



REQUEST FOR PROPOSALS INFORMATION GUIDANCE

Financially Assisted Agencies FY 2018

October 1, 2017 - September 30, 2018

Released: February 27, 2017

Due date: March 31, 2017 12:00 p.m. (Noon) EST

**Palm Beach County Board of County Commissioners
Community Services Department
810 Datura Street, Suite 200
West Palm Beach, Florida 33401
(561) 355-4700**

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READ CAREFULLY AND COMPLY WITH ALL REQUIREMENTS

I. GENERAL INFORMATION

The purpose of this Request for Proposals (RFP) is for the Community Services Department (CSD) to receive proposals from qualifying non-profit organizations to provide services related to the approved Service Categories. Further information can be found in the Palm Beach County Administrative Code Section 305.07 "Payment to Delegate Agencies." The Health and Human Services Element of the *Comprehensive Plan of Palm Beach County* delineates goals and objectives that address the availability of health and human services necessary to protect the health, safety and welfare of its residents. In conjunction with the HHS Element, the Board of County Commissioners adopted Resolution R-2013-1563 which created the Citizens Advisory Committee on Health & Human Services (CAC/HHS). The CAC/HHS through, Section 3.D. Roles & Responsibilities of Resolution R-2013-1563 makes recommendations on an annual basis during the Financially Assisted Agency funding process regarding the service and funding priorities, outcomes and contract requirements. An additional guiding document is "A Report of Health & Human Services in Palm Beach County – Based on Key Community Indicators 2010". You can find these documents at: <http://www.pbcgov.com/communityservices>.

Applicant requirements:

- Organizations will clearly identify how their service/program(s) address the Service Categories and system of care as approved by the Board of County Commissioners.
- All applicants seeking County assistance must be chartered or registered with the Florida Department of State, have been incorporated for at least one agency fiscal year, and have provided services for at least six (6) months.
- All applicant agencies must hold current and valid 501(c) (3) status as determined by the Internal Revenue Service.
- All applicants must demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor.

Contractual insurance requirements if applicants are selected:

Commercial General Liability The AGENCY agrees to maintain Commercial General Liability at a limit of liability not less than \$500,000 Each Occurrence. Coverage shall not contain any endorsement(s) excluding nor limiting Premises/Operations, Personal Injury, Product/Completed Operations, Contractual Liability, Severability of Interests or Cross Liability. Coverage shall be provided on a primary basis.

Business Automobile Liability The AGENCY agrees to maintain Business Automobile Liability at a limit of liability not less than \$500,000 Each Occurrence. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event AGENCY does not own automobiles, AGENCY agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy. Coverage shall be provided on a primary basis.

Worker's Compensation Insurance & Employers Liability The AGENCY shall maintain Worker's Compensation Insurance & Employers Liability in accordance with Florida Statute Chapter 440. AGENCY shall provide coverage on a primary basis.

Professional Liability AGENCY shall agree to maintain Professional Liability, or equivalent Errors & Omissions Liability, at a limit of liability not less than \$1,000,000 Per Occurrence. When a self-insured retention (SIR) or deductible exceeds \$10,000, the County reserves the right, but not the obligation, to

review and request a copy of AGENCY most recent annual report or audited financial statement. For policies written on a “Claims-Made” basis, AGENCY warrants the Retroactive Date equals or precedes the effective date of this contract. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced; or any other event triggering the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this contract, AGENCY shall agree to purchase a SERP with a minimum reporting period not less than two (2) years. The requirement to purchase a SERP shall not relieve AGENCY of the obligation to provide replacement coverage.

Additional Insured The AGENCY agrees to endorse COUNTY as an Additional Insured with a CG026 Additional Insured or its equivalent – Designated Person or Organization endorsement to the Commercial General Liability. The additional insured shall read “Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents. Coverage shall be provided on a primary basis.

Waiver of Subrogation AGENCY agrees by entering into this contract to a Waiver of Subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit AGENCY to enter into an pre-loss agreement to waive subrogation without an endorsement, then AGENCY agrees to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should AGENCY enter into such an agreement on a pre-loss basis.

