



**LIMITED COMPETITION PROCUREMENT (LCP)**

**For Expansion of Substance Abuse Services for Pregnant  
Women and Their Affected Families**

**LCP# 2013-001-ASA**

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## **SECTION 1: INTRODUCTION**

### **1.1 Introduction**

Central Florida Cares Health System, Inc. (CFCHS) is issuing this solicitation to interested parties for the purpose of expanding substance abuse services for pregnant women or women with dependent children.

The 2012 Florida Legislature created the Statewide Task Force on Prescription Drug Abuse and Newborns to address the national prescription drug abuse epidemic afflicting pregnant women. Prescription drug abuse has led to a significant increase in the number of cases of Neonatal Abstinence Syndrome (NAS), a term used for adverse health effects in newborns due to drug abuse during pregnancy. The Task Force's February 2013 Report recommends to enhance the capacity of the behavioral health system to ensure that pregnant women and mothers have immediate access to the appropriate level of care through a continuum of services that, at a minimum, includes expanding residential treatment capacity, expanding intensive outpatient treatment capacity and funding case management services to assist leaving treatment.

Applicants to this proposal agree to follow all State of Florida rules, regulations and statutes related to licensing, contracting and service provision for substance abuse services. As a provision of this LCP, the applicant will comply with CFCHS' subcontract.

### **1.2 Statement of Purpose**

CFCHS is pleased to put forward this proposal for LCP#2013-001-ASA. The goal of the proposal is to allocate funding to the Adult Substance Abuse cost centers. Qualified sub-contractors are those that are currently contracted with CFCHS and provide licensed comprehensive substance abuse services to pregnant women or women with dependent children. Priority will be given to those proposals that serve families involved in the child welfare system. These services shall include the expansion of residential treatment, outpatient treatment with housing support, and post-partum case management supporting both the mother and child consistent with recommendations from the Statewide Task Force on Prescription Drug Abuse and Newborns.

### **1.3 Terms of Agreement**

The anticipated initial term of the contract entered into with the successful applicant (s) is beginning October 1, 2013 and ending June 30, 2014. This appropriation is non-recurring. Renewals will be made by mutual agreement and shall be contingent on re-appropriation of funds by the State and satisfactory performance by the Subcontractor. Services included in the LCP may be amended, added to and/or deleted during the contract negotiations.

### **1.4 Funding Amount**

The contract(s) resulting from this LCP may not exceed \$1,689,000 in aggregate total. Allocations per county are anticipated as follows:

County	2011 Newborn Drug Withdrawals (based on live births with ICD-9 codes 779.5 and/or 760.72) <sup>1</sup>	Percentage per County	Dollar Allocation
Brevard	86	38.91%	\$657,258
Orange	129	58.37%	\$985,887
Osceola	4	1.81%	\$30,570
Seminole	2	0.91%	\$15,285
<b>Total</b>	<b>221</b>	<b>100.00%</b>	<b>\$1,689,000</b>

### 1.5 Contact Person and Procurement Manager

This LCP is issued by CFCHS. The sole contact point for all communication regarding this LCP is:

Anna Fedeles, Procurement Manager  
Mailing Address:  
707 Mendham Boulevard, Suite 104  
Orlando, FL 32825  
Email: [ALFedeles@cfchs.org](mailto:ALFedeles@cfchs.org)

All contact with the Procurement Manager shall be in writing via electronic mail, U.S. mail, or other common courier. Facsimiles or telephone calls will not be accepted for any reason.

### 1.6 Schedule of Activities and Deadlines

The deadline to submit a response to this LCP is **September 16, 2013, by 12:00 PM [EST].**

Any application submitted after 12:00 PM will not be accepted and will be returned to the applicant unopened.

**Schedule of Activities Table**

Activity	Date	Time	Information
Request for Applications released to qualified providers	September 6, 2013	5:00 pm	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	September 10, 2013	5:00 pm	
CFCHS' response to inquiries	September 11, 2013	5:00 pm	Email to the CFCHS Provider Network and Posted on the CFCHS website at <a href="http://centralfloridacares.org/">http://centralfloridacares.org/</a>
Application must be	September 16, 2013	12:00 pm	

<sup>1</sup> Statewide Task Force on Prescription Drug Abuse & Newborns-February 2013 Final Report

received by CFCHS			
Opening of LCP	September 16, 2013	1:00 pm	CFCHS Board Room
Evaluation Team Meeting	September 16, 2013	1:30 pm	CFCHS Board Room
Debriefing Meeting of the Evaluation Team	September 20, 2013	9:30 am	CFCHS Board Room
Notice of Intent to Negotiate	September 20, 2013	5:00 pm	Posted on CFCHS website at <a href="http://centralfloridacares.org/">http://centralfloridacares.org/</a>
Negotiation Period	September 23, 2013 September 23, 2013 September 24, 2013 September 24, 2013	9:00 am 2:00 pm 9:00 am 2:00 pm	Seminole Brevard Orange Osceola
Effective date of contract(s)	October 1, 2013	12:00 am	

## SECTION 2: INSTRUCTIONS FOR RESPONDING TO THE LCP

### 2.1 General Proposal Requirements

Only proposals that meet the standards outlined in this LCP will be eligible for a contract award. CFCHS is the final authority regarding eligibility.

