

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

New contract
 OTR
 CO
 SS
 BW
 Emergency
 Previous Contract/Project No:

Re-Bid
 Other
 LIVING WAGE APPLIES: ___ YES ___ **X** NO

Requisition/Project No: RQHD1500003/ AVCW1500091 **TERM OF CONTRACT:** 3 years w/ 2-2yr OTRs
Requisition/Project Title: Healthcare Staffing Services

Description: The purpose of this Invitation to Bid is to establish a contract for Healthcare staffing services to contract healthcare professionals for various Miami-Dade County Departments on an as needed when needed basis.

User Department(s): PHCD & CAHS
 Issuing Department: ISD-PMS
 Estimated Cost: \$6,000,000.00

Contact Person: Martha Perez Phone: 305-375-5375
 Funding Source: General, State & Federal

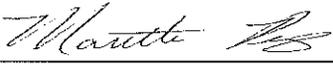
ANALYSIS

Commodity/Service No: <u>948 & 964-65</u> SIC: _____			
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here ___ if this is a New Contract/Purchase with no Previous History			
	EXISTING	2ND YEAR	3RD YEAR
Contractor:	Various		
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): ___ Yes ___ x No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: 

Date to DBD: 02/26/2015

SECTION 2 - SPECIAL TERMS AND CONDITIONS**2.1 PURPOSE:**

The purpose of this Invitation to Bid is to establish a contract for Healthcare staffing services to contract healthcare professionals for various Miami-Dade County Departments on an as needed when needed basis.

2.2 PRE-BID/PRE-OFFER CONFERENCE (RECOMMENDED):

A pre-bid conference will be held on _____ at Stephen P. Clark Center located at _____ in conference room no. 18-__ to discuss the special conditions and specifications included within this solicitation. It is recommended that a representative of the firm attend this conference as the "cone of silence" will be lifted during the course of the conference and informal communication can take place.

Bidders are requested to bring this solicitation document to the conference, as additional copies may not be available.

2.3 TERM OF CONTRACT: THREE (3) YEARS:

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall remain in effect for three (3) years.

2.4 OPTION TO RENEW FOR AN ADDITIONAL TWO (2)- TWO (2) YEAR TERMS: (Maintain Same Prices):

The initial contract prices resultant from this solicitation shall prevail for a three (3) year period from this contract's initial effective date. Prior to, or upon completion, of that initial term, the County shall have the option to renew this contract for an additional two (2)-two (2) year terms. The awarded Bidder shall maintain, for the entirety of the stated additional period (s), the same prices, terms, and conditions included within the originally awarded contract. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the Bidder. This prerogative may be exercised only when such continuation is clearly in the best interest of the County.

The County reserves the right to negotiate lower pricing for the additional term(s) based on market research information or other factors that influence price. The County reserves the right to apply any reduction in pricing for the additional term(s) based on the downward movement of the applicable index.

Should the Bidder decline the County's right to exercise the option period, the County will consider the Bidder in default which decision shall affect that Bidder's eligibility for future contracts.

2.5 METHOD OF AWARD: TO LOWEST PRICED BIDDER BY GROUP:

Award of this contract will be made to the lowest priced responsive, responsible Bidder on a group-by-group basis. To be considered for award for a given group, the Bidder shall offer hourly bill rates for all positions stipulated within the given group. The County will then select the Bidder for award for each group by totaling the extended (hourly bill rate multiplied by the estimated amount of hours) pricing for all of the positions within each group. If a Bidder fails to submit an offer for all positions within the group, its offer for that specific group may be rejected. The Groups included in this solicitation as follows:

Group 1: Healthcare Professionals Positions

Group 2: Healthcare Related Positions

Group 3: Healthcare Professionals Positions (Use of Federal Funds)

Group 4: Healthcare Related Positions (Use of Federal Funds)

Federally-funded agencies are except from certain clauses within this solicitation, of which do not apply to certain Department's allocation. Refer to Section 2.14 for clauses excluded from federally-funded purchases.

The documentation outlined below must be submitted as evidence of experience, at the time of bid submittal in order to be considered for award. Bidders must meet the minimum qualifications as follows:

2.5.1 Minimum Requirements and Required Submittals:

- a. Bidders shall be regularly engaged in the business of providing services similar to those specified herein for a minimum of three (3) years. Bidders shall provide three (3) verifiable business references, to include entities of similar capacity to that of the Miami-Dade County (such as hospitals, elderly nursing homes, private medical facilities, etc.) Bidder shall provide name of contact person, telephone number, and email address for each reference. References shall serve as proof of Bidders' experience in providing the services in the scope and range as required under this solicitation.
- b. Bidders must have the financial capability to successfully manage the estimated dollar value of each awarded bid group(s). Bidders must submit a copy of their most recent Federal Corporate Tax Returns or Consolidated Balance Sheet certified by a Certified Public Accountant (CPA) which shall serve as demonstration of the Bidder's financial stability.

Bidders are hereby notified that all information submitted as part of, or in support of bids will be available for public inspection after bids are closed, in compliance with Chapter 119, Florida Statutes, popularly known as the "Public Record Law".

NOTE: The overtime rate offered by Bidders will not be used for evaluation purposes. However, per Section 2.20, Overtime Billing Rates, the County will pay an overtime rate, per hour, that includes only the actual incremental pay to the employee's hourly rate for overtime.

2.6 PRICES SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT:

If the Bidder is awarded a contract under this solicitation, the prices proposed by the Bidder shall remain fixed and firm during the term of contract.

2.7 ADDITIONAL JOB CLASSIFICATIONS MAY BE ADDED OR DELETED:

Although this Solicitation identifies specific job classifications, it is hereby agreed and understood that additional job classifications may be added or deleted to/from this contract at the option of the County. The

Successful Bidder(s) under this contract shall receive from the County the job classification title, the job classification specifications, and the employee's hourly pay rate for any required additions. The contract price shall apply to all job classifications added during the term of the contract. All job classification additions and deletions shall be confirmed in the form of an addendum to the contract. In accordance with Section 1.0 para. 1.9 entitled "Non-Exclusivity" of this Solicitation, the County reserves the right to issue separate solicitations for any job classification(s) not currently specified in this contract or in the event that the Successful Bidder(s) is unable to satisfy a request for a new job classification.

2.8 STATE AND COUNTY REGULATIONS:

The successful Bidder(s) and their employees shall conform to all Federal, State and County regulations while in performance of their contracts. Any individual found not to conform shall not be allowed to start to work or if started shall be required to leave the job site immediately. Continued violations by any Successful Bidder shall result in the immediate termination of the Successful Bidder contract.

2.9 OFFICE SHALL BE AVAILABLE:

The Bidder shall maintain an office staffed by a competent company representative who can be contacted during normal working hours and who is authorized to discuss matters pertaining to the contract.

2.10 LIMITATIONS OF OPERATIONS:

The Successful Bidder(s) may provide services any time of the day, any day of the week, as requested by the County. However, the County anticipates that the majority of the services will be needed during the facility hours outlined in Attachment A, Facility Descriptions based on the defined job classification provided in Attachment B, Job Descriptions. A typical work week shall consist of forty (40) work hours.

The Successful Bidder(s) shall not provide any personnel to provide services to the County Department on holidays officially observed by the County, unless such services are approved by the County. If such services are required on official holidays observed by the County, the County will notify the Successful Bidder(s).

The holidays currently observed by Miami-Dade County are:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- President's Birthday,
- Memorial Day,
- Independence Day,
- Labor Day,
- Columbus Day,
- Veterans' Day,
- Thanksgiving Day,
- Friday after Thanksgiving; and
- Christmas.

2.11 CONFIDENTIALITY:

In accordance with all applicable laws, regulations, and procedures, the Successful Bidder(s) and the individuals provided by the contractor shall maintain strict confidentiality of all information and records which the Successful Bidder(s) or the individuals provided by the Successful Bidder(s) may come in contact or be privy to in the course of providing services. The Successful Bidder(s) and the individuals provided by the Successful Bidder(s) shall affirm, in writing, that confidential information shall not be disclosed either during or after the provision of services or following the termination of the contract or of an individual's employment with the Successful Bidder(s).

NOTE: All Successful Bidder(s) employees selected for County for assignments must be informed by the Successful Bidder(s) in writing of this policy.

2.12 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS:

Although this Solicitation is specific to a County Department, it is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all items specified herein from the successful bidder(s) at the contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s) or agency (ies).

2.13 FACILITIES MAY BE ADDED OR DELETED:

Although this solicitation identifies specific facilities to be serviced, it is hereby agreed and understood that the County may be add or delete services to any facility(ies), as deemed necessary. Facilities may be added or deleted upon fourteen (14) calendar days written notice by the County to the awarded Bidder.

2.14 FEDERAL FUNDING EXEMPTION TO CERTAIN CLAUSES:

The contract to be established under this solicitation will be accessed federally funded County departments. Federally-funded agencies are except from certain clauses within this solicitation, of which do not apply to that Department's allocation. The clauses are as follows:

- Section 1, Paragraph 1.10 (Local Preferences);
- Section 1, Paragraph 1.27 (Office of the Inspector General);
- Section 1, Paragraph 1.35 (County User Access Program - UAP);
- Section 1, Paragraph 1.43 (Small Business Enterprise Measures); and
- Section 1, Paragraph 1.44 (Local Certified Service-Disable Veteran's).

