



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

Rick Scott
Governor

Mike Carroll
Secretary

ADDENDUM #3

**Invitation to Negotiate (ITN) # SNR1819RS002
Adult Education Services for
Refugees and Entrants in Broward County**

DATE: April 20, 2018
TO: Prospective Vendors of ITN# SNR1819RS002
FROM: David Draper, Procurement Manager
SUBJECT: Changes to Sections 1.1, 3.2.24.2, 4.2.1 and APPENDIX V: MANDATORY REQUIREMENTS CHECKLIST

On March 12, 2018, the Department posted ITN# **SNR1819RS002**, Adult Education Services for Refugees and Entrants in Broward County, to the VBS. The Department is publishing this addendum to clarify **Sections 1.1** (specifically to define public postsecondary institutions), **3.2.24.2**, **4.2.1**, and **APPENDIX V: MANDATORY REQUIREMENTS CHECKLIST**. Changes are marked in **RED** below.

1.1 Introduction to the Procurement

The Department of Children and Families (Department), Refugee Services (RS) Program is issuing this solicitation for the purpose of procuring Adult Education Services for Refugees and Entrants in Broward County. These services will be provided to assist eligible refugees and entrants (hereafter referred to as “refugees” or “clients”) in effectively resettling and becoming economically self-sufficient as quickly as possible upon arrival to the United States.

With adult education services, the Department seeks to remove educational barriers to employment in an effort to promote and accelerate self-sufficiency. Specifically, the inability to communicate in English is a significant barrier to both social integration and employment. Through adult education services, the Vendor will assist refugees and entrants (collectively “refugees”) in need of learning English or other important employment-related skills. The Vendor will directly provide English Language Instruction (ELI) to refugees in Broward County. The Vendor may also provide scholarships for internal ELI classes or administer vouchers so that refugees have access to ELI classes through partner organizations. With Department approval, the Vendor may also provide additional adult education services to assist refugees in overcoming obstacles to employment. These may include, but are not limited to, a High School Equivalency Diploma Program (GED), Citizenship preparation, Adult Basic Education (ABE), Workplace English for Speakers of Other Languages (ESOL), or other relevant allowable training.

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Adult education services will include some or all of the following components:

- 1.1.1 Outreach - Organize outreach activities designed to familiarize potentially eligible individuals and local organizations of the services being offered by the adult education program;
- 1.1.2 Intake - Determine program eligibility and conduct an intake and initial data collection for each eligible individual upon entry into the adult education program;
- 1.1.3 Pre-Test Standardized Assessment - Conduct an evaluation of the client's English language ability and, if appropriate, his or her educational level through the use of standardized assessment instruments administered as a pre-test;
- 1.1.4 English Language Instruction (ELI) Courses - Directly provide ELI courses to eligible refugees (clients);
- 1.1.5 Scholarships and Vouchers - The Vendor may provide scholarships to refugees for internal ELI classes. The Vendor may also administer vouchers to clients allowing those clients to have access to ELI courses through partner organizations. Scholarships and vouchers are defined in **Section 3.2.9.7**;
- 1.1.6 Referrals to Employment Services - Within fourteen (14) days of successful completion of Level 3 ELI or above, and with the client's approval, the Vendor shall refer the client to the RS-funded employment services provider. Within thirty (30) days of making the referral, the Vendor shall follow up with the client or the employment services provider to ensure that contact was made;
- 1.1.7 Additional Adult Education Services - If the Vendor deems it necessary, and the Department approves, the Vendor may provide additional adult education services that may include, but are not limited to, a GED program, citizenship preparation, ABE, workplace ESOL, vocational training, or other relevant training;
- 1.1.8 Post-Test Standardized Assessment - Assess client progression at regular intervals through the utilization of standard assessment instruments; and
- 1.1.9 Supportive Services - With Department approval, the Vendor may provide supportive services including attendance counseling, transportation assistance, referrals, child care, recertification/re-credentialing, and other support services as permitted by the Department.

For a complete list and more detailed descriptions of the tasks required by this ITN, see **Section 3.2.9 Service Components Task List** on page 17 of the ITN.

