



REQUEST FOR QUALIFICATIONS (RFQ) #2025-02

**COURT ORDERED SERVICES
(ANGER MANAGEMENT, VICTIM AWARENESS, VICTIM IMPACT
PANEL, BATTERER'S INTERVENTION PROGRAM, DUI SCHOOL,
DWLS, VEHICLE IMMOBILIZATION)**

**SECOND JUDICIAL CIRCUIT OF FLORIDA
OFFICE OF COURT ADMINISTRATION
301 N. Monroe Street
Tallahassee, FL 32301**

Issued: October 1, 2025

Response to Request for Qualifications Submission Deadline:

Friday, October 31, 2025, at 5:00 pm (EST)

to

**Criminal Case Management Unit
Office of Court Administration
at**

<https://courtoorderservices.leoncountyfl.gov/>

This is an open RFQ. After the initial date above, proposals will be accepted on an annual basis starting October 1 and ending on October 31 of each year.

PLEASE NOTE: THIS REQUEST FOR QUALIFICATIONS IS SUBJECT TO ARTICLE 1, SECTION 24 OF THE FLORIDA CONSTITUTION, AND FLORIDA RULE OF GENERAL PRACTICE AND JUDICIAL ADMINISTRATION 2.420, GOVERNING PUBLIC ACCESS TO JUDICIAL RECORDS.

**REQUEST FOR QUALIFICATIONS (RFQ)
COURT ORDERED COUNSELING SERVICES
(ANGER MANAGEMENT, VICTIM AWARENESS, VICTIM IMPACT PANEL,
BATTERER’S INTERVENTION PROGRAM, DUI SCHOOL, DWLS, VEHICLE
IMMOBILIZATION)**

1. Introduction and Purpose

The Office of Court Administration of the Second Judicial Circuit (“Court Administration”), through the Criminal Justice Coordinating Committee (“CJCC”), is seeking proposals from qualified service providers (“Providers”) to deliver outcome-based, comprehensive, and consistent services to defendant(s) and probationer(s) that have been court-ordered to anger management, victim awareness, victim impact panel, anti-theft, consequences of writing worthless checks, batterer’s intervention, DUI School, DWLS, and/or vehicle immobilization programs. From the submitted proposals, a list of diverse, qualified service providers will be established.

2. Inquiries

Any questions or requests for additional information regarding this RFQ shall be in writing, via email, directed to:

Kendra Brown
Director of Criminal Case Management
Office of Court Administration
Email: Brownken@leoncountyfl.gov

3. Schedule of Events

Listed below are the dates and times by which stated actions must be taken or completed. If Court Administration determines, in its sole discretion, that it is necessary to change any of these dates and times, it will issue an Addendum to this RFQ.

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| Advertisement of RFQ & Proposal Portal Opens | Wednesday October 1, 2025 |
| Applicant Meeting: Answer questions from prospective applicants | Wednesday October 8, 2025, by zoom (meeting log in credentials to be provided) |
| RFQ Submission Deadline | Friday October 31, 2025, at 5:00 p.m. (EST) |
| Proposal review | November 1 – 10, 2025 |
| December CJCC meeting: providers meeting minimum qualifications invited to attend | December 5, 2025, at 10:00 a.m. (EST) in Leon County Commission Chambers |
| Approval Recommendations submitted to Trial Court Administrator | December 7, 2025 |
| Approved providers notified | December 16, 2025 |
| Court-Approved provider list published | December 19, 2025 |

4. Scope of Services

The approved Provider shall offer anger management, victim awareness, victim impact panel, anti-theft, consequences of writing worthless checks, batterer's intervention, DUI School, DWLS, and/or vehicle immobilization programs to defendants or probationers in Leon County, as ordered by the Court and in accordance with the qualifications stated below. Providers may apply for one or more of the service programs, however, a separate proposal packet as defined herein is required for each area of interest.