2.15 COMPLIANCE WITH FEDERAL REGULATIONS DUE TO USE OF FEDERAL FUNDING:

Since the goods, services, and/or equipment that will be acquired under this solicitation will be purchased, in part or in whole, with federal funding, it is hereby agreed and understood that Section 60-250.4, Section 60-250.5 and Section 60-741.4 of Title 41 of the United States Code, which addresses Affirmative Action requirements for disabled workers, is incorporated into this solicitation and resultant contract by reference.

2.16 COMPLIANCE WITH FEDERAL STANDARDS

All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

2.17 PHCD SECTION 3 REQUIREMENTS:

- a. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that the employment and other economic opportunities generated by HUD assistance of HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low and very low income persons, particularly persons who are recipients of HUD assistance for housing. (See attached Attachment C).
- b. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- c. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or worker's representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- d. The contractor agrees to include this Section 3 clause in every subcontract subject to be in compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- e. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed; and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- f. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- g. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also

applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

2.18 BANKRUPTCY OR INSOLVENCY OF AWARDED BIDDER

Upon filing of any bankruptcy or insolvency proceedings by or against an awarded Bidder, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the awarded Bidder must notify Miami-Dade County's Department of Procurement Management immediately. Upon learning of the actions herein identified, the County reserves the right at its sole discretion to terminate the Bidder from the contract.

2.19 INSURANCE

The following supersedes the insurance coverage listed in Section 1, Paragraph 1.21:

TBD

2.20 OVERTIME / OVERTIME BILLING RATES:

Bidder must attain written approval from the County for overtime, prior to work assignment and after the employee has worked 40 hours in a week. The awarded Bidder shall bill overtime rate based on the prorated amount of the contract employee's pay rate, as follows:

Example:

(A) Bidder's Hourly Billing Rate	(B) Bidder's Hourly Pay Rate to Employee	(C) Maximum Overtime rate billed for Overtime	(D) Bidder Overtime Pay to Employee (B) plus (C)	(E) Overtime Hourly Billing Rate (A) plus (C)
\$35.00	\$28.50	\$14.25	\$42.75	\$49.25

SECTION 3 – TECHNICAL SPECIFICATIONS**3.1 SCOPE OF WORK**

It is the intent of these specifications to define the conditions and procedures for the procurement of various types of health professionals on an as needed basis twenty-four (24) hours a day seven (7) days a week, including holidays. Healthcare staffing services will be required at various Community Action & Human Services and Public Housing and Community Development facilities Countywide.

The successful bidder(s) shall include all labor costs, transportation, equipment, and incidentals necessary to provide the temporary health professional services specified herein.

3.2 HEALTH PROFESSIONALS

The Successful Bidder(s) will provide individuals who, meet the qualifications and have the knowledge, formal education, training, licenses, skills, and abilities as listed in Attachment A, Job Description, for individual positions.

If requested by the County Department, the Successful Bidder(s) will provide references, documentation, and/or information concerning the licenses, educational level and/or information concerning the licenses, educational level and/or employment experience of the individual within one (1) working day of the request by the County Department. In the event that any individual assigned to any department in the County by the Successful Bidder(s) is found to be unqualified for his/her specific assignment, the County shall dismiss such employee. Miami-Dade County shall be the sole judge of qualification and its decision shall be final.

3.3 JOB DESCRIPTIONS AND FACILITY DESCRIPTIONS

The classifications, job descriptions, and corresponding facilities are outlined in Attachment A and Attachment B. Employee(s) that have been assigned to a County Department under same job classification, for at least twelve (12) consecutive months, may request a discretionary pay increase to the successful Bidder(s) employee. Health professionals shall provide services at the facility locations specified in Attachment A and Attachment B.

3.4 LICENSURE REQUIREMENTS

All health professionals requiring licensure shall have current State of Florida Certification, reference checks, physical examinations, and other compliances with State licensure requirements prior to providing services to the County. The successful Bidder(s) shall provide documentation to the County's Departmental Personnel Representative at the time of employment.

3.5 UNIFORMS

The successful Bidder shall ensure that all personnel conform to the dress codes of the facility Programs to which they are assigned. Bidders must consult with requesting County department for proper uniform pertain to the corresponding program.

3.6 CONTINUITY OF CARE

Due to the nature of these services, it is preferred that the successful Bidder(s) provide continuity of care by assigning the same health professional to a specific location.

3.7 MEDICATION ADMINISTRATION

Licensed nursing personnel provided by the successful Bidder(s) shall be proficient in medication administration.

3.8 ORIENTATION

The successful Bidder(s) shall provide orientation to new licensed nursing personnel and Certified Nursing Assistants at the program to which they are assigned prior to their first assigned shift.

3.9 NO SHOWS

The successful Bidder(s) shall maintain a no show rate of less than 2% for all licensed nursing personnel; or Bidder may be considered to be in default of contract.

3.10 AID PATIENTS

Successful Bidder(s) must provide Licensed Nurses and Certified Nursing Assistants to work with all residents in the facilities including Residents that have been diagnosed with the Aids Virus, if required.

3.11 WORK COMPLETION

All assigned work including charting should be completed during each assigned shift. If the charting is not completed during the work shift, the successful Bidder(s) will require personnel to return to the facility within twenty-four hours to complete the documentation, at no charge to the County.

3.12 FAMILIARITY WITH LAWS

The Successful Bidder(s) is presumed to be familiar with all Federal, State and Local Laws, Ordinances, Code Rules and Regulations that may in any way affect the work. Ignorance on the part of the successful Bidder(s) will in no way relieve the Bidder from responsibility.

The County mutually agrees to abide by Section 1861 (V) (1X1) Social Security Act which requires for Medicare payment under the provider contracts, access by the Secretary, upon written request, and the Comptroller General, and their duly authorized representatives, to certain contracts for services, also to books, documents and records necessary to verify the costs of the services.

3.13 PROTECTION OF PROPERTY

During the terms of the specific work assignments, the Contractor shall be held responsible or any damage to the property occurring by reason of the Contractor's operation on the property.

3.14 NOTIFICATION

The awarded Bidder shall provide licensed nursing personnel requested with a minimum lead of twenty-four hours (24) prior to the commencement of the shift required.

3.15 RESPONSE TIME

The contractor shall respond within one hour to emergency requests, as to whether they can be filled, such responses shall be available twenty four (24) hours a day, seven (7) days a week.

3.16 ASSISTANCE WITH SELF-ADMINISTRATION

For facilities which provide assistance with self-administered medication, either: a nurse; or an unlicensed staff member, who is at least 18 years old, trained to assist with self-administered medication in accordance with Rule 58A-5.0191, F.A.C., and able to demonstrate to the administrator the ability to read and interpret a prescription label, must be available to assist residents with self-administered medications in accordance with procedures described in Section 429.256, F.S.

3.17 ASSIGNMENT REQUIREMENTS/NOTIFICATION:

A minimum lead time of five (5) working days shall be given prior to the starting date for any specific assignment. However, in cases of urgency, lead time may vary. Upon written official notification by Miami-Dade County (the County) and within the specified lead time, the awarded Bidder(s) will provide individual(s) for the job classification(s) requested by the specific department(s) at the time and place requested. If the successful bidder fails to provide qualified individual(s) for the assignment, within the specified lead time, the County shall request the services from the second and/or third lowest priced responsive, responsible bidder(s) as reflected on the bid tally sheet.

3.18 ADDITIONAL REQUIREMENTS:

The successful bidder(s) will be required to monitor the performance of his employee on a periodic basis while they are assigned to the County. The successful bidder(s) is required to comply with the Immigration Reform Act of 1986 (IRCA) which requires all individuals hired after November 6, 1986, to provide employers with proof of citizenship or authorization to work in the United States.

3.19 PAY RATES AND JOB CLASIFICATION:

The Successful Bidder(s) will make available to the County and its employees assigned to the County, a copy of the pay rate schedule and any changes thereof. The County reserves the right to audit the payroll, during the contract period to ensure contract compliance. If the Successful Bidder(s) is found not to be in compliance with the contract, the Successful Bidder(s) may be found in default and the contract terminated.

- a. The hourly billing rate shall include full compensation for labor, equipment use, travel time, toll fees, FICA, FUTA, and SUTA Taxes, Medicare, Workmen's Compensation, Liability Insurance, Overhead, profit and other cost to the Bidder. If at any time during the contract period, the Successful Bidder(s) fail to adhere to the current employee hourly pay rate schedule, the County may consider the Successful Bidder(s) in default, terminate the contract and award to the next low Bidder.
- b. Job classifications, responsibilities and facilities are stipulated have been attached here in as:

Attachment A- Facilities to be serviced.

Attachment B- Job classifications and descriptions.

3.21 INTERVIEW AND SELECTION:

The County shall have the option to request more than one individual at a time for any specific assignment and to interview and select the best candidate for the specific assignment at no cost to the County.

3.22 MERIT INCREASE:

If the Successful Bidder(s) employee(s) has been assigned to the County Department under the same job classification; for at least twelve (12) consecutive months, the County Department may award a discretionary pay increase to the Successful Bidder(s) employee. It is clearly understood that this is an increase for those employees that display an outstanding performance. This increase shall not exceed five percent (5%) of the employee's regular hourly pay rate, and may only be awarded once per year. All pay increases must be approved by the Department's Director.

