



REQUEST FOR QUALIFICATIONS (RFQ) #2025-01

**COURT ORDERED COUNSELING SERVICES
(SUBSTANCE ABUSE, MENTAL HEALTH, AND/OR DOMESTIC
VIOLENCE)**

**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://courtdorderservices.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)
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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 substance abuse, mental health, and/or domestic violence counseling. 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@leoncountvfl.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.

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 substance abuse, mental health and/or domestic violence services 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 for each respective service area:

1. Substance Abuse Counseling

a. Legal and Statutory Requirements

1. Substance abuse counselors must be licensed under and adhere to all requirements of Florida Statutes.
2. Substance abuse counselors must adhere to licensing requirements under Chapter 397, Florida Statute and Chapter 65D-30, Florida Administrative Code (F.A.C.).

b. Counseling Objectives

1. Provide assessment, counseling and /or strategies to assist defendants/probationers in abstaining from illegal drug use.
2. Refer defendants/probationers to ancillary agencies on an as needed basis.

2. Mental Health Counseling

a. Legal and Statutory Requirements

Clinical social workers, marriage and family therapists, and mental health counselors must be licensed under and adhere to licensing requirements noted in Chapter 491, Florida Statutes and Chapter 64B-4, Florida Administrative Code (F.A.C.).

b. Counseling Objectives

- 1) Provide assessment, counseling and/or strategies to assist defendants/probationers with preventing illegal activities.
- 2) Refer defendants/probationers to ancillary agencies on an as needed basis.

3. Domestic Violence Counseling

a. Legal and Statutory Requirements

Clinical social workers, marriage and family therapists, and mental health counselors must be licensed under and adhere to licensing requirements noted in Chapter 491, Florida Statutes and Chapter 64B-4 of the Florida Administrative Code (F.A.C.).

b. Counseling Objectives

- 1) Provide assessment, counseling and/or strategies to assist defendants/probationers with preventing illegal activities.
- 2) Refer defendants/probationers to ancillary agencies on an as needed basis.

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

1. Counseling sessions shall be held in Leon County. The physical location of sessions must be accessible to public transportation. Sessions must be provided at the physical location reported. Any intent to change the location of counseling sessions must be reported to the Office of Court Administration no less than 24 hours prior to the change.
2. Counseling sessions must be available during daytime, evening, and weekend hours, as needed. Notification of office hours must be provided to defendants or probationers prior to rendering services.
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. Counseling sessions may include court-ordered defendants/probationers.
5. Counseling sessions shall not contain content that includes faith-based ideology associated with a particular religion or denomination.
6. DUI School Counseling Referrals: If a defendant/probationer is referred to a provider for counseling from the DUI School Provider, and the counselor determines that no counseling is needed after the initial assessment, the counselor must submit a letter to the Probation/Pretrial Officer explaining the justification for their decision. The Probation/Pretrial Officer will submit a Technical Violation Notification with the letter of justification to the Court. The Court will review and make a final determination and order regarding the defendant/probationer's counseling requirement.

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. That the proposal is complete and the applicant meets all requirements stated herein.
- i. 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.