



SOLICITATION

First Episode Psychosis - Volusia Team

2022-001

SECTION 1: BACKGROUND, NEED AND PURPOSE, STATEMENT OF WORK, AND REQUIRED PROPOSAL CONTENT

I. Background

LSF Health Systems is the Managing Entity (ME) for the Florida Department of Children and Families (DCF) Behavioral Health programs and is responsible for the administration of mental health and substance abuse treatment programs for children and adults. LSF Health Systems covers the Northeast and North Central regions of Florida.

Pursuant to 42 U.S.C. s.300x-9(c), the ME is required to subcontract with Network Service Providers for the implementation of the Coordinated Specialty Care for Early Serious Mental Illness, including First Episode Psychosis (FEP), using the CMHS block grant, in an amount not less than the amount specified in the ME contract with DCF for “ME Early Intervention Services for SMI & Pysch Disorder”.

This request for proposal (RFP) is specific to providing services to individuals in need of early intervention for psychotic disorders under the Community Mental Health Block Grant in Volusia County. This program is known as First Episode Psychosis (FEP).

For the purposes of this RFP, a comprehensive array of behavioral health services that a FEP team provides is outlined below. This list provides all services a FEP team is allowed to provide; all services are **not** required to be provided under this program. Clients served must meet the eligibility requirements outlined in the Managing Entity contract and 65E-14, F.A.C.

Definitions

1. **Assessment:** Assessment includes the systematic collection and integrated review of individual-specific data, such as examinations and evaluations. This data is gathered, analyzed, monitored and documented to develop the person’s individualized plan of treatment and to monitor recovery. Assessment specifically includes efforts to identify the person’s key medical and psychological needs, competency to consent to treatment, history of mental illness or substance use and indicators of co-occurring conditions, as well as clinically significant neurological deficits, traumatic brain injury, organicity, physical disability, developmental disability, need for assistive devices, and physical or sexual abuse or trauma.
2. **Case Management:** Case management services consist of activities aimed at identifying the recipient’s needs, planning services, linking the service system with the person, coordinating the various system components, monitoring service delivery, and evaluating the effect of the services received.
3. **Crisis Support/Emergency:** This non-residential care is generally available twenty-four hours per day, seven days per week, or some other specific time period, to intervene in a crisis or provide emergency care. Examples include: mobile crisis, crisis support, crisis/emergency screening, crisis telephone, and emergency walk-in.
4. **Day Treatment:** Day Treatment services provide a structured schedule of non-residential services for four or more consecutive hours per day. Activities for children and adult mental health programs are designed to assist individuals to attain skills and behaviors needed to function successfully in living, learning, work, and social environments. Activities for substance abuse programs emphasize rehabilitation,

treatment, and education services, using multidisciplinary teams to provide integrated programs of academic, therapeutic, and family services.

5. **In-Home and On-Site:** Therapeutic services and supports, including early childhood mental health consultation, are rendered in non-provider settings such as nursing homes, assisted living facilities, residences, school, detention centers, commitment settings, foster homes, daycare centers, and other community settings.
6. **Intensive Case Management:** Case management services consist of activities aimed at assessing recipient needs, planning services, linking the service system to a recipient, coordinating the various system components, monitoring service delivery, and evaluating the effect of services received. These services are typically offered to persons who are being discharged from a hospital or crisis stabilization unit who are in need of more professional care and who will have contingency needs to remain in a less restrictive setting.
7. **Intervention:** Intervention services focus on reducing risk factors generally associated with the progression of substance abuse and mental health problems. Intervention is accomplished through early identification of persons at risk, performing basic individual assessments, and providing supportive services, which emphasize short-term counseling and referral. These services are targeted toward individuals and families and also include HIV testing.
8. **Medical Services:** Medical services provide primary medical care, therapy, and medication administration to improve the functioning or prevent further deterioration of persons with mental health or substance abuse problems. Included is psychiatric mental status assessment. For adults with mental illness, medical services are usually provided on a regular schedule, with arrangements for non-scheduled visits during times of increased stress or crisis.
9. **Outpatient Therapy:** Outpatient services provide a therapeutic environment, which is designed to improve the functioning or prevent further deterioration of persons with mental health and/or substance abuse problems. These services are usually provided on a regularly scheduled basis by appointment, with arrangements made for non-scheduled visits during times of increased stress or crisis. Outpatient services may be provided to an individual or in a group setting.
10. **Outreach:** Outreach services are provided through a formal program to both individuals and the community. Community services include education, identification, and linkage with high-risk groups. Outreach services for individuals are designed to: encourage, educate, and engage prospective clients who show an indication of substance abuse and mental health problems or needs.
11. **Supported Employment:** Supported employment services are evidence-based community-based employment services in an integrated work setting which provides regular contact with non-disabled co-workers or the public. A job coach provides longer-term, ongoing support for as long as it is needed to enable the recipient to maintain employment.
12. **Incidental Expenses:** Reports temporary expenses incurred to facilitate continuing treatment and community stabilization when no other resources are available. All incidental expenses shall be authorized by the Managing Entity. Allowable uses of this Covered Service include: transportation, childcare, housing assistance clothing, educational services, vocational services, medical care, housing subsidies,