Right to Review COUNTY reserves the right, but not the obligation, to review and revise any insurance requirement, not limited to limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work / specifications affecting the applicability of coverage. Additionally, the COUNTY reserves the right, but not the obligation, to review and reject any insurance policies failing to meet the criteria stated herein or any insurer providing coverage due to its poor financial condition or failure to operating legally.

Umbrella or Excess Liability AGENCY may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest “Each Occurrence” limit for the Commercial General Liability and Business Auto Liability. AGENCY agrees to endorse COUNTY as an “Additional Insured” on the Umbrella or Excess Liability, unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a pure/true “Follow-Form” basis.

Certificate of Insurance AGENCY shall, at its sole expense, agree to maintain in full force and effect at all times during the life of this Contract, insurance coverages and limits (including endorsements), as described herein. AGENCY shall agree to provide the COUNTY with at least ten (10) day prior notice of any cancellation, non-renewal or material change to the insurance coverages. The requirements contained herein, as well as COUNTY’S review or acceptance of insurance maintained by AGENCY are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by AGENCY under the contract. Simultaneously with the AGENCY execution of this Contract, it shall be the responsibility of the AGENCY to provide initial evidence of the following minimum amounts of insurance coverage to:

Palm Beach County
c/o Insurance Tracking Services, Inc. (ITS)
P.O. Box 20270
Long Beach, CA 90801

Subsequently, the AGENCY shall, during the term of this Contract and prior to each renewal thereof, provide such evidence to ITS at pbc@instracking.com or fax (562) 435-2999, which is Palm Beach County's insurance management system, prior to the expiration date of each and every insurance required herein.

II. OFFICIAL NOTICE OF REQUEST FOR PROPOSALS

PALM BEACH COUNTY COMMUNITY SERVICES DEPARTMENT FINANCIALLY ASSISTED AGENCIES FY 2018 NOTICE OF REQUEST FOR PROPOSALS

Palm Beach County, Community Services Department (CSD), will be accepting proposals for the Financially Assisted Agencies program for Fiscal Year 2018 (October 1, 2017 – September 30, 2018). Contracts issued will be for one (1) year with two (2) one-year extensions at the option of the County. Guidelines for proposals will be available on February 27, 2017.

FINANCIALLY ASSISTED AGENCIES 2018

Eligible Applicants: Not-for-Profit agencies holding current and valid 501(c) (3) status as determined by the Internal Revenue Service.

Service Categories:

- Special Needs/Developmental Disabilities
- Behavioral Health

For a complete description of Service Category eligible activities, please refer to the Recommendations for Services sections VIII. & IX.

Proposals and Amount of Funds Requested: All proposals must be category-specific in service categories that are accepting RFPs. Applicants are not limited in the number of proposals submitted. The funding available for this RFP will be determined by the Board of County Commissioners.

Mandatory Bidder's Conference:

There will be a mandatory bidder's conference held on March 6, 2017 at 1 p.m. for all agencies submitting proposals. Confirmation of attendance must be received no later than March 3, 2017 at 5:00 p.m. Please confirm your reservation and Service Category (ies) that you will be submitting proposals for with the department through *Stessy Cocerez* at scocerez@pbcgov.org. Verification of attendance will be sent via email. Please let our staff know if you do not receive a timely confirmation. Agencies are asked to limit their reservations to three (3) attendees due to space limitations.

**MANDATORY BIDDER'S CONFERENCE
Monday, March 6, 2017
1:00 p.m.
Mayme Frederick Building
1440 MLK Blvd
Riviera Beach**

Proposal Guidelines

The RFP Guidance is available at:

<http://www.pbcgov.com/communityservices/programs/financiallyassisted/>

Paper copies are available upon request.

All proposals will have to be submitted through the Community Services Financially Assisted Agencies (FAA) RFP Submission website which is located at the following link:

<http://www.cybergrants.com/pbc/proposal>

Submission through the website must be completed by **March 31, 2017 at 12:00 p.m. (Noon)** in order for a proposal to be considered.

