

Request for Proposal (RFP)

ADDENDUM #1

March 14, 2019

RFP Number: 10630

RFP Services: Request for Proposals (RFP): The Department of Juvenile Justice (Department or DJJ) is seeking proposals in the Central Region from community, faith-based, not-for-profit organizations, LLC, and/or divisions of local government by County to address the issues facing youth at risk of delinquency between the ages of five and seventeen (17). The Department seeks the implementation and delivery of innovative programs to address juvenile delinquency prevention and intervention efforts throughout the State of Florida that include, but are not limited to: mentoring, after-school programming, tutoring, academic assistance, life skills training, job internships, learning to live violence-free, family engagement, recreational programs for girls and boys, substance abuse intervention, educational enhancement, and other services that will support prevention and intervention of youth from the juvenile justice system. The Respondent shall indicate the extent to which they will focus on maintaining and strengthening the family as a whole so that children may remain in their homes and communities. The proposed Program should address how the Program will engage and work with parents, families, caregivers and other key support networks.

UNSPSC Code: 93141500

Subject: This Addendum contains updates Calendar of Events language; replaced the Post Award Conference Webinar (NEW) language with Post Award Onsite Training (NEW) language; update the Microsoft Account Link for email sign-up in the Electronic Upload Proposal language; add to the existing Designation of Contract Under The Florida Single Audit Act language; update the Financial Consequences language; update the Attachment D numbering; and the Respondents submission of questions with the Department's answers.

Deletions are indicated by "strikethrough" or reference. Additions, updates or replacements are indicated by underline, reference or **highlighting**.

**REFERENCE: Pages 10-12, Attachment B, Section IV., A., Calendar of Events**  
**UPDATE:**

DATE	TIME	ACTION	WHERE
Thursday, March 14, 2019	C.O.B.	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>
Monday, March 18, 2019	1:00 PM EDT	Technical Assistance Conference Call  (To be held before	Bureau of Procurement and Contract Administration Knight Building, Department Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 537706468#

DATE	TIME	ACTION	WHERE
		proposals due)	
Wednesday, March 27, 2019	2:00 PM EDT	Proposals due and opened	Attention: Dominique L. Wimberly Department of Juvenile Justice Bureau of Procurement and Contract Administration 2737 Centerview Drive, Suite 1134 Tallahassee, FL 32399-3100
Wednesday, April 10, 2019	10:00 AM EDT	Evaluation Team Briefing Conference Call  (This meeting is open for public attendance)	Bureau of Procurement and Contract Administration Knight Building, Department Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 537706468#  A recording of the Conference Call will be available at: <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.
Wednesday, May 22, 2019	10:00 AM EDT	Evaluation Team Debriefing Conference Call  (This meeting is open for public attendance)	Bureau of Procurement and Contract Administration Knight Building, Department Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 537706468#  A recording of the Conference Call will be available at: <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.
Wednesday, June 12, 2019	C.O.B.	Anticipated date of posting of Notice of Agency Decision	MyFlorida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs_main_menu">http://www.myflorida.com/apps/vbs/vbs_main_menu</a>
Tuesday, June 25, 2019  Tuesday-Friday, June 25-28, 2019	10:00 AM EDT 9:00 AM-5:00 PM EDT	Post Award Conference Webinar (NEW) Post Award Onsite Training (NEW)	Knight Building, Department Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 The Awardee must register for the Post Award Conference Webinar prior to the date of the Webinar. The Procurement Manager will send out the link to register for the Webinar to the selected Awardee(s).
Monday, August 5, 2019	C.O.B.	Anticipated Execution date	
Tuesday, August 15, 2019		Anticipated Service start date	

REFERENCE:  
UPDATE:

**Page 15, Attachment B, Section IV., General Information**

~~K.~~ **Post Award Conference Webinar (NEW)**

~~The Department will conduct a Post Award Conference Webinar with the selected Awardee(s) at the date and time specified in the Calendar of Events (Attachment B, Section IV., A.). The purpose of this webinar is to provide vital information and clarity regarding the pre-operational and operational requirements of the new resulting Contract.~~

**K. Post Award Onsite Training (NEW)**

The Department will conduct a Post Award Onsite Training (NEW) with the selected Awardee(s) at the date and time specified in the Calendar of Events (Attachment B, Section IV., A.). The purpose of this training is to provide vital information and clarify the pre-operational and operational requirements which include but are not limited to: JJIS access for Prevention Web/Staff Verification System/SkillPro training, invoice documents, background screening information, and Motivational Interviewing (MI) and Prevention Assessment Tool (PAT) training for the newly awarded Providers. The Department will provide contact information pertaining to this training in the Notice of Agency Decision.

