

Request For Proposal (RFP)

ADDENDUM #10579

May 15, 2018

RFP Number: 10579

RFP Services: The Department of Juvenile Justice (Department or DJJ) is seeking a Respondent to conduct on-site monitoring visits and provide technical assistance to the Department concerning the Juvenile Justice Delinquency Prevention (JJDP) Act and compliance-related issues to include onsite visits of facilities that have authority to securely detain juveniles; data verification; review of monitoring forms and tools; updating policy and procedure manuals; providing annual compliance reports, annual colocation reports, violation reports; and manual workshop agenda.

UNSPSC Code: 93141507

Subject: This Addendum contains an updated Calendar of Events; modifications to the resulting contract term and the Evaluator Debriefing Session language in Attachment B; and questions submitted by prospective Respondents and 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
<del>Thursday</del> May 24, 2018 <b>Monday,</b> May 21, 2018	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 1-888-670-3525 and enter code <b>4892626106#</b> when directed
Friday, June 1, 2018	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 1100 Tallahassee, FL 32399-3100
Tuesday, June 12, 2018	10:00 AM EDT	Evaluation Team Briefing 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 1-888-670-3525 and enter code <b>4892626106#</b> when directed  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.

Friday, June 29, 2018	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 1-888-670-3525 and enter code <b>4892626106#</b> when directed  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.
Thursday, July 19, 2018	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>
Saturday, September 1, 2018		Anticipated Contract start date	

**REFERENCE:  
UPDATE:**

**Page 13, Attachment B, Section IV., G., Evaluator Debriefing Session**

The Department will hold an Evaluator Debriefing Session at the date and time specified in the Calendar of Events. The purpose of the Debriefing Session is to allow evaluators an opportunity to discuss the merits of the proposals, including strengths and weaknesses, and identify **the page number(s) in the proposals where information relied on for assessing a score was found, record the scores assessed for the proposals** and review any information that may have been overlooked during independent review. ~~No scores will be discussed or recorded during the debriefing.~~ A recording of the call will be available on the Department's website (<http://www.djj.state.fl.us/Providers/contracts/conference-calls/index.html>) within 48 hours of the date listed on the Calendar of Events.

**REFERENCE:  
UPDATE:**

**Pages 16-17, Attachment B, Section XI., Contract Period And Renewal**

The resulting Contract is expected to begin on **September 1, 2018**, and shall end at **11:59 p.m. on August 31, 2023 August 31, 2021**. The Department may renew this Contract upon the same terms and conditions, the duration(s) of which may not exceed the term of the original contract, or ~~five~~ **three** years, whichever is longer. Exercise of the renewal option is at the Department's sole discretion and shall be contingent, at a minimum, upon satisfactory performance, the Provider's compliance with all of the Department's policies and procedures, subject to the availability of funds and other factors deemed relevant by the Department. Any costs incurred by the Provider for the renewal of this contract shall not be charged to the Department.

**REFERENCE:  
UPDATE:**

**Page 37, Attachment I, Section I., D., Service Limits**

Services will be limited to the service tasks specified within the resulting Contract from this RFP. Services will be delivered for a ~~five~~ **three** year period.

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 10579**  
**Questions Submitted by Prospective Respondents**  
**(Questions are presented in exact manner received.)**

<b>Questions from Correctional Management and Communications Group, LLC Received on 4/17/18</b>	
<b>Question #1</b>	What is currently in place by the Department of Juvenile Justice to provide monitors permission to enter and verify information and documentation in all identified facilities?
<b>Answer #1</b>	The Office of Juvenile Justice and Delinquency Prevention (OJJDP) ACT 2002 is designed primarily to enhance or maintain a state's ability to adequately monitor jails, detention facilities, and other facilities, to assure compliance.
<b>Question #2</b>	Is there a current documented monitoring universe? If not, will the information be provided to the Respondents for the development of a monitoring universe?
<b>Answer #2</b>	Yes. Exhibit 3 of the RFP. This exhibit is uploaded as a separate document under the solicitation number on the Vendor Bid System (VBS).
<b>Question #3</b>	Is the State Advisory Group in compliance with the OJJDP Act?
<b>Answer #3</b>	Yes. The State Advisory Group is in compliance with the OJJDP ACT.
<b>Questions from WestEd Received on 4/17/18</b>	
<b>Question #4</b>	Will the Department of Juvenile Justice consider proposals with alternate approaches using a technology solution to facilitate monitoring?
<b>Answer #4</b>	The Department will consider all proposals that meet the solicitation requirements as described in the RFP.
<b>Question #5</b>	Will the Department of Juvenile Justice consider proposals that exceed the stated budget limitations?
<b>Answer #5</b>	No. The Department will only consider proposals within the allotted annual contract amount.
<b>Question #6</b>	The proposal clearly articulates the expectations regarding the number of site visits per month and year. What is the Department of Juvenile Justice's expectations for the duration of an individual site visit (e.g., 2 hours, 1 full day)?
<b>Answer #6</b>	The Department's expectation is that compliance monitoring's are conducted on facilities within the Monitoring Universe are thorough, detailed, complete and accurate.
<b>Question #7</b>	Does the Department of Juvenile Justice anticipate the need to develop protocols or instruments for the site visits or are there existing site visit protocols or instruments that can be used?
<b>Answer #7</b>	The Department will provide existing forms/instruments for site visits.
<b>Question #8</b>	Is there an incumbent for this work?
<b>Answer #8</b>	Yes. The current provider is TrueCore Behavioral Solutions, LLC.
<b>Question #9</b>	The technical proposal is limited to 60 pages, but doesn't specify single or double spacing. The executive summary is limited to 3 pages, single spaced. Can the Department of Juvenile Justice clarify the spacing requirements for the remainder of the technical proposal?
<b>Answer #9</b>	There are no spacing requirements for the technical proposal.
<b>Question #10</b>	The unit price for a site visit is \$500. Can the Department of Juvenile Justice clarify what – if any – related costs (e.g., travel, protocol development, preparations, training, technical assistance) are included in that calculation?
<b>Answer #10</b>	The costs associated with site visits include: pre-visit notice and preparation, on-site visit and training and technical assistance. Please reference Attachment J, Price Sheet, on pages 28-29 of the RFP.
<b>Question #11</b>	The unit price for a desk audit is \$2000. Can the Department of Juvenile Justice clarify what – if any – related costs (e.g., protocol development, training, technical assistance) are included in that calculation?
<b>Answer #11</b>	The costs associated with desk audits include: monthly report reminders, receipt and review of data reports, violation reports, violation processing, technical assistance to agencies. Please reference Attachment J, Price Sheet, on pages 28-29 of the RFP.
<b>Question from Reed &amp; Associates Received on 4/24/18</b>	

<b>Question #12</b>	Is the proposed unit rates for Site Visits are to be inclusive of travel expenses or is there a separate travel expense line item?
<b>Answer #12</b>	Yes. Travel expenses are inclusive in the unit rate for site visits. Please reference Attachment J, Price Sheet, on pages 28-29 of the RFP for the maximum allowable rate for site visits.