



# CENTRAL FLORIDA CARES HEALTH SYSTEM, INC.

Forensic Multidisciplinary Team for FY 2016-2017  
Invitation to Negotiate #2017-001-MH

Release Date: August 2, 2016 Time: 5:00 P.M. [EST]



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## I. INTRODUCTION

In accordance with section 287.057(3)(e), Florida Statutes, mental health and substance abuse services are exempt from competitive procurement. However, in the spirit of fair competition, Central Florida Cares Health System, Inc. (CFCHS) is issuing this solicitation.

The proviso language for fiscal year 2016-2017 funding states that from the funds in Specific Appropriation 383, the recurring sum of \$3,260,000 from the General Revenue Fund is provided for the creation of five pilot community forensic multidisciplinary teams designed to divert individuals from secure forensic commitment by providing community-based services. The teams will be placed in the areas of greatest need, as determined by the Department of Children Families.

Of the five teams, one is being funded through CFCHS in Orange County. To obtain the maximum benefit for the use of the funds and the short timeframe to procure, negotiate and implement services, CFCHS has elected to procure the services by using an Invitation to Negotiate (“bid”) process as authorized by the CFCHS Chief Executive Officer in accordance with the CFCHS Procurement Policy.

The Forensic Multidisciplinary Team pilot is being funded for one year with a renewal option. The projected start date is October 1, 2016 with an ending date of June 30, 2017. The funding is subject to the availability of funds.

The Forensic Multidisciplinary Team pilot is consistent with the priorities and goals identified by the Florida Department of Children and Families. CFCHS reserves the right to select the provider and allocate funds based on community need and the ability to deliver a quality service. The selected applicant shall ensure that services are performed in accordance with the CFCHS contract, the applicable state and federal rules, statutes, licensing standards, DCF and CFCHS operating procedures, as applicable.

## II. GENERAL APPLICATION INSTRUCTIONS AND PROCESS

### A. SINGLE POINT OF CONTACT/PROCUREMENT MANAGER

Name: Anna Lowe, MBA, CHC, Chief Operating Officer  
Address: 707 Mendham Blvd, Suite 201, Orlando, Florida 32825  
Phone: (407) 985-3563  
Email: [alfedeles@cfchs.org](mailto:alfedeles@cfchs.org)

Applicants shall limit their contact regarding this bid to the Single Point of Contact.

## B. ELIGIBILITY OF APPLICANTS

CFCHS solicits applications for services from not-for-profit corporations incorporated in the State of Florida and qualified to do business in the State of Florida. Organizations must also meet responsibility standards that may include the following:

- a. Appropriate financial, material, equipment, facility, personnel resources and expertise, or the ability to obtain them, necessary to indicate its capability to meet all contractual requirements;
- b. A satisfactory record of performance with CFCHS, the Department of Children and Families, and the State of Florida as applicable;
- c. A satisfactory record of integrity;
- d. Qualified legally to contract with CFCHS; and
- e. Has not been debarred or suspended by CFCHS; any local, city, county, or state government; the State of Florida, or the Federal Government.

CFCHS, at its sole discretion, shall determine the applicant's compliance with responsibility standards.

To be eligible for the Forensic Multidisciplinary Team pilot funding, agencies must apply for the full funding amount of \$652,000 and deliver a full team in accordance with this ITN.

## C. POSTING

All notices, decisions, intended decisions, and other matters related to this solicitation will be electronically posted on the CFCHS website located at [www.centralfloridacares.org](http://www.centralfloridacares.org). It is the responsibility of prospective applicants to check the website for addenda or clarifications to this bid.

## D. CONE OF SILENCE

The Cone of Silence prohibits direct communication between applicants and applicant's representatives and certain CFCHS staff and Board of Director members during the period in which the Cone of Silence is in effect. Applicants shall limit their contact regarding this bid to the Single Point of Contact person listed in Section II.A. above or designee. The Cone of Silence shall remain in effect until an award is made, a contract is approved, or CFCHS takes any other action which ends the bid process.

