

**Invitation to Negotiate #009**  
**Forensic Mental Health Services Program**  
**Date: Wednesday, July 26, 2017**  
**Time: By 5:00 P.M. [EST]**

**RESPONSES TO WRITTEN INQUIRIES**

	<b>Inquiry</b>	<b>Response</b>
1.	Will technology currently in use for this program be extended to the chosen provider or will additional licenses need to be purchased? If so, can funds be allocated to acquire the ability to use technology and software?	<p>The technology currently in use by the staff may be extended to the successful applicant; this will be discussed during contract negotiations.</p> <p>Fixed capital outlay cannot be purchased with these funds.</p> <p>The successful applicant may have to purchase the software license for Knight Information Software (KIS Express) which is SFBHN’s online data system which Network Providers are required to use to collect and report data and performance outcomes on consumers served.</p> <p>KIS Express State Pricing is as follows:            One-time license charge: \$1,000 one-time per user license.            Perpetual licensing charge: \$72.50 per month            \$6.70 per user per month.</p> <p>Example billing for two users:            Onetime license charge: \$2,000            Monthly charges: \$85.90</p> <p>Licenses are owned by the organization and can be applied to any one user at any time. Turnover and position change do not affect billing, only the actual license count.</p>
2.	Can the number of staff currently assigned to the project be disclosed; is their office space at chosen provider’s discretion or will they remain housed with South Florida Behavioral	<p>There is currently 14 staff assigned to the project.</p> <p>The selected provider will have discretion on where the team is</p>

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	Health Network?	housed. However, because of the need to work closely with the SFBHN Forensic Services Manager, the Care Coordination Team, and Utilization Management Team, SFBHN would prefer that the selected provider sublease the current office space, however, subleasing the office space must first be approved by the building management.
3.	Do services provided by Forensic Mental Health Team require licensed clinicians, if so does current project staff have clinical supervision or will chosen provider be required to provide licensed clinical supervision?	Due to the current service delivery structure, the Forensic Mental Health Services Team did not require clinical supervision.  Clinical supervision will be provided to the appropriate staff based on the covered service requirements of Rule 65E-14, FAC, in addition to the supervision requirements described in the attached Exhibit AP, Mental Health Case Management Standards.
4.	As Appendix H, 'FY 17-18 Forensic Team Operating Budget' outlines \$735,000 for salaries and benefits that will be transferred over to new provider, should this amount be included under IIA. 'Personnel Expenses' when presenting annual budget?	Yes.
5.	When completing Appendix I, Budget Forms FY 2017-2018, will Part II 'Projected Expenses' under the Operational Budget tab be the only applicable section to completed, as Part I details 'Projected Funding Sources and Revenues', which is inapplicable in this case? (Please note, it is understood, Part	All of the worksheets in the budget forms must be completed.

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	III 'Certification' is applicable.	
6.	When completing Appendix I, Budget Forms FY 2017-2018, please confirm only the 'Operating Budget' tab is required for submission as the other tabs within this appendix, Personnel Detail, Agency Capacity and DCF Budget, appear to be inapplicable.	All of the worksheets in the budget forms must be completed.
7.	What is the likelihood that the Forensic Mental Health Services Programs will be phased out in the future?	It is highly unlikely that this program will be phased out in the future.
8.	Under what monetary terms and under what conditions will the Forensic Mental Health Services Programs be able to be continue?	The Forensic Mental Health Services Program is subject to the same conditions of other continuation services, all are subject to the availability of funds from the Department of Children and Families.
9.	Will there be a repeat of the Invitation to Negotiate process at the end of the first year or will the winning applicant be given a priority option on renewal?	No, there is no intent to re-procure these services, however this is subject to the performance of the provider.
10.	In 17-18 Forensic Team Operating Budget, how much has been allocated for workman's comp insurance, auto, and liability insurance? If budgeted, under which expense category have they been calculated?	These costs are based on SFBHN rates. The applicant must budget these costs based on their own rates. These costs have been allocated in the "Insurance" expense line item.

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11.	Are the outcomes of the Forensic Mental Health Services (both tracks) going to be incorporated into our existing program outcomes for purposes of monitoring? e.g. the monthly report card and SAMH required performance outcomes and outputs	Yes. If the successful applicant is currently under contract with SFBHN, the performance measures for the Forensic Mental Health Services Program will be incorporated in the existing program outcomes and any other applicable performance measures required for this program will also be incorporated.
12.	Would failure to perform to SFBHN's satisfaction in managing the JDP and Forensic Specialist Outreach Team affect the funding and standing of our existing program?	No, if it's the only area that is not performing. However, failure to perform in any area may prompt the monitoring of all of the existing programs/services and adjustments based on the findings.
13.	Are clients of the Jail Diversion Program part of the forensic or SPMI target population group?	The Jail Diversion Program consumers are part of the SPMI target population.
14.	Of the Forensic Mental Health Service Program clients, how many clients are juveniles? (Appendix A)	Juveniles to be served are only those arraigned and to be tried as adults.
15.	Are client files maintained on paper, electronically, or a combination of both. If electronically, what is the Electronic Health Record company?	Client files are maintained on both paper and electronic formats. The electronic files are not maintained in an Electronic Health Record system. The successful applicant is expected to use their own Electronic Health Record system.
16.	Is the Forensic Mental Health Services Program accredited? If yes, what is the accrediting agency? If no, what is the	No, the Forensic Mental Health Services Program is not accredited. However, SFBHN requires that all programs are accredited and it will

