

**SOLICITATION CONFERENCE CALL AGENDA**

**INVITATION TO NEGOTIATE (ITN) #10573  
DESIGN, DEVELOP, IMPLEMENT & OPERATE A FACILITY BASED DAY TREATMENT (FBDT) PROGRAM  
IN FLORIDA**

**Thursday, May 3, 2018 @ 10:00 a.m. EDT**

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

**For Conference Attendance by Telephone  
Call #1-888-670-3525 and enter Participant Code 7336200573# when directed**

Description of Services Sought: The Department of Juvenile Justice (Department or DJJ) is issuing this ITN to obtain replies and further negotiate with a Respondent to design, develop, implement, and operate ten (10) Facility Based Day Treatment (FBDT) programs located throughout the State in the County/Circuits identified below. The Department will make multiple awards by County/Circuit area. FBDT shall be made available for thirty (30) males and females placed on probation, post commitment probation, conditional release or minimum risk commitment by the court and who are assessed as moderate-high or a high risk to re-offend. The FBDT programs shall be based on the Attachment A of this ITN, meeting the minimum requirements of Attachment A-1, and must include a requirement for a fully funded transportation model.

Program services shall be delivered at an approved Respondent owned or leased / Department approved facility that is modern, aesthetically pleasing, freshly painted with fixtures and furnishing in excellent condition, and located in a safe environment. Day Treatment services shall be provided in the geographical areas identified in the table below:

<b>NORTH REGION CIRCUITS</b>	<b>CENTRAL REGION CIRCUITS</b>	<b>SOUTH REGION CIRCUITS</b>
Duval County – Circuit 4	Orange County – Circuit 9	Miami Dade County North – Circuit 11
Volusia County – Circuit 7	Pinellas County – Circuit 6	Miami Dade County South – Circuit 11
Alachua County – Circuit 5	Polk County – Circuit 10	Broward County – Circuit 17
		St. Lucie County – Circuit 19

Respondents are encouraged to review the Quality Improvement Standards for Day Treatment Programs available on the Department’s website, to ensure proposed services are compliant with the standards established by the Department for service delivery.

**1. Introductions**

Joanne C. Parrish, Procurement Manager

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

All verbal questions discussed during the Solicitation Conference Call must be submitted in writing for an official Department response. Additional questions for submission after this conference call is concluded must be submitted in writing to the Procurement Manager by **5:00 p.m. EDT on Tuesday, May 8, 2018.**

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

DATE	TIME	ACTION	WHERE
Thursday April 12, 2018	COB	Release of solicitation	My Florida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs_main_menu">http://www.myflorida.com/apps/vbs/vbs_main_menu</a>
Wednesday April 18, 2018	COB	Solicitation Conference Call Question Deadline	Send to <a href="mailto:Joanne.Parrish@djj.state.fl.us">Joanne.Parrish@djj.state.fl.us</a>
Wednesday April 18, 2018	COB	Deadline for Submission of Intent to Attend Solicitation Conference Form (Attachment M)	Send to <a href="mailto:Joanne.Parrish@djj.state.fl.us">Joanne.Parrish@djj.state.fl.us</a>
Wednesday April 18, 2018	COB	Deadline for Submission of Intent to Respond Form (Attachment N)	Send to <a href="mailto:Joanne.Parrish@djj.state.fl.us">Joanne.Parrish@djj.state.fl.us</a>
Thursday May 3, 2018	10:00 AM EDT	Solicitation Conference Call  <i>(public meeting / recorded)</i>	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to the lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 7336200573# when directed. The agenda can be found at: <a href="http://www.myflorida.com/apps/vbs/vbs_main_menu">http://www.myflorida.com/apps/vbs/vbs_main_menu</a> under the solicitation #10573.
Tuesday May 8, 2018	COB	Solicitation Question Deadline – this is the last day written questions will be accepted	Send to <a href="mailto:Joanne.Parrish@djj.state.fl.us">Joanne.Parrish@djj.state.fl.us</a>
Friday May 25, 2018	COB	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> under the solicitation # 10573.
Monday June 11, 2018	2:00 PM EDT	Written Replies Due and Opened	Attention: Joanne Parrish, Procurement Manager DJJ Bureau of Procurement and Contract Administration 2737 Centerview Drive, Suite 1100 Tallahassee, FL 32399-3100