3.23 DRUG TESTING:

The Successful Bidder(s) must provide drug testing of all personnel supplied by the Successful Bidder(s) to the County, and proof of drug test prior to the acceptance of any personnel approval for an assignment. Drug testing must be performed in accordance with Miami-Dade County's Protocol. The Successful Bidder(s) employees must test negative in order to begin to work on a any County assignment. The Successful Bidder(s) shall bear all costs associated with the initial drug test. Dade County's Random Drug Testing Policy will apply to the Successful Bidder's(s') employees while working on a County assignment. The County will be responsible for the cost of the random drug testing and the Successful Bidder(s) employee will be paid at his/her regular hourly rate for the time spent in random drug testing. Random drug testing is the only exception to the Successful Bidder(s) bearing all cost associated with providing the services requested through this Invitation to Bid. Should any Successful Bidder's (s') employee test positive during random drug testing, the Successful Bidder's (s') employee assignment with the County will be terminated immediately.

Any Successful Bidder's (s') employee who tests positive for drugs or alcohol will not be resubmitted as a candidate for any County assignment. All Successful Bidder's (s') employees selected as candidates for assignments must be informed by the Successful Bidder, in writing of these policies.

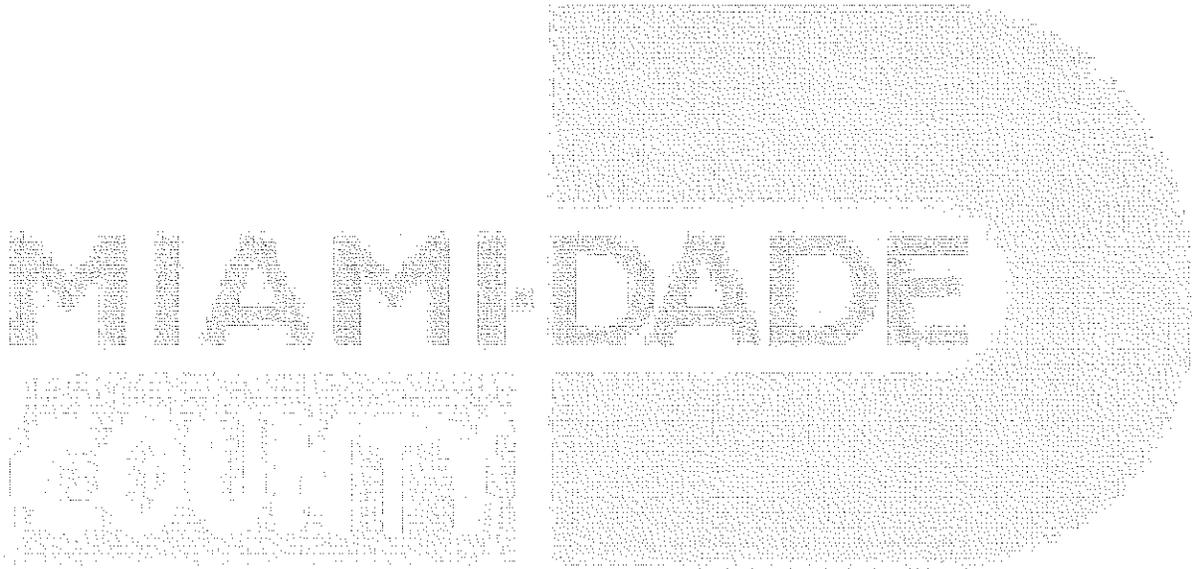
3.24 CRIMINAL HISTORY BACKGROUND CHECKS:

Prior to the commencement of work for any temporary employee, the County, at its own expense, will conduct a comprehensive criminal background check by accessing the Florida Department of Law Enforcement's (FDLE) Volunteer and Employee Criminal History System (VECHS). The County, through the VECHS program will request fingerprint based criminal history background checks for all contingent personnel hired under this contract. Through the VECHS program, the FDLE and the Federal Bureau of Investigation (FBI) will provide state and national fingerprint based criminal history information on applicants. All contingent personnel will be required to sign an authorization for the County to access criminal background information. All costs shall be borne by the County. Temporary agency personnel may

not commence performance under this contract until notice of acceptability has been provided by the County.

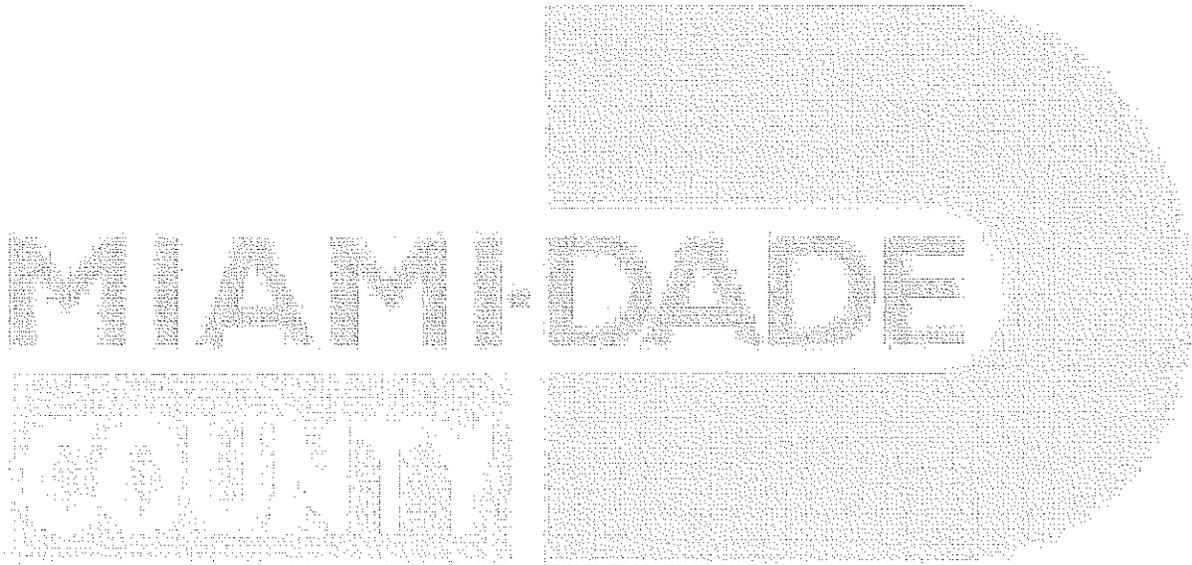
3.25 COUNTY ID BADGES:

Awarded Bidder's employees assigned to the County must wear a County issued temporary ID badge at all times in County facilities.



ATTACHMENT "A"

FACILITY DESCRIPTION



Department:

Community Action and Human Services

Type of Facility:

Adult Day Care Centers

Facility/Locations:**Edison/Little River Adult Care**150 N.W. 79th Street Miami, FL 33150 Contact: Sherri Johnson (305) 751-4342**North Dade Adult Day Care**60 N.E. 166th Street Miami, FL 33162 Contact: Clara Urrutia (305) 940-0075**South Dade Adult Day Care**

19590 S.W. Old Cutler Road Miami, FL 33155 Contact: Lilian Juarbe (305) 255-1433

West Dade Adult Day Care

6950 N. Waterway Drive Miami, FL 33155 Contact: Maggie Novoa (305) 267-6372

Homestead Adult Day Care653 S.W. 4th Street Miami, FL 33030 Contact: Marie Prospere (305) 242-7676**General Information:**

Adult Day Care is a community-based group designed to meet the needs of functionally impaired elderly and young adults. It is a structured, comprehensive program that provides a variety of health, social and related support services in a protective setting during the day. Families and other caregivers can continue caring for an impaired member at home when ADC provides daytime care. Each day, participants receive: nutritious meals (breakfast and a hot lunch); and transportation (if the family cannot provide it) to and from the centers. Our staff composition includes social workers, and registered nurses, as well as contracted physical, occupational and speech therapists. The centers are open 8:00 a.m. to 5:00 p.m., Mondays through Fridays.

Hours of Operation: The centers are open 8:00 a.m. to 5:00 p.m., Mondays through Fridays.

Department:

Community Action and Human Services

Type of Facility:

Substance Abuse Assessment & Referral

Facility/Locations:

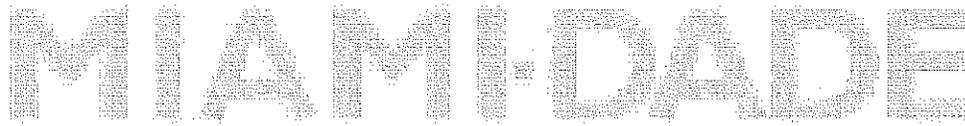
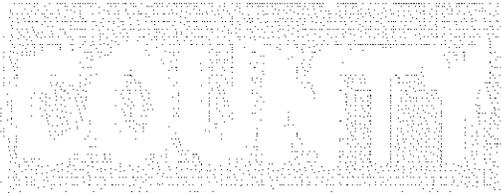
Central Intake Unit, 3140 NW76th Street, Miami, Florida 33147

Contact: Ulysses Arteaga (305) 694-2766

General Information:

Provides comprehensive substance abuse treatment and intervention services countywide through evaluation and referral, residential and transitional living treatment programs (Community services); evaluation services to criminal justice involved adults, substance abuse treatment for sentenced offenders and outpatient treatment for diverted drug possession offenders, Treatment Alternatives to Street Crime (TASC).

Hours of Operation: 8:00 a.m. to 5:00 p.m., Mondays through Fridays. Closed holidays

The logo for Miami-Dade County, featuring the words "MIAMI-DADE" in a large, bold, sans-serif font. The letters are filled with a dense, stippled pattern of small dots, giving it a textured appearance. The logo is set against a light gray background.The logo for Miami-Dade County, featuring the word "COUNTY" in a large, bold, sans-serif font. The letters are filled with a dense, stippled pattern of small dots, giving it a textured appearance. The logo is set against a light gray background.

