

REQUEST FOR PROPOSAL (RFP)

ADDENDUM #1

March 1, 2019

RFP Number: 10629

RFP Services: This RFP is issued by the State of Florida, Department of Juvenile Justice (Department), to solicit proposals in the North Region from community, faith-based, not-for-profit organizations, LLC, and/or divisions of local government to address the issues facing youth at risk of delinquency between the ages of five and seventeen (17). The Department seeks the implementation and delivery of innovative programs to address juvenile delinquency prevention and intervention efforts throughout the State of Florida that include, but are not limited to: mentoring, tutoring, academic assistance, life skills training, job internships, learning to live violence-free, family engagement, recreational program, substance abuse intervention, education enhancement, and other services that will support prevention and intervention of youth from the juvenile justice system. The proposed Respondent should address how the Program will engage and work with parents, families, caregivers, and other key support networks.

UNSPSC Code: 93141500

Subject: This Addendum contains updates to the original Request for Proposal (RFP) language by adding the link for the Region Map; update the Calendar of Events language; replaced the Post Award Conference Webinar (NEW) language with Post Award Onsite Training (NEW) language; update the Microsoft Account Link for email sign-up in the Electronic Upload Proposal language; add to the existing Designation of Contract Under The Florida Single Audit Act language; update the Financial Consequences language; update the Attachment D numbering; and the Respondents submission of questions with the Department's answers.

Deletions are indicated by "strikethrough" or reference. Additions, updates or replacements are indicated by underscore, reference or **highlighting**.

REFERENCE: **Page 1, Introductory Paragraph**

UPDATE: Request for Proposals (RFP): This RFP is issued by the State of Florida, Department of Juvenile Justice (Department), to solicit proposals in the North Region (http://www.djj.state.fl.us/docs/about-us/circ_region-key_map.pdf?sfvrsn=0) from community, faith-based, not-for-profit organizations, LLC, and/or divisions of local government to address the issues facing youth at risk of delinquency between the ages of five and seventeen (17). The Department seeks the implementation and delivery of innovative programs to address juvenile delinquency prevention and intervention efforts throughout the State of Florida that include, but are not limited to: mentoring, tutoring, academic assistance, life skills training, job internships, learning to live violence-free, family engagement, recreational program, substance abuse intervention, education enhancement, and other services that will support prevention and intervention of youth from the juvenile justice system. The proposed Respondent should address how the Program will engage and work with parents, families, caregivers, and other key support networks.

REFERENCE: **Page 10, Attachment B, Section II., Solicitation Type**

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government to address the issues facing youth at risk of delinquency between the ages of five and seventeen (17). The Department seeks the implementation and delivery of innovative programs to address juvenile delinquency prevention and intervention efforts throughout the State of Florida that include, but are not limited to: mentoring, tutoring, academic assistance, life skills training, job internships, learning to live violence-free, family engagement, recreational program, substance abuse intervention, education enhancement, and other services that will support prevention and intervention of youth from the juvenile justice system. The proposed Program should address how the Program will engage and work with parents, families, caregivers, and other key support networks.

Respondents may view Juvenile Justice Circuit Advisory Boards (CAB) Comprehensive Plans in an effort to understand the resources, weakness and strengths of their prospective Circuits in which they are submitting a proposal for this solicitation. The Juvenile Justice CAB Comprehensive Plans are located at the following link: <http://www.djj.state.fl.us/partners/circuit-advisory-boards>.