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	progress of each track on steps to taken towards meeting the requirements to become accredited programs?	be the successful applicant's responsibility to seek accreditation for the program.
17.	What are the DCF and/or Agency for Health Care Administration (AHCA) licenses and/or other certifications required prior to the implementation of services?	<p>Currently, none of the services being provided are licensable components by DCF or AHCA, primarily because the funding for these services are all mental health outpatient type services and neither DCF nor ACHA license mental health outpatient type services.</p> <p>However, should the service array change and services to be provided do require a license, it is the provider's responsible to apply and obtain the appropriate license.</p>
18.	What trainings are required for the employees of the Forensic Mental Health Services Programs?	<p>Per Appendix A, the following are the identified trainings that are required:</p> <ol style="list-style-type: none"> <li>1. Florida Forensic Examiner Training within one year of employment.</li> <li>2. Ohio Risk Assessment System Training</li> <li>3. Introduction to Wellness Recovery Action Plan Training.</li> <li>4. Assess, Plan, Identify, and Coordinate (APIC) model.</li> <li>5. SOAR Training</li> <li>6. Any other training designed to increase the knowledge and skill levels of staff assigned to the forensic program.</li> </ol>
19.	Are we correct in our assumption that these 14 FTEs will be	Yes

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	employees of the agency awarded, not SFBHN employees?	
20.	Can we re-structure the program to create and/or eliminate positions that are not needed?	Per the ITN, <i>“the successful applicant shall, at a minimum, employ each transitioned Team member for a full year after the execution of the contract. As vacancies within the Team occur, SFBHN [with input from the provider] may consider redefining the required staffing pattern as described in the bid.”</i>
21.	As we are required to retain the employees for a year, can we employ them under a one year contract?	Per the ITN, <i>“the successful applicant shall, at a minimum, employ each transitioned Team member for a full year after the execution of the contract.”</i>
22.	Can we hire these employees under an employee leasing program?	Yes
23.	Can we terminate (fire) an employee within the first year who is not performing to our satisfaction and/or not following our policies?	Yes, however in such a case the circumstances will be presented to SFBHN before any action is taken.
24.	Can the current office spaces occupied by the teams be leased to minimize change or do we have to relocate all of the staff?	Because of the need to work closely with the SFBHN Forensic Services Manager, the Care Coordination Team, and Utilization Management Team, SFBHN would prefer that the selected provider sublease the current office space, however, subleasing the office space must first be approved by the building management.
25.	How can we add these 14 positions to our personnel detail and budget if we don't know their individual salaries? Do we	Yes, create a one line item in the personnel detail tab that includes \$612,500 for all 14 positions.

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	just create a one line item in the personnel detail tab that includes \$612,500 for all 14 positions?	
26.	What are the current fringe benefits currently being given to these 14 FTE staff and what is SFBHN's current contribution to these benefits? E.g. Health Insurance, 401k, PTO	Fringe benefits will be determined by the applicant. Apply your agency's fringe benefit package.
27.	Is the 8% match in SS and Medicare payroll taxes included in the 20% allocated for fringe benefits?	The line item budget provided in this bid is SFBHN budget. The applicant is to apply their own benefits package.
28.	Could these 14 positions be converted from W2 employees to 1099 employees under the Department of Labor rules?	No, these are permanent positions.
29.	Who is currently managing this program?	The program is currently being managed by South Florida Behavioral Network and some positions support the Eleventh Judicial Circuit Criminal Mental Health Project (CMHP).
30.	Where is it located? Is it one site or scattered?	The Forensic Specialist Outreach Team office space is located at SFBHN's main office. The Jail Diversion Team office space is located at the Richard E. Gerstein Justice Building.
31.	How many beds is SFBHN currently purchasing for this project?	SFBHN is not purchasing beds for this project.
32.	Level of education for all the forensic positions as well as their salaries in order to budget accordingly	Bachelor level with at least one year of experience with the target population. Education requirements may be adapted depending on the needs of the team.  Per the ITN, the salaries will be shared with the successful applicant during contract negotiations and are not negotiable.

