

Request for Proposal (RFP)

ADDENDUM #10631

March 07, 2019

RFP Number: 10631

RFP Services: Request for Proposals (RFP): The Department of Juvenile Justice (Department or DJJ) is seeking Respondents 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, tutoring, academic assistance, life skills training, job internships, learning to live violence-free, family engagement, recreational program, substance abuse intervention, education enhancement, and other services that will support prevention and intervention of youth from the juvenile justice system.

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 underscore, reference or **highlighting**.

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

DATE	TIME	ACTION	WHERE
Monday, March 11, 2019	1:00 PM EDT	Technical Assistance Conference Call	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 231929878#
Thursday, March 21, 2019	2:00 PM EDT	Proposals due and opened	Attention: Terence Blakely Department of Juvenile Justice Bureau of Procurement and Contract Administration 2737 Centerview Drive, Suite 1102 Tallahassee, FL 32399-3100
Wednesday, April 3, 2019	10:00 AM EDT	Evaluation Team Briefing Conference Call (This meeting is open for	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 231929878# A recording of the Conference Call will be available at: http://www.djj.state.fl.us/partners/contracting/conference-

		public attendance)	calls within forty-eight (48) hours of the Briefing being concluded.
Tuesday, May 14, and Wednesday May 15, 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, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 231929878# when directed A recording of the Conference Call will be available at: http://www.djj.state.fl.us/partners/contracting/conference-calls within forty-eight (48) hours of the Debriefing being concluded.
Friday, June 7, 2019	C.O.B.	Anticipated date of posting of Notice of Agency Decision	MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_www.main_menu
Tuesday Friday , June 18 - 21 , 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).
Wednesday July 31, 2019		Anticipated Execution date	
Thursday, August 1, 2019		Anticipated Contract start date	

**REFERENCE:
UPDATE:**

Page 15, Attachment B, Section IV., K., Post Award Conference Webinar

~~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 for 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 Motivation Interviewing (MI) and Prevention Assessment Tool (PAT) training for the new 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: Terence Blakely, via E-mail at: Terence.Blakely@djj.state.fl.us, or Phone: (850) 717-2617.
- 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 XIII., Designation of Contract Under the Florida Single Audit Act

- A. All contracts with the Department are classified as either Recipient/Sub-Recipient, FSAA Exempt, or Vendor contracts. It is the Department's determination that this Contract is a **Recipient/Sub-Recipient** Contract, pursuant to Section 215.97, F.S. However, if the Respondent is a district school board, charter school, community college, public university, government outside of Florida, or a Federal agency, the Contract will be classified as FSAA Exempt, and the Vendor requirements will apply to the resulting Contract.
- B. Statutory and rule requirements for the Provider for these types of contracts are specified in Attachment G, Section VI. FINANCIAL AND TRANSACTIONS AUDIT REQUIREMENTS.

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:
 - a1. failure to submit a Corrective Action Plan (CAP) within specified time frame(s);
 - b2. failure to implement the CAP within the specified time frame(s); and/or
 - c3. 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 10631
Initial Questions Received
(Questions are presented in exact manner received.)

Questions from Gulfstream Goodwill Industries, Inc. (GGI) – Received on 1/29/19	
Question #1	The solicitation states that it is anticipated that 4 awards will be made in the South region. Please clarify that the maximum funding amount is \$125,000.00 per award and not a total of \$125,000.00 for all 4 awards combined.
<i>Answer #1</i>	The total annual maximum contract dollar amount is \$125,000.00 per contract.
Question #2	Are the costs of pro-social activities allowable budget expenses under this RFP? For example; transportation costs, supplies, entrance fees etc.
<i>Answer #2</i>	All expenditures under this Contract shall be in compliance with laws, rules and regulations applicable to expenditures of State funds, including but not limited to the Department of Financial Services Reference Guide for State Expenditures. Only allowable costs directly related to obligations incurred during the term of the Contract shall be reimbursed to the Provider. Transportation costs, and supplies may be potential allowable costs if services are directly related to the Contract.
Question #3	Are incentives an allowable budget expense under this RFP? For example; gift cards.
<i>Answer #3</i>	All expenditures under this Contract shall be in compliance with laws, rules and regulations applicable to expenditures of State funds, including but not limited to the Department of Financial Services Reference Guide for State Expenditures. Incentives are not considered an allowable cost.
Question #4	Are graduation costs allowable budget expenses under this RFP? For example; frames for certificates, trophies, and decorations. Graduation costs including but not limited frames for certificates, trophies, and decorations
<i>Answer #4</i>	All expenditures under this Contract shall be in compliance with laws, rules and regulations applicable to expenditures of State funds, including but not limited to the Department of Financial Services Reference Guide for State Expenditures. Graduation costs including but not limited to frames for certificates, trophies, and decorations are not considered allowable costs.
Question #5	Is food during pro-social activities, graduation celebrations, and snacks for the after-school component an allowable expense under this RFP?
<i>Answer #5</i>	All expenditures under this Contract shall be in compliance with laws, rules and regulations applicable to expenditures of State funds, including but not limited to the Department of Financial Services Reference Guide for State Expenditures. Food costs including but not limited to graduation celebrations, and snacks are not considered allowable costs.
Questions from Girls of Transformation Mentoring Program, Inc. – Received on 1/31/2019	
Question #6	Even though the grant will be given to 4 agencies. Can the agency apply for the grant in 2 different counties?
<i>Answer #6</i>	Yes. The solicitation anticipated four awards from the South region. The total annual maximum 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 provided on Pages 1 and 41 of the RFP and by the link directly below. http://www.djj.state.fl.us/docs/about-us/circ_region-key_map.pdf?sfvrsn=0

Tykes & Teens, Inc.- Received on 2/13/2019	
Question #7	I have a question regarding the RFP. Does an agency have to request the full amount, or could we request less?
Answer #7	A Respondent does not have to request the full award amount of \$125,000.00 for this RFP.
Quality Life Center – Received on 2/13/2019	
Question #8	If we are currently halfway through a 3-year contract with the State of Florida Dept. of Juvenile Justice for the same services covered by this RFP, can we still apply for this grant?
Answer #8	A current Provider may submit a proposal for RFP #10631. The Provider must demonstrate they will serve a newly recruited population or provide additional services to the existing population.
Question #9	If we can apply, can we write it with the assumption that the provisions of Attachment A, Paragraph 19 Contract Overlap will be applied? Specifically, since this RFP is largely the same, but with significantly more funding, should we complete Attachment J Price Sheet to cover the number of youth from the old contract plus additional youth under the assumption that the new contract will take over for the old (smaller) contract?
Answer #9	The provisions of Attachment A, Paragraph 19 addresses duplication of services related to state term contracts and not the resulting contracts from this RFP. Any proposals submitted and awarded from this RFP are separate and independent from current contracts with the Department. Proposals submitted for this RFP are required to meet all mandatory requirements which includes the submission of Attachment J – Price Sheet. The price must include all services, material and labor necessary to complete the Services to be Sought in Attachment I as described in this RFP and the Respondent's proposal.