<p>Wednesday June 20, 2018</p>	<p>10:00 AM EDT</p>	<p>Evaluator Briefing  <i>(public meeting / recorded)</i></p>	<p>Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 7336200573# when directed.</p> <p>A recording of the Conference Call will be available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls">http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls</a> within 48 hours of briefing.</p>
<p>Wednesday July 11, 2018</p>	<p>3:00 PM EDT</p>	<p>Debriefing #1  Meeting to Record Scores of Written Narrative Reply Evaluations  <i>(public meeting / recorded)</i></p>	<p>Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and Code 7336200573# when directed.</p> <p>A recording of the debriefing will be available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls">http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls</a> within 48 hours of the debriefing.</p>
<p>Monday July 23, 2018</p>	<p>2:00 PM EDT</p>	<p>Debriefing #2  Meeting of the Evaluation Team to determine number of Respondents to move forward to Negotiations  <i>(public meeting / recorded)</i></p>	<p>Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 7336200573# when directed.</p> <p>A recording of the debriefing will be available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls">http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls</a> within 48 hours of the debriefing.</p>
<p>Tuesday July 24, 2018 thru Tuesday August 14, 2018</p>	<p>TBD</p>	<p>Initial Inspection(s) of the Respondent's Proposed Site(s)</p>	<p>At the site(s) proposed by the Respondent(s) in their Written Reply to this ITN</p>

<p>Tuesday – Thursday August 21-23, 2018</p>	<p>TBD</p>	<p>Negotiations – Round 1</p> <p>Final dates and times to be communicated to Respondent(s) selected for negotiations</p> <p><i>(not open to the public but recorded)</i></p>	<p>Specific room location TBD</p> <p>Respondents shall go to the Knight Building, DJJ Headquarters 2737 Centerview Drive Tallahassee, FL 32399-3100</p> <p>Final location subject to change at Department discretion.</p>
<p>Thursday August 30, 2018</p>	<p>2:00 PM EDT</p>	<p>Debriefing #3</p> <p>Meeting of Negotiation Team to determine the Respondents to move forward to Negotiations round 2 or to be part of the Comparative Analysis if applicable</p> <p><i>(public meeting / recorded)</i></p>	<p>Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 7336200573# when directed.</p> <p>A recording of the debriefing will be available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls">http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls</a> within 48 hours of the debriefing.</p>
<p>Tuesday-Thursday September 11-13, 2018</p>	<p>TBD</p>	<p>Negotiations – Round 2 (optional)</p> <p><i>(not open to the public but recorded)</i></p>	<p>Negotiations are anticipated to be held in Tallahassee, Florida.</p> <p>Final location subject to change at Department discretion.</p>
<p>Monday September 24, 2018</p>	<p>2:00 PM EDT</p>	<p>Debriefing #4</p> <p>Meeting of Negotiation Team to determine Respondent(s) that will move forward to Negotiations Round 3, or to be part of the Comparative Analysis if applicable</p> <p><i>(public meeting / recorded)</i></p>	<p>Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 7336200573# when directed.</p> <p>A recording of the debriefing will be available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls">http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls</a> within 48 hours of the debriefing.</p>
<p>Wednesday-Thursday September 26-27, 2018</p>	<p>TBD</p>	<p>Negotiations – Round 3 (optional)</p> <p><i>(not open to the public but recorded)</i></p>	<p>Negotiations are anticipated to be held in Tallahassee, Florida.</p> <p>Final location subject to change at Department discretion.</p>

Thursday October 4, 2018	2:00 PM EDT	Debriefing #5  Meeting of Negotiation Team to determine Respondent(s) that will move forward and be part of the Comparative Analysis Tool (if applicable)  <i>(public meeting / recorded)</i>	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 7336200573# when directed. A recording of the debriefing will be available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls">http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls</a> Within forty-eight (48) hours of the debriefing.
Monday October 8, 2018	2:00 PM EDT	Debriefing #6  Meeting of Negotiation Team to complete Comparative Analysis Tool to determine which Respondent moves to Memorandum of Negotiation (MON), if applicable  <i>(public meeting / recorded)</i>	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 7336200573# when directed. A recording of the debriefing will be available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls">http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls</a> within forty-eight (48) hours of the debriefing.
Tuesday October 23, 2018	2:00 PM EDT	Debriefing #7  Meeting of Negotiation Team to Recommend Contract Award  <i>(public meeting / recorded)</i>	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 7336200573# when directed. A recording of the debriefing will be available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls">http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls</a> within forty-eight (48) hours of the debriefing.
Tuesday November 27, 2018	COB	Anticipated posting date of Notice of Final Agency Decision  (Anticipated Date of Contract Award)	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>
Monday December 31, 2018		Anticipated Contract Execution Date	

**4. Closing Statements**

Nothing discussed during the solicitation conference will augment or change the specifications of the ITN. 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 ITN document on the Vendor Bid System website at [http://www.myflorida.com/apps/vbs/vbs\\_www.main\\_menu](http://www.myflorida.com/apps/vbs/vbs_www.main_menu). Prospective Respondents should monitor the site for each solicitation.

