



**State of Florida
Department of Children and Families**

Rick Scott
Governor

Mike Carroll
Secretary

William S. D'Aiuto
Regional Managing Director

**For Prospective Respondents for the following
Invitation to Negotiate (ITN): 07FS1803
Behavioral Health Training for the Child Protection Investigation
Professional**

DATE: January 26, 2018
TO: Prospective Respondents to ITN #: 07FS1803
FROM: Amy Hammett, Procurement Manager
SUBJECT: Vendor Questions – Department Responses

This addendum provides all vendor questions and department responses to those questions as follows:

1. **Question:**

Is the \$250,000 that is available, for each of the contracted years, or over the life of the project?

Response:

Subject to the availability of funds, the \$250,000 is an annual amount, or each contract year.

2. **Question:**

Is the \$250,000 to be spent between April and June 30th?

Response:

Yes, funding will need to be spent by June 30th.

3. **Question:**

Is it required that a potential vendor submit an Intent to Bid or can the potential vendor only submit a written proposal?

Response:

Pursuant to section 2.8 of the ITN, the Notice of Intent to Submit a Reply is 'encouraged' to be submitted but is not mandatory.

4. **Question:**

Does the Department have an existing Learning Management System (LMS) to host on-line training modules, support registration processes, and certification tracking?

Response:

No, the Department does not have an existing Learning Management System (LMS) to host on-line training modules, support registration processes, and certification tracking.

5. **Question:**

Who will do the field observation portion? Vendor or DCF Staff?

Response:

The Vendor will be responsible for providing consultation related to investigation and field observation, in order to deem a Child Protective investigator as a subject matter expert.

6. **Question:**

What are the required components for certification? Is there already a certification process in place, or is this something new?

Response:

A current certification process for the Behavioral Health Training is not in place. It is up to the Vendor to design the curriculum to support certifying an individual as a subject matter expert.

7. **Question:**

Is the vendor responsible for arranging/securing contracts for training venues to provide the training?

Response:

The Department has training space in each circuit, with basic equipment available, such as, projector and screen.

8. **Question:**

Is the vendor responsible for conducting the evaluation component of the performance standards outlined in the ITN, i.e. satisfaction surveys?

Response:

Yes, the Department is looking for a Vendor to design the evaluations/surveys, but the Department has final approval.

9. **Question:**

Are there additional expectations regarding the format of the written proposal, i.e. spacing, font, double sided?

Response:

Replies must be typed, single-spaced, on 8-1/2" x 11" paper. Additional specifications regarding the format of a hard-copy submission is addressed in Section 4.1.6 of the ITN.

10. **Question:**

Is submission of the proposal on a Flash-drive acceptable?

Response:

The required electronic format must be submitted on a non-rewritable CD-ROM, as outlined in Section 4.1.7 of the ITN.

11. **Question:**

Do we need to submit Organizational References?

Response:

Vendor's are not prohibited from submitting Organizational References; however, this information will not be considered during the scoring by evaluators as outlined in Section 5.3.1 of the ITN.

12. **Question:**

Is the Statement of Work to be included in the response or is that only completed at the contracting stage?

Response:

The Statement of Work will be completed at the negotiation phase.

13. **Question:**

The ITN references that 50% of Child Protective Investigators will be trained and fully certified. Does this mean that 50% of the Child Protective Investigators need to be trained and certified by June 30, 2018?

Response:

Yes, Child Protective Investigators will need to be trained and fully certified by June 30, 2018.

14. **Question:**

Is there a page limit for the financial section?

Response:

The financial section does have a page limit; however, this section must address what is outlined under 4.3 - 4.3.3 of the ITN, and include the Appendix IX.