

**SOLICITATION CONFERENCE AGENDA  
REQUEST FOR PROPOSAL (RFP) #10629  
INVEST IN CHILDREN, NORTH REGION**

**Thursday, January 31, 2019 @ 10:00 a.m. EST**

**Florida Department of Juvenile Justice  
Knight Building  
2737 Centerview Drive  
Tallahassee, Florida 32399-3100**

**For Conference Attendance by Telephone  
Call #1-888-585-9008 and enter Code 17528958# when directed**

Request for Proposals (RFP): 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.

**1. Introductions**

Viccie Borders, Procurement Manager

**2. Opportunity for Any Questions/Discussion from Prospective Respondents**

All verbal questions discussed during the Solicitation Conference must be submitted in writing for an official Department response. Additional questions for submission after this conference is concluded must be submitted in writing to the Procurement Manager identified in the table below by **5:00 p.m. EST on Friday, February 8, 2019.**

**3. Review of Calendar Deadlines (All listed times are local time (Eastern Daylight/Standard Time) in Tallahassee, Florida)**

Tuesday, February 5, 2019	2:00 PM EST	Deadline to request link and register for the Webinar	To participate in the Webinar, please email the Procurement Manager the anticipated date of participation and request the link to register for the Webinar at: <a href="mailto:Viccie.Borders@djj.state.fl.us">Viccie.Borders@djj.state.fl.us</a>
Wednesday, February 6, 2019	9:00 AM EST	After-School/Summer Program Webinar	Knight Building, Department Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 The Respondent must register for the After-School/Summer Program Webinar prior to the date of the Webinar. To register for the Webinar, please email the Procurement Manager at: <a href="mailto:Viccie.Borders@djj.state.fl.us">Viccie.Borders@djj.state.fl.us</a> with the anticipated date of participation to receive the link for registration for the Webinar.
<b>OR</b>			
Thursday February 7, 2019	1:00 PM EST		
Friday, February 8, 2019	C.O.B.	Final Date and time deadline written questions will be accepted  Deadline for Submission of Intent to	Send to <a href="mailto:Viccie.Borders@djj.state.fl.us">Viccie.Borders@djj.state.fl.us</a>

		Submit a Proposal / Bid (Attachment N)	
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 <a href="http://www.myflorida.com/apps/vbs/vbs_main_menu">http://www.myflorida.com/apps/vbs/vbs_main_menu</a>
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: <a href="http://www.djj.state.fl.us/partners/contracting/conference-calls">http://www.djj.state.fl.us/partners/contracting/conference-calls</a> 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: <a href="http://www.djj.state.fl.us/partners/contracting/conference-calls">http://www.djj.state.fl.us/partners/contracting/conference-calls</a> 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 <a href="http://www.myflorida.com/apps/vbs/vbs_main_menu">http://www.myflorida.com/apps/vbs/vbs_main_menu</a>
Tuesday, June 11, 2019	10:00 AM EDT	Post Award Conference Webinar <b>(NEW)</b>	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	

**4. Closing Statements**

Nothing discussed during the solicitation conference will augment or change the specifications of the RFP. Any Department changes to the specifications and the Department's formal answers to all questions will be posted in the form of an addendum to the RFP document on the MyFlorida.com website at [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu). Prospective Respondents should monitor the site for each particular RFP.

**NOTICE TO ALL ATTENDEES:** The Department will accept oral questions during the solicitation conference and will make a reasonable effort to provide answers at that time. Impromptu questions will be permitted and spontaneous answers provided; however, the Department will issue a written answer ONLY to questions subsequently submitted in writing. Any information communicated through oral communication shall not be binding on the Department and shall not be relied upon by any prospective Respondent.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of this solicitation and the end of the seventy-two (72) hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the procurement documents. Violation of this provision may be grounds for rejecting a response.

Any person with a qualified disability shall not be denied equal access and effective communication regarding any proposal/proposal documents or the attendance at any related meeting or proposal/proposal opening. If accommodations are needed because of a disability, please contact me, Viccie Borders at (850) 717-2604 at least two business days prior to the meeting.