

REQUEST FOR PROPOSAL (RFP)

ADDENDUM #1

May 1, 2019

RFP Number: 10638

RFP Services: The Department seeks proposals to provide Supervised Release Tracking services on a twenty-four (24) hour per day, seven days per week basis throughout the state in eighteen (18) of Florida's twenty (20) Judicial Circuits, starting October 1, 2019, as specified in Attachment I, Services to be Sought. The Department intends to contract for services in the Department's Northwest Region, Northeast Region, Central Region and South Region.

NOTE: This is a new service to the Department and is contingent upon allocation of new funding in the General Appropriations Act of Fiscal Year 19/20, State of Florida.

UNSPSC Code: 93141500 – Social development and services
93141507 – Social work administration services
52161518 – Global positioning system GPS receiver

Subject: This Addendum contains questions submitted by prospective Respondents and the Department's answers; updates to the RFP language; and adds revised Exhibits 1, 2, 3, and 4, dated April 2019.

Deletions are indicated by "strikethrough". Additions, updates or replacements are indicated by underscore. All changes are highlighted yellow for quick reference.

All references to "Attachment J" are hereby stricken and replaced with "Attachment J (Revised)".

REFERENCE: Pages 11-12, Attachment B, Section IV., A., Calendar of Events (table)

UPDATE:

DATE	TIME	ACTION	WHERE
Thursday, May 16, 2019	2:00 PM EDT	Proposals due and opened	Attention: Michele Cunniff Department of Juvenile Justice Bureau of Procurement and Contract Administration 2737 Centerview Drive, Suite 1100 Tallahassee, FL 32399-3100
Wednesday, May 29, 2019	9:00 AM EDT 8:00 AM CDT	Evaluation Team Briefing Conference Call (This meeting is open for public attendance)	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 801-658-293 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 Briefing being concluded excluding weekends and holidays.

Monday, June 17, 2019	10:00 AM EDT 9:00 AM CDT	Evaluation Team Debriefing Conference Call (This meeting is open for public attendance)	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 801-658-293 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 excluding weekends and holidays.
Thursday, August 8, 2019 Thursday, July 18, 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, October 1, 2019		Anticipated Contract start date	

REFERENCE: Page 18, Attachment B, Section XIV., Funding Amount and Estimated SRT Personnel by Region

UPDATE: Below is the anticipated funding amount for each Regional Contract and a total amount of SRT personnel per Region. Funding shall include all costs necessary to provide services and staffing as required in Attachment I.

REGION	# OF SRT Personnel	MAXIMUM ALLOCATION OF FUNDING BY REGION
Northwest	10 7 Trackers plus 1 Regional Manager	\$437,040.00 \$499,136.17
Northeast	10 7 Trackers plus 1 Regional Manager	\$437,040.00 \$499,136.17
Central	29 20 Trackers plus 1 Regional Manager	\$1,264,680.00 \$1,342,531.91
South	22 13 Trackers plus 1 Regional Manager	\$959,760.00 \$888,395.74
Total	74 47 Trackers plus 4 Regional Managers/Total 51 staff	\$3,098,520.00 \$3,229,199.99

Based on the above allocations, the Department has determined the need for initial SRT personnel by Circuit as follows; however, staff shall be flexed within the Region as required by the Department and indicated by actual youth placed on Supervised Release:

REGION	CIRCUIT	# of SRT Trackers	REGION	CIRCUIT	# of SRT Trackers	
Northwest Region Plus 1 SRT Regional Manager	Circuit 1	5 3	Central Region Plus 1 SRT Regional Manager	Circuit 6	6 3	
	Circuit 2	2		Circuit 9	7 4	
	Circuit 3	1				
	Circuit 14	2 1		Circuit 10	4 3	
** No SRT services are needed for Circuit 3				Circuit 12	2	
				Circuit 13	6 4	
				Circuit 18 (Brevard County Only)	3 4	
Northeast Region Plus 1 SRT Regional Manager	Circuit 4	3 2		South Region Plus 1 SRT Regional Manager	Circuit 11	3 2
	Circuit 5	2			Circuit 15	3 2
	Circuit 7	2			Circuit 17	5 3
	Circuit 8	2 1	Circuit 19		3 2	
			Circuit 20		7 4	
			** No SRT services are needed for Circuit 16			

