

**SOLICITATION CONFERENCE AGENDA
INVITATION TO NEGOTIATE (ITN) NUMBER 10564**

Monday, September 11, 2017 @ 10:00 a.m. E.D.T.

**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 2662476963# when directed**

The Department of Juvenile Justice (DJJ or Department) is seeking a Provider for the delivery of medical services, mental health services, substance abuse services and psychiatric services in each of the eight (8) Regional Juvenile Detention Centers (RJDC's) located in the North Region.

The Department seeks replies from qualified non-profit, for profit and government entities to serve as the single Provider of Comprehensive Health Services in eight (8) RJDCs located in the North Region consisting of Alachua RJDC, Bay RJDC, Duval RJDC, Escambia RJDC, Leon RJDC, Marion RJDC, Okaloosa RJDC and Volusia RJDC.

1. Introductions

Jennifer A. Rechichi, Procurement Manager

2. Opportunity for Questions/Discussion from Prospective Providers

Office of Health Services and Detention Program Office

3. Opportunity for Additional Questions/Discussion from Prospective Providers

All verbal questions discussed during the Solicitation Conference must be submitted in writing for an official Department response. Additional questions for submission after this conference is concluded must be submitted in writing to the Procurement Manager by 5:00 p.m. EDT, Thursday, September 14, 2017.

4. Review of Calendar Deadlines

Thursday, September, 14, 2017	COB	Solicitation Question Deadline – this is the last date and time written questions will be accepted Deadline for Submission of Intent to Respond (Attachment N)	Send to Jennifer.Rechichi@djj.state.fl.us
Wednesday, October, 4, 2017	COB	Anticipated date that answers to written questions will be posted on the web site	MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_www.main_menu under the solicitation #10564.
Monday, October, 16, 2017	2:00 PM EDT	Written Replies Due and Opened	Attention: Jennifer A. Rechichi, Procurement Manager DJJ Bureau of Procurement and Contract Administration 2737 Centerview Drive, Suite 1100 Tallahassee, FL 32399-3100

5. 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 MyFlorida.com website at http://www.myflorida.com/apps/vbs/vbs_main_menu. Prospective Providers should monitor the site for each particular ITN.

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 a written 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 Provider.

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 the Bureau at (850) 717-2600 at least two (2) business days prior to the meeting.