**REFERENCE:
UPDATE:**

Pages 10-12, Attachment B, Section IV., A., Calendar of Events

DATE	TIME	ACTION	WHERE
Friday, March 1, 2019	C.O.B.	Anticipated date that answers to written questions will be posted on the web site	MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_www.main_menu
Tuesday, March 5, 2019	1:00 PM EST	Technical Assistance Conference Call	Bureau of Procurement and Contract Administration Knight Building, Department Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 175289858#
Friday, March 15, 2019	2:00 PM EDT	Proposals due and opened	Attention: Viccie A. Borders Department of Juvenile Justice Bureau of Procurement and Contract Administration 2737 Centerview Drive, Suite 1116 Tallahassee, FL 32399-3100
Monday, March 25, 2019	10:00 AM EDT	Evaluation Team Briefing Conference Call (This meeting is open for public attendance)	Bureau of Procurement and Contract Administration Knight Building, Department Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 175289858# A recording of the Conference Call will be available at: http://www.djj.state.fl.us/partners/contracting/conference-calls within forty-eight (48) hours of the Briefing being concluded excluding weekends and holidays.
Thursday, May 9, 2019 and Friday, May 10, 2019	10:00 AM EDT	Evaluation Team Debriefing Conference Call (This meeting is open for public attendance)	Bureau of Procurement and Contract Administration Knight Building, Department Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 175289858# A recording of the Conference Call will be available at: http://www.djj.state.fl.us/partners/contracting/conference-calls

			calls within forty-eight (48) hours of the Debriefing being concluded excluding weekends and holidays.
Friday, May 31, 2019	C.O.B.	Anticipated date of posting of Notice of Agency Decision	MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_main_menu
Tuesday - Friday, June 11 - 14, 2019	10:00 AM EDT 9:00 AM - 5:00 PM EDT	Post Award Conference Webinar (NEW) Post Award Onsite Training (NEW)	Knight Building, Department Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 The Awardee must register for the Post Award Conference Webinar prior to the date of the Webinar. The Procurement Manager will send out the link to register for the Webinar to the selected Awardee(s).
Wednesday, July 24, 2019		Anticipated Execution date	
Thursday, August 1, 2019		Anticipated Service start date	

REFERENCE:
DELETE:

Page 15, Attachment B, Section IV., General Information

~~K. Post Award Conference Webinar (NEW)~~

~~The Department will conduct a Post Award Conference Webinar with the selected Awardee(s) at the date and time specified in the Calendar of Events (Attachment B, Section IV., A.). The purpose of this webinar is to provide vital information and clarity regarding the pre-operational and operational requirements of the new resulting Contract.~~

ADD:

K. Post Award Onsite Training (NEW)

The Department will conduct a Post Award Onsite Training (NEW) with the selected Awardee(s) at the date and time specified in the Calendar of Events (Attachment B, Section IV., A.). The purpose of this training is to provide vital information and clarify the pre-operational and operational requirements which include but are not limited to: JJIS access for Prevention Web/Staff Verification System/SkillPro training, invoice documents, background screening information and Motivation Interviewing (MI) and Prevention Assessment Tool (PAT) training for the new awarded Providers. The Department will provide contact information pertaining to this training in the Notice of Agency Decision.

REFERENCE:
UPDATE:

Page 16, Attachment B, Section VI., C.,1., Electronic Upload Proposal

- a. The Department prefers Respondents to upload complete electronic proposals via the Department's Bid Library, a private and secure online portal for solicitation documents, in SharePoint.
- b. Respondents shall register for a Department Bid Library account by contacting the Procurement Manager for this RFP: Viccie A. Borders, via E-mail at: Viccie.Borders@djj.state.fl.us, or Phone: (850) 717-2604.
- c. Respondents are required to register their email address for access to the Department Bid Library using a Microsoft account.
 - 1) If your organization already uses a Microsoft account, that email address should be utilized in the registration request.
 - 2) If your organization does not use a Microsoft account, a free account can be created through Microsoft at <https://www.office.com> <https://signup.live.com/?lic=1>. This step must be completed first, prior to submitting the Department Bid Library registration request. The email address used to create the

Microsoft account should be utilized in the registration request to your Procurement Manager.

REFERENCE: **Page 19, Attachment B, Section XIII., Designation of Contract Under the Florida Single Audit Act**

UPDATE:

A. All contracts with the Department are classified as either Recipient/Sub-Recipient, FSAA Exempt, or Vendor contracts. It is the Department's determination that this Contract is a **Recipient/Sub-Recipient Contract**, pursuant to Section 215.97, F.S. **However, if the Respondent is a district school board, charter school, community college, public university, government outside of Florida, or a Federal agency, the Contract will be classified as FSAA Exempt, and the Vendor requirements will apply to the resulting Contract.**

B. Statutory and rule requirements for the Provider for these types of contracts are specified in Attachment G, Section VI. FINANCIAL AND TRANSACTIONS AUDIT REQUIREMENTS.