**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 an official 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 Joanne Parrish at (850) 717-2607 at least two business days prior to the meeting.

**ITN #10573**

**Initial Questions Received**

**This document is provided for discussion purposes at the Solicitation Conference.  
(Questions are presented in exact manner received.)**

<b>DIVERSION-INTERVENTION-PREVENTION SERVICES, LLC. – RECEIVED 4/18/2018</b>	
Question #1	Is the Respondent required to contract with Local School District(s) if Respondent is already registered as a Private Alternative School with the Florida Department of Education?
Answer #1	
Question #2	Can the Respondent utilize current Alternative School Funding sources such as McKay, Garnier Scholarships, etc.. or is the school funding mandated through the Local School District(s)?
Answer #2	
Question #3	If the Respondents Facility does not have adequate outdoor recreational space, can the respondent utilize public parks and/or various community based options located within 1-2 miles of the Facility?
Answer #3	
Question #4	Is Circuit 13, Hillsborough County, not available for service provision as reflected in this ITN?
Answer #4	
Question #5	Does the identified Funding amount cover each Circuit or does it cover each 30 slot program within that Circuit?
Answer #5	
<b>THE TRANSITION HOUSE – RECEIVED 4/17/2018</b>	
Question #6	Are these programs requested currently operating or is this new funding?
Answer #6	
Question #7	Can Case managers meet the requirements for mental health staff in lieu of hiring more staff (i.e., if we have 3 LCSW/LMHC) will that meet the requirement of 10 to 1 for case management. Can they serve in a dual capacity?
Answer #7	
Question #8	In reading Attachment Q: is it mandatory that we have at least <b>two years of experience within the past 5 years</b> in <b>PROVIDED SERVICES IN THE DEVELOPMENT, IMPLEMENTATION, AND/OR DELIVERING OF PROGRAMS TO AT-RISK AND/OR DELINQUENT YOUTH</b> to even bid on this procurement. We have many years of mental health, substance abuse and correctional experience both in outpatient, aftercare, and residential settings to include providing GED/ABE services. Would this eliminate us from even bidding?
Answer #8	
<b>AMIKIDS – RECEIVED 4/18/2018</b>	
Question #9	If respondent proposes to provide services in more than one circuit, should a separate application be submitted for each circuit?
Answer #9	
Question #10	If only one application is to be submitted regardless of the number of circuits, will the page limitation be revised to accommodate information needed for multiple sites (i.e., floor plans?)
Answer #10	
Question #11	Please confirm ALL of the “allowed” department attachments (organizational chart, Activity Schedule, etc.) that are not considered part of the 70 page limit.
Answer #11	

Question #12	Section III.A.1.a indicates 1) requirement that transportation to and from the alternative school must be provided 2) funding for alternative school at the FBDT site. Is the decision whether to transport the youth to an alternative school site provided by the district or provide education on site based upon the agreement with the school district or is the department requiring one approach?
Answer #12	
Question #13	Confirm that respondent contracts directly with, and receives funding from, the local school district.
Answer #13	
Question #14	Section V.B. indicates that services shall be provided 250 days regardless of alternative school planning days. How are staff training days provided for?
Answer #14	
Question #15	Please confirm that redirections contract (referenced on page 19 Section B.3.) provides for services to be provided within the community. This would be necessary to provide redirections services at the Day Treatment Program site.
Answer #15	
Question #16	Are vocational education services ONLY required for youth admitted to the program with a degree OR all youth at the program? Page 20 Section B.15.
Answer #16	
Question #17	What is the funding for "the provision of in-home crisis resolution and intensive intervention services"? Page 26 Section 2.i.
Answer #17	
Question #18	Please clarify the expectations of services to be provided on evenings and weekends referenced on page 31 Section 8.a.
Answer #18	
Question #19	Please confirm that the respondent may partner with others in the community to provide structured activities as outlined on page 32 section 9.e.
Answer #19	
Question #20	Please provide the location of a current facility that meets the criteria for the facility as outlined.
Answer #20	
Question #21	Will there be any changes to the QI standards as a result of this ITN?
Answer #21	
Question #22	Please confirm that attachment R is NOT mandatory for respondents currently conducting business with the department.
Answer #22	
Question #23	Please confirm that the entire response may be submitted electronically as outlined on Page 68 Section VI. B. 2. Does the department have a preference in the submission method?
Answer #23	
Question #24	What is the process if a proposed location is deemed to be unsuitable at the time of site inspection? Will the respondent be provided an opportunity to correct any deficiencies?
Answer #24	
Question #25	Are youth permitted to receive MH, SA, and Delinquency services on site and in the community