Additional resources and information are available at:

<http://www.pbcgov.com/communityservices/programs/financiallyassisted/>

<http://www.pbcgov.com/communityservices/citizenadvisory.htm>

The FAA RFP Guidance is for reference purposes only, as the proposal must be submitted through the Palm Beach County Financially Assisted Agencies (FAA) RFP Submission website.

DEADLINE DATE: Completed proposals, submitted through the Palm Beach County FAA RFP Submission website must be completed and received by **12:00 p.m. (Noon), on March 31, 2017**. Proposals submitted after 12:00 p.m. (Noon) to the website will not be accepted or reviewed.

Technical Assistance: Any requests for technical assistance must be requested in writing and emailed to **James Green** at jgreen1@pbcgov.org. All questions and answers will be made available for the public to review at <http://www.pbcgov.com/communityservices/programs/financiallyassisted/>.

Staff will not be available to answer questions after March 30, 2017 which is one day before the submission deadline.

Presentations: Proposers may be asked to make an oral presentation before a review panel in advance of contract awards.

IN ACCORDANCE WITH THE PROVISIONS OF THE ADA, THIS AD AND DOCUMENTS LISTED CAN BE REQUESTED IN AN ALTERNATE FORMAT. AUXILIARY AIDS OR SERVICES WILL BE PROVIDED UPON REQUEST WITH AT LEAST THREE DAYS NOTICE (CONTACT CSD AT (561) 355-4718 or scocerez@pbcgov.org)

PUBLISH DATE: February 26, 2017

III. TIMELINE

FINANCIALLY ASSISTED AGENCIES FY 2018 REQUEST FOR PROPOSAL TIMELINE

2017

- January:** Conduct public forums in each of the service categories
- February:** Citizens Advisory Committee (CAC) information update on RFP process
- February:** Memo to BCC updating on RFP process for FY 2018
- February 26:** RFP advertised
- February 27:** RFP available for public
- March 6:** Mandatory Bidder's Conference
- March 15-31:** Reviewer Training
- March 30:** Final day to submit written questions
- March 31 NOON:** RFPs submission deadline
- April 24-25:** **Special Needs/Developmental Disabilities** Review Panel meets to finalize reviews and proposal scoring.
CSD Administration, 810 Datura Street, Basement Conference Room, West Palm Beach
- Behavioral Health** Review Panel meets to finalize reviews and proposal scoring.
CSD Administration, 810 Datura Street, Basement Conference Room, West Palm Beach
- April 29-31:** Staff reconciles committee rankings, funding availability and develops recommended allocations
- June:** County Administration reviews FAA recommendations
- July:** Presentation of FY 2018 FAA recommendations to BCC

IV. CRITERIA FOR SERVICE CATEGORIES

FINANCIALLY ASSISTED AGENCIES RFP 2018 CRITERIA FOR SERVICE CATEGORIES

3-Year Funding Cycle:

The following service categories that will be available for competitive proposals will be issued a one (1) year contract with two (2) possible renewals, depending on BCC approval each year.

1. **Special Needs/Developmental Disabilities**
2. **Behavioral Health**

V. CONE OF SILENCE

CONE OF SILENCE FINANCIALLY ASSISTED AGENCIES FY 2018

This RFP includes a Cone of Silence. The Cone of Silence will apply from the date the RFP is due back to the department which is March 31, 2017 until the final FAA contracts are approved by the Board of County Commissioners.

All parties interested in submitting a proposal will be advised of the following:

Lobbying - "Cone of Silence"

Respondents are advised that the "Palm Beach County Lobbyist Registration Ordinance" (Ordinance), a copy of which can be accessed at: http://www.pbcgov.com/legislativeaffairs/pdf/Lobbyist_Registration_Ordinance.pdf is in effect. The Respondent shall read and familiarize themselves with all of the provisions of said Ordinance, but for convenience, the provisions relating to the Cone of Silence have been summarized here. **"Cone of Silence" means a prohibition on any non-written communication regarding this RFP between any Respondent or Respondent's representative and any County Commissioner or Commissioner's staff, any member of a local governing body or the member's staff, a mayor or chief executive officer that is not a member of a local governing body or the mayor or chief executive officer's staff, or any employee authorized to act on behalf of the commission or local governing body to award a contract.** A Respondent's representative shall include but not be limited to the Respondent's employee, partner, officer, director or consultant, lobbyist, or any, actual or potential subcontractor or consultant of the Respondent.

