

**STATE OF FLORIDA
DEPARTMENT OF CHILDREN AND FAMILIES
OFFICE OF CHILD WELFARE**



REQUEST FOR INFORMATION

**DELIVERY AND MANAGEMENT FOR THE STATE OF
FLORIDA'S DOMESTIC VIOLENCE PROGRAM**

RFI#: RFI20-100

Release Date: FEBRUARY 28, 2020

REQUEST FOR INFORMATION

Delivery and Management for the State of Florida’s Domestic Violence Program

RFI Advertisement Number: RFI20-100

Commodity Codes:

85910000	Mental health intervention or procedures
93141507	Social work administration services
93141503	Social planning services
85121607	Psychiatrist services

I. INTRODUCTION

The Department of Children and Families (Department) is issuing this Request for Information (RFI) to seek information from Respondents regarding the delivery and management of services for the state’s domestic violence program.

This RFI, as defined in ss. 287.012(22), Florida Statutes (F.S.), is for planning purposes only. This is not a solicitation for offers. Please monitor the Vendor Bid System (VBS) for any changes or notices prior to submitting a response. The information gathered from this RFI may be used to develop one or more competitive solicitations.

II. PURPOSE OF AN RFI

Rule 60A-1.042, Florida Administrative Code (F.A.C.), provides that an agency may request information by issuing a written RFI. Agencies are authorized to use an RFI in circumstances including, but not limited to, determining whether to competitively procure a commodity or contractual services, determining what solicitation process to use for a particular need, or researching general, special, and/or technical specifications for one or more competitive solicitations. A Respondent’s response to an RFI is not an offer and the agency may not use the Respondent’s submission to justify entering into a contract with that Respondent without otherwise complying with Chapter 287, F.S., and Rule 60A-1.042, F.A.C. Respondents submitting a response to an agency’s RFI are not prohibited from responding to any related subsequently advertised competitive solicitations.

III. BACKGROUND

Section 39.9035, F.S., requires the Department to implement, administer, and evaluate all domestic violence services provided by the certified domestic violence centers. The Department is seeking information from Respondents regarding the delivery and management of coordinated statewide services for the state’s domestic violence program.

Current funding supports a coordinated multidisciplinary approach to enhancing advocacy and improving the criminal justice system’s response to domestic violence, dating violence, sexual assault, and stalking crimes.

Florida’s forty-two certified domestic violence centers provide crisis intervention and support services to adult survivors of domestic violence and their children free of charge, twenty-four hours per day, seven days per week, three hundred sixty-five days per year. Services include emergency

shelter, twenty-four-hour crisis and information hotline, safety planning, counseling, case management, child assessment(s), referrals, education for community awareness, and training for law enforcement and other professionals. Many centers also provide legal and court advocacy, transportation, relocation assistance, life skills training, transitional housing, daycare, outreach services, rape crisis intervention, and prevention programs in local schools.

IV. GOAL

The Department is in search of solutions and options for the provision of federal and state funded domestic violence services across the state. Needs include the coordination of service delivery, monitoring, and quality assurance of all subcontracts.

Potential services may include, but are not limited to, the administration of contracts and grants, oversight of Florida's forty-two currently certified domestic violence centers, implementation of special projects, provision of training and technical assistance to the certified domestic violence centers and allied professionals, prevention, research and evaluation, and educational programs for professionals and the general public, while complying with both state statutory and federal requirements. Any services, subsequently provided under a future contract, would be provided statewide or regionally. The Department has divided the state into six regions. Additional information can be found at:

<https://www.myflfamilies.com/service-programs/domestic-violence/>.

V. RESPONSE

In furtherance of the goals listed above in Section IV., the Department is seeking responses to include the following:

A. Contact Information:

1. Primary contact;
2. Address;
3. Phone; and
4. Email.

B. Are you a [certified business enterprise](#) with the State of Florida?

C. Customer references, including any previous work with federal, state, or local government.

D. Please describe your organization's approach or solution to address the following domestic violence statewide service needs, including but not limited to:

1. What recommendations can be provided regarding the provision of services for the Florida Domestic Violence hotline?
2. What recommendations can be provided regarding the administration of temporary emergency shelters for survivors of domestic violence and their dependents?
3. What recommendations can be offered regarding the administration of shelter and outreach services for survivors of domestic violence?

4. What recommendations can be offered regarding the administration of counseling for domestic violence survivors and other identified survivor service needs available in shelters and in outreach settings?
5. What recommendations can be offered regarding the administration of needs assessments and referrals for any identified service needs of children residing in shelters and of those receiving outreach services, to include but not limited to addressing the behavioral, social, and emotional needs?
6. What recommendations can be offered regarding domestic violence services and referrals for additional services for survivors of domestic violence living in shelters and those receiving outreach services?
7. What solutions should the Department consider regarding preventative education services and the need for increasing community awareness?
8. What solutions or approaches should the Department consider regarding services related to the training for law enforcement personnel?
9. What solutions are recommended for administrative tasks consisting of maintenance of records (electronic and physical), confidentiality, and reporting requirements?

