

INVITATION TO NEGOTIATE (ITN)

ADDENDUM #2

ITN Number: 10591

ITN Services: 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, moderate-high or 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 sites and located in a safe environment. JJCIS services shall be provided in the geographical areas identified in the table below:

NORTH REGION	CENTRAL REGION	SOUTH REGION
Escambia – Circuit 1	Hillsborough – Circuit 13	Lee – Circuit 20
Okaloosa – Circuit 1	Pasco – Circuit 6	St. Lucie – Circuit 19
Leon – Circuit 2	Osceola – Circuit 9	
Bay– Circuit 14	Manatee & Sarasota –Circuit 12	

This Invitation to Negotiate (ITN) is issued by the State of Florida, Department of Juvenile Justice, to select a Respondent to provide the above-referenced services at the specified program. The ITN package consists of this transmittal letter with the following attachments and exhibits (some of which are not included, but are available electronically as noted):

UNSPSC Code: 92101702 – Youth camps or facilities services
93131700 – Social development and services
93141507 – Social work administration services

Subject: This Addendum contains questions submitted by prospective Respondents and the Department's answers, and updates to the ITN language.

Deletions are indicated by "strikethrough". Additions, updates or replacements are indicated by underscore. All changes are highlighted yellow for quick reference.

REFERENCE: Revisions were made to the following pages in the document titled "ITN 10591 – Revision #2":

- Page 1
- Page 59
- Page 60
- Page 68
- Page 80

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 ITN.

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 section 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 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. 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 section 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 Respondent within seventy-two (72) hours, excluding Saturdays, Sundays, and state holidays, after the filing of the notice of protest by the Respondent. The estimated contract amount is not subject to protest pursuant to section 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: _____

(Questions are presented in exact manner received.)
Questions 1 – 30 were addressed in Addendum #1.

LEGACCY – USA, INC. – RECEIVED 7/12/2018

Question #31	Please clarify whether the available budget of \$424,860 is the annual budget or the budget for entire proposed 5 year contract period?
Answer #31	The available budget is the annual budget per site.

Youth Advocate Programs, Inc. – RECEIVED 7/13/2018

Question #32	<p>Page 38 of 108 Staffing/Personnel Training Costs: Per the ITN: The Respondent is responsible for all training costs associated with the resulting Contract(s). Respondent staff training shall be accomplished in accordance with the requirements contained herein, and shall be coordinated with the Department. Any training to be provided by the Department shall be coordinated with the Department's Redirections Program Operations staff.</p> <ol style="list-style-type: none"> a. To budget for training costs: How many hours per staff person of Department required staff training are <u>available online</u>? b. How many hours/days per staff person of Department required training will be required <u>face-to-face</u>? c. Where will Department required staff training be held?
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Answer #32	<ol style="list-style-type: none"> a. Each course in SkillPro is assigned a number of credit hours the student will receive for successfully completing the course. The courses are not timed and therefore are based on the pace of each individual student. SkillPro courses are provided at no cost to the Respondent. PAR (thirty-two (32) hours), CPR/First Aid (four hours), Motivational Interviewing (two days), Suicide Prevention (four hours face-to-face and two hours on-line, for a total of six hours), JJIS (six hours), and Adolescent Development (four hours) are NOT available on line. All the other courses, as identified on pages 39 – 42, in the Staff Training portion of the ITN, are available on-line. b. Non-residential contracted program staff must complete a minimum of 120 hours of pre-service training. The courses that require face-to-face instruction, as identified on pages 39 – 42, in the Staff Training portion of the ITN, are PAR (thirty-two (32) hours), CPR/First Aid (four hours), Motivational Interviewing (two days), Suicide Prevention (four hours face-to-face and two hours on-line, for a total of six hours), JJIS (six hours), and Adolescent Development (four hours). c. Department required staff training will be delivered at various locations around the state.
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Question #33	<p>How should first year start-up costs be accounted for in the budget?</p> <ol style="list-style-type: none"> a. Should first year start-up costs be included in the per diem/unit rate? b. If first year start-up costs are included in the rate, should we propose another rate for the following years for the same funding amount without start-up? c. Is there a limit to the dollar amount for start-up funds?
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Answer #33	<ol style="list-style-type: none"> a. There are no startup funds for this contract. b. See answer to a. c. See answer to a. The per diem rate proposed should be the rate for the entire term of the contract, including any renewal.
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Question #34	The ITN states there will be 250 billing days per year, however staff are required to be available 365 days a year, therefore we will have staff on payroll 52 weeks each year. Will this program operate 12 months a year?
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Answer #34	Yes. The Program will operate twelve (12) months a year. At a minimum, staff shall only be on-call to respond to any crisis situations with a youth or family 365 days a year. Regular business operational activities, including but not limited to admissions and discharges, occur within the 250 days a year.
Question #35	Attachment H – budget form has a column for matching funds. Is a match required?
Answer #35	No. Matching dollars are not required.
Question #36	Attachment H – budget form – is a budget narrative required?
Answer #36	No. A budget narrative is not required.
Eckerd Youth Alternatives, Inc. – RECEIVED 7/18/2018	
Question #37	May providers utilize an established service site in each targeted county to serve JJCIS youth as well as youth who are admitted to another program type (e.g. Transitions Services) if the distinct cohorts/ interventions/groups are not co-mingled at the service site?
Answer #37	Yes.
Question #38	Similar to the question above, if the provider currently operates an established transportation system for DJJ youth admitted to a different service type in the targeted county, may JJCIS youth be transported in the same vehicles as youth who are enrolled in other services, such as Transition Services?
Answer #38	Yes, they can be transported together in same vehicles.
Question #39	Page 12 of the ITN states that “The Respondent shall deliver all services consistent with applicable federal and state laws, Department rules, policies and standards. Services shall be provided and billed two-hundred fifty (250) days per year with some services to be provided evenings and weekends.” Are staff training days allowed or otherwise provided within the 250 billable days?
Answer #39	Services must be provided to youth 250 days of the year. If some hours during those 250 days are utilized for training staff, then the Respondent needs to identify the number of hours and how both services and training will occur on those days.
Question #40	ITN page 76, Attachment O – Will the Department please provide a Word version of Attachment O, the ITN Reply Cross Reference Table?
Answer #40	Yes. The Procurement Manager will email a copy to any requestor.
Question #41	ITN Exhibit 5, Details of Proposed Delinquency Interventions – Will the Department please provide a Word version of Exhibit 5, Details of Proposed Delinquency Interventions?
Answer #41	See Answer #40.