	(Through Re-directions simultaneously)? Or would transporting a youth to an outside site for CBT or FFT meet the MH/SA Treatment part of a youth's treatment plan?
Answer #25	
Question #26	Is there a stipulation for how far away a youth lives and the site that they are sent to? The ITN suggests they should not be transported more than a 90 min drive. Would they be expected to be transported weekly for CBT or FFT services?
Answer #26	
Question #27	Can a 13, 14 or 15 year old 6th grader be enrolled?
Answer #27	
Question #28	School districts require 300 instructional minutes per day, 5 days per week. It will be difficult to provide Saturday services IN LIEU OF a weekday and still satisfy that requirement. With that in mind, will there be additional funding to provide Saturday services?
Answer #28	
Question #29	Can school board youth attend the program if they are only attending the alternative school portion?
Answer #29	
Question #30	Please confirm whether existing day treatment program facilities have to go through the same facility approval process as new locations?
Answer #30	
Question #31	The ITN contains case management requirements that far exceed current DJJ rule. Is the Department providing additional funding to meet these requirements?
Answer #31	
Question #32	The ITN is requiring weekly contacts with the youth, family and programs during transition from residential programs. How would the department like it documented when the party cannot be reached? How will this effect billing and contract compliance?
Answer #32	
Question #33	Is the department providing any start up funding to refresh existing programs (painting)?
Answer #33	
Question #34	If a provider and a school district have a cooperative agreement for bus routes that is successful, can door-to-door transportation be used only when youth are not successful at utilizing the school bus route?
Answer #34	
Question #35	What is the expectation for the length of time the provider will engage with the youth during follow-up services?
Answer #35	
Question #36	Is the expectation that "round the clock" mean 24 hours on call availability of A staff member or ALL staff members (case managers)?
Answer #36	
Question #37	The ITN says: "Describe the proposed program approach to ensure each youth will receive round the clock supportive relationships through case management, contacts and coaching, supervision, on site and off site, including weekends." Is the expectation that all staff will be available to the youth 24 hours per day, or just one staff (e.g. the case manager)?
Answer #37	

Question #38	Will you give an example of “coaching” that should be provided by case managers?
Answer #38	
Question #39	Is a separate budget required for each circuit proposed?
Answer #39	
Question #40	Is there a maximum percentage of support on Attachment H allowed?
Answer #40	
Question #41	Page 10. Transportation... May a provider continue to use common bus stops as an option, with door to door stops solely for those youth who are unable to successfully utilize a bus stop arrangement?
Answer #41	
Question #42	Page 27. States that Delinquency interventions must be differentiated from Evidence-Based Mental Health/Substance Abuse Interventions. May a provider propose to use one model that is both an evidence based delinquency intervention and mental health treatment for those youth who have assessed needs in both areas, or must two separate interventions be proposed?
Answer #42	
Question #43	In Staff Background Checks, Letter C on page 48 – should the provider also reference the Clearinghouse rescreen requirements which differ for those who are not in the Clearinghouse?
Answer #43	
Question #44	For the educational component, are digital curricula/blended learning environments allowed?
Answer #44	
<b>AMIKIDS – RECEIVED 4/17/2018 (PANAMA CITY MARINE INSTITUTE)</b>	
Question #45	In light of the new contract ITN's and Panama City's position as not being chosen as a facility site, can you help me with some technical information that we will need for planning purposes. Specifically, the DJJ Supplemental that we receive with our DOE funding, what are the requirements to continue receiving it? If we change to a new community-based services model, are we still eligible? If we do not get the new contract, but continue to operate a school under our current contract with the district, do we still qualify? And lastly, if we went charter, is it possible to create a charter DJJ school? Thank you for your consideration in this matter, the answer is critical to our planning moving forward.
Answer #45	