REFERENCE: Page 31, Attachment J, #1-Price Sheet, Supervised Release Tracking Personnel, Northwest Region

UPDATE: Attachment J (Revised), #1-Price Sheet, Supervised Release Tracking Personnel, Northwest Region

REFERENCE: Page 32, Attachment J, #2-Price Sheet, Supervised Release Tracking Personnel, Northeast Region

UPDATE: Attachment J (Revised), #2-Price Sheet, Supervised Release Tracking Personnel, Northeast Region

REFERENCE: Page 33, Attachment J, #3-Price Sheet, Supervised Release Tracking Personnel, Central Region

UPDATE: Attachment J (Revised), #3-Price Sheet, Supervised Release Tracking Personnel, Central Region

REFERENCE: Page 34, Attachment J, #4-Price Sheet, Supervised Release Tracking Personnel, South Region

UPDATE: Attachment J (Revised), #4-Price Sheet, Supervised Release Tracking Personnel, South Region

REFERENCE: Page 53, Attachment I, Section III., A., 1., Contacts/Monitoring/Follow-up - All Youth

UPDATE:

- a. The Respondent's SRT personnel shall track and monitor youth on Supervised Release status, to include their daily activities and ensure compliance with the rules and conditions of supervision.
- b. The Respondent's SRT personnel shall make the following contacts per youth:
 - 1) HD: One face-to-face contact per week, per youth
 - 2) IHD: Five Three face-to-face contacts per week, per youth
 - 3) IHDw/EM: Five Three face to face contacts per week, per youth, plus follow-up/response to all EM violation alerts as soon as possible but no later than within twenty-four (24) hours of notification of the alert.

- c. All SRT contacts must be documented in the Juvenile Justice Information System (JJIS) Case Notebook Module with Supervised Release selected as the note type.
- d. The Respondent's SRT personnel shall attend detention hearings in Circuit Court to complete initial contact requirements and install Global Positioning System (GPS)/EM devices (when applicable).
- e. The Respondent's personnel shall attend weekly Supervised Release Review Committee meetings to provide performance updates to Circuit Management and participate in the decisions regarding continued supervision standards for the youth assigned.
- f. The Respondent's SRT personnel shall respond to violations of supervision in accordance with the following: Supervised Release Continuum Guidelines (Revised April 2019) (Exhibit #1), Supervised Release Home Detention Guidelines (Revised April 2019) (Exhibit #2), Supervised Release Intensive Home Detention Guidelines (Revised April 2019) (Exhibit #3) and Supervised Release Intensive Home Detention with Electronic Monitoring Guidelines (Revised April 2019) (Exhibit #4). Compliance with Draft policies and any updates made by the Department is required. Violations and responses shall be reported via email within twenty-four (24) hours of becoming aware. Email notifications shall be sent to the assigned Juvenile Probation Officer (JPO) and the JPO supervisor. A weekly summary of violations shall be reported either verbally and/or in writing during the weekly Supervised Release Review Meeting.
- g. The Respondent's SRT personnel shall obtain input from the supervising JPO, parent/guardian, and youth related to performance and continued supervision. The Respondent's SRT shall provide an overview to the Supervised Release Review Committee of the youth's performance during the previous week. The group will also discuss the court ordered release date to ensure the SRT personnel is aware of the supervision end date.
- g h. Some actions, (such as new offenses or abscond) shall result in immediate violations. Other actions (such as late arrival to school or EM cell signal lost) shall require investigation to determine willfulness before determining how to respond.
- i. Upon the supervision end date, probation staff shall update the JJIS to reflect the youth has been removed from supervised release.