The Cone of Silence is in effect as of the submittal deadline. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, and contract negotiations during any public meeting. The Cone of Silence shall terminate at the time that the BCC awards or approves a contract, rejects all proposals or otherwise takes action which ends the solicitation process.

VI. PROPOSAL GUIDELINES

2018 Financially Assisted Agencies Proposal Guidelines

****START A NEW APPLICATION – DO NOT USE AN OLD ONE****

General Information – complete the “Cover Page” of the Community Services Financially Assisted Agency (FAA) RFP Submission website:

1. Name of Applicant Agency
2. Service Category - identify the service category in which the proposal is being submitted
3. Program Title
4. Specific Target Population – including number to be served
5. Geographic Area Served
6. Commission Districts Served
7. Program Status (existing or new program)
8. Program Start Date (if a new program)
9. Total Program Budget (program’s total budget during the time period for which you are requesting funding)
10. Amount of Funding Request (how much you are requesting in the proposal)
11. Unit Cost Service Description
12. Unit Cost of Service
13. Identify if agency is currently certified by Nonprofits First or another accreditation entity approved by CSD
14. Overview (**3 sentence overview of the program** – this must be short and concise and will be used to communicate the purpose of programs and services to the Board of County Commissioners and various publications)

Summary

Please submit a proposal:

- Addressing all components of the Community Services FAA RFP Submission website <http://www.cybergrants.com/psc/proposal>. All applicants attending the mandatory bidder’s conference will be approved to submit a full proposal. The full proposal can be revised prior to final submission which is due no later than **March 31, 2017 at 12:00 p.m. NOON**.
- Written in plain language; a narrative that fully addresses all questions in the FAA RFP Guidelines.
- That is understandable to people unfamiliar with your organization or your area of expertise.
- That specifically addresses the funding priorities set out in this Request for Proposal.
- Please refer to the FAA RFP Guidance provided throughout the website for further description or definition of any of the required areas. You can reach that assistance through clicking on any of the titles as they appear on the website itself or through this link: <http://www.cybergrants.com/psc/proposal>

Guidelines for Proposals include:

1. Need (20 pts)

- What is the need (or problem) in Palm Beach County that you are proposing to address (or solve)? (10 points)
 - Who does this need (or problem) impact in Palm Beach County, including identified subpopulations, if applicable? (*This specifically references the population that you serve – who walks in your doors for services*)
 - What areas of the County will be served, including zip codes with identified underrepresented populations?
 - Ensure the priority population is clearly defined.
 - Who is impacted by the problem, need, or issue?
 - Defining characteristics and important socio-economic demographics of your priority population.
 - The size of your priority population.
 - How many members of the priority population your project will be served?
 - The geographic location (town, community, neighborhood, etc.) where members of the priority population who are served by your project are located.
 - How the priority population was involved in determining the need for the project?
 - How the priority population was involved in the development and/or implementation of the project?
- What local Palm Beach County data or evidence exists to document the need (or problem)? (10 points)
 - Please include specific data regarding:
 - Underserved Population(s) Served**
Clearly defined data showing a group needing services currently not provided to them. This should be documented by data that shows a subgroup of the demographic being served is underrepresented in the served population.
 - Underserved Area(s) Served**
A clearly defined zip code or census tract area that has a high service problem/population and no provider that is located with the identified area or in close proximity to the area. This zip/census tract should also be underrepresented amongst the service population.

Ensure data sources are cited.

2. Approach and Design Section I (15 pts)

- What will your program do to meet this need (or solve this problem)?
- What specific activities will your program complete?
- What services will your program provide?
- What will your program accomplish during the funding period?
- How will your program accomplish it?
- Describe how this proposal is responsive to the FAA RFP service category criteria.
- Describe how the program assesses clients' needs and links them to identified needed services.
- Describe how the program collaborates and coordinates with the health and human service system of care.