Res-Care Florida, Inc. – RECEIVED 7/20/2018	
Question #42	RFP page 12, part A, item 5 states: “The number of program slots shall not exceed the amount negotiated (to be negotiated and set forth in the final contract) and the Case Manager and Integrated Services Manager-to-youth ratio should not exceed 1:4-8 (Final staff to youth ratio to be negotiated...)” Please clarify if the “1:4-8” ratio is reflective of Case Manager and Integrated Services Manager staff combined or a required caseload per position.
Answer #42	The ratio for case load size is per position. For example, 1:4-8 per Case Manager and 1:4-8 per Integrated Services Manager.
Question #43	RFP page 32, part C, item b states: “If the Respondent is proposing JJCIS services in more than one circuit, a staffing plan must be submitted for each proposed site location.” Can respondents proposing JJCIS services in more than one circuit propose use of a single service center location or is a separate service center location within each circuit required?
Answer #43	One single service center location for multiple county locations is not acceptable. There should be locations within each county’s community where youth can attend meetings and delinquency interventions. That may be a Provider-owned/leased facility/site or the Provider can use community locations (example like a public library or school room, probation office/space available) conducive for seeing youth or conducting interventions. Public community sites must be approved by the entity in charge of the facility and the CPO/designee must approve use of Probation office space.
Question #44	RFP page 55 states: “It is MANDATORY that the Respondent submit a completed, signed Attachment H – Budget for Probation Services – April 2018.” Please provide an editable copy of Attachment H.
Answer #44	See pages 1-2 of the ITN for the link for the editable version. It is also listed below. Please use the most current version on the website: Attachment H – Budget for Probation Services August 2018. http://www.djj.state.fl.us/partners/procurement-and-contract-administration
Question #45	RFP page 64 states: “The Respondent may request the report from D&B by clicking the website noted for Attachment I (Supplier Qualifier Report Request) and follow the directions in the Attachment.” Please provide a copy of Attachment I or the link mentioned.
Answer #45	Pages 1-2 of the ITN have the link for the editable version. It is also listed below. Please use Attachment I – Supplier Qualifier Report Request 12-23-16. http://www.djj.state.fl.us/partners/procurement-and-contract-administration
AMikids, Inc. – RECEIVED 7/20/2018	
Question #46	If we are providing alternative education services on an existing site, can we commingle with this population?
Answer #46	No. These populations cannot be commingled.

