

**SOLICITATION CONFERENCE CALL AGENDA**

**REQUEST FOR PROPOSAL (RFP) #10650**

**THURSDAY, DECEMBER 26, 2019 @ 10:00 AM EDT**

**Florida Department of Juvenile Justice  
Knight Building  
2737 Centerview Drive  
Tallahassee, Florida 32399-3100**

**For Conference Attendance by Telephone  
Call #1-888-585-9008 and enter Participant Code 840-266-860  
when directed**

Description of Services Sought: The Department seeks proposals to provide JDAP and Civil Citation Diversion Services in eight Circuits, for male and female youth, seventeen (17) years of age and under, who have been referred to the Department for behavior which, if committed by an adult, would be a criminal act. Services shall be implemented by May 15, 2020 as specified in Attachment I, Scope of Services. The Department intends to contract for services in Circuits 1, 2, 3, 4, 7, 14, 15, and 19.

In addition, at JDAP locations, Civil Citation Services shall be provided to youth as set forth in the Attachment II, and shall be provided to male and female youth, twelve (12) years of age and under, as well as youth who have high needs (e.g. a victim of human trafficking, crossover, history of trauma, intellectually or emotionally challenged) who are issued a Civil Citation from Law Enforcement, or referred by the State Attorney's Office, or by existing Civil Citation programs.

A single response to this RFP shall be submitted, regardless of proposed service areas.

**1. Introductions**

Kim Daugherty, Procurement Manager

**2. Opportunity for Any Questions/Discussion from Prospective Respondents**

All verbal questions discussed during the Solicitation Conference Call must be submitted in writing for an official Department response. Additional questions for submission after this Solicitation Conference Call is concluded must be submitted in writing to the Procurement Manager by **5:00 PM, EST on MONDAY, DECEMBER 30, 2019.**

**3. Review of Calendar Deadlines**

| <b>DATE</b> | <b>TIME</b>                 | <b>ACTION</b>  | <b>WHERE</b>   |
|-------------|-----------------------------|--|--|
| 12/26/2019  | 10:00 AM, EST/ 9:00 AM, CST | Solicitation Conference/Conference Call<br><br>(This is a Public Meeting to be held only upon public interest) | Bureau of Procurement and Contract Administration<br>Knight Building, DJJ Headquarters<br>2737 Centerview Drive<br>Lobby (for directions)<br>Tallahassee, FL 32399-3100 or telephone<br>1-888-585-9008 and enter code 840-266-860 when directed.<br>The Agenda can be found on MyFlorida.com web site<br><a href="http://www.myflorida.com/apps/vbs/vbs_www.main_menu">http://www.myflorida.com/apps/vbs/vbs_www.main_menu</a> |

| DATE       | TIME                           | ACTION   | WHERE  |
|------------|--------------------------------|--|--|
|            |                                |  | under the solicitation #.  |
| 12/30/2019 | C.O.B.                         | Deadline for Written Questions   | Send to<br>kim.daugherty@djj.state.fl.us   |
| 1/9/2020   | C.O.B.                         | Anticipated date that answers to written questions will be posted on the web site              | MyFlorida.com web site<br><a href="http://www.myflorida.com/apps/vbs/vbs_www.main_menu">http://www.myflorida.com/apps/vbs/vbs_www.main_menu</a>  |
| 1/13/2020  | C.O.B.                         | Deadline for Submission of Intent to Submit a Proposal / Bid (Attachment N)                    | Send to<br>kim.daugherty@djj.state.fl.us   |
| 1/24/2020  | 10:00 AM, EST/<br>9:00 AM, CST | Proposals Due And Opened   | Attention: Kim Daugherty<br>Department of Juvenile Justice<br>Bureau of Procurement and Contract Administration<br>2737 Centerview Drive, Suite 1100<br>Tallahassee, FL 32399-3100   |
| 2/4/2020   | 9:00 AM, EST/<br>8:00 AM, CST  | Evaluation Team Briefing Conference Call<br><br>(This meeting is open for public attendance)   | Bureau of Procurement and Contract Administration<br>Knight Building, DJJ Headquarters<br>2737 Centerview Drive<br>Lobby (for directions)<br>Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 840-266-860<br>A recording of the Conference Call will be available at:<br><a href="http://www.djj.state.fl.us/partners/contracting/conference-calls">http://www.djj.state.fl.us/partners/contracting/conference-calls</a> within forty-eight (48) hours of the Briefing being concluded excluding weekends and holidays.       |
| 2/18/2020  | 10:00 AM, EST/<br>9:00 AM, CST | Evaluation Team Debriefing Conference Call<br><br>(This meeting is open for public attendance) | Bureau of Procurement and Contract Administration<br>Knight Building, DJJ Headquarters<br>2737 Centerview Drive<br>Lobby (for directions)<br>Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 840-266-860<br><br>A recording of the Conference Call will be available at:<br><a href="http://www.djj.state.fl.us/partners/contracting/conference-calls">http://www.djj.state.fl.us/partners/contracting/conference-calls</a> within forty-eight (48) hours of the Debriefing being concluded excluding weekends and holidays. |
| 3/23/2020  | C.O.B.                         | Anticipated Date of Contract Award<br><br>(also referred to as the Notice of Intended Award)   | MyFlorida.com web site<br><a href="http://www.myflorida.com/apps/vbs/vbs_www.main_menu">http://www.myflorida.com/apps/vbs/vbs_www.main_menu</a>  |
| 5/15/2020  |                                | Anticipated Contract start date  |  |

