

ADDENDUM #001

Solicitation Number: FDC RFP-19-009
Solicitation Title: PREA Audits
Opening Date/Time: January 25, 2019 at 2:00 p.m., Eastern Time (ET)
Addendum Number: 001
Addendum Date: January 11, 2019

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 advised that the changes below are applicable to the original specifications of the above referenced solicitation. Added or new language to the RFP is highlighted in **yellow**, while deleted language has been struck.

This Addendum includes the Department's answers to written questions received.

This Addendum also includes the following revisions:

Change No. 1:

A change to Section 3.6.2.3, Tab A – Executive Summary

- 3.6.2.3** Proof that the Vendor **has auditors** is licensed by the USDOJ to perform PREA audits and **are** is in good standing, as evidenced by the submission of the required license and review of the list provided by the PREA Resource Center.

Change No. 2:

Exhibit 1, Schedule of Audit Cycles, is hereby added and attached hereto.

Change No. 3:

A change to Section 3.6.3.1, (f) - Narrative/Record of Past Experience

- f) A sample of audit reports completed within the last 18 months demonstrating a high-quality and thorough audit, which illustrates triangulation and an understanding of the intent and application of the standards. The sample should include at least four (4) completed interim and four (4) final reports. **The Vendor may redact any confidential information of audit reports, if applicable, and may also include a redacted Proposal in accordance with Section 3.21, Confidential, Proprietary, or Trade Secret Material. Reports are required to evaluate the quality of a Vendor's proposed services**

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**Responses to Written Questions
FDC RFP-19-009
PREA Audits**

Question Number	Question	Answer		
1	Do you have a list of which facilities you want audited for each year?	Please see Change No. 2 of this Addendum.		
2	If a vendor does not have ongoing business in Florida, is it acceptable to register upon award (section 3.6.2.2)?	Yes, per Section 3.18, State Licensing Requirements, the successful Vendor will have five (5) business days from the date of award to complete the required registration.		
3	Is section 2.9.1 referring to attachment 10 of the RFP?	Yes, Section 2.9.1 is referring to Attachment X, Security Requirements, of the RFP.		
4	We understand the OAS is to be used to deliver documents to the auditor. However, would you be willing to use a link via the cloud to deliver documents that are not in the OAS system? (3.6.2.2)	Some of the documentation, such as manuals and guides, are provided onsite for review. The Department is open to discussing how documents not on OAS are provided to the Vendor, as long as they meet Information Security requirements.		
5	Section 3.6.2.3 states that the vendor must be licensed by the DOJ. However, only individual auditors are licensed by the DOJ. Please clarify.	Please see Change No.1 of this Addendum. All individuals involved in the audit process will need to be certified auditors.		
6	After the award of the contract, how many facilities are you planning to have audited for the remainder of the 2018 -2019 audit year?	The below five (5) facilities will be audited for the remainder of the 2018-2019 audit year. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"><u>Facility:</u> Lowell CI/FWRC Combined week Lake CI/Sumter CI Combined week Tomoka CI</td> <td style="width: 50%; vertical-align: top;"><u>Proposed Timeframe:</u> April 22 or 29 through end of May Early May June</td> </tr> </table>	<u>Facility:</u> Lowell CI/FWRC Combined week Lake CI/Sumter CI Combined week Tomoka CI	<u>Proposed Timeframe:</u> April 22 or 29 through end of May Early May June
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EXHIBIT I
Audit Cycle 3 Year 1 – 2019-2020

Travel day is the day that the PREA office will travel to the facility. The audit should begin the next business day to allow sufficient time for the on-site audit portion to be completed.

Facility	Facility Location/County	Audit Date	Travel Day
Cross City CI	Cross City/Dixie	Week of September 2019	Monday
Lancaster CI	Trenton/Gilchrist	Week of September 2019	Monday
Taylor CI	Perry/Taylor	Week of October 2019	Monday
Mayo CI	Mayo/Lafayette	Week of October 2019	Monday
Hernando CI	Brooksville/Hernando	Week of November 2019	Sunday Combined week
Zephyrhills CI	Zephyrhills/Pasco	Week of November 2019	
Marion CI	Ocala/Marion	Week of December 2019	Sunday Combined week
Putnam CI	E. Palatka/Putnam	Week of December 2019	
Charlotte CI	Punta Gorda/Charlotte	Week of January 2020	Monday
Lawtey CI	Lawtey/Bradford	Week of January 2020	Monday
Union CI	Raiford/Union	Week of February 2020	Monday
Columbia CI	Lake City/Columbia	Week of February 2020	Monday
Baker CI	Sanderson/Baker	Week of March 2020	Monday
Okaloosa CI	Crestview/Okaloosa	Week of April 2020	Sunday Combined week
Walton CI	DeFuniak Springs/Walton	Week of April 2020	
Polk CI	Polk City/Polk	Week of May 2020	Monday
Franklin CI	Carrabelle/Franklin	Week of May 2020	Monday

Audit Cycle 3 Year 2 - 2020-2021

Facility	Facility Location/County	Audit Date	Travel Day
Wakulla	Crawfordville/Wakulla	Week of September 2020	Monday
RMC	Lake Butler/Union	Week of September 2020	Monday
Avon Park CI	Avon Park/Polk	Week of October 2020	Monday
Okeechobee CI	Okeechobee/Okeechobee	Week of October 2020	Monday
FSP	Raiford/Bradford	Week of November 2020	Monday
Liberty CI	Bristol/Liberty	Week of November 2020	Monday
Calhoun CI	Blountstown/Calhoun	Week of December 2020	Monday
Suwannee CI	Live Oak/Suwannee	Week of January 2021	Monday
Dade CI	Florida City/Dade	Week of January 2021	Sunday
Homestead CI	Florida City/Dade	Week of January 2021	Combined week
Hardee CI	Bowling Green/Hardee	Week of January 2021	Monday
Jackson CI	Malone/Jackson	Week of February 2021	Monday
Desoto CI	Arcadia/Desoto	Week of February 2021	Monday
ACI	Sneads/Jackson	Week of March 2021	Monday
Martin CI	Indiantown/Martin	Week of April 2021	Monday
Gulf CI	Wewahitchka/Gulf	Week of April 2021	Monday

Audit Cycle 3 Year 3 - 2021-2022

Facility	Facility Location/County	Audit Date	Travel Day
CFRC	Orlando/Orange	Week of September 2021	Sunday
Jefferson CI	Madison/Madison	Week of September 2021	Sunday
Madison CI	Monticello/Jefferson	Week of September 2021	Combined week
Holmes CI	Bonifay/Holmes	Week of October 2021	Monday
NWFRC	Chipley/Washington	Week of October 2021	Monday
Hamilton CI	Jasper/Hamilton	Week of November 2021	Monday
Century	Century/Escambia	Week of December 2021	Monday
Gadsden Re-Entry	Quincy/Gadsden	Week of January 2022	Monday
New River	Raiford/Bradford	Week of January 2022	Monday
SFRC	Doral/Dade	Week of February 2022	Sunday
Santa Rosa CI	Milton/Santa Rosa	Week of February 2022	Monday
Everglades	Miami/Dade	Week of March 2022	Monday
Lake CI	Bushnell/Sumter	Week of April 2022	Sunday
Sumter CI	Clermont/Lake	Week of April 2022	Combined week
Tomoka CI	Daytona Beach/Volusia	Week of April 2022	Monday
Lowell CI	Ocala/Marion	Week of May 2022	Sunday
FWRC	Ocala/Marion	Week of May 2022	Combined week