**REFERENCE:
UPDATE:**

Pages 56-57, Attachment I, Section III., C., 1., Staffing Levels

- a. Staffing Levels shall be based on the number of youth on Supervised Release in each geographical area. The number of SRT personnel is outlined in the table below. The Respondent must maintain the minimum number of SRT Trackers needed to meet the following SRT Trackers to youth ratios which are based on the projected number of youth on each level of Supervised Release for the Regional coverage area. The Respondent shall maintain the appropriate level of contacts and staff to youth ratio as deemed necessary for the changing population.
 - 1) HD: One face-to-face contact per week, per youth: Ratio of one SRT Tracker to ~~twenty five (25)~~ forty (40) youth.
 - 2) IHD: ~~Five~~ Three face-to-face contacts per week, per youth: Ratio of one SRT Tracker to ~~twelve (12)~~ twenty (20) youth.
 - 3) IHDw/EM: ~~Five~~ Three face to face contacts per week, per youth plus follow-up/response to all EM violation alerts as soon as possible but no later than within twenty-four (24) hours of notification of the alert. Ratio of one SRT Tracker to ~~twelve (12)~~ twenty (20) youth.
- b. For each Region, the number of staff required to perform services is outlined below. The Department does not have a preference of males or females for SRT personnel.

Position Titles	Total # of Full-Time Equivalent (FTE) by Region	Maximum Weekly Hours (per position)	Maximum Annual Hours
Northeast Region SRT Trackers	97	40	2,080 (per position)
Northwest Region SRT Trackers	97	40	2,080 (per position)
Central Region SRT Trackers	2820	40	2,080 (per position)
South Region SRT Trackers	2113	40	2,080 (per position)
Regional Program Director/Coordinator One per Region	4	40	2,080 (per position)

REFERENCE:**Exhibit 1, Supervised Release Continuum Guidelines****DELETE:**

Delete the Exhibit in its entirety.

ADD:

Exhibit 1, Supervised Release Continuum Guidelines (Revised April 2019) (uploaded as separate document for the RFP)

REFERENCE:**Exhibit 2, Supervised Release Home Detention Guidelines****DELETE:**

Delete the Exhibit in its entirety.

ADD:

Exhibit 2, Supervised Release Home Detention Guidelines (Revised April 2019) (uploaded as separate document for the RFP)

REFERENCE:**Exhibit 3, Supervised Release Intensive Home Detention Guidelines****DELETE:**

Delete the Exhibit in its entirety.

ADD:

Exhibit 3, Supervised Release Intensive Home Detention Guidelines (Revised April 2019) (uploaded as separate document for the RFP)

REFERENCE:**Exhibit 4, Supervised Release Intensive Home Detention with Electronic Monitoring Guidelines****DELETE:**

Delete the Exhibit in its entirety.

ADD:

Exhibit 4, Supervised Release Intensive Home Detention with Electronic Monitoring Guidelines (Revised April 2019) (uploaded as separate document for the RFP)

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 Respondent within seventy-two (72) hours, excluding Saturdays, Sundays, and state holidays, after the filing of the notice of protest by the Respondent. 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: _____

(Questions are presented in exact manner received.)

Attenti Electronic Monitoring – RECEIVED 04/03/19

Question #1	RFP 10638 does not include bidding to be the electronic monitoring equipment manufacturer/vendor, correct?
Answer #1	That is correct. RFP 10638 does not include bidding to be the electronic monitoring equipment manufacturer/vendor.

CJIS Group, LLC – RECEIVED 04/04/19

Question #2	What is the estimated cost of the Supervised Release Tracking Statewide?
Answer #2	The Department does not have an estimated cost, it is up to interested Respondents to determine their own costs for service delivery as specified in the RFP. The dollar amount available for each Region is outlined in the RFP. The total statewide funding is the total of the Regional amounts.

Question #3	Has the Department allocated funding for the Supervised Release Tracking Statewide yet? If so, through which source (budget, CIP, state/federal grant, etc.)? If no funding is secured, which sources will be sought and when? If utilizing a grant, would you be able to specify which one?
Answer #3	As stated in the RFP, "This is a new service to the Department and is contingent upon allocation of new funding in the General Appropriations Act of Fiscal Year 19/20, State of Florida." If funding is not secured, the Department will revisit how to obtain the services, including utilizing Department staff.

Question #4	When does the Department want this solution to be implemented by?
Answer #4	As stated in the RFP, the desired start date of the Contract is October 1, 2019, which includes implementation of services.