pharmaceuticals and other incidentals as approved by the department or Managing Entity.

13. **Aftercare:** Aftercare activities include individual participation in daily activity functions that were adversely affected by mental illness or substance abuse impairments. Relapse prevention issues are important in assisting the individual's recognition of triggers and warning signs of regression. Aftercare services help families and pro-social support systems reinforce a healthy living environment.
14. **Information & Referral:** These services maintain information about resources in the community, link people who need assistance with appropriate service providers, and provide information about agencies and organizations that offer services. The information and referral process involves: being readily available for contact by the individual; assisting the individual with determining which resources are needed; providing referral to appropriate resources; and following up to ensure the individual's needs have been met, where appropriate.
15. **Mental Health Clubhouse Services:** Structured, evidence-based services designed to both strengthen and/or regain the individual's interpersonal skills, provide psycho-social therapy toward rehabilitation, develop the environmental supports necessary to help the individual thrive in the community and meet employment and other life goals and promote recovery from mental illness. Services are typically provided in a community-based program with trained staff and members working as teams to address the individual's life goals and to perform the tasks necessary for the operations of the program. The emphasis is on a holistic approach focusing on the individual's strengths and abilities while challenging the individual to pursue those life goals. This service would include, but not be limited to, clubhouses certified under the International Center for Clubhouse Development. This covered service may not be provided to a person less than 18 years old.
16. **Comprehensive Community Service Team:** This Covered Service is a bundled service package designed to provide short-term assistance and guide individuals in rebuilding skills in identified roles in their environment through the engagement of natural supports, treatment services, and assistance of multiple agencies when indicated. Services provided under Comprehensive Community Service Teams may not be simultaneously reported to another Covered Service. Allowable bundled activities include the following Covered Services as defined in subsection (4), of this rule:
 - a. Aftercare,
 - b. Assessment,
 - c. Case Management,
 - d. Information and Referral,
 - e. In-home/Onsite,
 - f. Intensive Case Management,
 - g. Intervention,
 - h. Outpatient,
 - i. Outreach,
 - j. Prevention – Indicated,
 - k. Recovery Support,
 - l. Supported Employment; and,
 - m. Supported Housing.

17. **Recovery Support:** These services are designed to support and coach an adult or child and family to regain or develop skills to live, work and learn successfully in the community. Services include substance abuse or mental health education, assistance with coordination of services as needed, skills training, and coaching. This Covered Service shall include clinical supervision provided to a service provider's personnel by a professional qualified by degree, licensure, certification, or specialized training in the implementation of this service. For Adult Mental Health and Children's Mental Health Programs, these services are provided by a Certified Family, Veteran, or Recovery Peer Specialist. For Adult and Children's Substance Abuse programs, these services may be provided by a certified Peer Recovery Specialist or trained paraprofessional staff subject to supervision by a Qualified Professional as defined in Rule 65D-30.002, F.A.C. These services exclude twelve-step programs such as Alcoholics Anonymous and Narcotics Anonymous.

