been notified by Community Partnership for Children of unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of Community Partnership for Children; or

2. Had a contract terminated by Community Partnership for Children for cause; or

3. Failed to submit a Proposal within the required timeframe.

4. Have been barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal, State, or local department or agency.

5. Have within a 3-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

6. Are presently indicted or otherwise criminally or civilly charge by a government entity with commission of any of the offenses enumerated in the paragraph above.

7. Have within a 3-year period preceding this proposal, had one or more public transactions terminated for cause of default.

Evaluation Process

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. All proposals will be reviewed by a team of Community Partnership for Children staff and scored according to the scale indicated above. The evaluation team will include individuals with experience in, knowledge of, and program responsibility for child welfare services or finance in the communities for which the RFP is soliciting services. Proposals will be reviewed and scored by each
member of the team independently. Aggregate scores will be tallied for each proposal, and the highest scoring proposal will be submitted as a final recommendation to the Chief Executive Officer of Community Partnership for Children.

Evaluation Criteria

The service provider will be selected based on, but not limited to, the criteria set forth in Appendix B. Evaluation Criteria. Each response will be scored and a total value calculated for each proposal. The highest scoring proposal will be considered for a contract.

Other factors which may be considered include:

- Expertise demonstrated by historical provision of the service being requested, or a closely related service;
- Financial stability and condition;
- Accreditation from a nationally recognized accrediting body;
- Longevity of service and previous experience in operation of a similar service;
- Reputation for performance and services.

CPC reserves the right to negotiate with more than one Respondent at a time and need not negotiate with all qualified respondents. If a contract cannot be negotiated with any of the highest scoring Respondents, CPC shall the right to issue a new RFP or to otherwise seek additional qualified respondents.

Detailed evaluation criteria components will be evaluated and awarded points based on the following point structure:

**Points**

i. The component was not addressed.
ii. The component contained significant deficiencies.
iii. The component is below average.
iv. The component is average.
v. The component is above average.
vi. The component is outstanding.

The individual evaluator’s scores will be added together for a final score for each proposal.

Proposal Format

The required format proposal is attached as Appendix C.

Required Appendices and Additional Information

Mandatory criteria that is to be attached to the Respondent’s proposal:

a. The Conflict of Interest Questionnaire (Appendix A)
b. General Affidavit Regarding Debarment (Appendix D)
c. The Civil Rights Compliance Form (Appendix E)
d. The current DCF or other licensure

e. Proof of agency insurance

f. Articles of Incorporation, By-Laws and the Department of State certification letter or other proof of incorporation

g. Board Information

h. Independent Audit and Management Letter
### Appendix A

**CONFLICT OF INTEREST DECLARATION**
For ____________________________

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Do you, your immediate family, or business partner have financial or</td>
<td></td>
<td></td>
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<tr>
<td>other interests in Community Partnership for Children (CPC) or the</td>
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<td>recipient(s) of the proposed services?</td>
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<tr>
<td>Have gratuities, favors, or anything of monetary value been offered to</td>
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<tr>
<td>you, your immediate family or your business partner and any employee of</td>
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<tr>
<td>Community Partnership?</td>
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<tr>
<td>Within the 24 months, have you been employed by, or do you plan to</td>
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<td>seek or accept future employment with, Community Partnership for</td>
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<tr>
<td>Children or the recipient(s) of the proposed services?</td>
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<tr>
<td>Are there any other conditions which may cause a conflict of interest?</td>
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</tbody>
</table>

If you answered “yes” to any of the above questions, attach to this questionnaire a written explanation of your answer below.

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I declare all of the above questions are answered truthfully and to the best of my knowledge.

---

Name ____________________________ Date ____________________________

Title ____________________________

Company ____________________________

Reviewed By CPC: Name ____________________________ Date: ____________________________
# APPENDIX B
## SCORING DOCUMENT

| Agency: ____________________________ | Date: ____________________________ |
| Rater: ____________________________ | Title: ____________________________ |

Detailed evaluation criteria components will be evaluated and awarded points based on the following point structure:

- **0**: The component was not addressed.
- **1**: The component contained significant deficiencies.
- **2**: The component is below average.
- **3**: The component is average.
- **4**: The component is above average.
- **5**: The component is outstanding.