## E. INQUIRIES

All inquiries shall be submitted in writing to the Single Point of Contact and received on or before Tuesday, August 9, 2016 at 5:00 P.M. [EST]. Only written inquiries may be submitted. Phone calls and faxes are not permitted.

## F. RESPONSES TO INQUIRES/QUESTIONS

Copies of the responses to all inquiries and clarifications and/or additional information, will be made available on or before Thursday, August 11, 2016 at 5:00 P.M. [EST] through electronic posting at the CFCHS website: [www.centralfloridacares.org](http://www.centralfloridacares.org).

## G. APPLICATION SUBMISSION INSTRUCTIONS

1. Applications must be submitted electronically to: [alfedeles@cfchs.org](mailto:alfedeles@cfchs.org) and by the deadline set forth in the Schedule of Activities.
2. The Cover Page, as shown in section IV, must be accompanied with the application(s).

## H. FORMAT

1. Proposals must be submitted in the following format: single spaced, with one inch margins, written in English (avoiding jargon), Times New Roman, and unreduced 12-point font. Utilizing a format not consistent with this will constitute a fatal flaw and will result in the application not being considered for funding.
2. Be as thorough as possible in your response. The page limitation is ten (10) pages of narrative. Exceeding the page limitation will constitute a fatal flaw and will result in the application not being considered for funding. The page limitation excludes budgets, timelines, copies of licenses/certifications, and any other supporting documentation you may submit as part of the application as referenced in the narrative.
3. Budgets, timelines, copies of licenses/certifications, and any other supporting documentation referenced in the narrative responses must be labeled and numbered accordingly.

## I. ACCEPTANCE/REJECTION OF PROPOSALS

1. Proposal Deadline: Proposals must be received by CFCHS no later than 4:00 P.M. [EST] on Wednesday, August 24, 2016. Failure to submit a proposal on or before the deadline will constitute a fatal flaw and will result in the application not being considered for funding. Any proposal submitted shall remain a valid offer for 90 days

after the proposal submission date. No changes, modifications, or additions to the applications submitted after the deadline has passed, will be accepted by, or be binding on, CFCHS.

2. Receipt Statement: A confirmation e-mail acknowledging receipt of the application will be sent by the Single Point of Contact or their designee. Proposals received after the deadline will be rejected.

3. Right to Reject Applications: CFCHS reserves the right to reject any and all applications received with respect to this bid at any time even after an award.

4. Right to Reject or to Waive Minor Irregularities Statement: CFCHS reserves the right to reject any and/or all replies, even after award, or to waive minor irregularities when to do so would be in the best interest of the individuals served, the community, and/or CFCHS. At its option, CFCHS may correct minor irregularities but is under no obligation to do so whatsoever.

5. Request Additional Information: CFCHS reserves the right to request from an applicant additional information as deemed necessary to more fully evaluate the proposal.

6. Determination of Funding and Scope of Work: CFCHS reserves the right to make all final decisions with respect to the amount of funding awarded to an applicant. CFCHS reserves the right to make all final decisions with respect to the deliverables to be included in the contract resulting from this bid.

#### J. WITHDRAWAL OF THE BID

CFCHS may terminate this bid at its sole discretion at any time even after funds have been awarded.

#### K. NOTICE OF CONTRACT AWARD

The resulting contract(s) shall be awarded to the responsible and responsive qualified network provider whose application is determined to be the most advantageous to the community and individuals served. The contract award(s) shall be based on the final selection by the CFCHS President/CEO. No scoring by the President/CEO or designee will be required to make the selection and award decision. The ranking of applications by the Reviewers shall serve as a recommendation only. The procurement file shall contain documentation supporting the basis on which the award is made.

#### L. RANKING OF APPLICATIONS

A rating point system will not be used to rank the applications. Reviewers will be instructed to recommend applications for funding by answering "Yes" or "No". At the debriefing meeting, the reviewers will be asked to reach a consensus and provide a list of the applications/proposals recommended for funding. The ranking of the applications/proposals shall be provided in order of precedence beginning with the application/proposal deemed most likely to succeed. This list will be provided to CFCHS President/CEO for consideration. The recommendations will be based on the merits of each application. Reviewers are expected to provide comments that identify the application's strengths and weaknesses for each of the questions, the likelihood of success of the project, and whether the project presents the best value to the community. If deemed necessary by the reviewers they will provide questions that the CFCHS staff can ask the applicant in order to better understand key elements of the proposed project.