- Describe why you think this approach is the best way to engage the target population and help them get to the intended results. Include the research your organization did to identify and design the best approach to serve the target population and solve the problem (or address the need).
- **Scope of Work:** In the designated section describe the scope of work. Include the services to be completed (including when, where, and how often they are provided), the timeline for completing each component of the implementation, the target population, the roles and responsibilities of your organization and your project partners.
Complete the Scope of Work template and upload into the designated section.
- **Project Innovation and Anticipated Challenges:** highlight particular program components that you do not want to be lost. Please provide a concise but detailed narrative.

Approach and Design Section II (10 pts)

- Describe prior and/or planned efforts to ensure staff receive **racial equity training** and how this is/would be incorporated into service delivery.
- Describe prior and/or planned efforts to ensure staff receive **ACEs (Adverse Childhood Experiences) training** and how this is/would be incorporated into service delivery.
- Describe prior and/or planned efforts to ensure staff receive **cultural competency training** and how this is/would be incorporated into service delivery.
- Describe prior and/or planned efforts to ensure staff receive **trauma informed care training** and how this is/would be incorporated into service delivery.

FOR BEHAVIORAL HEALTH PROPOSALS ONLY:

- Describe prior and/or planned efforts to ensure service delivery encompasses **addressing patients/clients with co-occurring (both substance abuse and mental illness) challenges**.
- Describe prior and/or planned efforts to ensure staff receive **wrap-around training** and how this is/would be incorporated into service delivery.

3. Evaluation Approach (20 pts)

Evaluation Methods (10 points)

- Clearly describe evaluation methods and activities of the program being proposed.
- Complete the 2018 Financially Assisted Agencies (FAA) Evaluation Plan/Logic Model template and upload into the designated section.
 - Ensure outcomes are SMART (specific, measurable, achievable, realistic, time bound).
 - Ensure outcomes are reflective of those stated in the FAA RFP Guidance. Please also include outcomes from wrap around modeled services, if applicable.
- Describe how outcomes are tracked electronically.
- Describe the evaluation measurement tool and how it appropriately measures the outcome.
- Upload the evaluation measurement tool sample into the designated section.
- Describe how evaluation processes are incorporated into agency policy and procedures.

Performance History (10 points)

- Discuss prior outcomes and other relevant data that demonstrate success of the services in this proposal, including FAA evaluations as well as other funders' reports.
- Additional performance history to be provided to the Review Panel by CSD staff. If the program has no history with the County, points may be given based on the Review Panel's knowledge of the program/agency.
- Nonprofits First Certification or Other Program Accreditation Certificate from an accreditation entity that is approved by CSD.

FOR BEHAVIORAL HEALTH PROPOSALS ONLY:

- Discuss prior outcome and other relevant data that demonstrate success of the **Wrap-around services** described in this proposal, if applicable, including FAA evaluations as well as other funders' reports.

4. Available Resources and Sustainability (15 pts)

- What other funding has your organization *received* to address this need (or solve this problem)?
- Are there any partners who will assist your organization in addressing this need (or solving this problem)? If so, please describe.
- Partnership Provide the following information:
 - Project Partners? Yes or No
 - Partners? List partner organization/s
 - Partner Letter or MOU/MOA: Provide concrete Memorandums of Understanding (MOUs) or Memorandums of Agreement (MOAs) which explain how you will address the need.
- What other funding is *available* to support your organization in addressing this need (or solving this problem)?
- How will your organization continue to address this need (or solve this problem) if current funding ends?
- Please describe your use of volunteers in support of program and other agency activities.
- Please describe how awarded funds will allow you to leverage additional dollars.
- Organization Capacity Provide the following information:
 - Why your organization and your project partners (if applicable) are the right organizations to address the need (or solve the problem).
 - Why your organization and your project partners (if applicable) are the right organizations to work with the target population.
 - The experience and expertise of your organization and your project partners (if applicable) in working with the target population.
 - The experience and expertise of your organization and your project partners (if applicable) in successfully implementing and sustaining projects of similar scope and size.
 - The roles, responsibilities, expertise, and experience of key project staff (including individuals from your organization, your partners, and consultants).