Department:

Community Action and Human Services

Type of Facility:

Substance Abuse Residential Treatment

Facility/Locations:

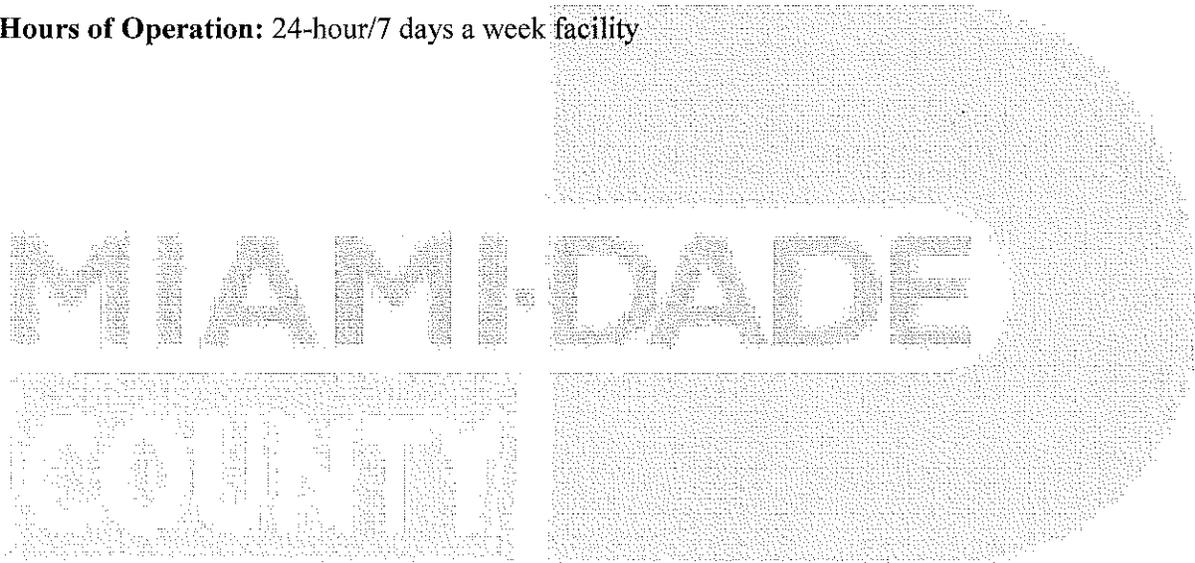
New Direction Residential Program 3140 NW 76th Street Miami, FL

Contact: Ulysses Arteaga (305) 693-3261

General Information:

This is a supervised living environment which provides a structured treatment program for adult substance abusers, designed to facilitate the recovery process.

Hours of Operation: 24-hour/7 days a week facility



Department:

Community Action and Human Services

Type of Facility:

Disability Services

Facility/Locations:

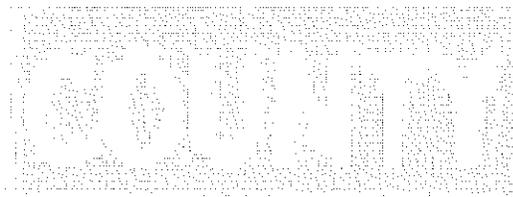
Disability Services and Independent Living Program (DSAIL) 1335 NW 14 Street Miami, FL 33127

Contact: Lizzette Puig (305) 547-5444

General Information:

DSAIL administers various services designed to assist persons with disabilities, ages 18 to 59 years old. Services include: case management; in-home support; information and referral; ASL classes; group activity therapy; family and individual counseling; and assistance in finding jobs and accessible housing. The purpose of DSAIL is to assist persons with all types of disabilities with maintain and/or acquiring as much independence and autonomy as achievable, thus enabling them to remain at home and in the community as long as possible and preventing premature institutionalization.

Hours of Operation: 8:00 a.m. to 5:00 p.m., Monday through Friday. Closed for holidays.

The logo for Miami-Dade County, featuring the words "MIAMI-DADE" in a large, bold, sans-serif font. The letters are filled with a dense, stippled pattern of small dots, giving it a textured appearance. The logo is set against a light gray background.The logo for Miami-Dade County, featuring the word "COUNTY" in a large, bold, sans-serif font. The letters are filled with a dense, stippled pattern of small dots, giving it a textured appearance. The logo is set against a light gray background.

Department:
Community Action and Human Services

Type of Facility:
Veteran Services Program

Facility/Locations:

City of Hialeah

300 East 1st Ave Hialeah, FL 33010 Contact: Kenneth Peters (305) 883-6970 Hours of Operation:
8:00 a.m. to 5:00 p.m., Thursday Only

****Edison Community Enrichment Center**

150 N. W. 79th Street Miami, FL 33150 Contact: Terrance Carey (305)758-9662 Hours of
Operation: 8:00 a.m. to 5:00 p.m., Monday, Tuesday, Thursday & Friday.

****Miami Gardens Community Enrichment Center**

16405 N. W. 25th Avenue, Miami Gardens, FL 33054 Contact: Terrance Carey (305)623-6500
Hours of Operation: 8:00 a.m. to 5:00 p.m., Wednesday Only.

****Naranja Community Enrichment Center**

13955 S. W. 264th Street Naranja, FL 33032 Contact: Charles Scavella (305)258-5471 Hours of
Operation: 8:00 a.m. to 5:00 p.m., Wednesday Only.

South Dade Government Center

10710 S.W. 211 St, Room 205 Miami, FL 33189 Contact: Angel Figueroa & Charles Scavella (305)
252-3262 **Hours of Operation:** 8:00 a.m. to 5:00 p.m., Monday and Tuesday 8:00 a.m. to 11:00
a.m., Wednesday and Friday

General Information:

Provides assistance to veterans, as well as children, widows, parents of veterans, retired veterans and
their families regarding claims to the United States (US) Department of Veterans Affairs.

Program services include assistance with:

- ○ Hospitalization
- ○ Burial
- ○ Military discharge review
- ○ Compensation
- ○ Pension
- ○ Dependence and indemnity compensation
- ○ Education
- ○ Veterans Administration home loan
- ○ Vocational rehabilitation, and insurance

Department:

Public Housing and Community Development

Type of Facility:

Assisted Living Facility

Facility/Location:

Helen Sawyer Assisted Living Facility 1150 NW 11th Street Road Miami, FL 33136
Contact: Site Manager Teresita Ascanio
(305) 545-3410

General Information:

Miami-Dade County through its Public Housing and Community Development converted the public housing development Helen M. Sawyer Plaza into an assisted living facility (ALF) in 1998 that would allow the elderly to “age in place.” The property was named after Helen M. Sawyer, a former housing agency employee who was known as a humanitarian. However, the facility is licensed under Miami-Dade County, and the Agency for Health Care Administration (AHCA),

Other facts:

The facility provides private accommodations comprised of large studios and one bedroom apartments. It is licensed for 101 beds, within an eight-story building covering 2.38 acres, and built in 1976. This facility is not a nursing home. It does not hold a license to provide 24-hour nursing services. The facility is accessible to public transportation. The property is within walking distance of the Culmer Metrorail station and provides easy access for families who wish to visit their loved ones.

Hours of Operation: The Helen Sawyer Plaza Assisted Living Facility is a 24-hour facility which under the Agency for Health Care Administration’s guidelines must be appropriately staffed at all times.

Department:

Public Housing and Community Action

Type of Facility:

Specialized Senior Centers

Facility/Locations:

Harry Cain Towers

490 N.E. 2nd Ave., Third Floor Miami, FL Contact:-Nicholas Mendez (305) 372-7646

Martin Fine Villas

1301 N.W. 7th St Miami, FL 33125 Contact: Yolanda Reyes (305) 643-8564

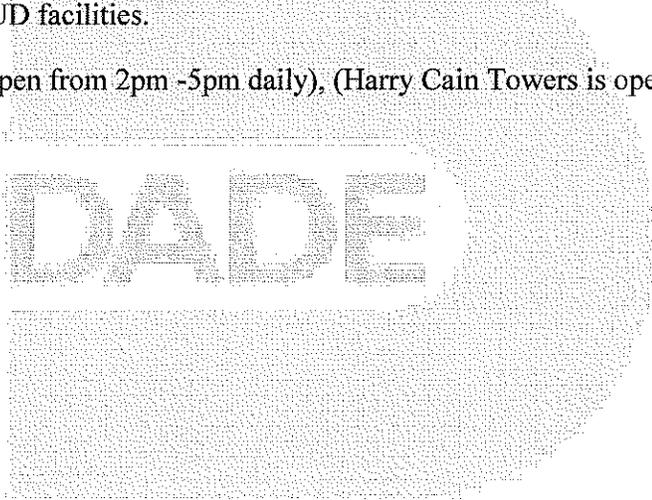
General Information:

Senior Centers are operated at Martin Fine Villas, and Harry Cain Towers. In these centers participants receive: meals; assistance with their social needs, to include homemaking and personal care; health support; and are engaged in educational, cultural; and leisure time activities. These centers service residents that are living in HUD facilities.

