

RESPONSE TO INQUIRIES
INVITATION TO NEGOTIATE (ITN)

Comprehensive Refugee Services for Refugees and Entrants in Broward County
ITN#: ITN092718KSET1

Comprehensive Refugee Services for Refugees and Entrants in Palm Beach County
ITN#: ITN092718KSET2

Comprehensive Refugee Services for Refugees and Entrants in Hillsborough and Pinellas Counties
ITN#: ITN092718KSET3

DATE: December 17, 2018

TO: Prospective Vendors of ITN092718KSET1, ITN092718KSET2, and ITN092718KSET3

FROM: Molly Conrad, Procurement Manager Broward County ITN092718KSET1
Holly Merrick, Procurement Manager Palm Beach County ITN092718KSET2
Jenifer L. Fonseca, Procurement Manager Hillsborough and Pinellas Counties ITN092718KSET3

SUBJECT: Vendor Questions and Departmental Responses

1. Will subcontracts be given to current sub-grantees and will the State provide guidance on funding allocation?

The Department does not manage the relationships between a contracted vendor and its subcontractors. Submitted replies should include funding allocations and justifications based on the completed Community Needs Assessment and Community Plan.

2. Is justification needed for allocations per service in each vendor's response?

Yes, please refer to Question #1 and the Response above.

3. In the evaluation phase, will weight be given to vendors who have provided a particular service long-term?

Yes. Please refer to the Evaluation Manual in Appendix XIV.

4. Is there a certain threshold dollar amount in which vendors will be required to competitively procure subcontracts?

No.

- 5. It is my understanding that any subcontracted services over \$25,000.00 to another vendor must go through a procurement process. Is this correct and does this process have to occur before and submitted with the ITN response?**

No. Vendors should use their own documented procedures for procuring services and commodities and maintain oversight to ensure that contractors perform in accordance with the term, conditions and specifications of the contract. These procedures must include written standards of conduct covering conflicts of interest—real and or perceived—for staff engaged in the selection, awarding or the administration of a contract and maintain records in sufficient detail to outline the history of the procurement. The history should include the rationale for the procurement method, contractor selected, contractor rejections and the basis for the contract price.

- 6. Will you provide updated arrival information?**

Arrival Information for FFY 2018

COUNTY	AFGHANISTAN	COLOMBIA	CUBA	DEM REP OF CONGO	EGYPT	ERITREA	HAITI	VENEZUELA	OTHER	TOTAL
BROWARD	0	7	129	0	0	0	121	75	29	361
HILLSBOROUGH	5	1	428	30	0	12	21	26	64	587
PALM BEACH	0	2	279	0	0	0	164	19	40	504
PINELLAS	0	2	62	19	37	8	1	5	62	196

- 7. Can you provide details on demographics, languages, & cultural backgrounds for arrivals?**

Please refer to Section 1.6 of the ITN and Question 6 and the Response above.

- 8. Does the Department intend to select more than one vendor?**

No. Please refer to Section 5.5.3.2 of the ITN.

- 9. Is it the Department's expectation that the needs assessment occurs prior to the delivery of services?**

Yes. Please refer to Sections 3.2.9 and 4.2.5.1 of the ITN.

- 10. Is an on-site licensed attorney needed?**

No.

- 11. Are existing service delivery locations available for new vendors to utilize? If so, is there a cost associated with that?**

No.