REFERENCE: **Page 19, Attachment B, Section XV., Financial Consequences**

UPDATE:

A. Financial consequences shall be assessed for Contract non-compliance or non-performance in accordance with the FDJJ Policy 2000 (Revised ~~02/08/18~~ **01/31/2019**) for the following:

a**1.** failure to submit a Corrective Action Plan (CAP) within specified time frame(s);

b**2.** failure to implement the CAP within the specified time frame(s); and/or

c**3.** upon further failure to make acceptable progress in correcting deficiencies as outlined in the CAP within specified time frames.

REFERENCE: **Page 28, Attachment D, Section I., B., Financial Proposal – Evaluation Criteria**

UPDATE: **B**C.**** Financial Proposal – Evaluation Criteria

REFERENCE: **Page 28, Attachment D, Section I., C., Application of Points**

UPDATE: **C**D.**** Application of Points

REFERENCE: **Page 41, Attachment I, Section I., A., General Description of Services**

UPDATE: This RFP is issued by the State of Florida, Department of Juvenile Justice (the Department) is seeking proposals in the North Region (http://www.djj.state.fl.us/docs/about-us/circ_region-key_map.pdf?sfvrsn=0) from community, faith-based, not-for-profit organizations, LLC, and/or divisions of local government to address the issues facing youth at risk of delinquency between the ages of five and seventeen (17). The Department seeks the implementation and delivery of innovative programs to address juvenile delinquency prevention and intervention efforts throughout the State of Florida that include, but are not limited to: mentoring; tutoring; academic assistance; life skills training; job internships; learning to live violence-free; family engagement; recreational programs; substance abuse intervention; educational enhancement; and other services that will support prevention and intervention of youth from the juvenile justice system.

The proposed Respondent should address how the Program will engage and work with parents, families, caregivers and other key support networks.

Return of this Addendum is not mandatory; however, the Respondent is responsible for its contents and is requested to sign and submit this Addendum with its response to the RFP.

Protests must be filed with the General Counsel's Office, Department of Juvenile Justice, 2737 Centerview Drive, Tallahassee, Florida 32399-3100, within the time prescribed in subsection 120.57(3), Florida

Statutes, and chapter 28-110, Florida Administrative Code. Notices delivered by hand delivery or delivery service shall be to the Agency Clerk, Office of the General Counsel, Florida Department of Juvenile Justice, 2737 Centerview Drive, Tallahassee, Florida 32399-3100, with a copy to the Department's Procurement Manager responsible for this solicitation.

Failure to file a protest within the time prescribed in subsection 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond, shall constitute a waiver of proceedings under chapter 120, Florida Statutes. Written notices, formal requests and proceedings must conform to the requirements set forth in chapter 28-110, Florida Administrative Code.

Any person who files an action protesting a decision or intended decision pertaining to contracts administered by the department or agency pursuant to subsection 120.57(3), Florida Statutes, shall post with the department or the agency at the time of filing the formal written protest a bond payable to the department or agency in an amount equal to one percent (1%) of the estimated contract amount. The estimated contract amount shall be based upon the contract price submitted by the protestor or, if no contract price was submitted, the department or agency shall estimate the contract amount based on factors including, but not limited to, the price of previous or existing contracts for similar commodities or contractual services, the amount appropriated by the Legislature for the contract, or the fair market value of similar commodities or contractual services. The agency shall provide the estimated contract amount to the Provider within seventy-two (72) hours, excluding Saturdays, Sundays, and state holidays, after the filing of the notice of protest by the Provider. The estimated contract amount is not subject to protest pursuant to subsection 120.57(3), Florida Statutes. The bond shall be conditioned upon the payment of all costs and charges that are adjudged against the protestor in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, the department or agency may, in either case, accept a cashier's check, official bank check, or money order in the amount of the bond. If, after completion of the administrative hearing process and any appellate court proceedings, the department or agency prevails, it shall recover all costs and charges which shall be included in the final order or judgment, excluding attorney's fees. This section shall not apply to protests filed by the Office of Supplier Diversity. Upon payment of such costs and charges by the protestor, the bond, cashier's check, official bank check, or money order shall be returned to the protestor. If, after the completion of the administrative hearing process and any appellate court proceedings, the protestor prevails, it shall recover all costs and charges which shall be included in the final order or judgment, excluding attorney's fees.