Hours of Operation: (Martine Fine Villas open from 2pm -5pm daily), (Harry Cain Towers is open from 8am to 2pm Monday through Friday)

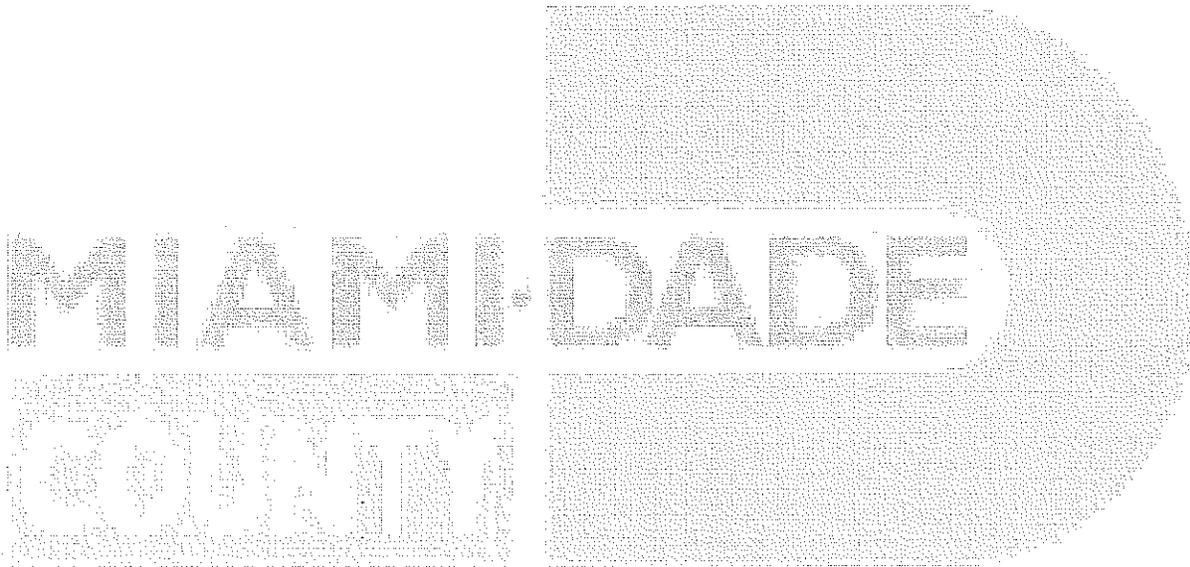
MIAMI-DADE

COUNTY



ATTACHMENT "B"

JOB CLASSIFICATIONS & DESCRIPTIONS



POSITION:

Registered Nurse (RN)

GENERAL DESCRIPTION:

Employees in this position will provide supplemental/contract services to our clients and will strive to provide these services in a compassionate, professional, ethical, and knowledgeable fashion to residents in Public Housing and Community Development's Assisted Living Facility (ALF). The RN will work under the direct supervision of the ALF Administrator, or designee at the facility and understands working limitations and scope of care able to be given according to the specific education level attained. Employee will observe, record, report, and will be responsible for the plan of care, the implementation of care and the evaluation of the resident status and progress. Employee understands that by accepting this assignment, of the potential exposure to internal and external hazardous materials including but not limited to: blood and blood borne pathogens, infectious/communicable diseases, noise, excessive physical injury from clients, airborne dusts, fumes and gases.

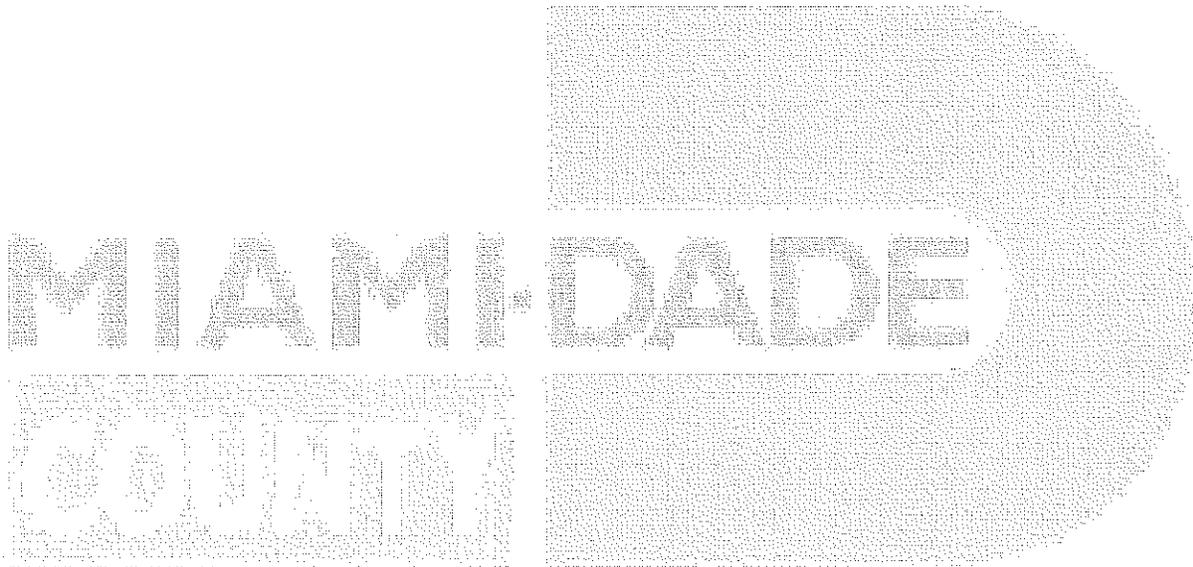
QUALIFICATIONS:

Graduation from accredited College of Practical Nursing, accompanied by current registered nursing license. One year of full-time clinical practice. Current BLS/CPR training and any other specialty certifications required for working in an ALF.

ILLUSTRATIVE TASKS:

- Perform all nursing duties in accordance with the state Nursing Act while adhering to all facility policies and procedures, including processing admissions/transfers/discharges.
- Provide direct resident care and reports any changes in status to the ALF Administrator or designee to insure resident comfort and safety.
- Administer medications and treatments as ordered by the attending physician.
- Assist all healthcare professional caring for resident, always giving a complete and thorough report on resident status at end of shift/assignment to the ALF Administrator or designee.
- Follow facility policy when disposing of bio hazardous materials, labeling and handling of all materials.
- Actively demonstrate a working knowledge of nursing theory, techniques, principles, and practice in order to care for the residents.
- Consistently seek educational tools in order to broaden knowledge base of various age groups, diseases, and best practices.
- Will handle and be knowledgeable of all medical equipment utilized in the care of the resident and according to AHCA rules and regulations.
- Must be able to perform various sensory requirements such as; vision, speech, smell, touch, manual dexterity, fine motor skills, and hearing in order to assess and treat a resident accurately.
- The RN will be held accountable/responsible for each resident's health and well-being residing in the facility and under direct supervision of the ALF Facility Administrator or designee.
- Communicate with all staff, residents, and families with excellent written and verbal skills.
- Maintain proper documentation of medications and records for controlled substances.
- Comply with all facility policy's and procedures.

- Must be punctual and dependent.



Employee Signature: _____

Date: _____

POSITION:

Licensed Practical Nurse

GENERAL DESCRIPTION:

Employees in this position will provide supplemental/contract services to our clients, and will strive to provide these services in a compassionate, professional, ethical, and knowledgeable fashion. The LPN will work under the direct supervision of the RN at the facility and understands working limitations and scope of care able to be given according to the specific education level attained. Employee will observe, record, report, and assist in the nursing plan of care, the implementation of care, and the evaluation of the resident status and progress. Employee understands that by accepting this assignment, of the potential exposure to internal and external hazardous materials including but not limited to: blood and blood borne pathogens, infectious/communicable diseases, noise, excessive physical injury from patients, airborne dusts, fumes, and gases.

QUALIFICATIONS:

Graduation from accredited College of Practical Nursing, accompanied by current nursing license. One year of full-time clinical practice . Current BLS/CPR training, and any other specialty certifications required for working in an Assisted Living Facility.

ILLUSTRATIVE TASKS:

- Perform all nursing duties in accordance with the state Nursing Act while adhering to all facility policies and procedures.
- Provide direct resident care and reports any changes in status to the supervising RN to insure resident comfort and safety.
- Assist all healthcare professional caring for patient, always giving a complete and thorough report on patient status at end of shift/assignment to supervising RN.
- Follow facility policy when disposing of biohazardous materials, labeling and handling of all materials.
- Actively demonstrate a working knowledge of nursing theory, techniques, principles, and practice in order to care for the residents.
- Communicate with all staff, patients, and families with excellent written and verbal skills.
- Consistently seek educational tools in order to broaden knowledge base of various age groups, diseases, and best practices.
- Will handle and be knowledgeable of all medical equipment utilized in the care of the patient.
- Must be able to perform various sensory requirements such as; vision, speech, smell, touch, manual dexterity, fine motor skills, and hearing in order to assess and treat the patient accurately.
- Accountable and responsible for each specific resident assigned while under direct supervision of the Facilities Administrator.
- Comply with all facility policy and procedure.
- Is punctual and dependent for assigned/confirmed shifts.

Employee Signature: _____ **Date:** _____

POSITION:

Certified Nursing Assistant

GENERAL DESCRIPTION:

Employees in this position will provide supplemental/contract services to our clients, and will strive to provide these services in a compassionate, professional, ethical, and knowledgeable fashion. The CNA will work under the direct supervision of the RN or LPN at the facility and understands working limitations and scope of care able to be given according to State Regulations. Employee will work very closely with the supervising staff; collaborating their efforts in order to deliver the nursing process effectively. Employee understands that by accepting this assignment, of the potential exposure to internal and external hazardous materials including but not limited to: blood and blood borne pathogens, infectious/communicable diseases, noise, excessive physical injury from patients, airborne dusts, fumes, and gases.

QUALIFICATIONS:

High School Diploma and/or equivalent, and successful completion of the nursing assistant course work and at least 3 clinical rotations accompanied by current state certification. Six months of full-time clinical practice. Current BLS/CPR training, and any other specialty certifications required for working in an Assisted Living Facility.

