

REQUEST FOR PROPOSAL (RFP)

ADDENDUM #1

April 23, 2020

RFP Number: 10672

RFP Services: The Department seeks proposals to provide an Evening Report Center (ERC) in Hillsborough County for youth placed on Supervised Release and Court Ordered to an ERC. Services shall be implemented by August 1, 2020 as specified in Attachment I, Services to be Sought. The Department intends to contract for services in Circuit 13, Hillsborough County.

NOTE: Funding in Fiscal Year 2020/2021 is dependent upon legislative appropriation and not guaranteed. Contract award as a result of this solicitation may not result in a Contract.

UNSPSC Code: 92101702 – Youth camps or facilities services  
93141500 – Social development and services  
93141507 – Social work administration services

Subject: This Addendum removes the option for prospective Respondents to submit hardcopy proposals in response to the RFP and contains prospective Respondent's questions and the Department's answers.

Deletions are indicated by "strikethrough". Additions, updates or replacements are indicated by underscore. All changes are highlighted yellow for quick reference.

**REFERENCE: Page 1, Cover Document**

**UPDATE:** Respondents shall comply fully with the instructions on how to respond to the RFP. Respondents submitting a hardcopy proposal shall label it as "**DJJ SOLICITATION NUMBER 10672**" using the label form included in this RFP on the envelope(s) containing the proposal. The purpose of labeling the envelope is to put the Department's mailroom on notice that the package is a proposal in response to a DJJ solicitation and should not be opened except by the Department's Procurement & Contract Administration Bureau at the specified date and time.

**REFERENCE: Page 11, Attachment B, Section IV., A., Calendar of Events (table)**

**UPDATE:**

Wednesday, May 6, 2020	2:00 PM EDT	Proposals Due and Opened <u>Conference Call</u>	<del>Attention: Michele Cunniff</del> <del>Department of Juvenile Justice</del> <del>Bureau of Procurement and Contract</del> <del>Administration</del> <del>2737 Centerview Drive, Suite 1100</del> <del>Tallahassee, FL 32399-3100</del> <del>Telephone 1-888-585-9008 and enter code</del> <del>801-658-293# when directed.</del>
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**REFERENCE: Pages 14-15, Attachment B, Section VI., Solicitation Information****UPDATE:**

- C. Respondents shall submit proposals in **one of** the following formats:
1. Electronic Upload of the Proposal(s):
    - a. The Department **prefers requires** Respondents to upload complete electronic proposals via the DJJ Bid Library, a private and secure online portal for solicitation documents, in SharePoint;
    - b. Respondents shall register for a DJJ Bid Library account by contacting the Procurement Manager for this RFP: Michele Cunniff, via e-mail at: [Michele.Cunniff@djj.state.fl.us](mailto:Michele.Cunniff@djj.state.fl.us), or phone: (850) 717-2603;
    - c. Respondents are required to register their email address for access to the DJJ Bid Library using a **Microsoft** account;
      - 1) If the Respondent's organization already uses a Microsoft account, that email address should be utilized in the registration request.
      - 2) If the Respondent's organization does not use a Microsoft account, a free account can be created through Microsoft at <https://signup.live.com/?lic=1>. *This step must be completed first, prior to submitting the DJJ Bid Library registration request.* The email address used to create the Microsoft account should be utilized in the registration request to your Procurement Manager.
      - 3) Access to the DJJ Bid Library is granted by each user's specific Microsoft account. The Respondent's organization may elect to register a single or general Microsoft account for all submissions. This allows multiple users, with the Microsoft account log-in information, to view each other's uploads to the DJJ Bid Library. It also allows other users to edit and delete each other's uploads. *This is the method recommended by the Department.*
      - 4) If the Respondent's organization elects to register multiple users with individual Microsoft accounts, each user **will not** be able to view, edit, or delete each other's submissions. If two users with individual accounts upload the same document, the Department will use the *most current version* of the document (by the established deadline for proposals), even if there are multiple uploaded versions of the same document.
      - 5) Once registered, the access link to the DJJ Bid Library will be emailed (sent from [no-reply@sharepointonline.com](mailto:no-reply@sharepointonline.com). Check Spam, Clutter, or Junk folders).
    - d. The complete electronic proposal shall be uploaded to the DJJ Bid Library no later than the deadline specified in the calendar of events for this RFP. Any and all documents uploaded, edited, or modified in any way after this deadline will be deemed non-responsive;
    - e. The complete electronic proposal contains **all** documents as required per Attachment B., section XX., General Instructions for Preparation of the Proposal. Volumes 1 and 2 shall be saved in Microsoft Word and/or Excel. The signed transmittal letter (Volume 1, Tab 1) and Attachment C (Volume 1, Tab 2) are the only documents which can be saved in a PDF format. The Attachment H – Budget – 10672 (Volume 2, Tab 1) **must** be submitted in Excel; and,
    - f. In the event the Provider needs technical assistance, the DJJ Bid Library Technical Assistant is Amber Mitchell, who can be reached via e-mail at: [Amber.Mitchell@djj.state.fl.us](mailto:Amber.Mitchell@djj.state.fl.us) or phone: (850) 717-2617.
    - g. If the requirement for electronic submission through the DJJ Bid Library would cause the Respondent undue hardship, the Respondent shall contact the Procurement Manager (Attachment B, VI., C., 1., b.) for this solicitation.**