VI. RESPONSE SUBMISSION

Responses should address each request and question in Section V., point by point. Responses shall be submitted in portable document format (".PDF") labeled with Respondent's organization's name and the RFI number in the email subject line.

Submit one original electronic copy of the Response, and one electronic redacted copy (if applicable) to the Point of Contact, listed below, within the required date and time identified below. Please direct responses to the point of contact and email address identified below:

Jana Musgrove, FCCN, FCCM
Florida Department of Children and Families
1317 Winewood Blvd., Ste. 202-Q
Tallahassee, FL 32399-0950
Phone: (850) 717-4571
Jana.musgrove@myflfamilies.com

PLEASE NOTE: Any submitted materials are subject to the Public Records Act, Chapter 119, F.S.

VII. PROCESS

Responses to this RFI will be reviewed by the Department for informational purposes only and will not result in the award of a contract. The Department will review the responses to determine the feasibility of issuing one or more competitive solicitations for the defined products and services.

Any request for cost information is for budgetary purposes only. If necessary, the Department may ask to hold presentations with one or more Respondents.

Responding to the RFI does not prevent a Respondent from being eligible to contract with an agency pursuant to s. 287.057(17)(c), F.S.

VIII. PRESENTATIONS

After the Department receives responses to this RFI, and at the sole discretion of the Department, one or more Respondents may be selected to demonstrate to the Department the products and services relating to the information submitted in the Respondent’s RFI response. The purpose is to learn about the most current solutions available. This economy of presentation will be applied to all verbal discussions as well. The meeting moderator will be polite but direct to keep discussions on topic and will not allow the meetings to take on a sales tone. Respondents are encouraged to bring technical and legal representatives to the presentation meetings.

IX. TIMELINE

Listed below are important dates and times when actions should be taken or completed. If the Department finds it necessary to update any of the dates and, or times noted, it will be accomplished by an Amendment to the RFI. All times listed below are in Eastern Standard Time (EST) in Tallahassee, Florida.

Event	Date
Release of RFI	02/28/2020
Deadline to submit written inquiries	03/09/2020
Department’s response to written inquiries	03/13/2020
Deadline to submit responses and close of RFI	4:00 p.m., EST 03/24/2020

X. RFI QUESTIONS AND CONTACT

Respondents shall address all questions regarding this RFI in writing to the Point of Contact identified in Section VI. The Department will post answers to written questions on VBS as noted in Section IX., Timeline.

XI. CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION

If Respondent considers any portion of the documents, data or records submitted in response to this RFI to be confidential, proprietary, trade secret, or otherwise not subject to disclosure pursuant to Chapter 119, F.S., the Florida Constitution or other authority, the Respondent must mark the document as “Confidential” and simultaneously provide the Department with a separate redacted copy of its response and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Department’s RFI name, number, and the name of the Respondent on the cover, and shall be clearly titled “Redacted Copy.” The Redacted Copy should only redact those portions of material that the Respondent claims are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

In the event of a request for public records pursuant to Chapter 119, F.S., the Florida Constitution or other authority, to which documents that are marked as confidential are responsive, the Department will provide the Redacted Copy to the requestor. If a requestor asserts a right to the Confidential Information, the Department will notify the Respondent such an assertion has been made. It is the Respondent's responsibility to assert that the information in question is exempt from disclosure under Chapter 119, F.S. or other applicable law. If the Department becomes subject to a demand for discovery or disclosure of the Confidential Information of the Respondent in a legal proceeding, the Department shall give the Respondent prompt notice of the demand prior to releasing the information, unless otherwise prohibited by applicable law. The Respondent shall be responsible for defending its determination that the redacted portions of its response are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

By submitting a reply, the Respondent agrees to protect, defend, and indemnify the Department for any and all claims arising from or relating to the Respondent's determination that the redacted portions of its reply are confidential, proprietary, trade secret, or otherwise not subject to disclosure. If Respondent fails to submit a redacted copy of information it claims is confidential, the Department is authorized to produce the entire documents, data, or records submitted to the Department in response to a public records request for these records.

XII. RESPONDENT COSTS

Respondents are responsible for all costs associated with the preparation and submission of the response, and any potential meeting to discuss this RFI. The Department will not be responsible for any Respondent related costs associated with responding to this request.

XIII. SPECIAL ACCOMMODATIONS

Any person with a disability requiring special accommodations to participate in the RFI shall contact the Department sole point of contact at the phone number provided in Section VI. at least five working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD). Certified Business Enterprises are encouraged to participate in the RFI process.