5. Qualifications and Requirements

A. Qualifications: The approved Provider shall meet the following qualifications and requirements for each respective service area:

1) Anger Management

Court-ordered anger management classes must be in a group counseling setting.

a. Educational Objectives

1. Increase a defendant/probationer's knowledge and use of anger management skills.
2. Ensure that the curriculum provides opportunities for discussion, class interaction, homework, practical application, and practice.
3. Refer defendants/probationers to ancillary agencies on an as needed basis.

b. Curriculum Requirements

A copy of the curriculum must be provided with the Proposal. At a minimum, the following topics must be covered:

1. What is anger?
2. Different types of anger.
3. How to recognize anger.
4. Events that trigger anger (what causes anger?).
5. Cues to anger (physical, behavioral, emotional, and cognitive cues).
6. Consequences of anger.
7. How to monitor anger.
8. How to manage anger.
9. How to develop a personal development plan for anger management.
10. How to execute a personal development plan for anger management.

c. Program Fees, Schedule, and Required Information

1. The Provider may charge up to a maximum of \$50 for the entire course, to be paid by the defendant/probationer. This would include a maximum of \$10 per each of five (5) weekly classes. Providers shall ensure the following:
 - a. Weekly classes are not suspended or cancelled for a period of more than one week without prior notification to defendant/probationer and a designee of Court Administration.

- b. Defendants/probationers are NOT permitted to attend more than one class per week.
- c. Defendants/probationers are informed that once they have started classes, they cannot change providers without prior permission from the Probation/Pretrial Officer.
- d. The Probation/Pretrial Officer is notified if a defendant/probationer misses two consecutive classes.
- e. The Probation/Pretrial Officer is notified if they have knowledge of a defendant/probationer's intention to change providers.
- f. Basic information is collected prior to a defendant/probationer beginning classes. This includes name of the defendant/probationer, SPN number, date of birth, race, gender, mailing address, name of Probation/Pretrial Officer, home phone, work phone, and cell phone.
- g. Defendant/probationer shall have access to an installment plan during the course, for example, payment of \$10 before each class. However, a provider may negotiate other options if needed.

2) Victim Awareness Classes

Victim awareness classes must be in a group counseling setting.

a. Educational Objectives

- 1. Increase a defendant/probationer's knowledge about the consequences of irresponsible driving.
- 2. Assist a defendant/probationer with learning new approaches to changing those driving habits that may lead to collisions, injuries, and deaths.
- 3. Ensure that a curriculum provides opportunities for discussion and class interaction.
- 4. Refer defendants/probationers to ancillary agencies on an as needed basis.

b. Curriculum Requirements

A copy of the curriculum must be provided with the Proposal.

- 1. The curriculum shall teach defendants/probationers how irresponsible driving, e.g. habitual traffic offenses and driving under the influence, negatively affects him or her and the community at large.
- 2. In addition, defendants/probationers will listen to and be provided an opportunity to ask questions of an individual that has experienced the death of a family member or close friend because of a collision and/or DUI. Classes shall provide opportunities for discussion and class interaction.

c. Program Fees, Schedule, and Required Information

- 1. Provider must charge defendant/probationer a fee of \$30 for a two (2) hour session.
- 2. Basic information must be collected prior to a defendant/probationer beginning classes. This includes name of the defendant/probationer,

SPN number, date of birth, race, gender, mailing address, name of Probation/Pretrial Officer, home phone, work phone, and cell phone.

3) Victim Impact Panel

The Victim Impact Panel course may be completed in a classroom setting or in a virtual/online setting.

a. Educational Objectives

1. To increase a defendant/probationer's knowledge about the consequences of irresponsible driving.
2. Encourage the defendant/probationer with making better decisions through exposure to victim stories

b. Curriculum Requirements

A copy of the curriculum must be provided with the Proposal. The curriculum shall teach defendants/probationers how irresponsible driving, e.g. habitual traffic offenses and driving under the influence, negatively affects him or her and the community at large

c. Program Fees, Schedule, and Required Information

1. Classroom Setting: \$20
2. Virtual/Online: \$100
3. Basic information must be collected prior to a defendant/probationer beginning classes. This includes name of the defendant/probationer, SPN number, date of birth, race, gender, mailing address, name of Probation/Pretrial Officer, home phone, work phone, and cell phone.