- a) Applicants shall not include letters of endorsement, support, or gratitude in their proposals as such letters are not scored and will not be considered. Scorers will be instructed to ignore such letters.
- b) An applicant shall submit its proposal (one clearly marked “original” only) in a sealed mailing container by the due date, time, and at the location specified in this LCP.
- c) The response for each content element must be organized in the same order as the element appears in the LCP, must reference the element number, and use the same subtitles as provided Section 2.5 of this LCP.
- d) Lack of a response to any element may render the proposal non-responsive.
- e) The applicant shall not exceed a narrative page limit of five (5) pages and a total proposal page limit of seven (7) pages in response to this LCP. (Title Page, Budget Page, Narrative Pages)
- f) Applicants shall not include additional supporting documents and/or attachments as such attachments are not scored and will not be considered. Scorers will be instructed to ignore such attachments.
- g) The proposal is to be written using Arial 12 font with margins set at 1 inch for top and bottom and 1 inch for left and right sides. No staples, “permanent” binders or rubber bands are permitted.
- h) Pages must be numbered consecutively from page 1 to the last page of the proposal.
- i) All pages must be one-sided only and on 8.5” x 11” white paper.

## 2.2 Title Page

The first page of the proposal shall be a Title Page that contains the following information:

- a) Organization to which proposal is submitted;
- b) Title of proposal;
- c) Service area (County) for which proposal is being submitted;
- d) LCP number;
- e) Prospective applicant's name and federal tax identification number;
- f) Name, title, telephone number and address of person who can respond to inquiries regarding the proposal;
- g) Name of Program; and
- h) Name of program coordinator.

## 2.3 Budget

The second page of the proposal shall be a Line Item Budget that contains the following information for the proposed program only:

<b>PART I: PROJECTED FUNDING &amp; REVENUES</b>
<b>IA. TOTAL CFCHS FUNDING</b>
(1) Administration
(2) Services Revenue
<b>IB. OTHER GOV'T. FUNDING</b>
(1) Other State Agency Funding
(2) Medicaid
(3) Local Government
(4) Federal Grants and Contracts
(5) In-kind from local govt. only
<b>IC. ALL OTHER REVENUES</b>
(1) 1st & 2nd Party Payments
(2) 3rd Party Payments (except Medicare)
(3) Medicare
(4) Contributions and Donations
(5) Other Grants and Contracts
(6) In-kind

<b>PART II: PROJECTED EXPENSES</b>
<b>IIA. PERSONNEL EXPENSES</b>
(1) Salaries
(2) Fringe Benefits
<b>IIB. OTHER EXPENSES</b>
(1) Building Occupancy
(2) Professional Services
(3) Travel
(4) Equipment
(5) Food Services
(6) Medical and Pharmacy
(7) Subcontracted Services
(8) Insurance
(9) Interest Paid
(10) Operating Supplies & Expenses
(11) Other - Capital Expenditures
(12) Donated Items
<b>IIC. DISTRIBUTED INDIRECT COSTS</b>
(a) Other Support Costs (Optional)
(b) Administration

## 2.4 Mandatory Qualifications

These mandatory qualifications have no point value, but all must be answered in the affirmative before the evaluation team receives the proposal to score.

The Mandatory Qualifications are:

- a) Was the proposal received by the Procurement Manager by the time, date and at the location specified in the LCP?
- b) Does the applicant currently hold a contract with CFCHS?
- c) Does the applicant have a current Substance Abuse License issued by the Department of Children and Families appropriate for the services described in the response?
- d) Does the applicant currently deliver programming for one or more of the following populations?
  - 1) pregnant women without dependent children
  - 2) pregnant women with dependent children
  - 3) non-pregnant women with dependent children

## 2.5 Cost of Preparation of Proposal

CFCHS is not liable for any costs incurred by an applicant in responding to this LCP.

## 2.6 Proposal Content Elements

### a) Major Program Goals

Provide an overview of the service delivery model and how the project will attain the primary goals of expanding capacity to serve pregnant women or women with dependent children.

### b) Individuals Served

Describe the ability and experience in working with one or more of the target populations identified in this section, element "a". Priority will be given to those proposals that serve families involved in the child welfare system.

### c) Geographic Area

Describe the proposed geographic area in which the applicant will deliver services. Include a justification of need for the proposed area.