#### M. PROTEST, APPEALS, AND DISPUTES

No formal protests or appeals will be accepted for this pilot funding. Decisions of the CFCHS President/CEO are final. Dispute resolution is outlined in the CFCHS Funding and Allocation policy available from the Procurement Manager.

#### N. SELECTION OF QUALIFIED APPLICANTS FOR NEGOTIATION

CFCHS will enter into negotiations with the applicants who the reviewers determine are the most responsive and demonstrate the ability to achieve the desired goals and outcomes as described in the applicant's responses. In the event that the reviewers are unable to reach consensus, CFCHS will use audits, history of compliance with contract terms and conditions, current and past year fund utilization, and GAA measures as performance indicator tools to determine past performance of the applicants and select the best performing applicant for negotiations.

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### III. SCHEDULE OF ACTIVITIES

Any changes to these activities, dates, times, locations, will be accomplished by addenda. All times refer to Eastern Standard Time.

<b>Activity</b>	<b>Due Date</b>	<b>Time</b>	<b>Information</b>
Release of Invitation to Negotiate	August 2, 2016	5:00 P.M.	Email to the CFCHS Provider Network and Posted on the CFCHS website at <a href="http://centralfloridacares.org/">http://centralfloridacares.org/</a>
All written inquiries due to CFCHS	August 9, 2016	5:00 P.M.	Email to Single Point of Contact / Procurement Manager
CFCHS' response to inquiries	August 11, 2016	5:00 P.M.	Posted on the CFCHS website at <a href="http://centralfloridacares.org/">http://centralfloridacares.org/</a>
Application must be received by CFCHS	August 25, 2016	4:00 P.M.	Email to Single Point of Contact / Procurement Manager
Initial Meeting of the Evaluation Team	August 26, 2016	10:00 A.M.	Conference line (712) 432-0180 code: 2604678
Debriefing Meeting of the Evaluation Team	September 9, 2016	10:00 A.M.	Conference line (712) 432-0180 code: 2604678
Notice of Intent to Negotiate	September 9, 2016	5:00 P.M.	Posted on the CFCHS website at <a href="http://centralfloridacares.org/">http://centralfloridacares.org/</a>
Negotiations Begin	September 12, 2016	10:00 A.M.	CFCHS Board Room
Notice of Intent to Award	September 23, 2016	10:00 A.M.	Posted on the CFCHS website at <a href="http://centralfloridacares.org/">http://centralfloridacares.org/</a>
Anticipated Effective date of contract(s)	October 1, 2016	N/A	N/A

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#### IV. COVER PAGE

Applicant Agency: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone 1: \_\_\_\_\_ Telephone 2: \_\_\_\_\_

Email Address: \_\_\_\_\_

Authorized representative certifies the accuracy and completeness of the statements contained in the application and agrees to accept the obligation to comply with the award terms and conditions.

Signature of Authorizing Individual: \_\_\_\_\_

Name of Authorizing Individual: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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## V. APPLICATION

### A. FORENSIC MULTIDISCIPLINARY TEAM (FMT) SUMMARY

In recent years, the Department has experienced a significant number of forensic commitments from specific counties throughout the State. Pursuant to Chapter 916, Florida Statutes, these commitments consist of individuals with mental illnesses who have felony offenses and are court-ordered for involuntary hospitalization to a secure forensic facility. The Department believes that some of these individuals could be served in the community, if appropriate monitoring and services were available. Many of these individuals are charged with lesser felony offenses and do not have a significant history of violent offenses.

The Department has allocated new funding to Orange county seeing as it is one of the five counties with the highest number of forensic commitments. These funds will be used to employ a multidisciplinary team to:

- a. Help divert individuals from involuntary hospitalization in a secure forensic facility; and,
- b. Monitor and secure services for individuals diverted from commitment.

