



Date: January 7, 2022
To: All Potential Proposers
Subject: ADDENDUM #1 Respite Services Request for Proposals

The Juvenile Welfare Board’s RFP for Respite Services is modified as follows. Note that the old language is struck through and new language is indicated by red font.

1. Section 1.13 EVALUATION, sub-section Minimum Criteria

Modify section as follows:

Minimum Criteria: The following fatal criteria must be met for a proposal to be forwarded to the evaluation committee and considered for further evaluation. **Failure to meet all of these criteria will automatically disqualify the Proposer’s response from further consideration:**

1. The Proposal is received by the due date and time;
2. The Proposal Signature Form is signed by an authorized company officer;
3. Proposer does not meet the requirements of Section 2.6, Minimum Qualifications, d).

2. Section 2.6, MINIMUM QUALIFICATIONS

Modify section as follows:

- a) The agency’s mission, values, and services must align with the proposed program.
- b) The agency must have experience providing community-based services to the target population.
- c) The agency must have the financial capacity to support the commitments set forth in response to the RFP.
- d) The agency must have an annual operating budget over \$500,000 or operate under an Administrative Services Organization (ASO) or collaborative, **unless it demonstrates to JWB’s satisfaction that it has the resources to properly administer the JWB funding in accordance with all requirements.** ~~as determined in JWB’s sole discretion to ensure the proper administration of JWB funding~~
- e) The agency must NOT operate under the exclusive jurisdiction of the public school system, pursuant to JWB’s Special Act, 2003-320.

- f) For collaborative proposals, the lead entity must have demonstrated leadership experience and the ability to convene and collaborate with multiple agencies towards a single goal.
- g) The agency must have a broad base of experience developing integrated support plans following the principles of wraparound service delivery and providing ongoing care coordination to families with multifaceted needs.
- h) **Staff conducting biopsychosocial assessments and other standardized empirically valid instruments must have a Masters level degree in Social Work, Mental Health, or related fields and must have experience conducting assessments.** ~~Program staff and must have experience conducting assessments, a clinically oriented centralized intake process that includes community and home-based clinical assessments, developing multi domain formulations and determining level of care requirements.~~
- i) Program supervisory staff must hold a Masters level qualification or above in the field of mental health, child development or a related discipline
- j) Oversight of the program must be provided by an individual holding licensure in Social Work or a closely related field.
- k) Program staff experience in the provision of trauma informed care is highly desirable and at a minimum training in the principles of trauma informed care must be provided to program staff.

3. Section 2.4 DEFINITIONS

Add the following definition to the section:

Group Respite. As detailed in Florida Administrative Code 65C-46.001 group respite care may be broadly defined as a child care facility that provides 24hr care to the physical, social and emotional needs of children.

4. Section 2.7, PROGRAM REQUIREMENTS, sub-section i) Staffing and Professional Development

Modify section as follows:

a) Staffing and Professional Development

- i. Services must be delivered by staff with professional backgrounds, skillsets, and qualifications well suited to the identified target population and proposed modalities. The agency must provide an evidence-based training curriculum to both program staff and family-selected caretakers, if applicable, in order to ensure high quality services in alignment with the established program model. Direct care staff of in-home respite care must be trained in the provision of home-based care for special needs populations and obtain a recognized certification specific to respite home care.
- ii. Direct care staff should receive regular supervision in order to support the effective and appropriate delivery of services.
- iii. The agency must develop a comprehensive training and orientation process that supports ongoing quality service delivery. Trainings should be informed by industry standards, best practices, and evidence-based models.

- iv. The agency must ensure continuous training and professional development opportunities for staff in order to support the delivery of high-quality respite care services.
- v. ~~Direct care~~ **All program** staff, at a minimum, must complete the following trainings annually:
 - Child development and developmentally appropriate behaviors
 - CPR and First Aid Certification
 - Behavior management and de-escalation techniques
 - Professional boundaries and ethics
 - Trauma-Informed Care
 - **DCF Child Abuse and Neglect Reporting**
 - Culturally Competent Service Delivery, and
 - Any other trainings, as appropriate to the population served
- vi. The agency must provide for adequate protection of youth and must comply with all applicable laws and implementing regulations, including, but not limited to, F.S. 435. All program staff and agency staff (including employees, independent, contractors and staff of subcontractors), volunteers, and those who may have access to youth participants supported through JWB funding are required to undergo and pass a national Level 2 background screening that complies with Level 2 standards set forth in F.S. 435.04.