Question #5	What other systems will have to integrate or interface with the Supervised Release Tracking Statewide, and what vendor provides each system?
Answer #5	There is no integration of any system with Supervised Release Tracking Services. The Supervised Release Tracking Services staff will have access to the Department's contracted Electronic Monitoring system (contracted with BI, Inc.) and staff will enter information in the Department's Juvenile Justice Information System (JJIS).

Question #6	Does the Department need to replace or upgrade any of the integrated systems in the next 5 years? If so, which system and when?
Answer #6	See answer to Question #5. There are no integrated systems to update.

Question #7	What vendor provides the current Solution? When does the contract expire?
Answer #7	This is a new service, as specified in answer #3 above. If you are referring to the Department's Global Positioning Satellite System/Electronic Monitoring system, that is not the purpose of the Supervised Release Tracking Services RFP.
Question #8	At the point of the closure, who will be the technical point of contact for the Supervised Release Tracking Statewide project?
Answer #8	There is no technical point of contact for this service.
Question #9	Does the Department anticipate any professional or consulting services may be needed through separate procurements to accomplish this effort? (i.e. project planning/oversight, PM, QA, IV&V, staff augmentation, implementation services etc.)? If so, what services does the Department desire and how do they anticipate to procure?
Answer #9	No, those functions are not needed for this specified service.
Question #10	Who were the respondents to RFI #10633?
Answer #10	The Department received two responses. One from Southwest Key Programs, Inc., and the other from Seminole County Sheriff's Office.
Question #11	Aside from this solicitation, is the Department looking into any other technology projects within the next 3 years? If so, what kind? <ul style="list-style-type: none"> ▪ What are the drivers for these project(s)? ▪ How does the Department plan to procure the potential project(s)? ▪ When does the Department want them to be implemented?
Answer #11	No, the Department does not have any future technology projects at this time. The Vendor Bid System should be monitored for future competitive solicitations.

**ATTACHMENT J (REVISED)
#1 - PRICE SHEET
SUPERVISED RELEASE TRACKING PERSONNEL
NORTHWEST REGION**

SUPERVISED RELEASE TRACKING PERSONNEL – NORTHWEST REGION				
<u>Personnel</u>	<u>Quantity</u>	<u>Hourly Rate Proposed*</u>	<u>Total Annual Hours not to exceed</u>	<u>Total Annual Price</u>
Supervised Release Tracking Trackers	97	\$ _____	2080 per position	\$ _____
Regional Program Director/Coordinator	1	\$ _____	2080 per position	\$ _____
Total Annual Maximum Proposed Amount				\$ _____
Maximum Allowed Price for Services (May Not Exceed This Total)				\$437,040.00 \$499,136.17

***NOTE: In Leap Year, the # of hours for each position will be increased by eight hours. This extra day/hours will be reflected in the resulting Contract for each Leap year.**

INSTRUCTIONS:

- 1) Enter the Hourly Rate Proposed for each personnel position type: Then multiple the Quantity x the Hourly Rate Proposed x the Total Annual Hours not to exceed per position type for the Total Annual Price.
- 2) Total the Total Annual Price for each position type into a Grand Total Annual Price for Services as Proposed.
- 3) NOTE: Total Annual Maximum Proposed Amount should not exceed the Maximum Allowed Price for Services for each Region.

NAME: _____ **TITLE:** _____

COMPANY: _____

E-MAIL ADDRESS: _____

TELEPHONE NUMBER: _____

SIGNATURE: _____ **DATE:** _____

**ATTACHMENT J (REVISED)
#2 - PRICE SHEET
SUPERVISED RELEASE TRACKING PERSONNEL**

NORTHEAST REGION

SUPERVISED RELEASE TRACKING PERSONNEL – NORTHEAST REGION				
<u>Personnel</u>	<u>Quantity</u>	<u>Hourly Rate Proposed *</u>	<u>Total Annual Hours not to exceed</u>	<u>Total Annual Price</u>
Supervised Release Tracking Trackers	97	\$ _____	2080 per position	\$ _____
Regional Program Director/Coordinator	1	\$ _____	2080 per position	\$ _____
Total Annual Maximum Proposed Amount				\$ _____
Maximum Allowed Price for Services (May Not Exceed This Total)				\$437,040.00 \$499,136.17