Replies shall only be accepted from Florida public postsecondary institutions (college, university, etc.) accredited by the Southern Association of Colleges and Schools (SACS) pursuant to Section 402.7305, F.S. All accredited institutions can be found at the following website: <http://www.sacscoc.org>. The website lists all SACS accredited institutions in the South. Only replies from Florida postsecondary institutions listed will be considered.

A Vendor can see if they are considered a Florida postsecondary institution by following the above link, clicking the gold Florida icon, and locating their institution on the resulting

page. Under “Institution Info” is a row titled “State:”, here eligible Vendors must be listed as FL.

Any Vendor interested in submitting a reply must comply with any and all terms and conditions described in this Invitation to Negotiate (ITN).

3.2.24.2 The calculation for the sample performance measure detailed in **Section 3.2.23.2** is:

$$\left(\frac{\text{Total \# of ELI courses completed within the reporting period}}{\text{Total \# of ~~vocational training courses ending for each client within a reporting period~~ ELI courses for which clients are enrolled within the reporting period}} \right) \times 100 \geq \text{---}\%$$

4.2.1 Programmatic Reply Title Page

The first page of the reply shall be a Title Page that contains the following information:

- A. Title of reply;
- B. ITN number;
- C. Prospective Vendor’s name and federal tax identification number;
- D. Name, title, telephone number and address of person who can respond to inquiries regarding the reply;
- E. Name of program coordinator (if known); and
- ~~F. Name, title, telephone number, and mailing and email address of person who can respond to inquiries regarding the reply.~~

APPENDIX V: MANDATORY REQUIREMENTS CHECKLIST

MANDATORY CRITERIA CHECKLIST for: (enter name & reference # of solicitation)		
Print Vendor's Name (Agency):		
Print Name of Department Reviewer (Procurement Manager):		
Signature of Department Reviewer:		Date:
Print Name of Department Witness:		
Signature of Department Witness:		Date:
1. Was the reply received by the date and time specified in the ITN and at the specified address?		
<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail Comments:		
2. Does the reply include the following?		
a.	Signed Certificate of Signature Authority, naming the Vendor and its Authorized Representative (see note at bottom of Section A of Appendix II for acceptable alternatives)	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
b.	Master Certification, including the names of Vendor and its Authorized Representative and signature of the Authorized Representative.	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
3. Is the "True" box in the Master Certification checked for each of the following?		
(1)	The reply includes a separate hard copy of the Programmatic Reply as required by the solicitation?	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
(2)	The reply includes a separate hard copy of the Financial Reply as required by the solicitation?	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
(3)	The Vendor submitting the reply is a Florida postsecondary institution (college, university, etc.) accredited by the Southern Association of Colleges and Schools (SACS)-, as detailed in Section 1.1 of this ITN. All accredited agencies can be found on the following website: http://www.sacseoc.org	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
The reply includes the following required Vendors Statements and Certification Documents:		
a.	Certification of Binding Reply and Acceptance of Terms of I and Contract Document	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
b.	Certification of Representations Per Section 9 of PUR 1001	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
c.	Certification of Authority to Do Business in Florida	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
d.	Statement of No Involvement	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
e.	Conflict of Interest Statement (Non-Collusion)	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
f.	Certification Regarding Subcontractors and Other Providers	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
g.	Certification Regarding Lobbying	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
h.	Certification Regarding Scrutinized Companies List	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
i.	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Contracts/subcontracts	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
j.	Certification Regarding Prior Contractual Obligations	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
k.	Certification of Representations Per Sections 287.133 and 287.134, F.S.	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
l.	Certification of a Drug Free Workplace	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail

The reply includes the following "tie breaker" certification documents:		
Appendix III m. - Certification of a Certified Minority Business Enterprise	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Appendix III n. - Certification of a Service Disabled Veteran's Business Enterprise	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Appendix III o - Certification of a Florida Business	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Appendix III p - Certification of a Foreign Manufacturer with a Factory in Florida	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments:		
4. Has the Department verified that the Vendor is not on the Convicted Vendor List or the Discriminatory Vendor List?		
<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail		
Comments:		

Protests and Disputes

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

PLEASE BE GOVERNED ACCORDINGLY.