SIGNED BY: _____

NAME: _____

COMPANY: _____

TITLE: _____

DATE: _____

RFP 10629

The Department of Juvenile Justice (Department or DJJ) is seeking Respondents to address the issues facing youth at risk of delinquency between the ages of five and seventeen (17). The Department seeks the implementation and delivery of innovative programs to address juvenile delinquency prevention and intervention efforts throughout the State of Florida that include, but are not limited to: mentoring, tutoring, academic assistance, life skills training, job internships, learning to live violence-free, family engagement, recreational program, substance abuse intervention, education enhancement, and other services that will support prevention and intervention of youth from the juvenile justice system. The proposed Respondent should address how the Program will engage and work with parents, families, caregivers, and other key support networks.

**Questions Submitted by Prospective Respondents
(Questions are presented in exact manner received.)**

Florida Endowment FOUNDATION for Florida’s Graduates – Received on 1/17/19	
Question 1	What counties are considered “North Florida” for the purposes of the RFP?
Answer 1	A listing of the Counties, Circuit and Regions for which services are sought can be found at the link provided on pages 1 and 41 of the RFP as part of this Addendum and by the link directly below. http://www.djj.state.fl.us/docs/about-us/circ_region-key_map.pdf?sfvrsn=0
Citrus County Teen Court – Received on 01/17/19	
Question 2	Can you further explain? This is a new grant, correct?
Answer 2	The Department is unable to answer the first question without further information. No, this is not a new grant. As a result of this solicitation, the Department anticipates four awards; thus, four cost reimbursement contracts will be executed for the North Region.
Tarpon Springs Housing Authority – Local Community Housing Corporation – Received on 01/17/19	
Question 3	I started going through the information about RFP #10629. Can you give me advice as to where to find “the definition of North Region”? What page is this defined? Our Youth center is in Pinellas County.
Answer 3	A listing of the Counties, Circuit and Regions for which services are sought can be found at the link provided on pages 1 and 41 of the RFP as part of this Addendum and by the link directly below. http://www.djj.state.fl.us/docs/about-us/circ_region-key_map.pdf?sfvrsn=0
Question 4	Do you know if the department is looking into releasing an opportunity for other central or south regions?
Answer 4	Yes. Please monitor the Vendor Bid System (VBS) for the Department’s advertisements.
Be Free Lake, Inc. – Received on 01/17/19	
Question 5	I do have a quick question. We are circuit 5, so does that make us a part of the North or Central region. Also, is the RFP the same for all regions?
Answer 5	A listing of the Counties, Circuit and Regions for which services are sought can be found at the link provided on pages 1 and 41 of the RFP as part of this Addendum and by the link directly below. http://www.djj.state.fl.us/docs/about-us/circ_region-key_map.pdf?sfvrsn=0 Yes. In regards to the other RFPs, the services being sought are the same except for service location.

