

**SOLICITATION CONFERENCE AGENDA
REQUEST FOR PROPOSAL (RFP) #10631
INVEST IN CHILDREN PROGRAM, SOUTH REGION**

Thursday, February 7, 2019 @ 10:00 a.m. EST

**Florida Department of Juvenile Justice
Knight Building
2737 Centerview Drive
Tallahassee, Florida 32399-3100**

**For Conference Attendance by Telephone
Call #1-888-585-9008 and enter Code 231929878# when directed**

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.

- 1. Introductions**
Terence Blakely, Procurement Manager
- 2. Opportunity for Any Questions/Discussion from Prospective Respondents**
All verbal questions discussed during the Solicitation Conference must be submitted in writing for an official Department response. Additional questions for submission after this conference is concluded must be submitted in writing to the Procurement Manager identified in the table below by **5:00 p.m. EST on Thursday, February 14, 2019.**
- 3. Review of Calendar Deadlines (All listed times are local time (Eastern Daylight/Standard Time) in Tallahassee, Florida)**

Friday, February 8, 2019	2:00 PM EST	Deadline to request link and register for the Webinar	To participate in the Webinar, please email the Procurement Manager the anticipated date of participation and request the link to register for the Webinar at: Terence Terence.Blakely@djj.state.fl.us
Monday, February 11, 2019	9:00 AM EST	After-School/Summer Program Webinar	Knight Building, Department Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 The Respondent must register for the After-School/Summer Program Webinar prior to the date of the Webinar. To register for the Webinar, please email the Procurement Manager at: Terence.Blakely@djj.state.fl.us with the anticipated date of participation to receive the link for registration for the Webinar.
OR			
Wednesday February 13, 2019	1:00 PM EST		
Thursday, February 14, 2019	C.O.B.	Final Date and time deadline written questions will be accepted Deadline for	Send to Terence.Blakely@djj.state.fl.us

		Submission of Intent to Submit a Proposal / Bid (Attachment N)	
Thursday, March 7, 2019	C.O.B.	Anticipated date that answers to written questions will be posted on the web site	MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_www.main_menu
Monday, March 11, 2019	1:00 PM EST	Technical Assistance Conference Call	Bureau of Procurement and Contract Administration Knight Building, Department 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

4. Closing Statements

Nothing discussed during the solicitation conference will augment or change the specifications of the RFP. Any Department changes to the specifications and the Department's formal answers to all questions will be posted in the form of an addendum to the RFP document on the MyFlorida.com website at http://www.myflorida.com/apps/vbs/vbs_www.main_menu. Prospective Respondents should monitor the site for each particular RFP.

NOTICE TO ALL ATTENDEES: The Department will accept oral questions during the solicitation conference and will make a reasonable effort to provide answers at that time. Impromptu questions will be permitted and spontaneous answers provided; however, the Department will issue a written answer ONLY to questions subsequently submitted in writing. Any information communicated through oral communication shall not be binding on the Department and shall not be relied upon by any prospective Respondent.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of this solicitation and the end of the seventy-two (72) hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the procurement documents. Violation of this provision may be grounds for rejecting a response.

Any person with a qualified disability shall not be denied equal access and effective communication regarding any proposal/proposal documents or the attendance at any related meeting or proposal/proposal opening. If accommodations are needed because of a disability, please contact me, Terence Blakely at (850) 717-2617 at least two business days prior to the meeting.

**RFP 10631
 INVEST IN CHILDREN – SOUTH REGION
 Questions Submitted by Prospective Respondents
 (Questions are presented in exact manner received.)**

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>	
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>	
Question 3	Are incentives an allowable budget expense under this RFP? For example; gift cards.
<i>Answer 3</i>	
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>	
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>	
Girls of Transformation Mentoring Program, Inc. – Received on 1/31/19	
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>	