***NOTE: In Leap Year, the # of hours for each position will be increased by eight hours. This extra day/hours will be reflected in the resulting Contract for each Leap year.**

INSTRUCTIONS:

- 1) Enter the Hourly Rate Proposed for each personnel position type: Then multiple the Quantity x the Hourly Rate Proposed x the Total Annual Hours not to exceed per position type for the Total Annual Price.
- 2) Total the Total Annual Price for each position type into a Grand Total Annual Price for Services as Proposed.
- 3) NOTE: Total Annual Maximum Proposed Amount should not exceed the Maximum Allowed Price for Services for each Region.

NAME: _____ **TITLE:** _____

COMPANY: _____

E-MAIL ADDRESS: _____

TELEPHONE NUMBER: _____

SIGNATURE: _____ **DATE:** _____

**ATTACHMENT J (REVISED)
#3 - PRICE SHEET
SUPERVISED RELEASE TRACKING PERSONNEL**

CENTRAL REGION

SUPERVISED RELEASE TRACKING PERSONNEL –CENTRAL REGION				
<u>Personnel</u>	<u>Quantity</u>	<u>Hourly Rate Proposed*</u>	<u>Total Annual Hours not to exceed</u>	<u>Total Annual Price</u>
Supervised Release Tracking Trackers	28 20	\$ _____	2080 per position	\$ _____
Regional Program Director/Coordinator	1	\$ _____	2080 per position	\$ _____
Total Annual Maximum Proposed Amount				\$ _____
Maximum Allowed Price for Services (May Not Exceed This Total)				\$1,264,680.00 \$1,342,531.91

***NOTE: In Leap Year, the # of hours for each position will be increased by eight hours. This extra day/hours will be reflected in the resulting Contract for each Leap year.**

INSTRUCTIONS:

- 1) Enter the Hourly Rate Proposed for each personnel position type: Then multiple the Quantity x the Hourly Rate Proposed x the Total Annual Hours not to exceed per position type for the Total Annual Price.
- 2) Total the Total Annual Price for each position type into a Grand Total Annual Price for Services as Proposed.
- 3) NOTE: Total Annual Maximum Proposed Amount should not exceed the Maximum Allowed Price for Services for each Region.

NAME: _____ **TITLE:** _____

COMPANY: _____

E-MAIL ADDRESS: _____

TELEPHONE NUMBER: _____

SIGNATURE: _____ **DATE:** _____

**ATTACHMENT J (REVISED)
#4 - PRICE SHEET
SUPERVISED RELEASE TRACKING PERSONNEL**

SOUTH REGION

SUPERVISED RELEASE TRACKING PERSONNEL – SOUTH REGION				
<u>Personnel</u>	<u>Quantity</u>	<u>Hourly Rate Proposed*</u>	<u>Total Annual Hours not to exceed</u>	<u>Total Annual Price</u>
Supervised Release Tracking Trackers	24 13	\$ _____	2080 per position	\$ _____
Regional Program Director/Coordinator	1	\$ _____	2080 per position	\$ _____
Total Annual Maximum Proposed Amount				\$ _____
Maximum Allowed Price for Services (May Not Exceed This Total)				\$959,760.00 \$888,395.74

***NOTE: In Leap Year, the # of hours for each position will be increased by eight hours. This extra day/hours will be reflected in the resulting Contract for each Leap year.**

INSTRUCTIONS:

- 1) Enter the Hourly Rate Proposed for each personnel position type: Then multiple the Quantity x the Hourly Rate Proposed x the Total Annual Hours not to exceed per position type for the Total Annual Price.
- 2) Total the Total Annual Price for each position type into a Grand Total Annual Price for Services as Proposed.
- 3) NOTE: Total Annual Maximum Proposed Amount should not exceed the Maximum Allowed Price for Services for each Region.

NAME: _____ **TITLE:** _____

COMPANY: _____

E-MAIL ADDRESS: _____

TELEPHONE NUMBER: _____

SIGNATURE: _____ **DATE:** _____