REFERENCE:  
UPDATE:

**Page 16, Attachment B, Section VI., C., 1., Electronic Upload Proposal**

- a. The Department prefers Respondents to upload **complete** electronic proposals via the Department's Bid Library, a private and secure online portal for solicitation documents, in SharePoint.
- b. Respondents shall register for a Department Bid Library account by contacting the Procurement Manager for this RFP: Dominique Wimberly, via E-mail at: Dominique.Wimberly@djj.state.fl.us, or Phone: (850) 717-2606.
- c. Respondents are required to register their email address for access to the Department Bid Library using a Microsoft account.
  - 1) If your organization already uses a Microsoft account, that email address should be utilized in the registration request.
  - 2) If your organization does not use a Microsoft account, a free account can be created through Microsoft at <https://www.office.com> <https://signup.live.com/?lic=1>. This step must be completed first, prior to submitting the Department Bid Library registration request. The email address used to create the Microsoft account should be utilized in the registration request to your Procurement Manager.

REFERENCE:  
UPDATE:

**Page 19, Attachment B, Section XV., Financial Consequences**

- A. Financial consequences shall be assessed for Contract non-compliance or non-performance in accordance with the FDJJ Policy 2000 (Revised 02/08/18 **01/31/2019**) for the following:
- a**1.** failure to submit a Corrective Action Plan (CAP) within specified time frame(s);
  - b**2.** failure to implement the CAP within the specified time frame(s); and/or
  - c**3.** upon further failure to make acceptable progress in correcting deficiencies as outlined in the CAP within specified time frames.

REFERENCE:  
UPDATE:

**Page 28, Attachment D, Section I., B., Financial Proposal – Evaluation Criteria**

~~B.C.~~ Financial Proposal – Evaluation Criteria

REFERENCE:  
UPDATE:

**Page 28, Attachment D, Section I., C., Application of Points**

~~C.D.~~ Application of Points

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 General Counsel's Office, Department of Juvenile Justice, 2737 Centerview Drive, Tallahassee, Florida 32399-3100, within the time prescribed in subsection 120.57(3), Florida Statutes, and chapter 28-110, Florida Administrative Code. Notices delivered by hand delivery or delivery service shall be to 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 this solicitation.

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 Provider within seventy-two (72) hours, excluding Saturdays, Sundays, and state holidays, after the filing of the notice of protest by the Provider. 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: \_\_\_\_\_

**RFP 10630**  
**Initial Questions Received**  
**(Questions are presented in exact manner received.)**

<b>PACE Center for Girls, Hillsborough – Received on 2/1/2019</b>	
Question #1	The new RFP includes a question regarding whether or not the organization applying has a revenue of \$5million or more. Our local organization has a revenue of approximately \$2.3 million, while our state level organization has over \$36 million in revenue. Will that preclude our local organization from applying for this grant?
Answer #1	No, the response to this question does not preclude a Respondent from submitting a proposal for this RFP. Respondents selected for award must submit the requested information and/or documentation prior to Contract execution, which includes answers to the “One Florida Initiative” questions.
<b>Florida YBOA- Comets Basketball – Received on 2/2/2019</b>	
Question #2	Even though the grant will be given to 4 agencies. Can the agency apply for the grant in 2 different counties?
Answer #2	Yes, the Department anticipates four contract awards from the solicitation for the Central Region. The total maximum annual contract dollar amount is \$125,000.00 per contract. A listing of the Counties, Circuits and Regions for which services are sought can be found at the link below and is provided on pages 1 and 40 of the RFP. <a href="http://www.djj.state.fl.us/docs/about-us/circ_region-key_map.pdf?sfvrsn=0">http://www.djj.state.fl.us/docs/about-us/circ_region-key_map.pdf?sfvrsn=0</a>
<b>Boys Town -Received on 2/7/2019</b>	
Question #3	The RFP states that it is imperative for respondents to attend the After-School/Summer Program Webinar, but it is not identified as Mandatory. Can you provide clarification, if the webinar is a mandatory requirement to submit a proposal for this RFP?
Answer #3	No, participation in a webinar is not mandatory; however, the webinar does contain relevant information and it provides an opportunity to ask any clarifying questions you may have regarding the RFP requirements and/or the services being sought by the Department.
<b>Questions from Realityworks – Received on 02/13/2019</b>	
Question #4	Realityworks provides comprehensive learning solutions that pair curriculum with hands-on learning aids, student activities and assessment tools to create innovative learning environments. These solutions are used in middle, secondary and post-secondary schools to engage students, teach needed skills and provide career exploration opportunities. We are well known for our simulators, most famously RealCare Baby (formerly known as Baby Think It Over). Are simulators/models and curricula a fit for the below bid? If so, we have dozens of products to submit; would it be possible to submit a catalog bid?
Answer #4	The Department is requesting proposals for services being sought which are outlined in Attachment I on pages 40 through 53 of RFP 10630. Respondents submitting proposals determine service components and activities to be utilized within their program, appropriate frequency and timeframes of proposed services, and the unit price in the Attachment J (Price Sheet).
<b>Questions from Girls of Transformation Mentoring Program, Inc. – Received on 02/14/2019</b>	