The W Initiative – Received on 01/31/19	
Question 6	First question I would like to know the number of students the department is looking to service with RFP#10629?
Answer 6	The Respondent determines how many youths they are able to serve annually.
North American Center for Threat Assessment and Trauma Response (NACTATR) – Received on 02/01/19	
Question 7	<p>Our company, North American Center for Threat Assessment and Trauma Response (NACTATR) is interested in submitting a bid for the RFP “Invest in Children – North Region”.</p> <p>We are an innovative training program to address juvenile delinquency prevention and intervention efforts throughout North America with proven results over the last 20 years. NACTATR’s Violence Threat Risk Assessment (VTRA) program brings together community members, parents, families, educational professionals, police, social workers, and mental health providers of each community to identify worrisome behaviors. It facilitates the use of proactive interventions to remove a person’s desire to turn to violence through a common set of protocols and linked communications. VTRA is a multi-agency process for enhancing community-based teams and interventions to reduce violence and trauma in communities.</p> <p>In the unfortunate situations where violence and trauma has already occurred and may be leading to a path of delinquency, NACTATR supports the community through its dynamic training - based approach - Trauma Event System (TES). TES teaches proven methodologies for dealing with the impact of trauma on individuals in schools, and communities. It aims to break the trauma violence continuum, wherein violence causes trauma, which in turn can provoke further violence - all leading to further juvenile delinquency.</p> <p>We also offer our Threat Assessment, Crisis & Trauma Invention Collaboration Software (TACTIC) - through an easy-to-use interface, TACTIC is a cloud-based tool to assist communities, team and those who have been trained in coordination, monitoring and rapid intervention to stop violence or other delinquent actions.</p> <p>I do want to qualify that we are NOT an after-school or summer program. As stated above, we offer multiple training programs for key members of the community beginning with schools, principals, teachers, police, mental health professionals, along with technology to support them. This innovative training coordinates common protocols of situational components, resulting in early detection, problem resolution. TACTIC software then supports the common protocols.</p> <p>Would our company services qualify to participate in your RFP “Invest in Children – North Region Advertisement Number 10629”?</p>
Answer 7	Respondents must demonstrate they have provided delinquency prevention and intervention services to at-risk youth within the last five years in order to meet the mandatory requirement as outlined in Attachment C-Certificate of Experience. The services being sought for this RFP are outlined in Attachment I on pages 41 through 54.
Kids Hope Alliance – The Jacksonville Partnership for Children, Youth, and Families – Received on 02/04/19	
Question 8	Can the applicant subcontract services?
Answer 8	Yes. The Respondent may subcontract some services; however, a significant portion of the services (a minimum of 51%) must be provided by the Respondent.
Kids Hope Alliance – The Jacksonville Partnership for Children, Youth, and Families – Received on 02/06/19	
Question 9	<p><u>Price Sheet</u></p> <p>If we expand an existing program and the funding received from DJJ will lower the cost per youth, is that a proper way to reduce the price of the program?</p>

	Subcontracting What is the dollar threshold for procurement of subcontracts?
Answer 9	Co-mingling by the Recipient/Sub-recipient of state funds with any other funds is strictly prohibited. The Provider shall keep separate state funds from multiple agencies and/or multiple programs within the same agency. The Recipient/Sub-recipient shall establish and maintain accounting records for funds and shall account for such funds on a basis separate and apart from other funds and activities of the Recipient/Sub-recipient. Points for the financial proposal based upon the lowest "unit rate" submitted by all Respondents and will be calculated based on the methodology listed in Attachment D, Section C., 2. The Respondent may subcontract some services; however, a significant portion of the services (a minimum of 51%) must be provided by the Respondent.
Unity Family Community Center – Received on 02/07/19	
Question 10	I attended the webinar yesterday, and I was wondering if a recording would be sent out to attendees.
Answer 10	No. An audio recording of the Webinar was not done, but a PDF version of the PowerPoint was posted to the Vendor Bid System (VBS) on 02/08/19. Provided directly below is the VBS link for RFP 10629. http://www.myflorida.com/apps/vbs/vbs_www.ad_r2.view_ad?advertisement_key_num=144533
Urban Development Center, Inc – Received on 02/07/19	
Question 11	Is it possible to obtain a copy of the PPT presented in today's webinar? Additionally, can you confirm which counties this RFP covers?
Answer 11	The PDF version of the webinar is posted to the Vendor Bid System. Provided directly below is the link for this solicitation. http://www.myflorida.com/apps/vbs/vbs_www.ad_r2.view_ad?advertisement_key_num=144533 A listing of the Counties, Circuit and Regions for which services are sought can be found at the link provided on pages 1 and 41 of the RFP as part of this Addendum and provided directly below. http://www.djj.state.fl.us/docs/about-us/circ_region-key_map.pdf?sfvrsn=0
Santa Rosa School District – Received on 02/08/19	
Question 12	If a provider intends to subcontract for a specific service, do they include a general description of the service in the budget? For instance, Counseling Services for one-on-one and group counseling- \$15,000. Then after the contract is awarded proceed with procurement procedures- RFP or RFQ process to allow vendors to submit a proposal or quote?
Answer 12	Respondents shall prepare and submit a budget for RFP 10629. Respondents shall provide detail summary/description of budget narratives including subcontracted services. All expenditures listed in the proposed budget shall be in compliance with laws, rules and regulations applicable to expenditures of State funds. Only allowable costs directly related to obligations incurred during the term of the Contract shall be reimbursed to the Provider. The Respondent must obtain quotes to prepare an accurate budget for the intended services to be subcontracted. The budget must contain all services to be provided including those that are intended to be subcontracted. After award notification, Respondents may proceed with their internal procurement procedures to obtain proposals for those designated services.
Question 13	Is food an allowable expense? If tutoring is provided, snacks for student will be needed.
Answer 13	All expenditures under this Contract shall be in compliance with laws, rules and regulations applicable to expenditures of State funds, including but not limited to the Department of Financial Services' Reference Guide for State Expenditures. Food costs including, but not limited to: graduation celebrations, and snacks are not considered an allowable cost.

