



**FLORIDA  
NETWORK**  
of Youth & Family  
SERVICES

October 9, 2026

**CALL FOR PROPOSALS**  
**CINS/FINS Full-Service Providers**

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**Contract Period: July 1, 2027-June 30, 2030**

**Shelter and Community Counseling Services – Hillsborough  
County, Circuit 13**

The Florida Network of Youth and Family Services, Inc., on behalf of the Department of Juvenile Justice, invites qualified agencies to submit proposals to deliver crisis intervention services for youth and families identified as Children in Need of Services (CINS) and Families in Need of Services (FINS) under Chapter 984, Florida Statutes.

Agencies must be able to provide the full continuum of CINS/FINS services described in this Call for Proposals, including Centralized Intake, Temporary Shelter, Enhanced Supervision, Community Counseling, Prevention Outreach, Case Staffing and Court Management, as well as Respite Services for eligible youth involved in family domestic violence situations or eligible youth on probation in Hillsborough County, Circuit 13.

If multiple proposals are received, independent evaluators will review and score each proposal, and designated reviewers will conduct an onsite facility review. Proposals will be scored using the Evaluation Criteria in this Call for Proposals. The Florida Network intends to award the contract to the responsive respondent receiving the highest total score. The Florida Network reserves the right to request supplemental information to clarify a proposal, to negotiate final terms and deliverables with the highest-ranked respondent, to reject any or all proposals, and to waive minor irregularities.

**Required Documentation**

To be considered, each proposal **must** include:

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**Stacy Gromatski, Ed. S.**  
**President/CEO**

- A letter on agency letterhead signed by the CEO or Executive Director, specifying the program's physical address(es) in Hillsborough County.
- The name, telephone number, and email address of the key contact.
- A copy of the current Department of Children and Families Child Caring or Child Placing License or, for respondents not currently licensed, a DCF licensing implementation plan as described in Section 6 of the Narrative Response Requirements.
- Roster of current board of directors.
- Management Letter from most recent financial audit (if applicable)
- Proof of 501©(3) not-for-profit status unless the respondent is a unit of the government.
- An attestation that the respondent is prepared to comply with the attached draft contract terms and conditions.
- An attestation that the respondent is prepared to comply with the attached Florida Network Policies and Procedures.
- Past-performance and quality of services documentation, as described in Section 12 of the Narrative Response Requirements.
- Certifications required by the draft contract, including E-Verify enrollment; compliance with background screening requirements under Chapters 39, 435, 984, and 985, F.S.; a statement that the respondent is not on a Scrutinized Companies list; the affidavit required by section 287.138, F.S.; and a certificate of insurance meeting the contract minimums or a statement that coverage will be in place before services begin.
- Proof of a physical facility in Hillsborough County (e.g., deed or executed lease agreement, contingent lease agreement, purchase agreement or option, or letter of intent from the property owner contingent on contract award), as described under Minimum Requirement (Pass/Fail).
- A narrative response addressing Sections 1 through 12 of the Narrative Response Requirements.
- A line-item budget using the provided template that outlines the cost of the proposed services. Resulting contracts will be deliverable-based and paid in arrears for units of service provided each month.

The current rates for services are:

- Shelter: \$362.84/filled bed day
- Community Counseling: \$2,010.79/intake
- Respite: \$362.84/filled bed day
- Enhanced Supervision: \$155.56 overlay/filled bed day.

**Incomplete submissions may be deemed non-responsive and may not be considered for contract award.**

**Minimum Requirement (Pass/Fail)**

The respondent must have a physical facility located in Hillsborough County from which shelter and community counseling services will be delivered. The proposal must include the facility's street address and one of the following forms of documentation: proof of ownership or lease; a purchase and sale agreement; an option to lease or purchase; or a letter of intent contingent on contract award. This requirement will be rated pass/fail before each proposal is scored. Proposals that do not meet this requirement will be deemed non-responsive and will not be scored.

A letter of intent or contingent lease must be signed by the property owner and include the street address; proposed lease terms (length and start date); the owner's agreement to hold the property for the respondent through the award date; and the owner's agreement to permit an onsite facility review during the evaluation period. All respondents, except those whose proposed facility is currently licensed by DCF as a shelter at that address, must also include (a) zoning verification from the applicable local government showing that a residential shelter is a permitted use at the address, and (b) a facility readiness plan describing bed capacity, square footage, any renovations needed, the funding source for lease and renovation costs, and the date the facility will be ready for DCF licensing inspection. Any award based on a letter of intent, contingent lease, purchase agreement, or option is contingent on submission of an executed lease or deed by June 1, 2027. The Florida Network may rescind the award if this documentation is not received by that date.

**\*Failure to identify a suitable facility or to satisfy the onsite facility review will result in the proposal being deemed non-responsive, and the proposal may not be evaluated further.**

### **Deadline and Delivery**

- Deadline: 4:00 P.M. ET, January 8, 2027
- Email Delivery Address: [Contracts@Floridanetwork.org](mailto:Contracts@Floridanetwork.org);
- Format: Submit the narrative as a single searchable PDF, not to exceed 40 pages (excluding required attachments), using 12-point font and 1-inch margins. Label each narrative section with the same number and heading used in this Call for Proposals.

Submit written questions to [contracts@floridanetwork.org](mailto:contracts@floridanetwork.org) by 4:00 P.M. ET, October 22, 2026. Responses will be posted to the Florida Network's website at [www.floridanetwork.org](http://www.floridanetwork.org) by 5:00 P.M. ET, October 29, 2026.

### **Anticipated Timeline**

- Call for Proposals released: October 9, 2026
- Written questions due: 4:00 P.M. ET, October 22, 2026

- Answers posted: 5:00 P.M. ET, October 29, 2026
- Proposals due: 4:00 P.M. ET, January 8, 2027
- Anticipated notice of intent to award: March 19, 2027
- Contract start: July 1, 2027

The selected provider will operate under terms that mirror the statewide DJJ–Florida Network contract. A copy of the agreement is attached. Providers should be prepared to:

- Align annually with legislative appropriations and participate in fiscal audits, property inventories, and DCF, fire, and health inspections.
- Participate in quality improvement reviews by the Contract Monitoring team.
- Comply with DJJ and Central Communication Center (CCC) policies related to operations and reporting.
- Commit to the contract period from July 1, 2027, through June 30, 2030.

These standards are designed to ensure a transparent, safe, and outcome-driven system of care.

The Florida Network seeks providers that demonstrate a commitment to advocacy, family integrity, and youth empowerment in addition to meeting all contractual requirements.

- Shelter Services (Youth ages 10–17): A safe place for runaways, habitual truants, ungovernable youth, as well as domestic violence and probation respite youth; providing structured supervision, counseling, and rapid transition support.
- Community Counseling (Youth ages 6–17): Counseling through in-home or community-based interventions that strengthen families, link to resources, and prevent deeper juvenile justice involvement.

**All services should reflect the dual mission of promoting public safety while delivering youth-centered, family-focused care.**

### **Continuum of Services**

*To serve each child, agencies must offer, at a minimum, the following services:*

**Centralized Intake:** A 24/7 access point provided by residential service agencies, offering youth and families the least restrictive services tailored to their individual needs. It ensures timely screening and service connection for all eligible referrals.

**Temporary Shelter:** 24/7, residential care including basic needs, case management, counseling, and crisis intervention. May be voluntary or court-ordered and limited to 35 days unless in exigent circumstances.

**Enhanced Supervision:** An elevated level of supervision (1:2) and support for youth with specialized needs, such as those court-ordered, recently trafficked, at high risk for running away, or requiring intensive behavioral monitoring.

**Respite Services:** Short-term shelter support that serves as an alternative to secure detention for youth who have been arrested or issued a Pre-Delinquent Citation (PDC) for an incident of Domestic Violence on a family member within their home. Additionally, shelter services may be offered to youth on probation as an alternative to deeper system involvement.

**Community Counseling:** Therapeutic interventions, including crisis intervention, individual, group, and family counseling, delivered in the office, community, or home setting to youth and families.

**Prevention Outreach:** Efforts targeting youth at risk of delinquency to divert them from deeper system involvement. Includes services like mediation, community engagement, and early intervention prior to any delinquent acts.

**Case Staffing & Court Management:** These services are designed to provide judicial intervention for the family as recommended by the case staffing committee, to prevent involvement in the delinquency and dependency systems and to achieve family reunification. All coordination and court work with Department of Juvenile Justice attorneys, including case management and completion of required court paperwork, is the responsibility of the case manager or other designee of the CINS/FINS service provider.