4) Anti-Theft Classes

Anti-theft classes must be in a group setting.

a. Educational Objectives

1. Assist a defendant/probationer with learning strategies to prevent future occurrences of theft, e.g., shoplifting, petit theft, etc.
2. Ensure that curriculum provides opportunities to discussion, class interaction, practical application and practice.
3. Refer defendants/probationers to ancillary agencies on an as needed basis.

b. Curriculum Requirements

A copy of the curriculum shall be provided with the Proposal. Classes shall provide opportunities for discussion, class interaction, practical application, and practice. The curriculum shall include the following topics: activities to demonstrate the consequences of theft, e.g., court fees, restitution, and a possible criminal record; the financial costs that theft has on retailers; and how theft negatively affects honest consumers.

c. Program Fees, Schedule, and Required Information

1. The Provider may charge up to a maximum of \$50 for the entire course,

to be paid by the defendant/probationer. This would include a maximum of \$10 per each of the five (5) weekly classes. Providers shall ensure the following:

- a. Weekly classes are not suspended or cancelled for a period of more than one week without prior notification to the defendant/probationer and Court Administration.
- b. Defendants/Probationers are NOT permitted to attend more than one class per week.
- c. Defendants/probationers are informed that once they have started the classes, they cannot change providers without prior permission from the supervising Probation/Pretrial Officer.
- d. The Probation/Pretrial Officer is notified if a defendant/probationer misses two consecutive classes.
- e. The Probation/Pretrial Officer is notified if the Provider has knowledge of a defendant/probationer's intention to change providers.
- f. Basic information must be collected prior to a defendant/probationer beginning classes. This includes defendant/probationer's name; SPN number; date of birth; race, gender; mailing address; name of supervising Probation/Pretrial Officer; home, work, and/or cell phone numbers.
- g. Defendants/probationers must have the option of an installment plan during the course, for example, payment of \$10 before each class. However, a provider may negotiate other options if needed.

5) Consequences of Writing Worthless Checks Classes

Consequences of Writing Worthless Checks must be in a group setting.

- a. Educational Objectives
 1. Assist defendant/probationers with learning strategies to prevent future occurrences of writing worthless checks.
 2. Ensure that classes provide opportunities for discussion, class interaction, practical application, and practice.
 3. Refer defendants/probationers to ancillary agencies on an as needed basis.
- b. Curriculum Requirements

A copy of the curriculum must be provided with the proposal. The curriculum shall include activities designed to demonstrate the consequences and penalties of writing or uttering a fraudulent check and the harmful influence of these acts on the accused and area business.
- c. Program Fees, Schedule, and Required Information
 1. Defendants/probationers will pay \$70 for one (1) eight hour or two (2) four-hour classes.
 2. Certain basic information must be collected prior to the defendant/

probationer beginning classes. This includes the defendant/probationer's name; SPN number; date of birth; race; gender; mailing address; supervising Probation/Pretrial Officer; home, work, and/or cell phone numbers.

6) Batterer's Intervention Classes

a. Legal and Statutory Requirements

Providers of these classes must adhere to section 741.325, Florida Statutes. The program shall be at least 29 weeks in length and include 24 weekly sessions, plus appropriate intake, assessment, and orientation programming.

b. Educational Objectives

Refer defendants/probationers to ancillary agencies on an as needed basis.

c. Curriculum Requirements

A copy of the curriculum must be provided within the Proposal. The curriculum must comply with the requirements of section 741.325, Florida Statutes.

d. Program Fees, Schedule, and Required Information

1. Defendants/probationers will pay a maximum of up to \$1,300.00 for the entire course. Providers shall ensure the following:

