

Request For Proposal (RFP)

ADDENDUM #1

September 25, 2018

RFP Number: 10620

RFP Services: This RFP is issued by the State of Florida, Department of Juvenile Justice (the Department) to solicit proposals from community, faith-based, not-for-profit organizations, LLC, and/or divisions of local government by County 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 services to address juvenile delinquency prevention efforts throughout the State of Florida through strategic educational awareness announcement training services on youth safety and preventing crimes against children.

UNSPSC Code: 93141500
93141507

Subject: This Addendum contains modifications to the Solicitation Information and Mailing Label in Attachment B.

Deletions are indicated by "strikethrough" or reference. Additions, updates or replacements are indicated by underscore, reference or **highlighting**.

REFERENCE: **Pages 14-16, Attachment B, Section VI., SOLICITATION INFORMATION**
UPDATE:

- A. The term "Provider" refers to:
1. "Provider" is defined to also include: any and all subsidiaries of the prospective Provider where the prospective Provider owns 80% or more of the common stock of the subsidiary; the parent corporation of the prospective Provider where the parent owns 80% or more of the common stock of the prospective Provider; and any and all subsidiaries of the parent corporation of the prospective Provider where the parent owns 80% of the common stock of the prospective Provider and the parent's subsidiaries.
 2. For all other purposes, the definition shall be as specified in Attachment A, 1.
- B. For the purposes of the Dun & Bradstreet SQR (if applicable): the proposing entity ("Provider") named in the Transmittal Letter and the DUNS number listed there must match the company name and DUNS number listed on the D & B SQR.
- C. ~~Respondents submitting a hard copy proposal shall submit the following:~~ **Respondents shall submit proposals in one of the following formats:**
1. Electronic Upload Proposal
 - a. The Department prefers Respondents to upload complete electronic proposals via the DJJ Bid Library, a private and secure online portal for solicitation documents, in SharePoint.
 - b. Respondents shall register for a DJJ Bid Library account by contacting the Procurement Manager for this RFP: Dominique Wimberly, via E-mail at: Dominique.Wimberly@djj.state.fl.us, or Phone: (850) 717-2606.
 - c. Respondents are required to register their email address for access to the DJJ 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>. This step must be completed first, prior to submitting the DJJ Bid Library registration request. The email address used to create the Microsoft account should be utilized in the registration request.
 - 3) Access to the DJJ Bid Library is granted by each user's specific Microsoft account. Your organization may elect to register a single or general Microsoft account for all submissions. This allows multiple users, with the Microsoft account log-in information, to view each other's uploads to the DJJ Bid Library. It also allows other users to edit and delete each other's uploads. This is the method recommended by the Department.
 - 4) If your organization elects to register multiple users with individual Microsoft accounts, each user will not be able to view, edit, or delete each other's submissions. If two users with individual accounts upload the same document, the Department will use the most current version of the document (within the established due date/time), even if there are multiple uploaded versions of the same document.
 - 5) Once registered, the access link to the DJJ Bid Library will be emailed (Sent from reply@sharepointonline.com. Check Spam, Clutter, or Junk folder).
- d. Electronic proposals shall be uploaded to the DJJ Bid Library no later than the due date and time specified in the calendar of events for this RFP. Any and all documents uploaded, edited, or modified in any way after this date and time will be deemed non-responsive.
 - e. The Department will use the most current version of a document (within the established due date/time) uploaded to the DJJ Bid Library even if there are multiple versions of the same document.
 - f. The complete proposal which contains Volumes 1 and 2 shall be saved in Microsoft Word and/or Excel. The signed transmittal letter (Volume 1, Tab 1), Attachment C (Volume 1, Tab 2), and Attachment J (Volume 2, Tab 1) are the only documents which can be saved in a PDF format. The Attachment H – Budget August 2018 (Volume 2, Tab 2) must be submitted in Excel at a minimum.

OR

2. ~~Hardcopy & Electronic Proposal~~ **With CD-ROM Proposal**
 - a. An original (which shall be identified as "Original" on the cover, and shall bear an original signature(s) on the Respondent's Transmittal Letter) and six copies of the Respondent's Volume 1 proposal.
 - b. An original (which shall also be identified as "Original" on the cover and shall bear an original signature(s) on

- Attachment H – Budget August 2018, and two copies of the Respondent’s Volume 2 proposal.
- c. A CD-ROM that contains the complete proposal (Volumes 1 and 2) saved in Microsoft Word and/or Excel. The signed transmittal letter (Volume 1, Tab 1), Attachment C (Volume 1, Tab 2), and Attachment J (Volume 2, Tab 1) are the only documents which can be saved in a PDF format. The Attachment H – Budget August 2018 (Volume 2, Tab 1) must be submitted in Excel at a minimum. It is the intention of the Department to use the CD-ROM for purposes of electronic storage of the submission, so it must contain the complete proposal.
3. Additional instructions concerning proposal submission:
 - a. Use of legible reproductions of signed originals is authorized for all copies of the proposal unless specifically noted.
 - b. E-mail submissions are not permissible.
 - c. See instructions for proposal preparation in Attachment B, Section XX and submittal information in Attachment B, Section III.
 - d. Evaluation and review of the proposal will be based solely on information and documents submitted in the copies of Volumes 1 and 2, unless otherwise indicated in the RFP.
 - e. All dates in this procurement, and other RFP requirements, are subject to change. Modifications of the schedule or changes to the RFP shall be provided through addendum or informational notice, and posted on the website identified above. Prospective Respondents are responsible for checking the website for any changes.

REFERENCE:
UPDATE:

Page 23, Attachment B, Section XX., H., Mailing Label (Corresponding table)

<p>DJJ SOLICITATION NUMBER 10620</p> <p>DATE DUE: FRIDAY, SEPTEMBER 28, 2018 THURSDAY, OCTOBER 11, 2018 AT 2:00 PM EDT</p> <p>ENVELOPE/BOX # _____ OF _____ ENVELOPE(S)/BOX(ES)</p> <p>Florida Department of Juvenile Justice Bureau of Procurement and Contract Administration Attention: Dominique Wimberly, Procurement Manager 2737 Centerview Drive, Suite 1100 Tallahassee, Florida 32399-3100</p>

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: _____