



Lutheran Services Florida, Inc.

Section 19 Substance Abuse and Mental Health

19.02 Network Management

19.02.21 Network Service Provider (NSP) Procurement

Creation Date: 11/01/2012

Attachments: None

Policy Statement: Section 287.057 FS exempts behavioral health services from competitive procurement. Where feasible and with exemptions, it is the policy of LSF Health Systems to implement a fair and equitable competitive process for the procurement of the Department of Children and Families substance abuse and mental health contracts for the 23 County regions of Northeast and North Central Florida, including the Request for Proposals, Competitive Procurement, evaluation, and award process. It is the policy of LSF Health Systems to be fair and equitable in the Request for Proposals, Competitive Procurement, evaluation, and award process. In implementing the competitive process, LSF Health Systems may use the Request for Proposals or other similar process including but not limited to Intent to Negotiate. In the event a Network Service Provider merges with or is acquired by another entity, LSF Health Systems reserves the right to procure services. In addition, this policy includes, but is not limited to, exceptions where a procurement process is not followed.

Scope: This policy applies to LSF Health Systems employees and Network Service Providers.

Policy Guidelines:

Request for Proposals (RFP) and Intent to Negotiate (ITN)

1. RFPs and ITNs will be announced by postings on the LSF Health Systems website, via email to community stakeholders, as well as other sources of distribution.
2. Each individual RFP and ITN will outline the schedule of events to take place with regards to the proposal, negotiation, and award process.
3. All information regarding procurement will be posted on the LSF Health Systems website.

Acceptance of Proposals

Proposals must be received by LSF Health Systems no later than the time listed on the assigned date in accordance with the Schedule of Events and Deadlines at procurement@lsfnet.org. All responses must be submitted as a sealed bid. No changes, modifications or additions to the proposals submitted after this deadline will be accepted by or be binding on LSF Health Systems. Any proposal submitted shall remain a valid offer for at least 90 days after the proposal submission date. Proposals not received at either the specified place or by the specified date and time, or both, will be rejected. Proposals may be sent via U. S. Mail, commercial carrier or hand delivered, or via email submission to procurement@lsfnet.org. Proposals submitted by facsimile will be rejected.

Evaluation and Award Process

Selection Committee

1. A selection committee of at least three people will be used to read, evaluate and rank properly submitted proposals.
2. The Selection Committee will be comprised of LSF Health Systems staff and, if necessary, others with pertinent backgrounds.

NOTE: If only one proposal is submitted because of a RFP or ITN, then at least one member of the LSF Health Systems staff is required to review the proposal.

Selection Committee Evaluation

1. The maximum possible score for any proposal is 100 points.
2. Proposals that score less than 50 may be ineligible for award under any RFP or ITN. During the evaluation period, the evaluation team reserves the right to request additional

information or clarification from the offerors to complete the evaluation and scoring process.

3. Items to be considered include but are not limited to:
 - a. Need for program
 - b. Purpose of program
 - c. Program goals and objectives
 - d. Services to be provided
 - e. Program monitoring and evaluation
 - f. Program budget and budget narrative
 - g. Letters of support
 - h. Matching funds
 - i. Community partnerships
 - j. References
 - k. Past program performance
4. Each member from the selection committee will read and score each proposal independently, discuss each proposal jointly, and submit results for tabulation.
5. The score from each member will be summed and a final score will be assigned to the proposal(s).
6. Scores will be ranked in numerical order and the top scoring proposal(s) will be submitted to the LSF Health Systems executive team for further review.
7. The highest ranked proposal(s) and/or the proposal(s) most responsive to community needs will enter negotiations with LSF Health Systems.
8. The ultimate decision for the award will come because of these negotiations.
9. If negotiations with the highest ranked and/or the most responsive to community needs applicant are unsuccessful, the next highest ranked proposal and/or the next responsive to community needs may be contacted for negotiation.
10. All proposals will remain with LSF Health Systems and will not be returned to the offeror.

NOTE: As mentioned above, if only one proposal is submitted because of a RFP or ITN, then at least one member of the LSF Health Systems staff is required to review the proposal. If the proposal is acceptable, LSF Health Systems will enter the negotiation process.

Post Award and Contract Development

1. LSF Health Systems will contact the offeror selected for the award to begin contract negotiation.
2. As part of the contract negotiation process, conditions identified by the selection team will be addressed.

Procurement Exceptions

1. LSF Health Systems shall not use competitive procurement in the following examples, which do not replace the competitive procurement process, but exist to save time, if or when, such scenarios occur.
 - a. In the event an existing Network Service Provider's Contract has been terminated, LSF Health Systems may utilize an emergency procurement process to determine which Network Service Provider will be transferred the services and funding.
 - b. In the event LSF Health Systems receives additional funding of equal to or less than \$250,000, LSF Health Systems may utilize the Submission of Information process or allocate the funds according to their discretion to determine which Network Service Provider will be transferred the services and funding.
 - c. In the event LSF Health Systems receives additional specified funding by DCF and the programs and services must be implemented within a short period of time, LSF Health Systems may utilize the Submission of Information process or allocate the funds according to their discretion to determine which Network Service Provider will be transferred the services and funding.

ADMINISTRATIVE RESPONSIBILITY: The President and COO of Lutheran Services Florida have overall responsibility and authority for administration of this policy and the CEO/VP of SAMH has responsibility for maintaining this policy.

Review and Approval

December 2025