### History of Service Provision

How well does the response describe the approach, philosophy, history of collaborative services to adults with substance abuse issues in the dependency system? How well does the response describe a strength-based approach to providing substance abuse services? Is proof of licensure provided? Are examples of service delivery collaborations and critical performance outcomes identified?

| Reference: | Score: |
| Comments: | |

| SCORE x WEIGHTED VALUE 2 = ____| Maximum Score: 10 | Total Score: _____ |

### Service Delivery Tasks and Responsibilities

How well does the response describe in detail the service provision for substance abuse treatment services for adults who are involved in the child protection system? How well does the response describe the on-call protocol for crisis intervention? How well does the response describe the evidence-based practice involving leadership and interventions with clients? How well does the response describe individualized services and progress towards goals? How well does the response include integration of services with community resources and linkage to other providers? How well does the response describe data collection methods and data integrity?

| Reference: | Score: |
| Comments: | |

| SCORE x WEIGHTED VALUE 5 = ____ | Maximum Score: 25 | Total Score: _____ |

### Performance Measures

How well does the response describe the performance accountability and quality of services? Does the response identify a continuous process for review and improvement?

| Reference: | Score: |
| Comments: | |

| SCORE x WEIGHTED VALUE 4 = ____ | Maximum Score: 20 | Total Score: _____ |

### Staffing Levels, Training and Supervision

How well are the number and type of staff for the services identified? How well does the response describe the staff to client ratios, frequency and intensity of supervision? To what extent are complete job descriptions/resumes for each position, showing minimum training, education, and experience included in the response?

| Reference: | Score: |
| Comments: | |

| SCORE x WEIGHTED VALUE 5 = ____ | Maximum Score: 25 | Total Score: _____ |

### Cost Proposal

How well does the response describe a detailed cost proposal with a narrative justification for the itemized budget? Does it include a description of financial capability to receive and manage funds? Does it include 10% of less for indirect costs?

| Reference: | Score: |
| SCORE x WEIGHTED VALUE 4 = ____ | Maximum Score: 20 | Total Score: _____ |

**TOTAL SCORE:** __________ out of 100
Appendix C

PROPOSAL FORMAT

The Proposal should be submitted in the following format and should address each individual item listed.

Section I: History of Service Provision

1. Provide a brief description of your agency’s approach and philosophy to providing services. This should include your mission statement, guiding principles, core values and history in the community. Describe how the mission and service delivery experiences support a strength-based approach capable of providing substance abuse treatment as described in this RFP. Provide proof of License to Provide Substance Abuse Services in Florida in accordance with Rule 65D-30, F.A.C.

2. Please provide a description of your agency’s history of collaborative service delivery to adults with substance abuse issues that are involved in child protective services. This should include information on your service delivery to adults and families involved in child protective services. Describe the comprehensive and integrated type of programming delivered. Please provide some examples of previous or current collaborations applied to the delivery of such services as well as evidence that shows significant achievement of critical performance outcomes in the delivery of such services.

Section II: Service Delivery Tasks and Responsibilities

1. Please describe your agency’s service provision for substance abuse treatment services working with adult clients who are involved in the child protection system.

2. Please describe your protocol for on-call coverage to ensure that crisis intervention services are available for clients served 24 hours a day, 7 days a week that includes:
   - On-call staffing protocols/on-call routine.
   - Ensure that clients are aware of after hour contact information.
   - Crisis intervention services provided to prevent removals.

3. Please provide a detailed explanation of how you will implement a evidence-based practice to include:
   - Leadership strategies within the organization to support the expectations, skill development, and adequate working conditions for staff to succeed with engaging clients in the development of individualized treatment plans.
   - Supervisory strategies, methods, and tools to ensure timely service provision, review and steps toward treatment completion.
   - Leadership strategies to support partnerships with other service providers for maximum service provision.
   - Agency’s experience with strength-based principles.

4. Please describe how evidence-based practice will guide your interventions with clients. If your program uses a specific treatment model(s), please specify and briefly
summarize the research supporting the model’s positive outcomes with the targeted population that includes:

- Comprehensive, continuous integrated System of Care to address the needs of individuals with co-occurring substance use and mental disorders.
- Successful integration of services with the network of child welfare and community service providers.

5. Please describe your plan to provide individualized services and how your agency assesses progress toward goals that includes:

- Assessment tools utilized by the program.
- Ensuring individualized treatment plans and interventions.
- Ensure cost effective and clinically appropriate utilization of treatment services.
- Describe the method used to reduce, manage and eliminate waiting lists, promote co-occurring services, and ensure linkage to access to mental health services.
- Manage referral and caseloads.

6. Please describe how your agency will integrate substance abuse services with current community resources, including linkages with existing providers within CPC system of care. Please include:

- Other agencies you work with to get needed resources for clients.
- Maintain up to date information on current resources in the designated coverage area and surrounding areas.
- The agency’s relationship with stakeholders and other agencies in the designated area.

7. Please describe how data is collected for reporting purposes and how data integrity is assured. Describe procedures in place to ensure oversight and supervision of written documentation that includes:

- Ensure data collected is accurate.
- Monitoring of staff documentation.
- Supervision and guidance given to staff regarding written documentation.