LSF Health Systems seeks to contract with a Network Service Provider(s) in Volusia County to provide the services described above through a FEP team. To ensure the implementation and administration of these programs, the Network Service Provider shall adhere to the staffing, service delivery and reporting requirements described in Rules 65E and 65D-30, F.A.C., PAM155-2, and all applicable federal and state laws and regulations.

The anticipated effective date of the proposed contract is October 1, 2021. LSF Health Systems will accept proposals with budgets up to \$861,475.00 total; funding is subject to availability of funds from the Department.

II. Need and Purpose

Census data reported as of July 1, 2019 states Volusia County has a population estimate of 553,284 individuals (census.gov). The U.S. Census reports that 13.2% of the population in Volusia County has no health insurance. Mental Health America ranks states on Access to Care, taking into account 9 factors including unmet need, individuals who are uninsured or underinsured, and mental health workforce availability. Florida ranks 48 out of 51 for access to mental health services and 42 out of 51 for Mental Health Workforce availability (Mentalhealthamerica.net). With the shortage of available mental health providers, waiting lists for services in Northeast/North Central Florida can often range from one to several months and results in an increased number of mental health crises. This RFP seeks to identify a provider or providers to utilize available resources and leverage additional resources, relationships and innovation to address the behavioral health needs of Volusia County.

A successful proposal will include a description of services as outlined above. In addition, preference will be given to a proposal that comprehensively addresses the following: Use of Evidence Based Practices, demonstrates a clear understanding of the NAVIGATE model working with individuals who have experienced a First Episode Psychosis (FEP), established a clear process for obtaining referrals to the program, compliance with the concept of "no wrong door", incorporation of ROSC (Recovery Oriented System of Care) principles, collaboration with stakeholders and data driven decision making to improve outcomes.

Program Administration

The Network Service Provider must adhere to the service delivery and reporting requirements described in the Department's Exhibit B1 - Federal Block Grant Requirements. The guidance document is located on the Department's website: <https://www.myflfamilies.com/service-programs/samh/managing-entities/> for the appropriate fiscal year, which states that the program design should be based on:

1. The NAVIGATE Team Members' Guide, available at <https://navigateconsultants.org/manuals.html>, hereby incorporated by reference, or
2. The OnTrackNY Team Manual, available at <http://www.ontrackny.org/Resources>, hereby incorporated by reference.

Populations to be Served

1. Individuals ages 15-36 when schizophrenia spectrum disorders are most likely to develop, including diagnoses of schizophreniform disorder, schizoaffective disorder, schizophrenia, brief psychotic disorder, and psychotic disorder not otherwise specified;
2. FEP can also accommodate older individuals (up to age 40) who have also recently developed a first episode of psychosis;
 - a. The focus of FEP is on helping individuals who are experiencing their first episode of psychosis, regardless of the duration of symptoms, who have received no or limited antipsychotic medication or who have recently received treatment for a first episode and are therefore early in the treatment of psychosis;
 - b. FEP is intended for individuals whose acute psychotic symptoms have remitted or been stabilized, as well as those who continue to have severe symptoms related to their first episode.
 - c. It is anticipated that approximately 70 individuals will be served under the program.

Outcomes and Performance Measures

1. Increase/maintain the average number of days in community
2. Increase/maintain the average number of days in safe and stable housing
3. Increase the average number of days worked if employed, or if in school Increase the average number of days in school.
4. Decrease the number of inpatient hospital days.
5. Increase the number of participants enrolled in educational/vocational training if applicable.

Evidence Based Practices

LSF Health System strives to develop and maintain a comprehensive recovery-oriented system of providers who meet the highest scientific standard of evidence in order to improve the quality of services and consumer outcomes. LSF Health Systems requires that all subcontracted Network Service Providers implement evidenced-based practices (EBP), programs and assessment tools in their day-to-day operations. Definitions and guidelines for evidenced-based programs are outlined in the Florida Department of Children and Families (DCF)'s Guidance Document 1 (<https://www.myflfamilies.com/service-programs/samh/managing-entities/2021/IncDocs/Guidance%201%20EBP.pdf>).