ILLUSTRATIVE TASKS:

- Perform all nursing duties in accordance with the State Regulatory Board while adhering to all facility policies and procedures.
- Provide direct resident care and reports any changes in status to the supervising RN or LPN to insure resident comfort and safety.
- Perform routine nursing care to assigned residents, while utilizing age specific and universal precaution practices at all times.
- Document all activities and changes of the resident and gives a detailed report on to supervisor at the end of shift/assignment.
- Follow facility policy when disposing of biohazardous materials, labeling and handling of all materials.
- Communicate with all staff, patients, and families with excellent written and verbal skills.
- Consistently seek educational tools and in-services in order to broaden knowledge base of various age groups, techniques, and best practices.
- Will frequently lift up to 100 or more pounds consistently causing a high volume of stooping, bending, lifting, pulling, and twisting.
- Will be willing to assist with and handle various pieces of medical equipment.
- Must be able to perform various sensory requirements such as; vision, speech, smell, touch, manual dexterity, fine motor skills, and hearing in order to assess and treat the resident accurately.
- Comply with all facility policy and procedure.
- Accountable and responsible for each specific resident assigned while under direct supervision.
- Is punctual and dependent for assigned/confirmed shifts.

Employee Signature: _____ **Date:** _____

POSITION:

Dietitian/Nutritionist

GENERAL DESCRIPTION:

Employees in this position will provide supplemental/contract services to our clients, and will strive to provide these services in a compassionate, professional, ethical, and knowledgeable fashion.

QUALIFICATIONS:

Must be a licensed or licensed registered dietitian; Minimum of a Bachelor's degree or post-baccalaureate degree with a major course of study in Human Nutrition, Food & Nutrition, Dietetics or Food Management; Completed a CADE-accredited or approved practice program; Pass the national examination administered by the Commission on Dietetic Registration (CDR); Completes a continuing professional educational requirements to maintain registration; Must provide a current copy of CDR card; Passed the State examination for licensure.

ILLUSTRATIVE TASKS:

- Participate in developing menus.
- Ensure all menus as written meet nutritional criteria as required by the DOEA.
- Approve all menus four weeks prior to implementation; menus must be designed/developed using the computer assisted nutrient meal pattern.
- Monitor local meal sites and home delivered meal routes for compliance with food safety and sanitation requirements.
- Monitor food service for adherence to contract specifications, this includes but is not limited to measuring potentially hazardous food temperatures and portion size.
- Participate in developing the nutrition education plan and coordinate the provision of nutrition education so it is effective and appropriate.
- Provide staff and volunteer training in areas of nutrition, food service management and food safety.
- Participate in the development of client satisfaction preference assessment tools, and assessment of results.
- Participate in developing nutrition standards and delivery components of the food service vendor contract.
- Provide nutrition counseling for clients that have high risk nutritional scores (higher than 5.5 on the assessment tool). Dietitian providing nutrition counseling should be covered by malpractice insurance.

Employee Signature: _____ **Date:** _____

POSITION:

Medical Doctor/Psychiatrist

SERVICE LOCATION:

Central Intake
Unit 2500 NW 22
Avenue Miami,
FL

WORK HOURS:

Flexible (part-time)

QUALIFICATIONS:

Possess a current State of Florida Medical Doctor license and a DEA license to prescribe medications including narcotics. One year of professional experience in addiction treatment required.

ILLUSTRATIVE TASKS:

- Provide medical and psychiatric evaluations for substance abusers at two locations: 1) Central Intake Unit --an assessment facility; and 2) New Directions --a residential treatment program.
- Supervise a Licensed Practical Nurse.
- Medically clear clients for admission to residential treatment programs, which includes conducting physical examinations, reviewing laboratory tests and discussing results with clients.
- On occasion, may administer tuberculin skin test in the absence of the nurse.
- Review, and document medical evaluations, diagnoses, referrals and consultations in the client's record.
- Participate in weekly meetings with Psychologist and Division Director to evaluate and analyze emotional changes, and psychological or psychiatric symptoms presented by residents undergoing rehabilitation
- Evaluate, assess, and provide proper dispositions for individuals with possible withdrawal syndrome.
- Conduct assessment of medical complaints presented by residents and recommend the proper disposition and referral.
- Conduct assessment and disposition for clients complaining of psychiatric symptoms.
- Facilitate medication management to residents already undergoing medical and psychiatric treatment initiated formerly by their primary care physician (PCP).
- Provide brief intervention psychotherapy (BIP), motivational enhancement therapy (MET), contingency management approach (CMA), cognitive behavioral therapy (CBT), and other behavioral modification interventions to control drug cravings, prevent program abandonment and prevent drug relapse.

Employee Signature: _____ **Date:** _____

POSITION:

Home Care Aide

GENERAL DESCRIPTION:

This is domestic service work providing care to elderly and/or disabled clients in their homes. Employees in this class perform a variety of homemaking, personal care services, respite and chore service for assigned clients. Duties include light cleaning, washing laundry, shopping, planning and preparing meals, and escort services. Personal care services include assisting with bathing, grooming, dressing and feeding. Supervision is received from an administrative superior who reviews work for quality and conformity with departmental policies and procedures, while a Registered Nurse oversees performance of personal care.

QUALIFICATIONS:

High school diploma or GED. Six months of experience providing home care services to elderly and/or disabled adults are required.

ILLUSTRATIVE TASKS:

- Provides personal care including assistance with dressing, grooming, bathing, ambulation, transfers, mouth care, and help with toileting.
- Carries out essential housekeeping duties to maintain acceptable housekeeping standards.
- Discusses the planning of menus with individuals and families to enable the preparation of well-balanced nutritious meals.
- Performs laundry service, clothing care and repair, as needed; provides escort services when necessary; assists with shopping if required.
- Maintains daily telephone contact with supervisor to discuss ideas, information and approaches concerning the client; prepares notes of observations made about the client, and prepares time sheets.
- Informs supervisor immediately of clients experiencing unusual conditions, unattended health, and/or social service problems.
- Participates in training, meetings, and client staffing.
- Performs related work as required.

Employee Signature: _____ **Date:** _____

POSITION:

Social Worker I

GENERAL DESCRIPTION:

This is responsible social casework in providing welfare services to adults and children, and in determining eligibility for varied types of public assistance in a county social service program. Employees in this class perform field and office investigations relative to requests for financial and medical assistance, psychiatric treatment, social service referral, vocational rehabilitation and child protective care in county welfare or health programs. Work may include responsibility for assisting patients and their relatives with personal or environmental problems which aggravate recovery from illness. Incumbents exercise independent judgment in evaluating information and initiating program action, preparing complete case records within the general framework of good casework techniques, existing laws, and departmental rules governing public assistance. Supervision may be exercised over assigned clerical personnel. Work is performed under the supervision of professional superiors who review work for adherence to defined standards of social casework through personal conferences and analysis of case records, and provide assistance on unusual or difficult cases.

QUALIFICATIONS:

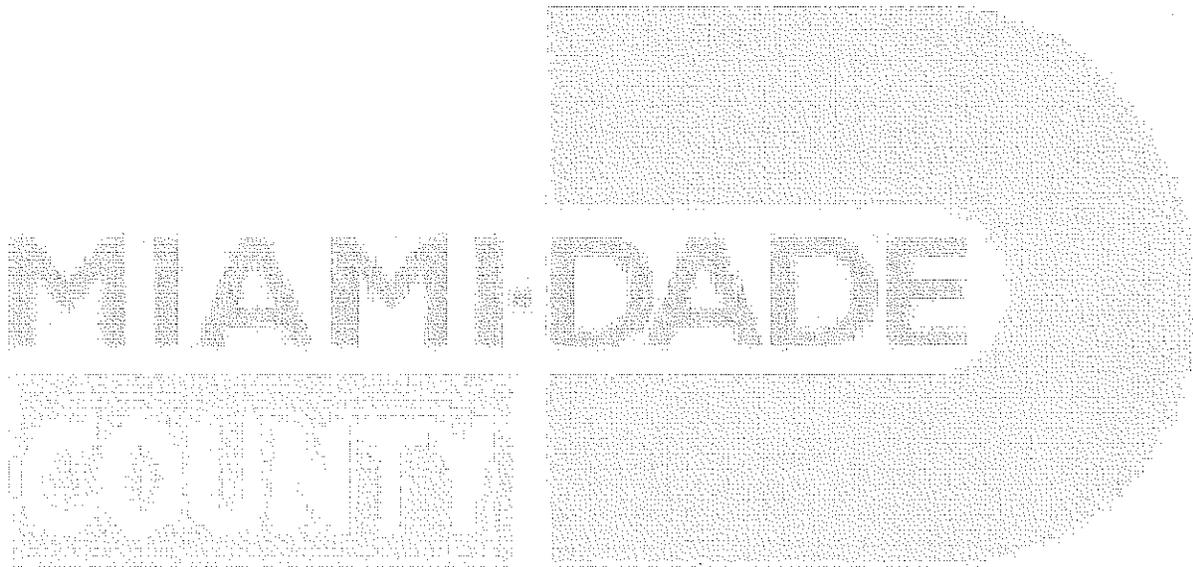
Bachelor's degree in Social Work, Sociology, Psychology, Human Services or related field. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

ILLUSTRATIVE TASKS:

- Interviews applicants for public assistance to determine eligibility under existing laws and departmental regulations; refers unqualified applicants to appropriate public or private welfare agencies; verifies information received through various sources; determines nature and amount of assistance needed and available under regulations; issues food and housing orders or cash grants as indicated.
- Plans with families and individual clients the use of state and private agency services; assists applicants in organizing personal resources to work toward a goal of financial independence; visits home of applicants to determine home conditions and clarify responses to interview; records essential facts and social history; prepares case records for departmental files.
- Performs required transactions for burial of indigents, the commitment of incompetent or disabled persons to county or state institutions, and acts as a court appointed guardian for dependent minors.
- Interviews and inspects home environment of applicants for boarding home licenses for both children and adults and maintains records of all inspections made; maintains lists of approved foster and boarding homes for purposes of placement of children and adults.
- Makes home visitations to ascertain the nature of home environments; investigates for fraud; packs and ships personal effects for deceased or disabled persons; arranges for repayment of funds to the county by clients or others.
- Interviews hospital patients and their relatives to compile inpatient or outpatient social service case histories for use by physicians in diagnosis and treatment.
- Inspects and participates in the placement of convalescent patients in private nursing homes within the county; makes periodic visits to ascertain condition of mental and physical health of patients in homes.
- Provides child welfare services such as placement of children in foster homes, county children's home or in arranging for the return of runaway children; assists unmarried mothers in planning for themselves and their children; arranges for housekeeper services in emergency absence of parents.