Question #5	Pace Center for Girls, Hillsborough currently receives DJJ funding for our overall programming under the leadership of Pace Center for Girls, Inc. headquartered in Jacksonville. Pace Center for Girls, Hillsborough has a component of our programming- PaceWorks - that is specifically designed to support girls to attain career goals, vocational skills, secondary education and the like. Would our current receipt of DJJ dollars preclude us from applying for dollars for the implementation and expansion of our specific PaceWorks program?
Answer #5	No, current receipt of DJJ funding does not preclude a respondent from responding to this RFP. Respondents should include additional services or unduplicated youth to be served. Please keep in mind, co-mingling of state funds by the Recipient or Sub-recipients is strictly prohibited. The Provider shall keep separate state funds from multiple agencies and/or multiple programs within the same agency. The Recipient and Sub-recipients shall establish and maintain accounting records for funds and shall account for such funds on a basis separate and apart from other funds and activities of the Recipient and Sub-recipients.
<b>Questions from QuitDoc Foundation – Received on 02/18/2019; 02/21/2019</b>	
Question #6	I have a question regarding the ability of an organization to apply for this Central DJJ Region RFP as well as the Northern DJJ Region RFP #10629. Would we have to choose which region for which we would like to apply, or can we possibly be awarded contracts to work in multiple DJJ regions?
Answer #6	Respondents may submit proposals to multiple RFPs in multiple DJJ regions and be awarded multiple contracts resulting from those RFPs.
Question #7	I heard that we need to have all employees go through an AHCA background screening, however I am not sure if our organization falls into any of the categories listed on the AHCA website. We are a 501(c)(3) health prevention and intervention organization. Some of our staff are Tobacco Treatment Specialists, but none of our staff are medical professionals; however the CEO and his co-founder are both MDs (pediatrician and pulmonologist).  The two primary staff and potential part-time staff for this RFP project who would interact with the youth have all been through a Level 2 background screening through the Marion County Public School District and have Public School vendor badges. Would this fulfill the AHCA background screening requirement, or will we need to have staff re-screened for this RFP?
Answer #7	Respondents submitting proposals must comply with the Department's Statewide Procedure on Background Screening, pursuant to Chapters 39, 435, 984 and 985, F.S. and the Department's background screening policy.
<b>Questions from Youth Advocate Programs, Inc. – Received on 02/21/2019</b>	
Question #8	<b>Question 1 (Re: Page 16: VI. Solicitation Information - Section C)</b> If respondents are proposing to provide services in multiple counties within the Central Region should a separate proposal and attachments be submitted for each county?
Answer #8	No, Respondents submitting proposals for RFP 10630 only need to submit one proposal if they are proposing services in multiple counties. Respondents submitting proposals will need to determine service area, components, and service tasks to be utilized within their program, appropriate frequency and timeframes of proposed services, and Attachment J (Price Sheet).
Question #9	<b>Question 2 (Re: Page 20: XX General Instructions for Preparation of the Proposal)</b> May respondents attach letters of support/partnership from organizations and individuals in the Central Region? If so, where would those need to be attached in the order of documents for submission?
Answer #9	Letters of support/partnership may be included in the response as an attachment. Please reference page 22 of Attachment B, Section XX.G, of the RFP.
Question #10	<b>Question 3 (Re: Page 23: #5 Staffing &amp; Personnel):</b> Can the required "detailed training plan" be submitted as an attachment?
Answer #10	Yes, Respondents may submit a detailed training plan as an Exhibit with their proposal. The Respondent shall make reference to the corresponding Exhibit in the narrative of the Technical Proposal.