OR

2. **Hardcopy With CD-ROM Proposal**
- a. An original (which shall be identified as "Original" on the cover, and shall bear an original signature(s) on the Respondent's Transmittal Letter) and six copies of the Respondent's Volume 1 proposal;
  - b. An original (which shall also be identified as "Original" on the cover) for each Attachment H – Budget – 10672) and six copies of the Respondent's Volume 2 proposal; and,
  - c. A CD-ROM that contains the complete proposal (Volumes 1 and 2) saved in Microsoft Word or Excel. The signed transmittal letter (Volume 1, Tab 1), and Attachment C (Volume 1, Tab 2) are the only documents which can be saved in a PDF format. The Attachment H – Budget – 10672 (Volume 2, Tab 1) **must** be submitted in Excel. It is the intention of the Department to use the CD-ROM for purposes of electronic storage of the submission, and therefore it must contain the complete proposal, with the exception of original signatures.

**Submission Alternative**

The Procurement Manager will provide instructions for an alternative method of submitting the proposal only if submission via the DJJ Bid Library causes a hardship for the Respondent. The proposal must be prepared in accordance with Attachment B, section XX., General Instruction for Preparation of the Proposal and submitted by the due date as indicated in the Calendar of Events (Attachment B., IV., A.).

3. Additional instructions concerning proposal submission:
- a. Use of legible reproductions of signed originals is authorized for all copies of the proposal unless specifically noted;
  - b. a. Email submissions are not permissible;
  - e b. See instructions for proposal preparation in Attachment B, Section XX., and submittal information in Attachment B, Section III., and Section VI., 1.; and,
  - d c. Evaluation and review of the proposal will be based solely on information and documents submitted in the copies of Volumes 1 and 2, unless otherwise indicated in the RFP.

**REFERENCE: Page 19, Attachment B, Section XX., General Instructions for Preparation of The Proposal**

**UPDATE:** Attachment A, #17, "Minor Irregularities / Right To Reject" may be utilized should a Respondent fail to submit any of the information required in the ~~hardcopy or~~ electronic submission of either Volume 1 or Volume 2, except those areas explicitly noted.

**REFERENCE: Page 21, Attachment B, Section XX., E., Client Contact List – Volume 1, Tab 2**

**UPDATE:** 4. No faxes will be accepted for Attachment E. Only ~~original hardcopies submitted within the proposal or~~ copies submitted electronically through the DJJ Bid Library are acceptable.

**REFERENCE: Page 24, Attachment B, Section XX., H., Mailing Label**

**DELETE: H. Mailing Label**  
 Respondents submitting hardcopy proposals in response to this solicitation shall either affix the label below (or a copy thereof) to the lower, left hand corner outside of all envelopes or containers containing their proposals or mark their proposal with the identifying information. This is to ensure that the Department's mailroom identifies the package(s) as a proposal and delivers it expeditiously. Respondents shall complete the information on the label prior to affixing the label.

