

**SOLICITATION CONFERENCE CALL AGENDA**

**INVITATION TO NEGOTIATE (ITN) #10591  
DESIGN, DEVELOP, IMPLEMENT & OPERATE A JUVENILE JUSTICE COMMUNITY INTEGRATED  
SERVICES (JJCIS) PROGRAM IN FLORIDA**

**Monday, July 16, 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 9911659308# when directed**

Description of Services Sought: The Department of Juvenile Justice (Department or DJJ) is issuing this ITN to obtain replies and further negotiate with a Respondent to design, develop, implement, and operate ten Juvenile Justice Community Integrated Services (JJCIS) programs located throughout the State in the County/Circuits identified below. The Department will make multiple awards by County/Circuit area. JJCIS shall be made available to males and females placed on probation or minimum risk commitment by the court and who are assessed as moderate-high or a high risk to re-offend. The JJCIS programs shall be based on the Attachment A of this ITN, meeting the minimum requirements of Attachment A-1, and must include a requirement for a fully funded transportation model.

JJCIS Program services shall be delivered at a Respondent-owned/Department approved service center and/or local community site and located in a safe environment. JJCIS services shall be provided in the geographical areas identified in the table below:

<b>NORTH REGION</b>	<b>CENTRAL REGION</b>	<b>SOUTH REGION</b>
Escambia – Circuit 1	Hillsborough – Circuit 13	Lee – Circuit 11
Okaloosa – Circuit 1	Pasco – Circuit 6	St. Lucie – Circuit 11
Leon – Circuit 2	Osceola – Circuit 9	
Bay – Circuit 14	Manatee & Sarasota – Circuit 12	

- 1. Introductions**  
Michelle Zieman, 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 conference call is concluded must be submitted in writing to the Procurement Manager by **5:00 p.m. EDT on Friday, July 20, 2018.**
- 3. Review of Calendar Deadlines (All listed times are local time Eastern Daylight/Standard Time in Tallahassee, Florida.)**

DATE	TIME	ACTION	WHERE
Friday July 20, 2018	COB	Solicitation Question Deadline – this is the last day written questions will be accepted	Send to <a href="mailto:Michelle.Zieman@djj.state.fl.us">Michelle.Zieman@djj.state.fl.us</a>
Friday July 20, 2018	COB	Deadline for Submission of Intent to Attend Solicitation Conference Form (Attachment M)	Send to <a href="mailto:Michelle.Zieman@djj.state.fl.us">Michelle.Zieman@djj.state.fl.us</a>
Friday July 20, 2018	COB	Deadline for Submission of Intent to Respond Form (Attachment N)	Send to <a href="mailto:Michelle.Zieman@djj.state.fl.us">Michelle.Zieman@djj.state.fl.us</a>
Wednesday August 15, 2018	COB	Anticipated date that answers to written questions will be posted on the web site	MyFlorida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs_www.main_menu">http://www.myflorida.com/apps/vbs/vbs_www.main_menu</a> under the solicitation # 10591.
Thursday August 30, 2018	2:00 PM EDT	Written Replies Due and Opened	Attention: Michelle Zieman, Procurement Manager DJJ Bureau of Procurement and Contract Administration 2737 Centerview Drive, Suite 1100 Tallahassee, FL 32399-3100
Tuesday September 11, 2018	10:00 AM EDT	Evaluator Briefing <i>(public meeting / recorded)</i>	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 9911659308 when directed.  A recording of the Conference Call will be available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls">http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls</a> within 48 hours of briefing.
Tuesday October 2, 2018	3:00 PM EDT	Debriefing #1 Meeting to Record Scores of Written Narrative Reply Evaluations	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions)

		<i>(public meeting / recorded)</i>	Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and Code 9911659308 when directed.  A recording of the debriefing will be available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls">http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls</a> within 48 hours of the debriefing.
Monday October 15, 2018	2:00 PM EDT	Debriefing #2  Meeting of the Evaluation Team to determine number of Respondents to move forward to Negotiations  <i>(public meeting / recorded)</i>	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 7336200573# when directed.  A recording of the debriefing will be available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls">http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls</a> within 48 hours of the debriefing.
Wednesday November 14, 2018 thru Friday November 16, 2018	TBD	Negotiations – Round 1  Final dates and times to be communicated to Respondent(s) selected for negotiations  <i>(not open to the public but recorded)</i>	Specific room location TBD  Respondents shall go to the Knight Building, DJJ Headquarters 2737 Centerview Drive Tallahassee, FL 32399-3100  Final location subject to change at Department discretion.
Thursday November 29, 2018	2:00 PM EST	Debriefing #3  Meeting of Negotiation Team to determine the Respondents to move forward to Negotiations round 2 or to be part of the Comparative Analysis if applicable  <i>(public meeting / recorded)</i>	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 9911659308 when directed. A recording of the debriefing will be available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls">http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls</a> within 48 hours of the debriefing.
Wednesday December 12, 2018	2:00 PM EST	Debriefing #4  Meeting of Negotiation Team to determine Respondent(s) that will	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions)

