

APPENDIX E

Questions and Narrative Responses

1. Briefly describe your organization and its current infrastructure, addressing your readiness and capability to acquire an additional program(s) as stated in this bid.
2. History and experience in providing behavioral health services to individuals suffering with a major mental illness with, or without, co-occurring substance use disorders who are also adjudicated incompetent to proceed at any stage of a criminal proceeding or deemed not guilty by reason of insanity due to a mental illness.
3. Explain your organization's experience in working with the courts, for example, providing multi-agency service coordination, reporting progress and/or other reports to the courts for individuals under court-ordered treatment.
4. Describe your organizations experience balancing the work of the treatment team within your agency and outside of your agency while advocating for the preferences expressed by the individual served without compromising the safety of the individual served and the community.
5. Explain your organization's experience with care coordination and experience working with other provider of services.
6. Describe how your agency will ensure that the Team has the access to technology and any infrastructure supports necessary to coordinate care for the individuals the Team will serve.
7. Provide the following information:
 - (i) Identify the members of the transition team of your organization who will facilitate and implement the necessary steps for a successful transition, including a description of the position and the role s/he will have in the (1) management of the transition, (2) implementation, and (3) continued service provision beyond the first 90 days of contract execution;
 - (ii) Identify the address where the Team will have their main offices.
8. Describe your employee benefit package, for example, health insurance, premiums, retirement, etc.

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9. Provide a timeline for the transition of services.

10. Submit a Budget: Proposed budgets must be completed using the template provided in **Appendix I, Budget Forms**. All costs associated with services proposed in this bid must be reasonable, necessary and allowable, and relate to the program in compliance with The Community Substance Abuse and Mental Health Services Financial Rules specified in Chapter 65E-14.021(5)(e), Florida Administrative Code. Applicants will submit a 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, or the latest revision thereof, which may be located at: <http://www.flrules.org/Gateway/reference.asp?No=Ref-04201>

Page limitation

Please be as thorough as possible in your response and limit your narrative response to a maximum of ten (10) pages. The page limitation excludes the table of content, budget forms, the timeline, copies of licenses/certifications, or any supporting documentation that you submit as part of the application as referenced in the narrative.