- Acts in a liaison role with medical, police, school, and court officers; makes referrals to consultants and specialists as necessary; advises clients on a limited range of personal, social, and financial problems.
- Participates in staff conferences; confers with professional superiors on difficult assignments; prepares complete reports and correspondence on assigned cases, and maintains related records.
- Performs related work as required.

Employee Signature: _____ **Date:** _____



POSITION:
Social Worker Aide

GENERAL DESCRIPTION:

This is sub-professional work designed to complement the services of a skilled professional by performing a variety of routine tasks. Employees in this class are responsible for a variety of tasks which include interviewing and screening, records keeping, activity reports and other assigned duties. Work requires the use of some initiative and judgment in cooperating with various professional employees and the general public. Supervision is received from a professional superior who reviews work for conformity with departmental policies and efficiency of work performance.

QUALIFICATIONS:

High school. Six months of social services experience are required. Applicants will be subject to an extensive screening process to include background investigation, fingerprint check and polygraph examination.

ILLUSTRATIVE TASKS:

- ○ Makes visits to homes of Head start families for the purpose of assisting them with social service needs, including those relating to development of Head start children.
- ○ Discusses welfare of children with parents and endeavors to learn what problems may be affecting a child's learning and attendance patterns.
- ○ Discusses various needs with parents and assists families in obtaining medical attention for children, securing financial assistance in emergencies, making application for food stamps, obtaining employment or related assistance.
- ○ Records information on client case reports and follow-up contacts; refers patients to nursing homes, welfare department or other sources of assistance; processes requests for medical equipment, food and clothing.
- ○ Maintains records of interviews with individuals and families, and assists professional counselors by obtaining information for the understanding of economic, social, psychological, medical, and environmental problems relating to clients.
- ○ Reviews individual and family problems through intake interviewing; makes determination for possible alternative solutions to problems.
- ○ Provides transportation to other agencies as necessary; completes workload or activity reports as assigned.
- ○ Attends meetings and in-service training sessions as required.
- ○ Performs related work as required.

Employee Signature: _____ **Date:** _____

POSITION:

Health Services Coordinator/Administrator

GENERAL DESCRIPTION:

This is public health administrative work directing the operation of health services delivered by a multi-disciplinary staff in the facility. The employee supervises a staff of professional and technical employees in the facility. Significant aspects of the work include planning, organizing, and directing health service daily operations, contributing to service priorities, assessing staff needs, performing on-going analyses of operations to ensure that the needs of the facility are met, and conferring with hospitals and managed care organizations to ensure the effective delivery of services. Work is performed under the direction of an ALF Administrator.

QUALIFICATIONS:

Complete a State-approved training program, and pursue continuing education as well as pass licensing examination for the State of Florida Assisted Living Facility Administrator.

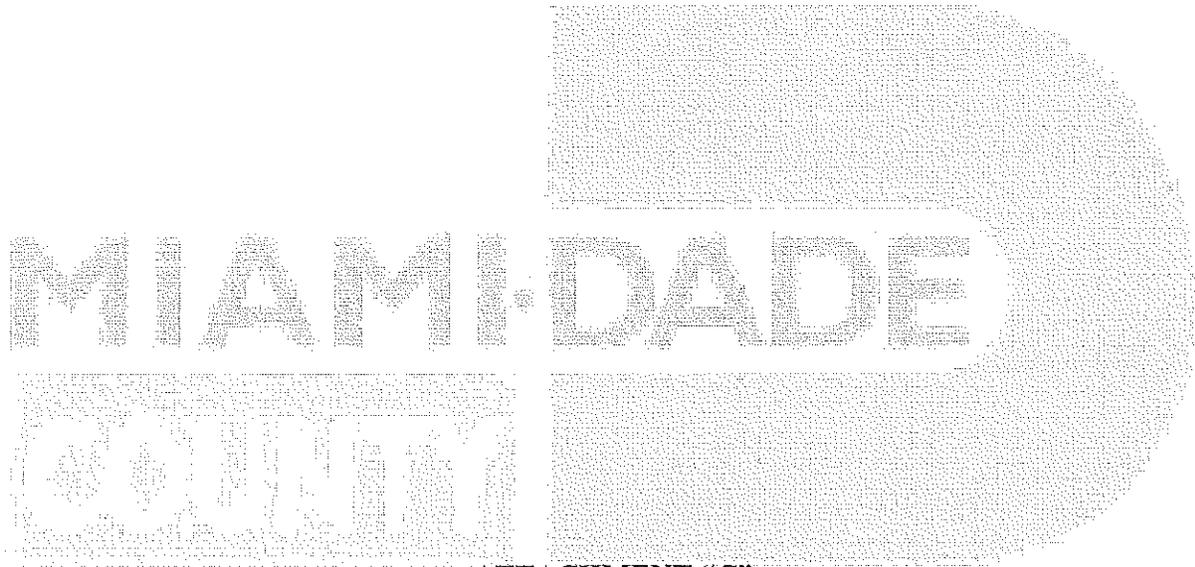
SKILLS:

- Excellent interpersonal and organization skills.
- Good verbal and written communication skills, including public speaking.
- The ability to work effectively with others.
- Leadership and team-building skills.

ILLUSTRATIVE TASKS:

- Supervises the activities of a large number of professional and technical personnel engaged in providing health services to the residents of the facility
- Review evaluation reports prepared by subordinates concerning facility operations
- Assists in developing health services priorities and recommends new programs or revisions of existing ones
- Consults with central program administrators on expanding service activities and increasing program effectiveness
- Makes recommendations concerning health ordinances, rules, regulations and policies to a departmental supervisor
- Determines staffing needs and patterns for the facility in conjunction with facility director; Provides training and orientation to all new health center administrators
- Initiates surveys to obtain information regarding the needs of the facility, researches and reviews any available information
- Examines programs currently in force to see if they are sufficient to meet State of Florida AHCA requirements; researches other available resources in the community to avoid duplication of services; makes recommendation once a need is identified
- Performs related work as required.
- Develops plans and processes for health services
- Ensure that laws, regulations and policies are followed (e.g. ensures adherence to safety and professional standards of practice)

Employee Signature: _____ **Date:** _____



ATTACHMENT "C"

Public Housing & Community Development Section 3 Requirements

DOCUMENT 00400**Section 3 Economic Opportunity and Affirmative Marketing Plan (Plan)**

Firm Name: _____ Contact Name: _____

The individual above, (consultant), is responsible for planning, implementing and tracking firm's Section 3 (S-3) and affirmative marketing training, employment and contracting goals applicable to Public Housing and Community Development (PHCD) projects and must comply with United States Housing and Urban Development's (USHUD) S-3 regulation at 24 CFR Part 135.

Recruitment Procedures Required to Fill Vacant or New Contractor or Consultant or Subcontractor Positions (only if subcontracting is permitted) Resulting from all PHCD Project Awards

1. The PHCD Section 3 Coordinator may assist by providing referrals for economic opportunities from public housing, other housing program recipients and Section 3 residents.
2. Advertise at job site and surrounding neighborhood for targeted workers and use *Document 00404*, "**Section 3 Language for News Ads, Flyers and Job Notices**" in all job notices & flyers.
3. Schedule a time and place convenient for public housing, other S-3 residents (listed under no. 1 above), minorities and women to complete job applications.
4. Contact YWCA of Greater Miami, Inc. at 305-377-9922, or fax 305-373-9922, for HUD Youth build employment referrals.
5. Send notices about S-3 training and employment obligations and opportunities required for Miami-Dade Public Housing Agency projects to labor organizations, where applicable (review **Section 3 Clause**).
6. Present *Document 00401*, "**Section 3 Resident Preference Claim Form**" to all job applicants, explaining S-3 residents will receive preference in the recruitment process, if they meet minimum job eligibility criteria.

7. Ensure applicants that claim a S-3 preference provide proof as described in Document 00401, or complete Document 00402, "**Section 3 Resident or Employee Household Income Certification Form**" (Public housing residents must receive the highest preference points during the interview/selection process.)
8. Consultant and sub consultants are required to: (a) establish files to document all recruitment efforts and results when filling vacancies or new positions in connection with PHCD projects; (b) use Document 00403, "Training & Employment Outreach Documentation" form to document agency referral responses, and (c) produce evidence of recruitment efforts to PHCD as requested.
9. Consultant is responsible for collection of sub consultant(s) training and employment documentation outreach efforts (described under no. 8), new hire reports (required) and weekly employment forms (only when sub consultant(s) hire workers for vacant or new positions in connection with PHCD awards).