- a) Weekly cases are not suspended or cancelled for a period of more than one week without prior notification to defendant/probationer and Court Administration.
- b) Defendants/probationers are NOT permitted to attend more than one class per week.
- c) Defendants/probationers are informed that once they have started classes, they cannot change providers without prior permission from the supervising Probation/Pretrial Officer.
- d) The Probation/Pretrial Officer is notified if a defendant/probationer misses two consecutive classes.
- e) The Probation/Pretrial Officer is notified if the Provider has knowledge of a defendant/probationer's intention to change providers.
- f) Although a provider may elect not to charge an assessment fee, certain basic information must be collected prior to a defendant/probationer beginning classes. This includes the defendant/probationer's name; SPN number; date of birth; race; gender; mailing address; name of Probation/Pretrial Officer; home, work, and cell phone numbers.
- g) Defendant(s)/probationer(s) shall have access to an installment plan during the course, for example, payment of \$10 before each class. However, a Provider may negotiate other options if needed. Provider shall provide a written copy of any installment plan, waiver policy, or indigency pricing. Provider must keep a

written record of absences due to inability to pay.

7) Driving Under the Influence (DUI) Class

a. Legal and Statutory Requirements

Providers of DUI classes must adhere to the requirements in Chapter 322, Florida Statutes and Florida Administrative Code (F.A.C.) 15A-10.

b. Educational/Counseling Objectives

1. Instruct defendants/probationers on requirements noted in F.A.C. 15A-10.24 (Level 1) and F.A.C. 15A-10.025 (Level 2).

2. Refer defendants/probationers to ancillary agencies on an as needed basis.

c. Curriculum/Counseling Requirements

A copy of the curriculum shall be provided with the Proposal.

The program curriculum shall consist of the requirements noted in F.A.C. 15A-10.24 (Level 1) and F.A.C. 15A-10.025 (Level 2).

d. Program Fees, Schedule, and Required Information

1. Provider shall charge defendants/probationers as dictated by the Florida Department of Safety and Motor Vehicles pursuant to Chapter 322, Florida Statutes.

2. Basic information must also be collected prior to a defendant/probationer beginning classes. This includes defendant/probationer's name; SPN number; date of birth; race; gender; mailing address; name of Probation/Pretrial Officer; home, work, and/or cell phone numbers.

8) Driving While License Suspended or Revoked (DWLSR) Classes

a. Educational/Counseling Objectives

1. Assist defendants in increasing their knowledge of how DWLSR affects themselves and others.

2. Refer defendants to ancillary agencies on an as needed basis.

b. Curriculum/Counseling Requirements

A Provider offering DWLSR classes will equip defendants/probationers with the necessary knowledge and skills to restore driving privileges. The course will provide defendants/probationers with the opportunity to assess negative driving patterns. In addition, a defendant/probationer's Florida Department of Highway Safety and Motor Vehicles (DHSMV) driving record will be reviewed in order to assist them in restoring driving privileges.

Classes shall provide opportunities for discussion, class interaction, practical application, and practice. The curriculum must be included with the Proposal and must include the following topics:

1. Review of DWLSR legislation, related laws and why they are important
2. Learn the steps for reinstating license.
3. An assessment of a defendant's driving record and identification of strategies to improve driving habits and driving record.
4. How to deal with road rage and other aggressive driving behaviors.
5. Learning how proper stress management can improve driving habits.
6. How to develop a driver improvement plan, including goal setting.
7. How to execute a driver improvement plan.

c. Program Fees, Schedule, and Required Information

1. Defendants/Probationers will pay \$70 for one (1) eight hour or two (2) four-hour classes.
2. Certain basic information must be collected prior to a defendant beginning classes. This includes name of client, SPN number, date of birth, race, gender, mailing address, name of Probation/Pretrial Officer, home, work, and/or cell phone number.

9) Vehicle Immobilization Services

a. Legal and Statutory Requirements

Providers of vehicle immobilization services must adhere to requirements of section 316.193(13), Florida Statutes.

b. Service Provider/Agency Requirements

1. Agency has a least three years of verifiable experience in immobilizing vehicles.
2. Agency maintains accurate and complete records of all payments for immobilization services, copies of all documents pertaining to the court's order of impoundment or immobilization for at least three years.
3. Employees that immobilize vehicles have never been convicted of any felony or of driving or boating under the influence of alcohol or controlled substances.
4. Agency can only immobilize vehicle(s) that are registered in the owner's name or was the vehicle involved in the commissions of the DUI.

c. Objectives

Show proof that the defendant/probationer's vehicle was immobilized for the period stipulated in the court order to the supervising Probation/Pretrial Officer.

d. Program Fees and Schedule

1. Defendants/Probationers will pay \$125 for 10 days if vendor

- immobilizes vehicle at the defendant/probationer's location.
2. Defendants/Probationers will pay \$90 for 10 days if vendor immobilizes vehicle at vendor's location.
3. The Provider and the individual under court supervision shall negotiate extra charges in those instances where vehicle immobilization occurs beyond the Capital Circle perimeter. Fees for vehicle immobilization outside the Capital Circle perimeter will be negotiated on an individual basis.
4. Defendants/probationers are required to make payment only when a vehicle is immobilized pursuant to the court's order.

B. Other Requirements: The approved Provider shall meet the following additional requirements for each respective service area:

1. Counseling sessions shall be held in any of the counties in the Second Judicial Circuit. To the extent possible, the physical location of the classes should be accessible to public transportation.
2. To the extent possible, classes should be scheduled during daytime, evening, and weekend hours, as needed. A facilitator must be present during all classes.
3. Providers shall ensure weekly sessions are not suspended or cancelled for a period of more than one (1) week without prior notification to defendants or probationers and Court Administration.
4. Defendants/probationers may not attend more than one class per week.
5. Defendants/probationers must be informed that once they have started classes, they cannot change providers without prior permission from the Probation Officer.
6. Provider must notify the Probation/Pretrial Officer if a defendant/probationer misses two consecutive classes.
7. Provider must notify the Probation/Pretrial Officer if a defendant/probationer intends to change providers.

C. Records and Reporting: The following is required to assist the Probation/Pretrial Officer with monitoring the defendant/probationer's adherence to his or her court-ordered conditions.

1. Providers shall maintain individual files on each defendant/probationer and retain files for a minimum of five (5) years from the date of program completion. A defendant/probationer's record shall consist of defendant/probationer's name; SPN number; name of Probation/Pretrial Officer; dates the defendant/probationer attended counseling sessions; defendant/probationer's completion date, and verification of a defendant/probationer's completion, e.g., certificate of completion or other documentation.
2. Defendant(s)/probationer(s) who successfully complete the sessions shall be provided with a Certificate of Completion or letter at the last session. In addition, a copy of a Certificate of Completion shall be mailed to the defendant/probationer's Probation/Pretrial Officer within five (5) business days of program completion.
3. Provider shall submit timely written notice to a defendant/probationer's Probation/Pretrial Officer when he/she is unsuccessful in completing counseling sessions or is discharged from the program. The reason(s) for discharge must be included in the written notice which shall be sent within five (5) business days of the

- determination of unsuccessful program completion or discharge. The Probation/Pretrial Officer will communicate with the provider regarding the defendant(s)/probationer(s) that change.
4. Provider shall submit timely written notice to a defendant/probationer's Probation/Pretrial Officer in those instances where a defendant/probationer may need a referral to another community resource, for example, Alcohol Anonymous, Narcotics Anonymous, Batterer's Intervention, or anger management program(s). The written notice shall include the counselor's justification for the referral.
 5. Court Administration, the CJCC, and the other assigned personnel shall have the opportunity to observe classes after coordinating such observation with the Provider.
 6. Provider shall submit an Annual Report to Court Administration no later than January 31st for the preceding calendar year. The report shall list all defendants/probationers that participated in court-ordered classes by the Provider during the period of January 1 through December 31. The list will include each defendant/probationer's name, SPN number, and whether he or she is successfully completed classes. In addition, the report must provide a listing of defendants/probationers that were unsuccessful in completing classes or discharged from the program. The reason(s) for discharge must be included. Providers must also disclose the total fees charged and paid by each defendant/probationer. This document shall be submitted electronically no later than January 31st to the Director of Criminal Case Management.
 7. Provider shall report any changes in the Provider's instructors, mailing address, physical location of classes, company status, licensure status, telephone number(s), fax number(s), and/or e-mail address(es) to Court Administration as soon as possible but no more than 10 days after the change(s).
 8. If the Court determines a need for witness testimony, this service shall be performed as a part of the services under this proposal and no compensation shall be granted.

6. General Instructions for Proposal Submission

- a. The Proposal must be electronically completed and submitted to Court Administration at <https://www.intraapps.leoncountyfl.gov/Test/CourtOrderedServices/>, no later than October 31, 2025. Proposals will be retained as property of Court Administration. Any partial or incomplete submission will not be considered.
- b. Provider shall supply the name of the owners, business name, mailing address, physical address of classes, telephone number of primary contact person, fax number, email address of primary contact person, Federal Identification Tax Number (FEIN), and name(s) of instructor(s).
- c. Provider shall supply documentation of any corporation, partnership, limited liability company, or fictitious name for their business, including but not limited to proof of current active status with the Florida Secretary of State, Division of Corporations, or such other state as applicable.
- d. Provider shall supply proof of their current licensure.
- e. Provider shall include their length of time in business, location(s) of their business operations, qualifications of officers and/or key personnel, number of staff, and proof of insurance, as described below.
- f. Provider shall supply proof of insurance showing general liability, professional liability, errors and omissions, property or other insurance in effect for the company or individual applying. All certificates and endorsements are to be received and approved by Court Administration before work commences. Court Administration

- reserves the right to require additional insurance coverage(s) prior to a provider being qualified and to require complete, certified copies of all required insurance policies at any time.
- g. Providers may apply for one or more of the service programs, however, a separate proposal packet as defined herein is required for each area of interest. The program areas for this request for qualifications are substance abuse, mental health, and domestic violence counseling.
 - h. Providers must certify to the best of its' knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or State agency and that they are eligible to practice.
 - i. Providers must certify that their business entity is not owned by a foreign country of concern, that no foreign country of concern has a controlling interest in their business entity, and that their business entity is not organized under laws of or has its principal place of business in a foreign country of concern pursuant to section 287.138, Florida Statutes.
 - j. Providers must certify that they do not engage in forced labor practices (section 387.1346) or human trafficking (section 787.06), and that they do not employ or engage any person who performs any of the activities in section 787.30, Florida Statutes.

7. Review Criteria

In reviewing each proposal, the CJCC will consider, by way of illustration and not limitation, the following criteria:

- a. The applicant and appropriate staff possess valid, current and appropriate Florida licensure.
- b. The applicant or any officer, director, or owner thereof has not had judgements entered against him/her within the past ten (10) years for breach of contract.
- c. During the past five years, the applicant has not had a contract terminated for cause.
- d. The applicant or any owner, officer, director, or service provider, thereof has not had a criminal conviction within the past ten (10) years of crimes related to substance abuse, violence, domestic violence, theft or a violation of Florida ethics laws or any substantially similar laws of federal, state or local governments.
- e. The applicant or any owner, officer, director, or service provider, thereof is not currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state or agency of the federal government.
- f. The applicant's required prior experience shall be commensurate with the scope of work as stated herein.
- g. The applicant's staff performing the services shall have work experience that is commensurate with the requested services.