Priority Consumers

Behavioral Health services shall be provided to persons pursuant to s. 394.674, F.S., including those individuals who have been identified as requiring priority by state or federal law.

Collaboration

LSF Health Systems understands the importance of unified efforts to system change as well as effective Care Coordination and subcontracts with Network Service Providers who are committed to the building of collaborative relationships with community stakeholders and other Network Service Providers to improve the behavioral health safety net.

A successful proposal will demonstrate collaboration with, at minimum, the following:

- Community Based Care Lead Agency (CBC)/Child Welfare
- Primary Care
- Justice System (Both Adult and Juvenile)
- Local social service agencies
- School System
- Agency for Persons with Disabilities
- Housing Authority
- Local Department of Children and Family (DCF) Staff
- Local receiving facilities

Coordinated System of Care and No Wrong Door

No wrong door model means a model for the delivery of acute care services to persons who have mental health or substance use disorders, or both, which optimizes access to care, regardless of the entry point to the behavioral health care system. No wrong door is a component of a coordinated system of care that includes the full array of behavioral and related services in a region or community offered by all service providers, whether participating under contract with the managing entity or by another method of community partnership or mutual agreement. Essential elements of a coordinated system of care include:

- Community interventions, such as prevention, primary care for behavioral health needs, therapeutic and supportive services, crisis response services and diversion programs.
- A designated receiving system that consists of one or more facilities serving a defined geographic area and responsible for assessment and evaluation, both voluntary and involuntary, and treatment or triage of patients who have a mental health or substance use disorder, or co-occurring disorders.
- An agreed upon transportation plan with the county or counties served by the system that assures individuals in need of crisis intervention are transported to an appropriate receiving facility in an efficient manner.

ROSC (Recovery Oriented System of Care) Principles

ROSC is a system transformation initiative being led by Florida's Department of Children and Families (DCF) to establish an integrated, values-based recovery-oriented system of care where recovery is expected and achieved through meaningful partnerships and shared decision making with individuals, communities and systems. ROSC is designed for organizing and coordinating multiple services, supports and systems, and supports person centered, self-directed approaches to services. Key components of the ROSC are:

- Recovery oriented services are person-centered and focused on individuals' strengths and abilities rather than illness and disability, hopeful and responsive to culture.

- The characteristics of Person-centered services include self-determination, equal partnerships, respect, effective communication, family participation and functional recovery plans.
- Recovery oriented services focus on self-care and wellness.
- Recovery oriented services utilize peers, individuals with lived experience as consumers of behavioral health services as key members of the treatment team.

Data-Driven

Performance accountability requires collecting ongoing measures of progress on the quantity and quality of service/strategy efforts and effects. Data on participants will have to be submitted at a minimum, monthly. Applicants are to determine performance measures and outcome measures based on, and consistent with, LSF Health Systems' goals and contractual requirements. A successful proposal will demonstrate an ability to utilize data to drive decision making and outcomes.

III. Statement of Work

The terms and conditions of the LSF Health Systems standard contract and its supplemental documentation will be in effect for this award. All services rendered under this potential contract are subject to the rules, regulations and governance of the LSF-DCF contract, the State of Florida and the Federal Government. The LSF Health Systems contract documents are available on our website: <https://www.lsfhealthsystems.org/contract-documents/>. These documents, subject to revision by LSF Health Systems, will be incorporated into any contract entered into by recipients of this award.

Preference will be given to agencies that demonstrate relationships with the Volusia County community including residents, school representatives, family advocates, Department of Juvenile Justice, Department of Corrections, Behavioral Health providers, and Community Based Care organizations.

IV. Required Proposal Content

This section describes the format and organization of the agency's response. Failure to conform to these specifications may result in the disqualification of the submission.

A. Number of Responses

Agencies shall submit only one proposal per agency; however, LSF Health Systems may select multiple subcontractors to provide services. Each contract shall be entered into by only one agency; any collaborative submissions shall designate a lead agency to which the award would be granted contractually with appropriate subcontracts to support any collaboration.

B. Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of agency's ability to meet the requirements of the proposed project.

C. Trade Secrets

Should any materials contained within a submission contain information subject to the protections of a trade secret, agencies submitting said material shall enclose the portions which are subject to this protection in a separate envelope clearly labeled, "Trade Secret" with a watermark indicated any pages contained trade secrets printed clearly across the

document. Failure to submit protected information in this manner waives the agency's right to assert a trade secret privilege in later public records requests, should they arise.

D. Response Content and Organization

The response to this solicitation must be organized in the following format and must contain, as a minimum, all listed items in the sequence indicated:

- Title Page;
- Table of Contents;
- Narrative Program Description;
- Proposed Budget with Narrative Description; and
- References.

Forms for some of the above requirements are contained within the appendices. If no form is provided, agencies may utilize the format of their preference.

Agencies selected for negotiation or award will be subject to providing evidence of eligibility to subcontract for state or federal funding. Several additional forms, certifications and documents will be required upon notification of an award. Failure to provide the requested materials will disqualify the recipient from funding and the agency with the next highest score will be contacted for negotiations.

Any response that does not adhere to the requirements outlined in this solicitation may be deemed non-responsive and rejected on that basis.

The following is a list of required content:

A. Title Page

Agency's response must include a coversheet or title page detailing the agency name, Procurement Manager Name and contact information along with a title page addressed to the contact indicated in Section 2 of this solicitation.

B. Table of Contents

The table of contents must contain a list of all sections of the response and the corresponding page numbers. Alternatively, submissions may contain tabs as an index to the contents contained therein.

C. Narrative Program Description

The response to the solicitation should address the need and purposed outlined herein with an overview of how the agency intends to meet same. The agency must provide a thorough description of objectives and services to be provided under the project.

Agencies must provide a detailed description of staffing in their responses. The minimum requirements for this section are: A description of the staff that will be employed or contracted by the provider and their qualifications such as education, years of work experience, role and management responsibilities, licenses, certificates, and any relevant technical courses or training.

Identify the number of unduplicated consumers that the team anticipates serving under the project. Describe any community partnerships in place to support the project. If any matching funds or collaborative funding sources are available for this project, provide details on said availability.

D. Budget and Budget Narrative

Agencies will include a proposed budget, accompanied by a detailed budget narrative. The budget shall be completed using the templates in Appendix B. The budget narrative must explain and demonstrate that each entry on the line item budget sheet is allowable, reasonable and necessary.

E. References

Each proposal should contain three references who can be contacted to obtain a recommendation concerning the provider's performance in providing services similar to those required by this project. Agencies may submit letters of support in lieu of simply listing a reference.

SECTION 2: SUBMISSION INSTRUCTIONS

I. Process

The process involved in soliciting proposals, evaluation proposals, and selecting the agency for contract negotiation leading to the award of a contract is a multi-step process:

- a. Solicitation release by LSF Health Systems;
- b. Written questions submitted in accordance with the Schedule of Events and Deadlines;
- c. Response to written questions in accordance with the Schedule of Events and Deadlines;
- d. Agency's responses submitted in accordance with Schedule of Events and Deadlines;
- e. Evaluation of Proposals;
- f. Proposal scoring;
- g. Notification of award recipients; and
- h. Contract negotiations.

II. Contact Person

This solicitation is issued by LSF Health Systems, the DCF SAMH Managing Entity for the Northeast Region. The single point of contact is:

David Clapp
Chief Operating Officer
david.clapp@lsfnet.org
904-900-1075

III. Proposer Questions or Inquiries

Questions related to this solicitation must be received in writing by the contact person listed in Section 2, II, and in accordance with the Schedule of Events and Deadlines. Questions must be sent via e-mail. Responses to questions will also be published in accordance with the Schedule of Events and Deadlines. Inquiries shall not be made via telephone. No inquiry shall be made to any other personnel from either LSF Health Systems or the Department of Children and Families with regard to this solicitation.

IV. How to Submit a Proposal

This section describes how to correctly submit a proposal for this solicitation. Failure to submit all information requested or failure to follow instructions may result in the proposal being considered non-responsive and therefore rejected. Please follow the instructions carefully.