### d) Service Delivery Model

- 1) Describe the ability to implement and/or maintain a substance abuse treatment program for pregnant women or women with dependent children, including families involved in the child welfare system that includes:
  - i. coordinated physical and behavioral health care;
  - ii. collaboration with child welfare and community services (including courts and schools);
  - iii. gender specific evidence-based practices, and
  - iv. a whole-family approach (including outreach to fathers and relatives to get them involved in treatment services).

- 2) Describe the specific service delivery strategies for providing individual services to pregnant women or women with dependent children, including families involved in the child welfare system. Service delivery strategy descriptions should separately address those strategies as applied to:
  - i. The specific services that will be made available through each cost center;
  - ii. Staffing levels and minimum qualifications for each type of service delivery position;
  - iii. Primary referral sources;
  - iv. Admission and discharge criteria;
  - v. The means by which individual and family needs will be evaluated and re-evaluated throughout the episode of care;
  - vi. Any science-based or evidence-based models employed or practices utilized;
  - vii. Average length of participation for persons served; and
  - viii. Projected unduplicated number of individuals served by the funding being requested.

#### **e) Performance Measures**

List two performance outcomes, describe their measurement algorithms, provide a historical baseline (if available), and propose a target to be achieved by June 30, 2014 for each outcome.

## **SECTION 3: EVALUATION AND PROTESTS**

### **3.1 Evaluation Criteria**

Responses from applicants desiring to enter into contract negotiations will be assessed through a point-rating system on the basis of how well each applicant responded to each of the five (5) elements in Section 2.6 Proposal Content Elements. The maximum points available for each element are outlined in scoring sheet found on pages 9-12 of this LCP. The maximum points available for a total proposal are forty-eight (48) points.

### **3.2 Evaluation Team**

Every effort will be made to select an evaluation team whose knowledge and experience is appropriate for the proposal topic. It is anticipated that for LCP#2013-001-ASA, the evaluation team will consist of three (3) persons including representatives from the following bodies:

- a) CFCHS Staff
- b) CFCHS Board of Directors
- c) The Central Region Substance Abuse and Mental Health Program Office

### **3.3 Protest or Disputes**

Formal protests or disputes are prohibited for this LCP. The CFCHS Board of Directors will have the final authority to approve or deny recommended awards resulting from this LCP.



## SECTION 4: SCORE SHEET

Element	Sub-element	The response demonstrates extensive competency (3 Points)	The response demonstrates clear competency (2 Points)	The response demonstrates little competency (1 Point)	The response does not sufficiently address (0 Points)
<p><b>a) Major Program Goals</b> Provide an overview of the service delivery model and how the project will attain the primary goals of expanding capacity to serve pregnant women or women with dependent children.</p>					
<p><b>b) Individuals Served</b> Describe the ability and experience in working with one or more of the target populations identified in Section 2.6, element "a". Priority will be given to those proposals that serve families involved in the child welfare system.</p>					
<p><b>c) Geographic Area</b> Describe the proposed geographic area in which the applicant will deliver services. Include a justification of need for the proposed area.</p>					

Element	Sub-element	The response demonstrates extensive competency (3 Points)	The response demonstrates clear competency (2 Points)	The response demonstrates little competency (1 Point)	The response does not sufficiently address (0 Points)
<b>d) Service Delivery Model</b> 1) Describe the ability to implement and/or maintain a substance abuse treatment program for pregnant women or women with dependent children, including families involved in the child welfare system that includes:	i. coordinated physical and behavioral health care;				
	ii. collaboration with child welfare and community services (including courts and schools);				
	iii. gender specific evidence-based practices, and				
	iv. a whole-family approach (including outreach to fathers and relatives to get them involved in treatment services).				

Element	Sub-element	The response demonstrates extensive competency (3 Points)	The response demonstrates clear competency (2 Points)	The response demonstrates little competency (1 Point)	The response does not sufficiently address (0 Points)
<p><b>d) Service Delivery Model</b>            2) Describe the specific service delivery strategies for providing individual services to pregnant women or women with dependent children, including families involved in the child welfare system. Service delivery strategy descriptions should separately address those strategies as applied to:</p>	i. The specific services that will be made available through each cost center;				
	ii. Staffing levels and minimum qualifications for each type of service delivery position;				
	iii. Primary referral sources;				
	iv. Admission and discharge criteria;				
	v. The means by which individual and family needs will be evaluated and re-evaluated throughout the episode of care;				
	vi. Any science-based or evidence-based models employed or practices utilized;				
	vii. Average length of participation for persons served.				
	viii. Projected unduplicated number of individuals served by the funding being requested.				

Element	Sub-element	The response demonstrates extensive competency (3 Points)	The response demonstrates clear competency (2 Points)	The response demonstrates little competency (1 Point)	The response does not sufficiently address (0 Points)
<b>e) Performance Measures</b> List two performance outcomes, describe their measurement algorithms, provide a historical baseline (if available), and propose a target for each outcome to be achieved by June 30, 2014.					

Reviewer's Printed Name:	Reviewer's Signature:	Applicant's Name:	Total Points: