**Addendum #2 to Solicitation# SEFBHN18/19-003 (5.2.2019)**

**Florida Assertive Community Treatment Teams for Martin, Indian River, Okeechobee, St. Lucie and Palm Beach Counties**

*Change to Minimum score needed to move forward in selection process – change is reflected in yellow highlights.*

**XV. APPLICATION AND BID SELECTION PROCESS**

There are two phases to the Application and Bid Selection Process:

Phase I – Written Applications

Applicants will submit a separate response for each FACT Team they propose to operate. All written applications must meet the mandatory criteria as listed in Section XV. A. Those that do not will be considered non-responsive and will not be evaluated further. All applications should address and answer each of the Written Application Program Components Criteria as thoroughly as possible as listed in Section XV. D.

SEFBHN would prefer a fifteen (15) page narrative response utilizing *Times New Roman Font -Size 12*, exclusive of budget documents and any supporting attachments. All applications that meet the Mandatory Criteria will be reviewed and scored by a team of reviewers composed of staff from SEFBHN and Community Stakeholder Agencies. Written Application Scoring Criteria and the weighted point value for each program component is outlined in Section XV. C. Applications that do not exceed 15 pages and are submitted in the requested font will be awarded an additional 5 points. If the response to the application does not follow the order of questions as presented, the bidder should include a crosswalk to indicate where the specific response can be found within the application. The maximum number of points an applicant can earn for each application is five hundred twentyfive (525) points. The threshold to be eligible to move forward in the selection process is three hundred sixty-eight (368) points. The top scorers, as determined by the average of each evaluation team member’s scores, who are above the established threshold will then be invited to give an oral presentation for each FACT team they propose to operate.

*Change to Schedule of Activities and Timelines – changes are reflected in yellow highlights.*

# XVI. SCHEDULE OF ACTIVITIES AND TIMELINES

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| **ACTIVITY** | **DATE** | **TIME** | **INFORMATION** |
| Solicitation released | Monday  March 18, 2019 | N/A | The RFA will be posted on the SEFBHN website and sent electronically to all SEFBHN providers and FACT Team providers throughout Florida |
| Applications must be received by SEFBHN | Monday  April 22th, 2019 | 3:00 P.M. [EST] | Send electronically to  Mary\_Bosco@SEFBHN.org |
| Instruction and training of Phase I – written applications evaluators | Wednesday  April 24th, 2019 | 10:00 A.M. [EST] | Southeast Florida Behavioral Health Network, 1070 E. Indiantown Road, Jupiter, Ste 408, FL 33477 |
| Debriefing meeting of Phase I – written applications evaluators and ranking of the applications | Monday  May 6th, 2019 | 2:30 P.M. [EST] | Southeast Florida Behavioral Health Network, 1070 E. Indiantown Road, Jupiter, Ste 408, FL 33477  Call in number  **Dial-in number (US):** (563) 999-1109  **Access code:** 546683#  **International dial-in numbers:** <https://fccdl.in/i/sefbhn> |
| Notice of Applicants invited to provide Oral Presentation (Phase II) of evaluation process posted on SEFBHN Website to include rankings and scores of all written applications | Tuesday  May 7th, 2019 | **3**:00 P.M.  (EST) |  |
| Oral Presentations  (Phase II) | To be Scheduled  May 8th and 9th, 2 2019 | Times will vary as needed | The schedule of Oral Presentations will be posted on the SEFBHN website.  Oral presentations can be completed through Go To Meeting or similar web-based platform if requested by the applicant. |
| Notice of Award for selected applicants posted on the SEFBHN Website | Monday  May 13th, 2019 | 4:00 P.M.  (EST) | The Applicant or Applicants selected to move forward in the Negotiation process will be posted on the SEFBHN website |
| Negotiations begin | The week of  May 13th, 2019 | As scheduled | Southeast Florida Behavioral Health Network, 1070 E. Indiantown Road, Ste 408, Jupiter, FL 33477, |
| Recommendation of Selected FACT Team Provider to the SEFBHN Board of Directors – Executive Committee | Monday  June 3, 2019 | June Board of Directors – Executive Committee Meeting  2:30 P.M. (EST**)** | Southeast Florida Behavioral Health Network, 1070 E. Indiantown Road, Jupiter, FL 33477 |
| Transitioning process to ensure continuous services for FACT Team members from existing teams to new teams | Begins week of June 3rd, 2019 | Schedule to be determined in conjunction with the selected providers. |  |
| Anticipated effective date of contract | Monday  July 1, 2019 | N/A | N/A |