**DJJ SOLICITATION NUMBER 10672**

**DATE DUE: Wednesday, May 6, 2020 at 2:00 PM EDT**  
**ENVELOPE/BOX # \_\_\_\_\_ OF \_\_\_\_\_ ENVELOPE(S)/BOX(ES)**

**Florida Department of Juvenile Justice**  
**Bureau of Procurement and Contract Administration**  
**Attention: Michele Cunniff, Procurement Manager**  
**2737 Centerview Drive, Suite 1100**  
**Tallahassee, Florida 32399-3100**

Return of this Addendum is not mandatory; however, the Respondent is responsible for its contents and is requested to sign and submit this Addendum with its response to the RFP.

Protests must be filed with the Agency Clerk, Office of the General Counsel, Florida Department of Juvenile Justice, 2737 Centerview Drive, Tallahassee, Florida 32399-3100, with a copy to the Department's Procurement Manager responsible for the solicitation, within the time prescribed in subsection 120.57(3), Florida Statutes, and chapter 28-110, Florida Administrative Code.

Failure to file a protest within the time prescribed in subsection 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. Written notices, formal requests and proceedings must conform to the requirements set forth in chapter 28-110, Florida Administrative Code.

Any person who files an action protesting a decision or intended decision pertaining to contracts administered by the department or agency pursuant to subsection 120.57(3), Florida Statutes, shall post with the department or the agency at the time of filing the formal written protest a bond payable to the department or agency in an amount equal to 1 percent (1%) of the estimated contract amount. The estimated contract amount shall be based upon the contract price submitted by the protestor or, if no contract price was submitted, the department or agency shall estimate the contract amount based on factors including, but not limited to, the price of previous or existing contracts for similar commodities or contractual services, the amount appropriated by the Legislature for the contract, or the fair market value of similar commodities or contractual services. The agency shall provide the estimated contract amount to the Respondent within seventy-two (72) hours, excluding Saturdays, Sundays, and state holidays, after the filing of the notice of protest by the Respondent. The estimated contract amount is not subject to protest pursuant to subsection 120.57(3), Florida Statutes. The bond shall be conditioned upon the payment of all costs and charges that are adjudged against the protestor in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, the department or agency may, in either case, accept a cashier's check, official bank check, or money order in the amount of the bond. If, after completion of the administrative hearing process and any appellate court proceedings, the department or agency prevails, it shall recover all costs and charges which shall be included in the final order or judgment, excluding attorney's fees. This section shall not apply to protests filed by the Office of Supplier Diversity. Upon payment of such costs and charges by the protestor, the bond, cashier's check, official bank check, or money order shall be returned to the protestor. If, after the completion of the administrative hearing process and any appellate court proceedings, the protestor prevails, it shall recover all costs and charges which shall be included in the final order or judgment, excluding attorney's fees.

SIGNED BY: \_\_\_\_\_

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**(Questions are presented in exact manner received.)**

<b>One More Child – RECEIVED 03/31/20</b>	
Question #1	Can the funding be increased seeing how there may be a need for multiple staff and the organization having to provide transportation?
Answer #1	No. There is no additional funding.
<b>Manifestations Worldwide, Inc. – RECEIVED 04/01/20</b>	
Question #2	According to the budget sheet the number of youth that have to be served is 12. Is this accurate?
Answer #2	Yes. The rate proposed should be based on twelve (12) filled slots per day for a maximum of 262 days in a fiscal year.
<b>Manifestations Worldwide, Inc. – RECEIVED 04/09/20</b>	
Question #3	How many youth are we expected to serve? How many program slots are we expected to have?
Answer #3	Please see the answer to question #2.
<b>Manifestations Worldwide, Inc. – RECEIVED 04/09/20</b>	
Question #4	Currently, are there any Evening Reporting Centers in Circuit 13? If so, what is their average attendance per day?
Answer #4	The Department of Juvenile Justice does not currently have a contract for an Evening Reporting Center in Circuit 13.
Question #5	Please confirm that my calculations are correct? We will invoice per slot, per day? $\$100k \div 262 \text{ days} \div 12 \text{ kids} = \$\$ \text{ per kid per day}$
Answer #5	The total amount for the calculation would be the amount it costs for the operation of the Evening Reporting Center (up to \$100,000.00), so the calculation used may not be for the entire funding amount. The amount of days and number of “kids” in question is the correct number of days and slots. If the amount for operating an Evening Reporting Center was \$100,000, the calculation in question would be correct.