5. Section 2.7, PROGRAM REQUIREMENTS

The following service requirement is added:

k) Program Oversight

- i.** The program must have oversight and the oversight must be conducted by an individual that meets the requirements in section 2.6, j).
- ii.** The individual responsible for the oversight must be located onsite at a location central to the operations of the program.
- iii.** Oversight activities may include, but not be limited to, daily operations of the program, supervision of program staff both onsite and in the community, review of documentation and clinical review of level of care determinations. Additional duties may also include direction of staff training, quality assurance activities and monitoring of program outcomes.

6. Section 3.4 NARRATIVE RESPONSE, sub-section Experience and Qualifications and Proposed Evaluation Approach

Modify section as follows:

Experience and Qualifications

- 20. Briefly describe your agency’s mission, history, Board composition, and major accomplishments that are pertinent to the qualifications for implementing your proposed respite program.

21. Describe how the proposed respite program fits into your agency's mission and values.
22. Describe the qualifications and experience of the key personnel that would be assigned to this project. Please detail the supervisory structure and plan for clinical supervision and oversight of these staff **and the program.**
23. The research literature advises that program quality is directly related to staff training, qualifications, and experience. Please detail the proposed training/certification program(s) that will be delivered to ensure that staff possess the core competencies to provide quality services to the population served. Furthermore, please outline the ongoing training curriculum that will be provided to maintain professional skillsets.
24. Staff retention and tenure are directly correlated to the maintenance of quality programming. Please describe in detail your proposed plan to recruit and retain qualified staff to fully meet the goals and objectives of this RFP. Please provide specific examples of recruitment strategies, approaches to determining salary levels, and the provision of professional development opportunities.
25. Although direct experience providing respite care services is preferred, it is recognized that the proposed model will likely involve innovative programmatic design and implementation. Please detail your agency's experience in the implementation of evidence-based or evidence-informed programming and best practice service delivery models.
26. Describe your agency's experience collaborating with multiple agencies and stakeholders to support continuity of care for children across a variety of settings. Additionally, what formal and informal partnerships have you developed to support the respite services you are proposing?
27. If submitted proposal is part of a collaborative partnership, please describe the organizational structure, work flows, and oversight.
28. Please provide an overview of your agency's experience applying the principles of wraparound service delivery and family-centered approaches.
29. Please detail your experience in applying the principles of trauma-informed care, including, but not limited to, providing trauma-informed clinical assessments to determine level of care needs for children within complex family systems.
30. Detail your agency's experience in applying the five essential elements for cultural competence.
31. Describe your agency's financial and administrative capacity to support the commitment set forth in response to the RFP. Attach your agency's current year adopted budget.
32. **Is your agency's current fiscal year operating budget less than \$500,000? If yes, answer the following questions:**

- a. Does your agency operate under an ASO or collaborative? If so, provide the name of the ASO or collaborative.
 - b. If your agency does not operate under an ASO or collaborative, how will your agency ensure that your agency properly administers JWB funding in accordance with all requirements, if awarded?
 - c. JWB provides funding on a cost reimbursement basis. Does your agency have sufficient cash flow to support your agency's proposal, if awarded? If so, describe.
- 33.32. Has your agency been a defendant in any litigation or regulatory action in the last three (3) years? If yes, provide a brief explanation of each instance.

Proposed Evaluation Approach

- 34.33. Please describe your agency's plan to evaluate the implementation of the proposed program and ensure a continuous quality improvement plan.
- 35.34. Under JWB's Strategic Plan, this RFP seeks to further strengthen community supports with the objective of reducing incidents of childhood abuse and neglect. Please include additional recommendations for evaluation and outcome measures that align with the core elements of the scope of work contained within this RFP. Explain what kind of data you may need to collect and what would be your process for data collection, reporting, and meaningful analysis.

All other requirements, terms and conditions of the RFP remain unchanged. Questions regarding this RFP shall be directed to rfp@jwbpinellas.org.

Receipt and acceptance of an RFP addendum is to be acknowledged by signing and returning this document with the proposal. Failure to do so may subject your proposal to rejection.

I certify receipt of the addendum.

Agency Name	Authorized Signature	Date
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