5. Budget (20 pts)

- Complete proposed program budget using the template provided in the online application. Review the “sample” and “guidelines” tabs provided before completing the template. Ensure the requested fund justifications are complete.
- Ensure administration expenses are limited to 15%.
Budget Justification (Please describe in detail each of the line items requested in the budget. Employee positions should include brief descriptions of their duties in the program). If you are charging an indirect/administrative percentage fee then you must remove any other line items related to indirect/administrative expenses. If an indirect cost percentage is being requested, an approved cost plan from a cognizant agency must be included.
- Total Agency Budget – to be attached to the proposal. The Budget forms that are part of the proposal do not need to be utilized for this budget.
- Ensure FAA portion of the budget is not more than 25% of the Total Agency Budget.
- Submit most recent audit report. If there were findings, describe corrective actions.
- Submit Year-End Financial Statements and IRS Form 990. If not submitted explain why.
- Submit Unit Cost service description (Is this an industry standard? If so, please state source)
- Submit Unit Cost of service (Is this an industry standard? If so, please state source)
- Ensure both the unit cost service description and cost are clear and accurately calculated. Formulas used to arrive at the cost should be included.

Priority Area Score

The Review Panel will rank all proposals based on how critical they deem the program is for the system of care.

The SCORE awarded to a proposal is reflective of how competitive the proposal is.

The RANKING of the proposals is reflective of how imperative and critical the services are to ensure availability and access.

VII. TERMS AND CONDITIONS

1. Proposal Guarantee:

Proposer guarantees their commitment, compliance and adherence to all requirements of the RFP by submission of their proposal.

2. Modified Proposals:

Proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal until the Deadline for receipt of proposals. The County will only consider the latest proposal submitted.

3. Late Proposals, Late Modified Proposals:

Proposals and/or modifications to proposals submitted after the deadline are late and shall not be considered.

4. Costs Incurred by Proposers:

All expenses incurred with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by the proposer. No payment will be made for proposals received, or for any other effort required of or made by the proposers, prior to commencement of work as defined by a contract approved by the Board of County Commissioners.

5. Public Record Disclosure:

Contracted providers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection in compliance with the Florida Public Records Act.

6. Proprietary/Confidential Information:

Proposers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection after opening of proposals, in compliance with Chapters 119 and 286, Florida Statutes, popularly known as the "Public Records Law" and the "Government in the Sunshine Law" respectively.

7. Palm Beach County Office of the Inspector General Audit Requirements:

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code 2-421 through 2-440, as may be amended, which is authorized and empowered to review past, present and proposed County contracts, transactions, accounts and records. The Inspector General has the power to subpoena witnesses, administer oaths and require the production of records, and audit, investigate, monitor, and inspect the activities of the agency, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud. Failure to cooperate with the Inspector General or interference or impeding any investigation shall be in violation of Palm Beach County Code 2-421 through 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

8. Commencement of Work:

The County's obligation will commence when the contract is approved by the Board of County Commissioners or their designee and upon written notice to the proposer. The County may set a different starting date for the contract. The County will not be responsible for any work done by the proposer, even work done in good faith, if it occurs prior to the contract start date set by the County.

9. HUD Supportive Housing/ HIPAA Privacy Rules

Services that provide transitional housing and support services to individuals and/or families whose goal is to gain or regain economic independence will be required to comply with and report according to

HUD Supportive Housing Program Regulation 24 CFR Part 583.

Contracted agencies must comply with the current Health Insurance Portability and Accountability Act (HIPAA). If your agency does not provide services that fall under HIPAA Privacy Rules, please state that in your RFP information. Provide this information in the Cover Sheet.

VIII. RECOMMENDATIONS FOR SERVICES: SPECIAL NEEDS/DEVELOPMENTAL DISABILITY

Palm Beach County

The Board of County Commissioners (BCC) created the Palm Beach County Citizens Advisory Committee (CAC) on Health and Human Services by resolution (R-2013-1563) to assist the BCC in the assessment of health and human service needs, planning, implementation and evaluation of a System of Care. One of the responsibilities of the CAC is to provide input on the Request for Proposal (RFP) process for the Financially Assisted Agencies (FAA) funding. The CAC formed a Special Needs Services RFP Steering Committee. The Steering Committee provided input on the public forum logistics, format and presentations, as well as funding priority recommendations.

