

**SOLICITATION CONFERENCE AGENDA
REQUEST FOR PROPOSAL (RFP) #10620
STRATEGIC EDUCATIONAL AWARENESS TRAINING SERVICES**

Thursday, September 13, 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 9491404769# when directed**

Request for Proposals (RFP): The Department of Juvenile Justice (Department or DJJ) is seeking a Respondent to address the issues facing youth at risk of delinquency between the ages of five and seventeen (17). The Department seeks the implementation and delivery of innovative services to address juvenile delinquency prevention efforts throughout the State of Florida through strategic educational awareness announcement training services on youth safety and preventing crimes against children.

- 1. Introductions**
Dominique Wimberly, 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, September 17, 2018.**
- 3. Review of Calendar Deadlines (All listed times are local time (Eastern Daylight/Standard Time) in Tallahassee, Florida)**

Monday, September 17, 2018	C.O.B.	Final date and time deadline written questions will be accepted Deadline for Submission of Intent to Submit a Proposal / Bid (Attachment N)	Send to Dominique.Wimberly@djj.state.fl.us
Thursday, September 27, 2018	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_www.main_menu

Thursday, October 4, 2018	1:00 PM EDT	Technical Assistance Conference Call	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter code 9491404769#
Thursday, October 11, 2018	2:00 PM EDT	Proposals due and opened	Attention: Dominique Wimberly Department of Juvenile Justice Bureau of Procurement and Contract Administration 2737 Centerview Drive, Suite 1100 Tallahassee, FL 32399-3100
Tuesday, October 16, 2018	10:00 AM 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 1-888-670-3525 and enter code 9491404769# A recording of the Conference Call will be available at: http://www.djj.state.fl.us/partners/contracting/conference-calls within forty-eight (48) hours of the Briefing being concluded excluding weekends and holidays.
Thursday, November 1, 2018	10:00 AM 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 1-888-670-3525 and enter code 9491404769# A recording of the Conference Call will be available at: http://www.djj.state.fl.us/partners/contracting/conference-calls within forty-eight (48) hours of the Debriefing being concluded excluding weekends and holidays.
Thursday, November 15, 2018	C.O.B.	Anticipated date of posting of Notice of Agency Decision	MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_main_menu
Tuesday, January 1, 2019		Anticipated Contract start date	

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_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, Dominique Wimberly at (850) 717-2606 at least two (2) business days prior to the meeting.