

**SOLICITATION CONFERENCE AGENDA  
REQUEST FOR PROPOSAL (RFP) #10579  
STATEWIDE MONITORING AND TECHNICAL ASSISTANCE**

**Tuesday, April 24, 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 4892626106# when directed**

Request for Proposals (RFP): The Department of Juvenile Justice (Department or DJJ) is seeking a Respondent to conduct on-site monitoring visits and provide technical assistance to the Department concerning the Juvenile Justice Delinquency Prevention (JJDP) Act and compliance-related issues to include onsite visits of facilities that have authority to securely detain juveniles; data verification; review of monitoring forms and tools; updating policy and procedure manuals; providing annual compliance reports, annual colocation reports, violation reports; and manual workshop agenda.

- 1. Introductions**  
Terence Blakely, 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. EDT on Thursday, April 26, 2018.**
- 3. Review of Calendar Deadlines (All listed times are local time (Eastern Daylight/Standard Time) in Tallahassee, Florida)**

|                         |       |   |  |
|-------------------------|-------|---|--|
| Tuesday, April 17, 2018 | C.O.B | Deadline for Submission of Intent to Attend Solicitation Conference Form (Attachment M)                             | Send to <a href="mailto:Terence.Blakely@djj.state.fl.us">Terence.Blakely@djj.state.fl.us</a> |
| Tuesday, April 17, 2018 | C.O.B | Solicitation Conference Question Deadline – Last date and time written questions will be accepted for discussion at | Send to <a href="mailto:Terence.Blakely@djj.state.fl.us">Terence.Blakely@djj.state.fl.us</a> |

|                          |             |  |   |
|--------------------------|-------------|--|---|
|                          |             | Solicitation Conference  |   |
| Thursday, April 26, 2018 | C.O.B.      | Final date and time deadline written questions will be accepted<br><br>Deadline for Submission of Intent to Submit a Proposal / Bid (Attachment N) | Send to <a href="mailto:Terence.Blakely@djj.state.fl.us">Terence.Blakely@djj.state.fl.us</a>  |
| Tuesday, May 15, 2018    | C.O.B.      | Anticipated date that answers to written questions will be posted on the web site  | MyFlorida.com web site<br><a href="http://www.myflorida.com/apps/vbs/vbs_www.main_menu">http://www.myflorida.com/apps/vbs/vbs_www.main_menu</a>   |
| Thursday May 24, 2018    | 1:00 PM EDT | Technical Assistance Conference Call   | Bureau of Procurement and Contract Administration<br>Knight Building, DJJ Headquarters<br>2737 Centerview Drive<br>Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter code 4892626106# when directed |
| Friday, June 1, 2018     | 2:00 PM EDT | Proposals due and opened   | Attention: Terence Blakely<br>Department of Juvenile Justice<br>Bureau of Procurement and Contract Administration<br>2737 Centerview Drive, Suite 1100<br>Tallahassee, FL 32399-3100  |

#### 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\\_www.main\\_menu](http://www.myflorida.com/apps/vbs/vbs_www.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, Charlotte Shorter-Rumlin at (850) 717-2606 at least two (2) business d

**RFP 10579**  
**Initial Questions Received**  
**This document is provided for discussion purposes at the Solicitation Conference.**  
**(Questions are presented in exact manner received.)**

| <b>Questions from Correctional Management and Communications Group, LLC Received on 4/17/18</b> |   |
|---|---|
| <b>Question #1</b>  | What is currently in place by the Department of Juvenile Justice to provide monitors permission to enter and verify information and documentation in all identified facilities?   |
| <b>Answer #1</b>  |   |
| <b>Question #2</b>  | Is there a current documented monitoring universe? If not, will the information be provided to the Respondents for the development of a monitoring universe?  |
| <b>Answer #2</b>  |   |
| <b>Question #3</b>  | Is the State Advisory Group in compliance with the OJJDP Act?   |
| <b>Answer #3</b>  |   |
| <b>Questions from WestEd Received on 4/17/18</b>  |   |
| <b>Question #4</b>  | Will the Department of Juvenile Justice consider proposals with alternate approaches using a technology solution to facilitate monitoring?  |
| <b>Answer #4</b>  |   |
| <b>Question #5</b>  | Will the Department of Juvenile Justice consider proposals that exceed the stated budget limitations?   |
| <b>Answer #5</b>  |   |
| <b>Question #6</b>  | The proposal clearly articulates the expectations regarding the number of site visits per month and year. What is the Department of Juvenile Justice's expectations for the duration of an individual site visit (e.g., 2 hours, 1 full day)?                                 |
| <b>Answer #6</b>  |   |
| <b>Question #7</b>  | Does the Department of Juvenile Justice anticipate the need to develop protocols or instruments for the site visits or are there existing site visit protocols or instruments that can be used?   |
| <b>Answer #7</b>  |   |
| <b>Question #8</b>  | Is there an incumbent for this work?  |
| <b>Answer #8</b>  |   |
| <b>Question #9</b>  | The technical proposal is limited to 60 pages, but doesn't specify single or double spacing. The executive summary is limited to 3 pages, single spaced. Can the Department of Juvenile Justice clarify the spacing requirements for the remainder of the technical proposal? |
| <b>Answer #9</b>  |   |
| <b>Question #10</b>   | The unit price for a site visit is \$500. Can the Department of Juvenile Justice clarify what – if any – related costs (e.g., travel, protocol development, preparations, training, technical assistance) are included in that calculation?                                   |
| <b>Answer #10</b>   |   |
| <b>Question #11</b>   | The unit price for a desk audit is \$2000. Can the Department of Juvenile Justice clarify what – if any – related costs (e.g., protocol development, training, technical assistance) are included in that calculation?  |
| <b>Answer #11</b>   |   |

ays prior to the meeting.