		<p>move forward to Negotiations Round 3, or to be part of the Comparative Analysis if applicable</p> <p><i>(public meeting / recorded)</i></p>	<p>Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 9911659308 when directed.</p> <p>A recording of the debriefing will be available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls">http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls</a> within 48 hours of the debriefing.</p>
<p>Friday December 14, 2018 thru Monday December 17, 2018</p>	TBD	<p>Negotiations – Round 3 (optional)</p> <p><i>(not open to the public but recorded)</i></p>	<p>Negotiations are anticipated to be held in Tallahassee, Florida.</p> <p>Final location subject to change at Department discretion.</p>
<p>Friday December 28, 2018</p>	2:00 PM EST	<p>Debriefing #5</p> <p>Meeting of Negotiation Team to determine Respondent(s) that will move forward and be part of the Comparative Analysis Tool (if applicable)</p> <p><i>(public meeting / recorded)</i></p>	<p>Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 9911659308 when directed.</p> <p>A recording of the debriefing will be available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls">http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls</a> Within forty-eight (48) hours of the debriefing.</p>
<p>Tuesday January 8, 2019</p>	2:00 PM EST	<p>Debriefing #6</p> <p>Meeting of Negotiation Team to complete Comparative Analysis Tool to determine which Respondent moves to Memorandum of Negotiation (MON), if applicable</p> <p><i>(public meeting / recorded)</i></p>	<p>Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 9911659308 when directed.</p> <p>A recording of the debriefing will be available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls">http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls</a> within forty-eight (48) hours of the debriefing.</p>
<p>Friday January 25, 2019</p>	2:00 PM EST	<p>Debriefing #7</p> <p>Meeting of Negotiation Team to Recommend Contract Award</p> <p><i>(public meeting / recorded)</i></p>	<p>Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive (go to lobby for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter Code 9911659308 when directed.</p> <p>A recording of the debriefing will be available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls">http://www.djj.state.fl.us/partners/procurement-and-contract-administration/conference-calls</a> within forty-eight (48) hours of the debriefing.</p>

Monday March 18, 2019	COB	Anticipated posting date of Notice of Final Agency Decision  (Anticipated Date of Contract Award)	MyFlorida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs_www_main_menu">http://www.myflorida.com/apps/vbs/vbs_www_main_menu</a>
Wednesday April 24, 2019		Anticipated Contract Execution Date	
Saturday June 1, 2019		Services To Youth Begin	

**4. Closing Statements**

Nothing discussed during the solicitation conference will augment or change the specifications of the ITN. 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 ITN 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 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 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 Michelle Zieman at (850) 717-2609 at least two business days prior to the meeting.

**ITN #10591**  
**Initial Questions Received**  
**This document is provided for discussion purposes at the Solicitation**  
**Conference.**  
**(Questions are presented in exact manner received.)**

**Youth Advocate Programs, Inc. – RECEIVED 6/21/2018**

Question #1	Should a provider submit only the Attachment S: Price Sheet or is a detailed budget narrative also required?
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Question #2	Should providers that propose to provide services in multiple circuits but within one region submit separate proposals for each circuit proposed or only separate price sheets per circuit?
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Question #3	May proposers propose different interventions than those noted in the ITN and Exhibit 4?
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Question #4	Please define the roles and responsibilities of the Case Manager and Integrated Services Manager positions identified in the solicitation.
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Answer #4	
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Question #5	Please confirm services can be provided in the home and community as well as a provider's office site.
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Answer #5	
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Question #6	Please provide an anticipated number of youth to be served in each circuit.
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Answer #6	
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Question #7	Should providers submit separate proposals for each region?
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Answer #7	
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**Southwest Key Programs – RECEIVED 6/28/2018**