The Department's Substance Abuse and Mental Health Program has demonstrated strong outcomes for adults with serious mental illnesses who have been served through community Florida Assertive Community Treatment (FACT) teams. Therefore, the Forensic Multidisciplinary Team will be an adaption of the FACT model for individuals with forensic involvement who may benefit from behavioral health services and supports in the community.

The goals for the FMTs include:

- a. Diverting individuals who do not require the intensity of a forensic secure placement from the criminal justice system to community-based care;
- b. Eliminating or lessening the debilitating symptoms of mental illness that the individual experiences,
- c. Addressing and treating co-occurring mental health and substance abuse disorders;
- d. Reducing hospitalization;
- e. Increasing days in the community by facilitating and encouraging stable living environments; and,
- f. Collaborating with the criminal justice system to minimize or divert incarcerations.

**Total projected funding for this project: Forensic Multidisciplinary Team = \$652,000  
Team Capacity Requirement: Serve a total of 45 individuals at any given time**

## B. NARRATIVE

1. Applicant Organization's Legal Name.
2. Describe the organization's overall administrative capacity and experience to implement the FMT.
3. Describe the ability and/or experience in working with the target population:
  - a. Individuals determined by a court to be Incompetent to Proceed (ITP) or Not Guilty by Reason of Insanity (NGI), pursuant to Chapter 916, F.S., or
  - b. Persons with serious and persistent mental illness who are arrested and, prior to adjudication, are referred to the FMT by duly authorized representatives of local law enforcement, local courts, the State Attorney, the Public Defender or the Managing Entity.
4. Describe the specific service delivery strategies for implementing and maintaining a Multidisciplinary Team for the forensic population. Service delivery strategy descriptions should separately address the required services listed below. (For details, refer to *Guidance 28: Forensic Multidisciplinary Team* which can be located at: <http://www.myflfamilies.com/service-programs/substance-abuse/managing-entities/2016-contract-docs>)
  - a. Crisis Intervention and On-Call Coverage
  - b. Assessments
  - c. Case Management and Intensive Case Management
  - d. Medical Services
  - e. Substance Abuse and Co-Occurring Services
  - f. In-Home and On-Site Services
  - g. Incidental Expenses
  - h. Outreach and Information and Referral
5. Describe collaborations with stakeholders in order to best meet the needs of the individuals served.
6. Describe the ability to meet the program goals (a through f) listed on page 9 of this ITN.
7. Describe the discharge process for individuals served. Include criteria for stepping clients down to lower levels of care in order to allow new admissions to the team.
8. Provide an organizational chart showing the minimum staffing requirements as outlined in *Guidance 28: Forensic Multidisciplinary Team*.

9. List any evidence-based approaches to be used for FMT program as recognized by SAMHSA's National Registry of Evidence-based Programs (EBP) and Practices (NREPP).

10. Provide a timeline for the implementation of the service identifying key activities, milestones, deliverables and responsible staff – This attachment will not be counted toward the suggested page limitation. The attachment must be labeled and numbered accordingly.

### C. BUDGET

All costs associated with services proposed in this bid must be reasonable, necessary and allowable, and relate to the program in compliance with both the Cost Principles for Nonprofit Organizations: OMB 2 CFR Chapter I, Chapter 2, Part et.al. Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and The Community Substance Abuse and Mental Health Services Financial Rules specified in Chapter 65E-14, Florida Administrative Code. Applicants will submit a one (1) year, 12 month budget for related expenditures as outlined in this bid, consistent with the start times reflected in the timelines for implementation of the activities.

All proposed costs must be in accordance with the Department of Financial Services Reference Guide for State Expenditures, February 2011, which may be located at: <http://www.flrules.org/Gateway/reference.asp?No=Ref-04201>

The budget form and instructions (mh1038) which are incorporated herein by reference, have been posted on the CFCHS website as a separate document to this bid. The budget must be submitted along with your application.

A detailed (using complete sentences) budget justification narrative is required. It must clearly link all budget items to program activities and justify the proposed costs.

The page limitation does not apply to the budget(s).