Forms described above, under nos. 2 and 6-8, are post-award forms, applicable to successful PHCD bidder only, and will be distributed at each pre-construction meeting.

Contractor's Recruitment of Section 3, Small, Minority and Women-Owned Businesses (Solicitation Requirements Applicable only on Projects which permit Subcontracting).

Consultant will follow Plan's affirmative marketing steps for each PHCD award, when he or she subcontracts work, to award a minimum goal of 10% of the overall award amount to S-3 businesses, where feasible, and ensure small, minority and women-owned businesses are used (definitions of a S-3 business and a small, minority and/or women-owned business may overlap, permitting S-3 and affirmative marketing goals in these awards to be simultaneously met). Consultants who subcontract work are required to provide PHCD with a written explanation if the S-3 minimum subcontracting goal is not met.

Consultant shall demonstrate compliance in solicitation to the business categories, listed above, by following the steps described on page two of this Plan and providing evidence to PHCD when requested.

1. Refer any interested sub consultants that may meet the criteria to become a certified S-3 business to *PHCD Resident Services Unit* for S-3 business application assistance. The application to become a Section 3 pre-certified business is available at <http://www.miamidade.gov/housing/section3.asp>.
2. You may solicit Section 3 pre-certified businesses from PHCD S-3 business lists by emailing a request to the Section 3 Coordinator at section3@miamidade.gov.
3. Contact *Division of Small Business Development (SBD)*, 305-375-3111 or via email miamidade.gov to obtain lists of small, minority and/or women-owned businesses. Solicitations and awards must be made, where feasible, to various minority-owned firms, including minorities other than firm's own minority, and to women firms.
4. Advertise for S-3 sub consultants/subcontractors (subs) in construction trade journals, such as "The Dodge Reports", and post notices and distributes flyers at work site and surrounding neighborhood. The purpose of such advertisements is to make prospective subs aware of the Section 3 preference requirements applicable to PHCD project awards.

5. Fax, send or deliver **“Sub consultant Solicitation to Section 3, Small, Minority and Women Businesses”** form, to all prospective sub consultant firms solicited for each PHCD award.
6. Allow each sub consultant *a minimum of five business days* to respond to consultant’s solicitation request. Include all **“Letters of Intent”** forms received from S-3, small, and minority, and women-owned sub consultants. Request sub consultants not interested or unavailable to bid to provide consultant with **“Certificate of Unavailability”** form.
7. Use the **“Outreach Documentation Form”** to document recruitment and follow-up with sub consultants. Make a second attempt to solicit to any S-3 firms who did not respond to the first solicitation attempt, using a variety of communication methods, i.e. facsimile, telephone, pager, e-mail, etc.
8. Consultants are required to negotiate with S-3 businesses, first and small, minority and women-owned businesses; second, if the sub consultant’s bid amount would make the project infeasible.
9. Submit the following evidence to PHCD when requested (described under nos. 3-8 above and under “Contractors Recruitment of S-3, Small, Minority and Women businesses”, page one, para. one). Other post-award required submittals include Document 00430, “List of Subcontractors/Sub consultants”, and, from consultant and its sub consultants or subcontractors, Documents 00450, 00452 and 00453, “Estimated Workforce Breakdown”, “Employee List” and “Consultant/Sub consultant Certification”.
10. For each PHCD project award, retain documentation of outreach efforts and responses received from any organizations and sub consultants contacted for three years after project is completed.

Forms described above, under nos. 5-9, are post-award forms, applicable only if successful bidder will be subcontracting (where subcontracting is permitted)

(To obtain copies or additional information send request to PHCD Section 3 Coordinator at email section3@miamidade.gov).

Sign and Print Firm Official’s Name and Title

Submission Date ____/____/____

Firm Name/Address

Firm Telephone and Fax Numbers: _____

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**DOCUMENT REQUIRED WITH BID
DOCUMENT 00200-B
SECTION 3 BUSINESS PREFERENCE CLAIM FORM**

This document applies to current PHCD certified Section 3 (S-3) businesses who wish to claim a bidder's preference. S-3 businesses must become certified at least two weeks prior to bid opening date to be eligible to claim S-3 bidder's preference. The S-3 Business application is available at <http://www.miamidade.gov/housing/section3.asp> or by request to the Section 3 Coordinator, at email section3@miamidade.gov.

Only initial those items applicable to your firm.

1. _____ (Initial) _____ (Firm Name) was certified by PHCD as a S-3 Business on _____ (Date). Said firm is claiming a preference for the bid, identified below.
2. _____ (Initial) Firm's original business certification was based on proof that firm owner was low or very low income. Firm owner's current family income meets the definition of a very-low or low-income household.
3. _____ (Initial) Said firm certifies, below, with the firm president's signature, that the full-time employee composition, and the ratio of S-3 full-time employees to non-S-3 employees continues to be at least 30% or higher.
4. _____ (Initial) Said firm has attached Document 00452, "Employee List". This list includes all current employees and is back-up for item no. 3 above.
5. _____ (Initial) Said firm has attached, for each new S-3 employee (hired since original business certification date shown under item one above, if this proof has not previously been provided to PHCD Office of Compliance staff), Documents 00401, "Resident or Employee Preference Claim" and 00402, "Household Income Verification", or other

applicable documentation, to demonstrate whether any new employees who have been hired after date of business certification meet the definition of a low or very-low income Miami-Dade family (based on household size and family income).

If items 4 and 5 above are initialed by bidder and/or applicable to bidder, bidder must attach the listed S-3 documentation. FAILURE TO DO SO SHALL INVALIDATE BIDDER'S S-3 BUSINESS PREFERENCE CLAIM.

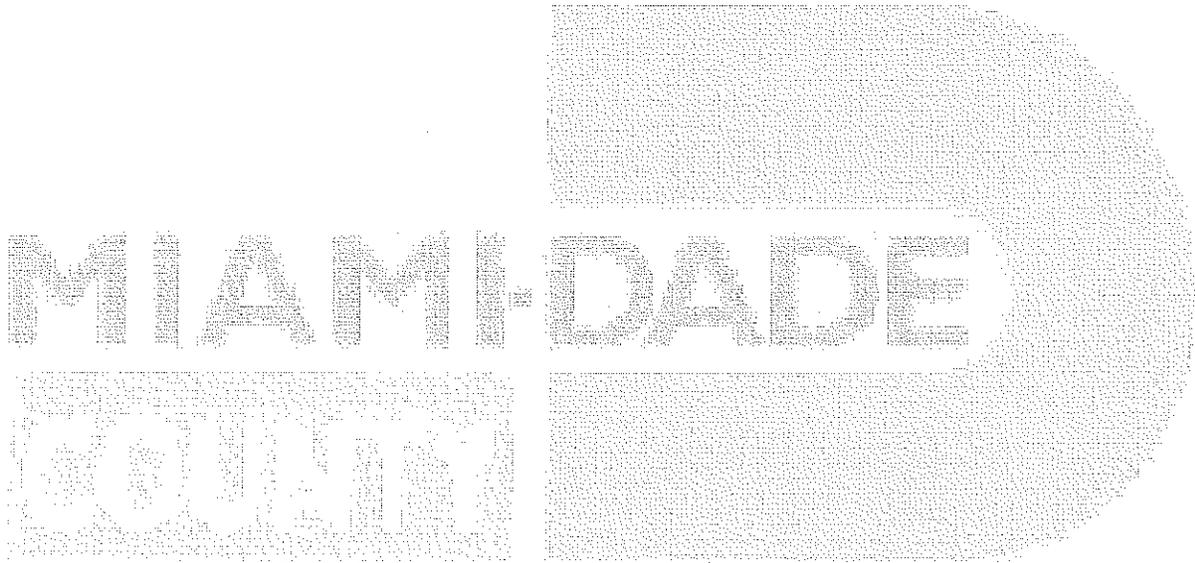
BID NUMBER _____ **BID NAME** _____
FIRM NAME (Please print or type) _____

PRESIDENT'S NAME (Please print or type) _____

PRESIDENT'S SIGNATURE: _____

PHONE AND FAX NUMBERS: _____

DATE: ____/____/____



Estimated hours for a 3 year period.

GROUP 1: Healthcare Professionals Positions				
Item No.	Position Title	PHCD	CAHS	TOTALS
1	Registered Nurse			
2	Licensed Practical Nurse			
3	Certified Nursing Assistant			
4	Medical Doctor/ Psychiatrist			
5	Dietician/ Nutritionist			

GROUP 2: Healthcare Related Positions				
Item No.	Position Title	PHCD	CAHS	
1	Home Care Aide			
2	Social Worker Aide			
3	Social Worker 1			
4	Health Services Administrator			

GROUP 3: Healthcare Professionals Positions (Use of Federal Funds)				
Item No.	Position Title	PHCD	CAHS	
1	Registered Nurse	19200		
2	Licensed Practical Nurse	96000		
3	Certified Nursing Assistant	540000		
4	Medical Doctor/ Psychiatrist	0		
5	Dietician/ Nutritionist	96000		

GROUP 4: Healthcare Related Positions (Use of Federal Funds)				
Item No.	Position Title	PHCD	CAHS	
1	Home Care Aide			
2	Social Worker Aide			
3	Social Worker 1			
4	Health Services Administrator			