

**REQUEST FOR PROPOSALS
JUVENILE DRUG TREATMENT SERVICES**

Notice is hereby given that the Board of County Commissioners of Santa Rosa County, Florida is soliciting sealed proposals for Juvenile Drug Treatment Services.

All proposals must be in writing and delivered by hand, Fed Ex, or mail to Santa Rosa County Procurement Department, Suite G, Milton, Florida 32570; and must be received by 10:00 a.m., May 31, 2006. The proposals will be publicly opened at this time.

Only proposals received by the aforesaid time and date will be considered. Proposals received after the time set for the proposal opening will be rejected and returned unopened to the submitter. All proposals shall be enclosed within a sealed envelope and clearly marked on the face of the envelope, "**RFP- JUVENILE DRUG TREATMENT SERVICES.**" Please provide twelve (12) copies of the proposal.

Questions concerning this proposal may be directed to Ms. Robin Wright at (850) 595-3055.

Specifications may be secured from the Santa Rosa County Website (www.santarosa.fl.gov/bids) or at the Santa Rosa County Procurement Department at the above address. (Telephone (850) 983-1833) Proposals received after the time set for the opening will be rejected and returned unopened to the submitter.

The Board of County Commissioners reserves the right to accept or reject any and all proposals in whole or in part, to waive all informalities, and to award the proposal that it determines to be in the best interest of Santa Rosa County.

Santa Rosa County does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or provision of service.

By order of the Board of County Commissioners of Santa Rosa County, Florida.

Legal Notice

One Issue – April 29, 2006 – Press Gazette, May 4, 2006 Navarre Press

Bill and Proof to Santa Rosa County Procurement Department, Attention: Orrin L. Smith, 6495 Caroline Street, Suite G, Milton, Florida 32570

April 29, 2006

MEMORANDUM

TO: Company Addressed
FROM: Santa Rosa County Procurement Department
SUBJECT: Juvenile Drug Treatment Services

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**MINIMUM SPECIFICATIONS
SANTA ROSA COUNTY JUVENILE DRUG TREATMENT SERVICES**

SCOPE OF WORK:

The Treatment Provider must be a licensed provider and staff assigned to the program must be Certified Addictions Professionals with experience in adolescent abuse. The provider must have experience with the juvenile criminal justice population and court based programs.

The services provided must be developmentally appropriate and gender specific, and will include individual, group and family counseling. Home-based services will be provided on an as need basis. The treatment provider will utilize **THE SEVEN CHALLENGES® PROGRAM**. The treatment services will be provided in four phases and an aftercare component.

Provider staff must attend all court staffings and court hearings. Provider must participate in clinical staffings with the Drug Court Coordinator and Case Manager as needed. Provider will submit reports on all clients who attend court hearings. Urinalysis testing will be conducted by the provider.

Phase I: Orientation/Treatment

Purpose: Orient adolescents to the program, develop rapport and assist juveniles to talk honestly about their substance use and abuse

Length: 90 days

Treatment Requirements:

- Conduct a comprehensive bio-psychosocial assessment.
- Develop an individualized treatment service plan (TSP) including measurable objectives.
- Provide individual/family counseling in accordance with the TSP but no less than once weekly.
- Family counseling at least once a month, with additional in-home counseling as needed.
- Group counseling at least once a month.
- Daily log/journal to be turned in weekly.

Phase 2:

Purpose: To assist the adolescents in understanding why they chose to use; assess harm or potential for harm and consequences of use and ensure implementation of goal oriented plan

Length: 120 days

Treatment Requirements:

- Individual counseling once every two weeks.
- Family counseling at least once a month, with additional in-home counseling as needed.
- Group counseling at least once a month.
- Continue daily journaling/log.

Phase 3:

Purpose: To assist the juveniles to understand their responsibility regarding drug use and to identify lifestyle changes needed for the future

Length: 60 days

Treatment Requirements:

- Individual counseling once every three weeks.
- Family counseling as needed.
- Group counseling at least once a month.
- Continue daily journaling/log.
- Begin creation of aftercare/relapse prevention plan.

Phase 4:

Purpose: Support self-reliance and relapse prevention

Length: 60 days

Treatment Requirements:

- Individual counseling as needed.
- Family counseling as needed.
- Group counseling once a month.
- Daily journaling and log.

Aftercare

Purpose: To assist the adolescents in transitioning back into the community prior to termination from court supervision.

Length: 30 days

Treatment Requirements:

- Individual counseling as needed.
- Group counseling once a week.
- Additional counseling as needed.

Program Requirements:

- Continued monitoring by JPO.
- Random urinalysis once a month.
- Continued progress toward educational and/or career goals.

ADDITIONAL INFORMATION:

1. Serve 30 youth and families annually (grant is for 3 years).
2. Grant allows for up to \$66,000 each year for a total of \$198,000.

INFORMATION TO REQUEST FROM PROPOSERS:

1. The provider should provide information on the numbers of adolescent offenders served in the preceding year and the counties in which the service was provided.
2. The provider should describe previous experience in working with the juvenile justice population and previous experience in working with the court based programs.
3. The provider will describe substance abuse treatment models to be used with the juvenile population.
4. The provider should describe home based services to be used with the population.
5. The provider will include a brief program narrative to include:
 - a. Program location.
 - b. Assessment tools to be used; development of treatment plan.
 - c. Treatment: treatment schedule for program participants; information on what the services consist of; frequency of service; procedures for documentation of service; procedures for securing confidentiality of participant records.
 - d. Description of treatment services for the family.
 - e. Staff qualifications; if staff is in place provide copies of CAP documentation.
 - f. Discharge and follow up information.
 - g. Relationship with outside agencies; methods for referring and placing program participants in other services.