### **Narrative Response Requirements**

The response must align with the service area(s) stated below. Documentation of past-performance and quality of services is required for all respondents, including current Network providers, as described in Section 12 below.

The table below identifies annual bed days and community counseling unit requirements for Hillsborough County.

The Florida Network reserves the right to adjust contracted deliverables based on need and demonstrated past performance in the final contracts.

| Circuit | Service Area | Estimated # of Filled Bed Days Annually | Estimated # of Community Counseling Admissions Annually |
|---------|--------------|-----------------------------------------|---------------------------------------------------------|
| 13      | Hillsborough | 2770                                    | 310                                                     |

The proposal narrative must use clear headings and detailed examples to address each requirement below:

### **1. Trauma-Informed Philosophy:**

Describe how your organization's culture, policies, and staff training embody a trauma-informed approach. Explain how every interaction with youth and families is designed to recognize lived experiences, emphasize strengths, and promote resilience. Include examples of specific practices, staff competencies, or policies that demonstrate this philosophy in action.

### **2. Behavior Management:**

Outline your framework for determining and maintaining the least-restrictive service setting. Describe protocols for adjusting service intensity and levels of care as youth needs change. Provide strategies for engaging families, schools, and caregivers in behavior planning and interventions. Share examples of tools, curricula, or models used to support positive youth development.

### **3. Intake & Screening:**

Detail your staffing model for providing intake and screening services 24 hours a day, seven days a week, both by phone and in person. Describe your use of decision trees to determine eligibility under Chapters 984 and 985, as well as protocols for immediate crisis stabilization. Highlight how staff ensure timely, accurate, and compassionate responses at the first point of contact.

### **4. Assessment & Service Planning:**

Explain your process for administering the NIRVANA or equivalent Needs Assessment. Describe how assessment results are incorporated into individualized service plans. Include a sample service plan template to illustrate how goals, strategies, and progress monitoring are documented.

### **5. Community Counseling Integration:**

Describe how shelter and community-based counselors collaborate to ensure continuity of care. Outline steps your organization takes to support family reunification and stabilization. Specify your follow-up processes at 30 and 60 days, including how progress is measured and families are re-engaged if additional support is needed.

## **6. Shelter Operations:**

Describe your shelter operations, including awake and sleep staffing ratios, bed utilization, workflows, and daily programming (e.g., counseling, school, life skills, recreational activities). Describe partnerships with schools or vocational providers that support the educational and career development of youth in care.

**Respondents without a current DCF license:** Include a licensing implementation plan describing how you will obtain a DCF Child Caring license for the Hillsborough County facility no later than May 2, 2027 (60 days before the July 1, 2027, contract start date). The plan must include:

- A timeline with milestones from contract award through licensure, including the target date for submitting the license application.
- Any renovations or modifications needed for the facility to meet DCF licensing, fire, and health inspection standards.
- The schedule for recruiting, background screening, and training staff before licensure.
- The person responsible for managing the licensing process; and
- A contingency plan if licensure is delayed.

Any award to a respondent without a current DCF license is contingent on obtaining the license before services begin. The Florida Network may rescind the award if the license is not obtained by May 2, 2027.

## **7. Case Staffing and CINS Petition Process:**

Provide your procedures to ensure Case Staffing and CINS Petitions procedures are followed. Describe your oversight and ongoing practices to ensure that Case Staffing Committee meetings and CINS petition procedures are conducted consistently and in accordance with Chapter 984, F.S. Include how you will manage scheduling, ensure required member participation, maintain accurate documentation, coordinate with the regional DJJ attorney and the court, engage families and partners in planning, monitor progress, and support compliance with court-ordered goals.

## **8. Health & Safety:**

Detail your health and safety practices, including coverage schedules, protocols, and emergency procedures. Provide your health and safety practices, including RN/LPN coverage schedules, medication administration (“med-pass”) protocols, and emergency medical procedures. Describe your organization’s comprehensive Emergency Management Plan and how it is communicated to staff and youth.

## **9. Mental Health & Substance Use Services:**

List memoranda of understanding (MOUs) or agreements with community mental health and substance-use providers. Describe the organization's 24/7 crisis-response system, documentation standards, and referral pathways for therapeutic services. Include examples of how your staff coordinates with outside providers to ensure continuity of care.

## **10. Staffing, Training & Compliance:**

Provide an organizational chart that identifies key leadership and clinical roles. Describe required qualifications for these roles. Explain your policies for on-call coverage and staff absences, including your written backup plan and how you will fill key positions (Residential Director, Non-Residential Director, Nurse, and Shelter Clinical Supervisor) within 90 days of a vacancy. Outline your processes for training, tracking, and professional development. Discuss your recruitment and retention strategies and how your organization ensures compliance with Rule 63N-1.

## **11. Partnerships and Governance:**

Provide copies or summaries of MOUs or contracts with partner agencies, including DCF, schools, law enforcement, probation, and providers of pre-delinquent citations. Describe how the organization will meet with school districts, judges, and law enforcement representatives at least twice per year. Explain how the organization uses NetMIS, JJIS, or equivalent systems for data-driven service improvement. Describe how your board of directors and leadership oversee program quality, performance outcomes, and corrective action. Audit findings and corrective action history are addressed in Section 12.

## **12. Past-Performance and Quality of Services (Required):**

Provide documentation demonstrating a consistent record of delivering high-quality services. For the past three years (July 1, 2023 – present), for each program providing shelter, community counseling, or similar youth and family services, provide the following:

**a. Monitoring and Quality Improvement Reports.** All program monitoring and quality improvement reports issued by the Florida Network, DJJ, DCF, or any other funder or oversight entity, including overall ratings and indicator-level results. Include any follow-up review conducted after a failed Quality Improvement review.

**b. Corrective Action Plans.** Every corrective action plan issued during the period, with documentation showing how and when each deficiency was resolved and closed.

**c. Licensing, Accreditation, and Inspections.** DCF licensing inspection reports (including any citations or provisional licenses); the current accreditation certificate

and most recent survey report (e.g., COA, CARE, The Joint Commission); and the most recent fire, health, and sanitation inspection reports.

**d. Incidents and Investigations.** A summary of critical incidents reported to the Central Communication Center and any abuse hotline investigations with verified findings, including the actions taken in response.

**e. Contract History and Compliance.** Disclose any contract that was terminated, not renewed, or suspended for cause; any financial consequences, penalties, withheld payments, or repayment of funds (including withholdings for key personnel vacancies exceeding 90 days); and any pending litigation related to service delivery.

**f. References.** Three references from funders or oversight entities within the past three years, including name, title, organization, telephone number, and email.

**g. Performance Narrative.** Summarize trends identified in the documentation above, explain any deficiencies or below-standard ratings, and describe the specific improvements implemented in response.

**Current Florida Network providers** do not need to submit Florida Network quality improvement reports already on file. However, they must identify those reports and provide items b through g, including any reports issued by DJJ, DCF, accrediting bodies, or other funders.

Respondents without direct CINS/FINS experience must provide the requested information for their most comparable programs. The Florida Network may independently verify submitted information and may consider its own records and those of DJJ and DCF when scoring.

**Failure to provide complete past-performance documentation may result in a finding of non-responsiveness or a reduced score, as applicable.**

### **Evaluation Criteria**

Proposals that pass the Minimum Requirement (physical facility in Hillsborough County) will be scored on a 100-point scale as follows:

| <b>Criteria</b>                                                                                   | <b>Maximum Points</b> |
|---------------------------------------------------------------------------------------------------|-----------------------|
| Sections 1–2: Trauma-Informed Philosophy; Behavior Management                                     | 10                    |
| Sections 3–5: Intake & Screening; Assessment & Service Planning; Community Counseling Integration | 15                    |

|                                                                                                                                    |            |
|------------------------------------------------------------------------------------------------------------------------------------|------------|
| Sections 6–9: Shelter Operations; Case Staffing and CINS Petition Process; Health & Safety; Mental Health & Substance Use Services | 20         |
| Sections 10–11: Staffing, Training & Compliance; Partnerships & Governance                                                         | 10         |
| Section 12: Past-Performance and Quality of Services                                                                               | 25         |
| Onsite Facility Review                                                                                                             | 20         |
| <b>Total</b>                                                                                                                       | <b>100</b> |