1. Proposals must be delivered, sealed, clearly marked "Solicitation, First Episode Psychosis - Volusia Team," and delivered by the deadline indicated in the Schedule of Events and Deadlines.
2. Pages should be numbered, have 1 inch margins, using size 11.5 font, 1.15 spaced, on 8 ½ by 11 paper and printed on one side only. Double-sided proposals will not be accepted. Applicants are encouraged to use economy in preparing submissions and present information in the most succinct manner possible.

3. Do not include spiral or bound materials or pamphlets. All attachments or exhibits must be letter sized, and if reduced to letter sized, must be readable. Ink and paper colors must not prevent the entire proposal from being photocopied.
4. Each proposal should be unbound, collated, and include a table of contents with each section clearly labeled with the appropriate heading.
5. An original and two copies of the proposal and supporting materials are required. An electronic version of the proposal should be submitted on a USB Thumb Drive. The original must be marked "original" and must contain an original signature of an official of the agency who is authorized to bind the agency to its proposal.

V. Limitations on Contacting LSF Health Systems Personnel

Prospective agencies are prohibited from contacting LSF Health Systems personnel, DCF personnel or any person other than the person named in Section 2, II regarding this solicitation. Violation of this limitation may result in disqualification of the prospective agency.

VI. Acceptance of Proposals

Proposals must be received by LSF Health Systems by 5pm on the assigned date in accordance with the Schedule of Events and Deadlines at **9428 Baymeadows Rd, Ste 320; Jacksonville, FL 32256**. No changes, modifications or additions to the proposals submitted after this deadline will be accepted by or be binding on LSF Health Systems. Any proposal submitted shall remain a valid offer for at least 90 days after the proposal submission date. Proposals not received at either the specified place or by the specified date and time, or both, will be rejected. Proposals may be sent via U. S. Mail, commercial carrier or hand delivered. Proposals submitted by facsimile or electronically will be rejected.

LSF Health Systems reserves the right to reject any and all proposals or to waive minor irregularities when to do so would be in the best interest of LSF Health Systems. Minor irregularities are defined as a variation from the terms and conditions which does not affect the process of the proposal or give the prospective agency an advantage or benefit not enjoyed by other prospective agencies, or does not adversely impact the interest of the agency. At its opinion, LSF Health Systems may correct minor irregularities, but is under no obligation to do so.

VII. Withdrawal of Proposal

A written request for withdrawal, signed by the agency, may be considered if received by LSF Health Systems Health Systems within 72 hours after the proposal opening time and date indicated in the Schedule of Events and Deadlines. A request received in accordance with this provision may be granted upon proof of the impossibility to perform based upon obvious error on the part of the agency.

VIII. Special Accommodations

A person with a qualified disability shall not be denied equal access and effective communication regarding any proposal documents or the attendance at any related meeting or proposal opening. If accommodations are needed because of a disability, please contact:

David Clapp
Chief Operating Officer
9428 Baymeadows Rd, Ste 320
Jacksonville, FL 32256
david.clapp@lsfnet.org
904-900-1075

IX. Cost of Developing and Submitting a Proposal

LSF Health Systems is not liable for any costs incurred by any agency in responding to this solicitation. All proposals become the property of LSF Health Systems and will not be returned to the agency once opened. LSF Health Systems shall have the right to use any and all ideas or adaptations of ideas contained in any proposal received in response to this solicitation unless protected by trade secret and submitted in the manner outlined in the document herein required to assert such privilege. Selection or rejection of a proposal will not affect this right.

SECTION 3: EVALUATION AND AWARD

I. Selection Committee

Each submission meeting the minimum requirements will be reviewed and scored by at least three people comprised of LSF Health Systems and Department of Children and Families staff members, and a community member. The submissions will be ranked based on the scores assigned by the reviewers during their evaluations. LSF Health Systems will be the final decision making authority.

II. Selection Committee Evaluation

The maximum possible score for any proposal is 100 points. Proposals that score less than 70 are ineligible for award under this RFP. While developing the response, please refer to the scoring criteria below for assuring completion.