Annually, staff works with the Citizens Advisory Committee for Health and Human services to recommend the scope of services for categories under FAA funding for which a Request for Proposals Guidance will be issued. The following recommendations were arrived at through a planning process described in the following report.

The Special Needs/Developmental Disabilities FAA RFP Planning Process Summary Report as well as other resource documents can be found at <http://www.pbcgov.com/communityservices/programs/financiallyassisted/>.

Applicants are encouraged to review the data sources and data analysis contained in the report and posted at the link above.

For FY 2018 it is recommended that programs and services in this category address outcomes and performance measures that work to increase program participant's independence by building social, emotional, intellectual, and/or physical skills.

Services provided in this category should address at least one of the following life areas: Employment/Income, Residential/Living, Special Needs and Support Services, Community Based Day Supports, and Advocacy. Respondents should be able to demonstrate how the provision of their service maximizes the independence of participants.

Preference will be given to services that demonstrate: strong community collaboration and service linkage particularly for affordable housing, benefits access, mental health and substance abuse services. Proposals must demonstrate how assurances will be made to avoid duplication of existing services.

LIFE AREAS:

Employment/Income – Vocational Training and/or assistance to obtain a minimum wage or higher job in the community based on identified needs and interests. Services also include broadening skill sets for employment, assistance in maintaining employment and increasing earned income in the household. Includes job development activities with employers to increase capacity and facilitate matches as identified in a person-centered career plan.

Residential/Independent Living – Services focused on addressing the needs and limitations of participants which will allow them to obtain/maintain the most independent living situation in the community. The focus of the programs should address service areas such as budgeting, health and safety, public assistance/resources, social engagement and community inclusion. Stepping-stones to independent living, including all non-institutional options as well as Supported Living Coaching for people capable of living independently with some supports are included in the service array.

Special Needs and Support Services – Discreet programs which provide specialized supports and services to identified populations who are underserved or who have unique needs due to the nature or severity of their disability. Services could include transitional services, day services, respite care, behavioral supports and other programs that provide services to keep the individual in a community based setting.

Community Based Day Supports - Programs designed to enable an individual to enrich his or her life and enjoy a full range of community activities. Services include but are not limited to career exploration, volunteer experiences, community integration experiences to support participation in community life, skill development and training, development of activities of daily living and independent living skills, socialization experiences and support to enhance interpersonal skills and pursuit of personal interests and hobbies. Also includes transition services to integrated employment.

Advocacy – Supports focused on assisting children and adults as well as their family members identify and access available programs and services in the community. Projects should provide support in areas such as generating awareness and the understanding of laws that protect citizens with special needs, program management services, referral and follow-up assistance, and accessing available supports and programs. Optimize opportunities to present information/education to public service providers to help them understand their roles, responsibilities and legal obligations.

Special Needs/Developmental Disabilities services is one of six service categories funded through the Financially Assisted Agencies (FAA) program. In FY2017 there are 12 Special Needs/Developmental Disabilities programs funded. The total amount allocated to the Special Needs/Developmental Disabilities programs is \$1,583,721.

IX. RECOMMENDATIONS FOR SERVICES: BEHAVIORAL HEALTH

Palm Beach County

The Board of County Commissioners (BCC) created the Palm Beach County Citizens Advisory Committee (CAC) on Health and Human Services by resolution (R-2013-1563) to assist the BCC in the assessment of health and human service needs, planning, implementation and evaluation of a System of Care. One of the responsibilities of the CAC is to provide input on the Request for Proposal (RFP) process for the Financially Assisted Agencies (FAA) funding. The CAC formed a Behavioral Health RFP Steering Committee. The Steering Committee provided input on the public forum logistics, format and presentations, as well as funding priority recommendations.

Annually, staff works with the Citizens Advisory Committee for Health and Human services to recommend the scope of services for categories under FAA funding for which a Request for Proposals Guidance will be issued. The following recommendations were arrived at through a planning process described in the following report.