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33.	Will the funding be fee for service, CST?	The method of payment will be fee for service.
34.	<p>It says the Salaries are non- negotiable.....however, what if our Fringe Rate is higher than SFBHN</p> <p>i.e.          CHI 23.34% FRINGE RATE</p> <p>SFBHN 20% FRINGE RATE</p> <p>We are limited to 20%?</p>	Fringe benefits will be determined by the applicant. Apply your agency's fringe benefit package.
35.	<p>a. I don't see "Forensic Team" listed in 65E-14.021 (Schedule of Covered Services) in the Florida Administrative Code.</p> <p>b. Should capacity for Forensic Team be calculated same as CCST? "Direct" (60.19% of 2080)</p> <p>c. What is the DCF/SFBHN Cost Center #?</p> <p>d. Staffing Position descriptions w/salaries</p> <p>e. What is the OCA or OCA's funding the Forensic Team?</p>	<p>a. Forensic Team is not a covered service. The Forensic Team performs services listed in 65E-14 FAC under the individuals services listed in the ITN's Appendix A.</p> <p>b. SFBHN would entertain contracting under the CCST covered service or contract for the individual services.</p> <p>c. See response to question a. above. As per the ITN, the salaries will be shared with the successful applicant during contract negotiations.</p> <p>d. The positions are listed in Appendix A, Sections D and E. As specified in the ITN, the salaries will be shared with the selected applicant during negotiations.</p> <p>e. The OCA's for the Forensic Team are: MHA72 and MHA09.</p>



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36.	Can you define the management structure of JDP and how it pertains to this grant? Will JDP be contained in the agency or is their oversight by the 11th Judicial Circuit? Will there be third party supervision for JDP? In terms of JDP, is the awarded agency a fiscal agent or do they have programmatic and service oversight?	<p>JDP staff support the CMHP. Staff is housed at courts and the JDP Team will be co-supervised by the Director of the CMHP and the successful applicant.</p> <p>No, the JDP Team will not be contained in the agency.</p> <p>The JDP Team will be co-supervised by the Director of the CMHP and the successful applicant.</p> <p>The successful applicant will not be the fiscal agent for the 11th Judicial Circuit and will have responsibilities over the compliance of the programmatic and service requirements.</p>
37.	Describe the contact that the forensic team has with Juveniles, i.e. are they required to transport them or meet them at the provider locations? Are clients ever seen on site.	Based on experience, contact with juveniles has been in secure settings (State Mental Health Facility or Jail). Forensic Team is allowed to provide a wide range of services, the majority of the services are provided outside of the staff office.
38.	How many Juveniles are currently being served?	Currently there are no juveniles being served in the community.
39.	If the staff number decreases will the amount of clients served by the team also decrease?	Not for the Forensic Specialist Outreach Team. However, for the JDP Team, the number served may be renegotiated if there is a significant change in the number of staff.
40.	Can you elaborate further on the transitioned staff and the requirement of a year's employment? Will this be clarified via an employment contract, hire letter, or as an act of good	Employees must be guaranteed employment for one year unless they have performance issues at which point the provider must present the issue to SFBHN before any action is taken.

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	faith? Does this requirement change based on staff performance?	
41.	Can you describe the payment structure?	The services will be reimbursed on a fee for service payment structure. Please refer to Appendix A for a list of the covered services.
42.	Will start up funds be available?	No but this item may be discussed during contract negotiations.
43.	Will the equipment currently used by the staff be transferable to the provider awarded this grant, i.e. computers?	The technology currently in use by the staff may be extended to the successful applicant; this will be discussed during contract negotiations.
44.	Do the teams use personal vehicles for work? If they use agency vehicles, will these be transferable to the agency awarded the grant?	The teams use their personal vehicles for work and are reimbursed for travel expenses.
45.	Can you describe the clinical documentation (Treatment Plans, progress notes) that is or will be required by the team outside of the listed reports?	The clinical documentation must comply with Rule 65E-14, FAC, 65E-4, FAC, the documentation requirements listed in the other documents referenced in the bid, in addition to the documentation requirements identified in the attached Exhibit AP, Mental Health Case Management Standards.
46.	On Page 6, it indicates that data will be submitted; can you please describe the kind of service data?	The service data referred to in this section is in relation to any client specific services provided under any of the DCF covered services as

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		described in Appendix A, section B or any other approved DCF covered services defined in Rule 65E-14, F.A.C. that may be negotiated with the successful applicant.
47.	How many of the 14 employees offices will be located at the provider offices? Are there satellite offices for existing team members and will they be accessible by the agency after the transition?	This is subject to negotiation, however, the Jail Diversion Program Team office space is located at the Richard E. Gerstein Justice Building.
48.	Would SFBHN consider a proposal that would focus exclusively on the Jail Diversion Team piece?	No.
49.	Would SFHBN consider restructuring the “other expenses” to allow for direct services to include transitional housing? In other words, a proposal where the provider becomes the JDP care coordinator and simultaneous provider of beds for a specific cohort of clients.	No. Incidental expenses can only be used to purchase housing and other incidental needs of the consumers as per 65E-14.021(4) (k), F.A.C.