

**CITY OF MIAMI BEACH  
COMMISSION ITEM SUMMARY**

**Condensed Title:**

A Resolution of the Mayor and City Commission of the City of Miami Beach, Florida, authorizing the issuance of a Request For Proposals (RFP) to manage and operate the Log Cabin Training Facility.

**Issue:**

Shall the City of Miami Beach issue a Request For Proposals (RFP) to manage and operate the Log Cabin Training?

**Item Summary/Recommendation:**

The Log Cabin Training Center was founded by the City of Miami Beach in 1983 to provide vocational and life skills training and support services to developmentally disabled adults. The Center operates three licensed programs: Adult Day Training, Supported Employment and Supported Independent Living. The Center operates from a City-owned building at 8128 Collins Avenue and the Center's seven staff members handle training, instructional planning and career development and administration. The City of Miami Beach is seeking a not-for-profit or for-profit organization to assume the administration and management of the Log Cabin Training Center and its various programs. The proposed RFP will specifically request maintaining existing programming and services as well as the current staff and will not include the Log Cabin Nursery.

**Advisory Board Recommendation:**

N/A

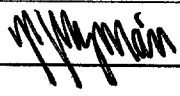
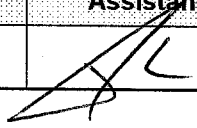
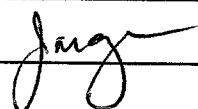
**Financial Information:**

Source of Funds:		Amount	Account	Approved
<div style="border: 1px solid black; width: 40px; height: 40px; display: inline-block;"></div> Finance Dept.	1			
	2			
	3			
	4			
	<b>Total</b>			

**City Clerk's Office Legislative Tracking:**

Vivian P. Guzman, Director, Neighborhood Services Department

**Sign-Offs:**

Department Director	Assistant City Manager	City Manager
		

AGENDA ITEM C7H  
DATE 1-12-05

# CITY OF MIAMI BEACH

CITY HALL 1700 CONVENTION CENTER DRIVE MIAMI BEACH, FLORIDA 33139  
www.miamibeachfl.gov

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## COMMISSION MEMORANDUM

**To:** Mayor David Dermer and  
Members of the City Commission

**Date:** January 12, 2005

**From:** Jorge M. Gonzalez  
City Manager



**Subject:** **A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) TO MANAGE AND OPERATE THE LOG CABIN TRAINING FACILITY.**

### ADMINISTRATIVE RECOMMENDATION

Adopt the Resolution.

### ANALYSIS

The Log Cabin Training Center was founded by the City of Miami Beach in 1983 to provide vocational and life skills training and support services to developmentally disabled adults. The Center operates three licensed programs:

- Adult Day Training which provides vocational and life skills training featuring two major tracks, horticulture and hospitality/food preparation.
- Supported Employment which provides job placement and on-the-job training and support for the developmentally disabled clients transitioning to mainstream employment.
- Supported Independent Living which provides 24-hour support and home and community-based training for developmentally disabled clients transitioning from institutional or caregiver settings to independent living.

The Center operates from a City-owned building at 8128 Collins Avenue and the Center's seven staff members handle training, instructional planning and career development and administration. Of the seven staff members, only one is a City employee and the remaining six are independent contractors with experience in working with developmentally disabled adults. Funded primarily by Medicaid Waiver fees provided for eligible clients, the Center serves 35 developmentally disabled adults in its Adult Training Program five days a week from 8:30 am to 3:00 pm. The Center currently serves 15 Supported Employment clients working the City's Parks and Recreation Department, Fuddruckers, Aventura, Miami Beach Convention Center, Dadeland Marriott and Publix among other employers. The Center serves five Supported Independent Living clients all living in Miami Beach.

The Center has an established relationship with Log Cabin Enterprises, Inc./Log Cabin Nursery. The Nursery is a 501(c)3 organization that has a contract with the City to operate a sheltered worksite for developmentally disabled adults. The Nursery shares use of the City-owned property on which it is located with the Center.

The City of Miami Beach is seeking a not-for-profit or for-profit organization to assume the administration and management of the Log Cabin Training Center and its various programs. The proposed RFP will specifically request maintaining existing programming and services as well as the current staff and will not include the Log Cabin Nursery. Additionally, the City is including in the RFP scope of services criteria to ensure that we secure an organization with extensive experience in delivering services to the developmentally disabled as well as the appropriate state and local licenses. As a rule, these types of programs are usually run at the regional level by a regional governmental entity such as Miami-Dade County or a not-for-profit or for-profit agency rather than municipal entities. The City, through the RFP process, intends for the program to be maintained in its current state but will not be the direct service provider.

This item was discussed at the October 13, 2004 Neighborhood/Community Affairs Committee and the committee unanimously approved moving forward with the RFP.