- h. Instructors for previously mentioned classes must possess a minimum of a bachelor's degree or an associate of arts degree with one (1) year experience in instructional delivery.
- i. Instructors of Batterer's Intervention and DUI classes shall submit documentation that they meet requirements noted under Florida Statutes.
- j. Vehicle immobilization services will provide documentation that meets requirements noted in Chapter 493, Florida Statutes.
- k. That the proposal is complete and the applicant meets all requirements stated herein.
- l. Any other information necessary to reach a decision.

8. Proposal Review Process

- 1. It is important that proposals include all the required information and documents. Only complete responses will be considered. Any difficulties experienced in uploading the required documents should be addressed to: Kendra Brown at BrownKen@leoncountyfl.gov or (850)606-4438.
- 2. Proposals will be reviewed in accordance with the criteria listed herein. Any of the established criteria above not met shall be sufficient cause to deny qualifications to an applicant for providing services.
- 3. Qualifications Review Committee: A Qualification Review Committee will review submissions in accordance with the evaluation criteria and submit its recommendation to the CJCC, who in turn will review and make a final determination of those respondents meeting the criteria to be placed on the Qualified Providers List.

Prior to the issuance of a written determination to deny pre-qualifications the Committee will notify the applicant in writing of the results of the review and disclose the basis thereof. Within five (5) business days after receipt of the notice concerning pre-qualifications, the applicant may submit additional or rebuttal information related to any deficiencies stated in the written notice.

- 4. Proposals will be screened, and the CJCC, or a designated subcommittee, will consider and approve proposals for those Providers that will deliver services in the most cost-effective manner to be placed on the Provider list. All Providers, including any current Providers, must apply and be approved before being placed on the Provider list. The CJCC or a designated subcommittee will meet with providers who meet the criteria to answer any follow-up questions. However, the Office of Court Administration reserves the right to utilize any service provider it deems in the best interest of the justice system. Proposals for new providers wishing to be added to the Provider list will be available annually in October and

will go through the same review process. The CJCC and the Office of Court Administration reserve the right to call for re-application, change the process, remove providers for due cause, or make other modifications to meet the needs of the justice system.

5. Approved qualified providers will remain on the active list for a period of three, one-year terms absent any proof that may result in disqualification. A provider shall notify Court Administration within five (5) calendar days in the event of loss of license or certification, canceling six or more sessions in a six-month period, or criminal charges brought against provider or key personnel. The CJCC, or designated subcommittee, shall evaluate any such actions to consider disqualification and make a determination on a case-by-case basis.
6. If a final determination is made to deny qualification, the applicant may, within five (5) business days after notification of such determination, notify and appeal such determination Court Administration in writing.

9. Service Provider Administration

1. Request for Qualifications will occur annually in October. Providers wishing to remain on the list will be required to complete and submit a new proposal.
2. New service providers or those who do not meet criteria for consideration on the initial list will have an opportunity to submit a proposal annually (October 31 submission deadline). A Proposal will be evaluated using the same standards provided in the Request for Qualifications (RFQ).
3. Court Administration will not guarantee payments to Providers. Providers are solely responsible for collecting fees.
4. Court Administration reserves the sole right to determine a Respondent's ability to perform in accordance with the specifications, terms, and conditions of this RFQ.
5. Providers on the initial list will remain on the active list for a period of three (3) one (1) year terms absent any proof that results in disqualification. A Provider shall notify Court Administration within five (5) calendar days in the event of loss of license or certification, canceling six or more sessions in a six-month period, or criminal charges brought against the Provider or key personnel. The CJCC, or designated sub-committee, shall evaluate actions that may result in disqualification on a case-by-case basis.
6. The awarded Provider shall be responsible for ensuring compliance with all public records requirements.
7. Prior to commencing work, the successful Provider will be required to sign a written Memorandum of Understanding incorporating the specifications herein and

any additional requirements of Court Administration, the CJCC, or the Florida State Court System.