Question #8	Please clarify 424,860/per site, per year for 5 years
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Answer #8	
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Question #9	Do staff conducting substance abuse services need to be a licensed mental health professional?
Answer #9	
<b>Evidence-Based Associates – RECEIVED 6/28/2018</b>	
Question #10	Regarding the requirement for a “fully-funded and functional transportation model” (first referenced in the opening paragraph), can the transportation service itself be contracted out (i.e., to a subcontracted, specialized transportation provider) as long as the responsibility for developing, monitoring and managing the service remains with the contracted provider agency?
Answer #10	
<b>AMikids, Inc. – RECEIVED 6/21/2018</b>	
Question #11	In order to serve 16 youth at a JJCIS program, the stated case ratios would require 2 case managers and 2 Service Integration Managers. Can these positions be combined?
Answer #11	
Question #12	Does the CM/Integrated Services Manager have the ability to coordinate referrals to Mental Health and/or Substance Abuse services in the community based on assessment or need, and follow up to ensure service is being provided? Or is it the Department’s intent to have at least a clinical staff person employed to make the referrals and do the follow up?
Answer #12	
Question #13	There is no direction on the referral process for mental health services. Are there standards related to the qualifications and training of the person making the referrals similar to the designated mental health authorities?
Answer #13	
Question #14	Are there start-up funds available associated with the requirement to transport youth, e.g. to purchase vehicles, or are there any Department-owned vehicles for use by the provider?
Answer #14	
Question #15	The ITN refers to a Program Director, Case managers, Integration Services Managers, Clinical Director, Therapists, Administrative Workers, Community Outreach Staff and Transportation Workers. With the limited funding available, it will be difficult to provide each of these positions. Please confirm which of these staff roles are required.
Answer #15	
Question #16	Is it the Department’s intent that Mental Health and Substance Abuse Services are provided by referral to community agencies, or by the respondent?
Answer #16	

Question #17	Can the number of programs be reduced within the available budget? If not, will the Department consider revisions to the scope of work?
Answer #17	
Question #18	Section 3(a) on page 20 of the ITN states that it is desired that delinquency interventions meet the most common PACT risk indicators per service location, and that this data is located at the front of the ITN, but the information was not found. Can you please provide this data?
Answer #18	
Question #19	On page 4, the ITN states that two basic needs for the JJCIS have been identified through research. Can you please provide the research referred to better inform our response?
Answer #19	
Question #20	For services provided to youth through community referrals, what is the funding source for those services?
Answer #20	
Question #21	On page 9, section 5b, the ITN states that the provider may bill for services on Saturday in lieu of Friday. Is Friday the only day or may the provider bill for a Saturday in lieu of any weekday?
Answer #21	
Question #22	Is billing on Sunday allowed in lieu of a weekday, if a service is provided on that Sunday? For example, transportation to a faith-based activity and home?
Answer #22	
Question #23	The demographic data provided in section 6A has significant variability in the number of youth served in each circuit; however, the funding level is the same in all circuits. Is it the Department's intent that each circuit will serve the same number of youth?
Answer #23	
Question #24	Based upon the caseload requirements and funding available, what is the Department's expectation on the number of youth served?
Answer #24	



Question #25	Service Tasks A2h of the ITN indicates: "Based on the risks and needs identified by the needs assessment, C-PACT and/or MAYSI-2 instruments, Bio-Psychosocial, the Respondent shall either ensure the presence of qualified licensed professional to provide mental health or substance abuse treatment (individual, family group) or arrange mental health or substance abuse services within the community in accordance with the requirements of a resulting Contract(s)." Does the department intend that arranged MH/SA in the community must adhere to the Contract in addition to any services provided by the Provider?
Answer #25	
Question #26	Service Tasks A3d of the ITN indicates: "Open group interventions such as LST and ART shall also be made available during the week for JJCIS Program participants." LST and ART are listed as Closed group format on the pick list. Does the Department intend to loosen the requirements for the EB/PP interventions to allow greater flexibility for youth to attend group-based services? If not, can the Department provide more open one-time weekly group models to the Pick List that specifically address risk factors most common for youth in the proposed target population (i.e., aggression, skills, substance use, relationships, etc.).
Answer #26	
<b>Youth Advocate Programs, Inc. – RECEIVED 6/29/2018</b>	
Question #27	Please confirm that if a respondent organization submits a reply to the ITN via electronic upload / DJJ Bid Library, they do not have to also submit any portion of the required response via CD-ROM, including all required narrative sections and attachments listed in the ITN.
Answer #27	
Question #28	Re: Client Contact List requirement (Attachment R): If a respondent is applying to provide services in multiple Circuits but only has a business relationship with DJJ in one (1) Circuit, should a respondent provide three (3) references for each Circuit where they are currently not conducting business with DJJ?
Answer #28	
Question #29	If a respondent is applying to serve multiple Regions and Circuits, can a respondent propose to provide staffing positions by Region or must all staffing positions be proposed for each Circuit?
Answer #29	
Question #30	Can the respondent organization submit letters of support with their application?
Answer #30	