### **CONCLUSION**

The Administration recommends that the City Commission approve the issuance of an RFP for the selection of a qualified organization to manage and operate the Log Cabin Training Center.

JMG/RSM/VAG

**Log Cabin Training Center  
Request For Proposals - September 2004**

**Scope of Services**

The City of Miami Beach is seeking a non-for-profit or for-profit organization to assume the administration and management of the Log Cabin Training Center and its various programs. The Center provides various vocational services for developmentally disabled adult clients and is housed on City-owned property located at 8128 Collins Avenue.

The prevailing vendor will provide the following services:

**❖ Staffing and management of an Adult Day Training (ADT) program serving up to 35 clients**

- ❖ Adherence to State of Florida Developmental Services Waiver Services Florida Medicaid Coverage and Limitations Handbook
- ❖ Adherence to Developmental Disabilities Collaborative Outcomes Review and Enhancement Review Protocol
- ❖ Provision of multi-disciplinary vocational tracks (must include horticulture & hospitality/food preparation)
- ❖ Provision of progressive Individual Program Plan for each client with timelines and benchmarks
- ❖ Periodic on-site monitoring and evaluation by City to ensure contract requirements (including financial audits)

**❖ Staffing and management of a Supported Employment (SE) program serving at least 12 clients**

- ❖ Adherence to State of Florida Developmental Services Waiver Services Florida Medicaid Coverage and Limitations Handbook
- ❖ Adherence to Developmental Disabilities Collaborative Outcomes Review and Enhancement Review Protocol
- ❖ Provision of progressive Individual Program Plan for each client with timelines and benchmarks
- ❖ Periodic on-site monitoring and evaluation by City to ensure contract requirements (including financial audits)

**❖ Staffing and management of a Supported Independent Living (SIL) program serving at least 5 clients**

- ❖ Adherence to State of Florida Developmental Services Waiver Services Florida Medicaid Coverage and Limitations Handbook
- ❖ Adherence to Developmental Disabilities Collaborative Outcomes Review and Enhancement Review Protocol
- ❖ Provision of progressive Individual Program Plan for each client with timelines and benchmarks
- ❖ Periodic on-site monitoring and evaluation by City to ensure contract requirements (including financial audits)

## Introduction/Background

The Log Cabin Training Center was founded by the City of Miami Beach in 1983 to provide vocational training services to developmentally disabled clients. The Center houses three programs:

- Adult Day Training (ADT) - vocational skills training
- Supported Employment (SE) - vocational support services for mainstream employment
- Supported Independent Living (SIL) - support services for those transitioning from group/family care to independent living

The Center operates from a City-owned building at 8128 Collins Avenue that features three classrooms, kitchen and support offices. The Center currently employs one full-time City employee and seven full-time contractors to operate five days a week from 8am to 4pm in addition to off-site services available 24 hours per day, seven days per week (for SE and SIL clients). Its primary source of current funding is Medicaid Waiver fees.

The Center provides goal-specific programming tailored to the needs of its clients through the development of Individual Program Plans that are updated annually and address vocational and life skills attainment.

Adult Day Training clients receive the following services:

- \* Client-centered Individual Program Plan
- \* Three hours of daily vocational skills training in three tracks: horticulture, hospitality/food preparation and art
- \* Three hours of daily life skills training Monday through Thursday
- \* 1:5 or 1:10 staff to client ratio
- \* Optional individual and group counseling
- \* Program uniforms
- \* Optional lunch program
- \* Access to Food SHARE Program

Supported Employment clients receive the following services:

- \* Client-centered Individual Program Plan
- \* Individual, on-site Job Coach
- \* Optional lunch program
- \* Access to Food SHARE Program

Supported Independent Living clients receive the following services:

- \* Client-centered Individual Program Plan
- \* Individual, on- and off-site Living Coach
- \* Support services 24 hours a day, seven days per week
- \* Access to Food SHARE Program

The Center has an established symbiotic relationship with the Log Cabin Enterprises, Inc./Log Cabin Nursery. The Nursery is a 501(c)3 organization that has a contract with the City of Miami Beach to operate a sheltered worksite for developmentally disabled adults. The Nursery shares use of the City-owned property on which it is located with the Center. The Center and Nursery have a Memorandum Of Understanding that delineates a partnership agreement utilizing the Nursery as a sheltered worksite for ADT, SE and SIL clients. This joint use agreement is attached.

## **Evaluation Criteria**

<b>Qualifications</b>	<b>25%</b>
<b>Past Performance</b>	<b>25%</b>
<b>Methodology Approaches</b>	<b>25%</b>
<b>Proposed Fee/Compensation</b>	<b>20%</b>
<b>Absorption of Existing Staff</b>	<b>5%</b>