Section III: Performance Measures

Please describe the process by which accountability for performance and quality of services in meeting the performance measures outlined in the RFP will be met. Please describe your continuous process for review and improvement of performance indicators.

Section IV: Staffing Levels, Training and Supervision

Please describe your proposed minimum staffing levels sufficient to meet the service delivery requirements of this solicitation including number staff to client ratios. Please describe minimum pre-service and in-service received by staff. Please describe frequency and intensity of supervision to ensure quality of work in the field that includes:

- Ensure sufficient coverage when workers are on leave in order to avoid disruption in services.
- Ensure staff is appropriately trained and equipped with resources to the job.
- Supervision and evaluation for quality of service delivery.
- Experience, expertise and professional qualifications/certification of staff.

SECTION V. COST PROPOSAL

1. Please describe a detailed cost proposal consisting of:

- Description of financial capability to receive and manage funds.
- Projected line item budget detail. Please note that the maximum amount allowed for indirect costs is 10% of total costs.
- A narrative justification of the itemized budget.

Appendix D

GENERAL AFFIDAVIT
Before me, the undersigned Notary, [name of Notary before whom affidavit is sworn], on this [day of month] day of [month], 20__, personally appeared [name of affiant], known to me to be a credible person and of lawful age, who being by me first duly sworn, on [his or her] oath, deposes and says:

The following conditions do not exist for myself or my employer (Name of Entity):

a) is barred, suspended, or otherwise prohibited from doing business with any government entity, or has been barred, suspended, or otherwise prohibited from doing business with any government entity within the last 5 years;
b) is under investigation or indictment for criminal conduct, or has been convicted of any crime which would adversely reflect on their ability to provide services to vulnerable populations, including, but not limited to, abused or neglected children, or which adversely reflects their ability to properly handle public funds;
c) is currently involved, or has been involved within the last 5 years, with any litigation, regardless of whether as a plaintiff or defendant, which might pose a conflict of interest to the Florida Department of Children and Families, the State of Florida or its subdivisions, or a federal entity providing funds to the department;
d) has had a contract terminated by the Department of Children and Families for a failure to satisfactorily perform or for cause; or
e) has failed to implement a corrective action plan approved by the department or any other governmental entity, after having received due notice.

_________________________  
Signature of affiant

_________________________  
Typed name of affiant

_________________________  
Address of affiant, line 1

_________________________  
Address of affiant, line 2

State of Florida  
County of ________________

Sworn to (or affirmed) and subscribed before me this ______ day of ____________, ______ (year), by __________________________ (name of person making statement).

_________________________  
Signature of Notary Public - State of Florida

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known ____________ OR Produced Identification ____________  
Type of Identification Produced ____________

Appendix E

CIVIL RIGHTS CERTIFICATE

The Respondent provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other Federal financial assistance to programs or activities receiving or benefiting from Federal financial assistance.

The Respondent assures that it will comply with:

1) Title VI of Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving or benefiting from Federal financial assistance.

2) Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving or benefiting from Federal financial assistance.

3) Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from Federal financial assistance.

4) The Age Discrimination Act of 1975, as amended, 42 U.S.C 6101 et seq., which prohibits discrimination on the basis of age in programs and activities receiving or benefiting from Federal financial assistance.

5) The Omnibus Budget Reconciliation Act of 1981, P.L. 97-35, which prohibits discrimination on the basis of sex and religion in programs and activities receiving or benefiting from Federal financial assistance.

6) All regulations, guidelines, and standards lawfully adopted under the above statutes.

The Respondent agrees that compliance with this assurance constitutes a condition of continued receipt of or benefit from Federal financial assistance, and that it is binding upon the Respondent, its successors, transferees, and assignees for the period during which such assistance is provided. The Respondent further assures that all contractors, subcontractors, sub grantees or others with whom it arranges to provider services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the Respondent understands that the Grantor may, at its discretion, seek a court order requiring compliance with the Terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated or further assistance being denied. The person(s) whose signature(s) appears below is/are authorized to sign this application, and to commit the Respondent to the above provisions.

Authorized Official(s) ___________________________________________ Date ______________________

For Respondent (Agency): ___________________________________________

Grantee: Community Partnership for Children
NOTICE OF INTENT TO SUBMIT A REPLY

(Respondent Name) wishes to inform Community Partnership for Children of its intent to respond to the Request for Proposal (RFP) entitled _______________, RFP# ________________.

PLEASE PRINT OR TYPE REQUESTED INFORMATION

Name of Authorized Official: ________________________________

Title of Authorized Official: ________________________________

Signature of Authorized Official: ________________________________

Address: ______________________________________________________

______________________________________________________________

Telephone Number: _____________________________________________

Fax Number: __________________________________________________

Email Address: ________________________________________________

Date: _________________________________________________________