Panhandle Area Educational Consortium – Received on 02/08/19	
Question 14	I am trying to locate Attachment B? Is there a document for this or is it simply stating a Transmittal Letter needs to be attached?
Answer 14	Pages 10 through 25 of the solicitation document (named RFP 10629 Solicitation Document attached to the VBS Link) make up Attachment B.
The W Initiative – Received on 02/08/19	
Question 15	Are single-day programs, such as symposiums and workshops, an acceptable modality to provide services for this RFP? If so, how does the department anticipate youth participating in single-day services would be properly closed out in the JJIS/Prevention Web and discharged from the program?
Answer 15	<p>There are some Prevention programs who have had single day events included, but not limited to symposiums and workshops providing programmatic services; however, those Prevention programs had other existing Prevention programmatic services throughout a 12-month (annual) period. Proposals submitted will be evaluated on the evaluation criteria noted in Attachment D, pages 27-29 of the RFP.</p> <p>The Respondent shall be responsible for the input and accuracy of the information entered into the Juvenile Justice Information System (JJIS) Prevention Web. The Respondent shall complete all necessary close-out procedures for JJIS/Prevention Web once the youth has completed program services.</p>
Question 16	The general instructions for preparation of the proposal requires the use of tabs as section separators; however, the department has indicated that proposals will be accepted via electronic upload. What form of tab or section separators does the department desire to see in electronic proposals to ensure evaluators can easily review the proposal?
Answer 16	During the process of uploading the proposal document(s) to the Department's Bid Library, prompts will be provided for selecting the Volume and Tab for which the document(s) should be uploaded based on instructions provided in Attachment B, Section XX, of the RFP. Also provided on the Department's Bid Library site are instructions and a user guide to assist you in uploading your document(s).
AMIKids – Received on 02/08/19	
Question 17	May an agency submit more than one application under this RFP? We have opportunities to provide programming in a few different circuits in the North region.
Answer 17	Yes. An agency may submit more than one proposal for this solicitation
Panhandle Area Education Consortium (PAEC) Washington County School District – Received on 02/27/19	
Question 18	Is there a place to get last years DJJ records for Jackson County? This is what I have right now. According to the Circuit 14 Comprehensive Plan, between 2015-2016, a total of 149 youth were arrested (of which 109 were male and 40 were female) (Circuit 14, 2017).
Answer 18	<p>The data may be found at the link below:</p> <p>http://www.djj.state.fl.us/research/reports/reports-and-data/interactive-data-reports/delinquency-profile</p>