Question #47	On page 26 of the ITN, it states the respondent "shall" designate either a Designated Mental Health Clinician Authority or Clinical Director for "coordinating and verifying implementation of necessary substance abuse and mental health services." However Q&A question #13 states that the referral process will be similar to JPOs making service referrals. Further, question #15 states that proposals must include a Program Director, Case Manager, and Integration Services Manager. Can you clarify as to whether a DMHCA or Clinical Director is required?
Answer #47	A DMHCA or Clinical Director is required if a Respondent is providing delinquency intervention services from the Pick List that are identified as Mental Health and/or Substance Abuse or providing other Mental Health and/or Substance Abuse Services.
Southwest Key Programs – RECEIVED 7/20/2018	
Question #48	Can a group based community service activity count as one of the structured group activities?
Answer #48	There could be some group-based community service activities that could be considered a structured group activity. Specifics of what and how often would need to be identified in the written reply to this ITN.
Question #49	Is this a new program model that is not currently in operations under DJJ?
Answer #49	Yes. This is a new program model not currently in operation.
Question #50	If a youth is in need of further evaluation based on the C-PACT or MAYSI-2Q, and must be referred for further comprehensive evaluation, should that request be sent to the JPO? (P. 19, Section 2. f.).
Answer #50	Requests should be sent to JPO/JPOS and copied to the Circuit Chief or Designee unless the family prefers to send youth from evaluation to their private practitioner.
Question #51	Do the required minimum number of curfew checks have to be face to face, or can they be a combination of face to face and telephonic? Page 23, section 7. E. states <i>that telephonic and face to face checks may be performed</i> . Please clarify.
Answer #51	With regards to page 27, section III., A., 7., e.,: Face to face and telephone curfew checks need to be identified in the YES Plan and take into consideration the risk level of the youth, youth participation or lack thereof in the program services, including those referred within the community, and length of time within the program.
Question #52	Will we still be able to bill for the slot rate even if they did not participate in face to face contact every day of the 250 days? For example, the activity on one day may consist of telephone curfew check and some collateral contacts for case management.
Answer #52	Yes. The Respondent can bill for the slot rate if they are sufficiently staffed as per the requirements of the ITN. In the event an actual contact did not occur, follow-up needs to occur with the JPO, youth, parent(s)/guardian(s), school (if applicable), and employment (if applicable) and the actions taken documented in JJIS Case Notes. The expectation is that there will be face-to-face contact attempts five days a week which may include group activities, transport to and from appointments, coaching contacts, and curfew checks.

Question #53	Attachment B, Section VI, B., 1. c. states "The complete reply which contains Volumes 1 and 2 shall be saved in Microsoft Word and/or Excel." The Solicitation ITN Attachments are saved and shared in a pdf format. When converted to Microsoft Word, they do not format correctly. Likewise, sharing a Microsoft Word document is not secure, as it can be changed or tampered with upon receipt (our organization typically only shares documents in a pdf format). Additionally, in our understanding, in order to combine documents into one, i.e. for purposes of tabs and volumes, and number the documents consecutively (i.e. for Attachment O Cross Reference Table), the documents need to be combined into one pdf file. Conversion from multiple formats to pdf and then to Word creates formatting problems. How do you suggest this is done? Will you not accept the proposal and attachments in pdf format? Please clarify, offer suggestions.
Answer #53	The Vendor Bid System limits the file types allowed for uploading; hence why the ITN documents are uploaded as PDFs. However, all documents are available in Word and/or Excel format. A Respondent should submit the request to the Procurement Manager for the specific document(s) needed in Word/Excel. Typically, replies are drafted in Microsoft Word and Excel and therefore do not need conversion to PDF. As stated in the ITN, the Department intends to use the replies for electronic storage. The Word/Excel versions also assist the Department in drafting the resulting contract(s). The Department has not changed these requirements listed on pages 59-60 of the ITN; we still require the reply in Microsoft Word and/or Excel.
Question #54	How do you suggest Volumes and Tabs are identified in the electronic upload reply?
Answer #54	A document titled "SharePoint File Maintenance User Guide For Respondents" has been uploaded to the Provider Bid Library. This user guide reflects the naming conventions Respondents should use when preparing documents to upload electronically as their reply to this ITN.
3P Journeys, LLC – RECEIVED 7/20/2018	
Question #55	On page 55 of the ITN, in section V (Mandatory Requirements) and sub-sections F and F (1), it states that "If the Respondent does not currently conduct business with the Department, it is mandatory that the Respondent submit Attachment R (Client Contact List) with a minimum of three clients contacts.... (1)... Clients are expected to businesses or other organizations and cannot be parents/guardians, students, or minor." If an organization has only worked with parents/guardians, students, and/or minors and has not conducted business with other businesses, the organization will not be able to provide a Client Contact List identifying other businesses as clients. Would this be grounds for disqualification & stop the forward movement with the ITN? If not, what are alternative options to satisfy this requirement?
Answer #55	If a Respondent is unable to provide information and/or documentation as required in the ITN, then their reply will be deemed nonresponsive and they will not move forward for evaluation. There is no exception to this requirement.