Each member from the selection committee will read and score each proposal independently, discuss each proposal jointly and then submit final results for tabulation. The score from each member will be summed and a final score will be assigned to the proposal. Scores will be ranked in numerical order and be submitted to the CEO for final approval.

The proposal(s) most responsive to community needs will be funded through the solicitation. Negotiations will be conducted with selected contractor(s) until contract terms are mutually agreed upon. All proposals will remain with LSF Health Systems and will not be returned to the agency.

Scored criteria are grouped into the following categories and weighting:

- **Response to Need and Purpose (15 maximum points):** The proposal contains sufficient information to determine that the agency understands the need for and purpose of the project.
- **Description of Objectives/Services to be Provided (25 maximum points):** The proposal contains a narrative description of the activities to be performed, including a detailed work plan and sustainability plan that is adequate and sufficient to accomplish the requirements of the project as described in the Statement of Work and referenced in Appendix A. The proposal contains a description of the system used to monitor and evaluate project implementation and effectiveness. The description should include an explanation of: how the provider will monitor the progress of the work and accomplishments of the outcomes; how the provider will identify and address any project issues, problems, or concerns as they arise; and how the provider will evaluate the effectiveness of the project.
- **Ability of Agency to Develop and Implement Project (25 maximum points):** The agency shall be sufficiently established with appropriate community connections and resources to institute the project. The submission shall clearly outline factors contributing to the ability to be successful in developing, implementing and maintaining the team as well as documenting and reporting on the team's successes following implementation.
- **Description of Staffing (15 maximum points):** Person(s) engaged to complete the activities of this project are qualified to perform the required duties, including relevant experience in the areas of assessment of individuals experiencing mental health and substance use and are organized to meet the time frames established. Describe how the staffing will address communication with individuals who have limited English proficiency, who are deaf or who are hard of hearing.

- **Response to Mandatory Specifications (Pass/Fail):** The proposal addressed all items listed in the solicitation. Agencies who fail this portion of the proposal will not be considered.
- **Budget and Budget Narrative (15 maximum points):** The proposal includes a proposed line item budget, accompanied by a detailed budget narrative, on a separate sheet of paper. The budget narrative must explain and demonstrate that each entry on the line item budget sheet is allowable, reasonable and necessary. The budget and narrative must present a cost-effective funding level for achieving the purpose of the project.
- **References (5 maximum points):** The proposal includes at least three references. Letters of support shall carry additional weight over references which may be validated.

TOTAL MAXIMUM POINTS 100

III. Post Award & Contract Development

LSF Health Systems will contact the agency(s) selected for award to begin contract negotiation. As part of the contract negotiation process, conditions identified by either LSF Health Systems staff of the selection team will be addressed. If the agency has had their financial statements audited, a copy of the most recent audit statement, along with any management letter, will be requested. Additional materials evidencing the ability to contract with LSF Health Systems will be requested and failure to provide any requested materials will disqualify the agency from receipt of an award.

SECTION 5: PROPOSAL SCHEDULE OF EVENTS AND DEADLINES

ACTIVITY/EVENT	DATE	METHOD
Solicitation published	9/2/2021	LSF Health Systems Website
Written questions due	9/8/2021	Submit to: David Clapp Chief Operating Officer david.clapp@lsfnet.org
Responses to written questions	9/15/2021	Posted on LSF Health Systems Website
Sealed solicitation responses due	4PM on 9/21/2021	Submit to: David Clapp Chief Operating Officer 9428 Baymeadows Rd, Ste 320 Jacksonville, FL 32256 david.clapp@lsfnet.org
Mandatory criteria evaluation and proposal scoring begins	9/22/2021	LSF Health Systems
Posting of award recipient(s)	10/1/2021	LSF Health Systems Website
Start contractual negotiations	10/1/2021 – 10/8/2021	
Anticipated Contract start date	10/15/2021	

APPENDIX A: FORMS

- Exhibit C - Projected Operating and Capital Budget
- Exhibit D - Personnel Detail Report