The Behavioral Health FAA RFP Planning Process Summary Report as well as other resource documents can be found at <http://www.pbcgov.com/communityservices/programs/financiallyassisted/>.

Applicants are encouraged to review the data sources and data analysis contained in the report and post at the link above.

The County's vision is of a seamless, accessible, recovery-oriented system of behavioral health care driven by consumers, providers, and other stakeholders, in which innovation and collaboration are the norm and diversified financial resources comfortably support an array of prevention and treatment practices leading to excellent outcomes for individuals served, providers, and the community. This will be accomplished by developing, supporting, and managing an integrated network of behavioral health services to promote the emotional and mental well-being and drug-free living of children and adults.

Respondents should be able to demonstrate how the provision of their service maximizes programming, collaboration with other service providers in the community to provide a continuum of care, treatment in the least restrictive and most appropriate level of service and assistance to clients and consumers to move toward the highest level of independence that is possible based on their individual needs and capabilities.

For FY 2018 it is recommended that programs and services in this category address outcomes and performance measures that work to increase program participant's strategies to reduce behavioral health challenges.

Preference will be given to services that demonstrate: strong community collaboration and service linkage particularly for affordable housing, benefits access, care coordination and support services. Proposals must demonstrate how assurances will be made to avoid duplication of existing services.

Annual contract extensions will be subject to data analysis, performance, contract adherence and modifications resulting from recommendations to improve the behavioral health care system.

Request for Proposals will be accepted in the following areas:

Family Behavioral Health Services

Care Coordination Services to include:

Proposals submitted in this service area should include Crisis Planning, Recovery Supports, Care Management Peer Support (mentors/drop-in centers), Psycho-Social Rehabilitation, Family Psycho-Education, Co-Occurring Capable Services, Prevention/Intervention (services intended to divert deeper-end services and to include targeted education for the client, family and community), advocacy and outreach.

Treatment Options to include:

Proposals submitted in this service area will address co-occurring, mental health, and substance abuse services to include Individual Therapy, Family Therapy, Group Therapy, Psychiatric Services, Residential Treatment, Outpatient Services, Medication Management.

Acute Care Services to include:

Proposals submitted in this service area should address issues that can include Mobile Crisis Team, Crisis Stabilization, 23.5 Hour Observation, Virtual Crisis Support, Medical Detox, Social Detox. Proposals will be evaluated as to how the provider addresses the most appropriate placement in mental health, substance abuse and co-occurring conditions.

Adult Behavioral Health Services

Care Coordination Services to include:

Proposals submitted in this service area should include Crisis Planning, Recovery Supports, Care Management, Supported Housing, Supported Employment, Peer Support (mentors/drop-in centers), Psycho-Social Rehabilitation, Family Psycho-Education, Co-Occurring Capable Services, Prevention/Intervention (services intended to divert deeper-end services and to include targeted education for the client, family and community), advocacy and outreach.

Treatment Options to include:

Proposals submitted in this service area will address co-occurring, mental health, substance abuse services to include Individual Therapy, Family Therapy, Group Therapy, Psychiatric Services, Residential Treatment, Outpatient Services, Medication Management.

Acute Care Services to include:

Proposals submitted in this service area should address issues that can include Mobile Crisis Team, Crisis Stabilization, 23.5 Hour Observation, Virtual Crisis Support, Medical Detox, Social Detox. Proposals will be evaluated as to how the provider addresses the most appropriate placement in mental health, substance abuse and co-occurring conditions.

All treatment proposals should include how they will ensure linkage, coordination and follow-up on all clients served.

Care Coordinators funded will be required to be trained in the system of care wraparound training adopted by the State of Florida's Department of Children and Families Office of Substance Abuse and Mental Health. Additionally, service providers will utilize a County-wide approved uniform assessment tool.

Behavioral Health is one of six service categories funded through the Financially Assisted Agencies (FAA) program. In FY2017 there are 21 Behavioral Health programs funded. In FY2017 the total amount allocated to Behavioral Health is \$5,554,327.