

SOLICITATION CONFERENCE CALL AGENDA

REQUEST FOR PROPOSAL (RFP) #10672

Thursday, April 9, 2020 @ 10:00 a.m. EDT

Florida Department of Juvenile Justice

**For Conference Attendance by Telephone
Call #1-888-585-9008 and enter Participant Code 801-658-293
when directed**

Description of Services Sought: The Department seeks proposals to provide an Evening Report Center (ERC) in Hillsborough County for youth placed on Supervised Release and Court Ordered to an ERC. Services shall be implemented by August 1, 2020 as specified in Attachment I, Services to be Sought. The Department intends to contract for services in Circuit 13, Hillsborough County.

NOTE: Funding in Fiscal Year 2020/2021 is dependent upon legislative appropriation and not guaranteed. Contract award as a result of this solicitation may not result in a Contract.

- 1. Introductions**
Michele Cunniff, 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 Solicitation Conference Call is concluded must be submitted in writing to the Procurement Manager by **5:00 p.m. EDT on Monday, April 13, 2020.**
- 3. Review of Calendar Deadlines (All listed times are local time Eastern Daylight in Tallahassee, Florida.)**

DATE	TIME	ACTION	WHERE
Thursday, April 9, 2020	10:00 AM EDT	Solicitation Conference Call (This is a Public Meeting to be held only upon public interest)	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 801-658-293# when directed. The Agenda can be found on MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_main_menu under the solicitation #.
Monday, April 13, 2020	C.O.B.	Deadline for Written Questions	Send to Michele.Cunniff@djj.state.fl.us
Thursday, April 23, 2020	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_main_menu

DATE	TIME	ACTION	WHERE
Friday, May 1, 2020	C.O.B.	Deadline for Submission of Intent to Submit a Proposal (Attachment N)	Send to Michele.Cunniff@djj.state.fl.us
Wednesday, May 6, 2020	2:00 PM EDT	Proposals Due and Opened	Attention: Michele Cunniff Department of Juvenile Justice Bureau of Procurement and Contract Administration 2737 Centerview Drive, Suite 1100 Tallahassee, FL 32399-3100
Wednesday, May 13, 2020	3:00 PM EDT	Evaluation Team Briefing Conference Call (This meeting is open for public attendance)	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 801-658-293# A recording of the Conference Call will be available at: http://www.djj.state.fl.us/partners/contracting/conference-calls within 48 hours of the Briefing being concluded, excluding weekends and holidays.
Tuesday, May 26, 2020	2:00 PM EDT	Evaluation Team Debriefing Conference Call (This meeting is open for public attendance)	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 801-658-293# A recording of the Conference Call will be available at: http://www.djj.state.fl.us/partners/contracting/conference-calls within 48 hours of the Debriefing being concluded, excluding weekends and holidays.
Tuesday, June 23, 2020	C.O.B.	Notice of Intended Award	MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_main_menu
Saturday, August 1, 2020		Anticipated Contract Start Date	

4. Closing Statements

Nothing discussed during the Solicitation Conference Call 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 Vendor Bid System website at http://www.myflorida.com/apps/vbs/vbs_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 Call 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 proposal.

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 Michele Cunniff at (850) 591-1207.



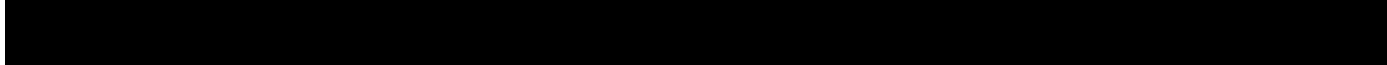
RFP 10672
Evening Reporting Center – Circuit 13, Hillsborough County
Initial Questions Received

(Questions are presented in exact manner received.)

One More Child – RECEIVED 03/31/20

Question #1	Can the funding be increased seeing how there may be a need for multiple staff and the organization having to provide transportation?
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Answer #1	
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Question #2	According to the budget sheet the number of youth that have to be served is 12. Is this accurate?
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Answer #2	
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Manifestations Worldwide, Inc. – RECEIVED 04/01/20

Question #3	How many youth are we expected to serve? How many program slots are we expected to have?
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Answer #3	
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