#### 4. Closing Statements

Nothing discussed during the Solicitation Conference Call 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 Vendor Bid System website at [http://www.myflorida.com/apps/vbs/vbs\\_www.main\\_menu](http://www.myflorida.com/apps/vbs/vbs_www.main_menu). Prospective Respondents should monitor the site for each solicitation.

**NOTICE TO ALL ATTENDEES:** The Department will accept oral questions during the Solicitation Conference Call 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 an official 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 Agency Decision, 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 proposal.

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 Kim Daugherty at (850) 717-2619.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

| <b>Elvin Martinez – Bay Area Youth Services, Inc. d/b/a BAYS Florida – Received 12/12/2019</b> |   |
|--|---|
| Question #1  | Is this anticipated to be a Vendor or Sub-Recipient Contract?   |
| Answer #1  |   |
| Question #2  | Is Attachment H CR Budget Short Form correct asking for FY 19/20, FY20/21 and FY21/22.  |
| Answer #2  |   |
| Question #3  | Are we to submit a current budget or a proposed contract amount for FY 19/20?   |
| Answer #3  |   |
| Question #4  | Are only two years of future budgets required for a 5-year proposal?  |
| Answer #4  |   |
| <b>Lisa Sherry – DISC Village– Received 12/13/2019</b>   |   |
| Question #5  | Is the RFP just for JDAP programs so they will take on Civil Citation cases in the Circuits or counties that don't have an already established Civil Citation provider?   |
| Answer #5  |   |
| Question #6  | Can the bids be on specific Circuits or do they have to be for all the Circuits listed in the RFP?  |
| Answer #6  |   |
| Question #7  | Can the bids be on services solely pertaining to pre-arrest Civil Citation cases?   |
| Answer #7  |   |
| Question #8  | Will the terms noted in the RFP pertaining to Civil Citation serving youth 12 and under as well as high needs take the place of the current contracts that allow for serving youth of all ages?   |
| Answer #8  |   |
| <b>Jenny Craig – Vital Expansion – Received 12/13/2019</b>                                     |   |
| Question #9  | Is it in the scope of the proposal to train current juvenile probation officers and/or civil citation officers to assist with the services to be provided?  |
| Answer #9  |   |
| <b>Katrina G. Cox – AMIkids, Inc. – Received 12/13/2019</b>                                    |   |
| Question #10   | Page 1 of the RFP says “A single response to this RFP shall be submitted, regardless of proposed service areas.” May a Respondent propose to serve only some of the circuits identified?  |
| Answer #10   |   |
| Question #11   | Is the annual maximum contract amount on page 17 of the RFP inclusive of funding for all circuits identified in the RFP? Is there another method of determining a contract maximum if a Respondent proposes on only some of the circuits?   |
| Answer #11   |   |
| Question #12   | What is the current contracted provider of these services?  |
| Answer #12   |   |
| Question #13   | How many slots are currently contracted for JDAP and Civil Citation in these circuits?  |
| Answer #13   |   |
| Question #14   | Based on current need, does the Department anticipate any change in the number of slots by circuit?   |
| Answer #14   |   |
| Question #15   | Page 59 of the RFP states, “The Respondent shall have an administrative office located within the North Region, (unless requested and approved in writing by the Department’s Contract Manager)”. Will the Department provide a justification for requiring an administrative office in the North Region?   |
| Answer #15   |   |
| Question #16   | Page 55 indicates “The Respondent shall provide an additional 4.75 full time clinical counselors/therapists to the required staffing.” Will you please clarify the role and expected service provision of these staff? Several places in the RFP indicate that mental health services will be referred out. |
| Answer #16   |   |
| <b>Tony Read – Twin Oaks Juvenile Development, Inc. – Received 12/13/2019</b>                  |   |
| Question #17   | Why does the RFP include a blend of (mostly) north region circuits and two south region circuits?   |
| Answer #17   |   |
| Question #18   | Why are Circuits 5 and 8 not included in this (mostly) north region RFP?  |

|            |  |
|------------|--|
| Answer #18 |  |
|------------|--|