

**REQUEST FOR PROPOSAL (RFP)  
ADDENDUM #1  
February 1, 2022**

**RFP Number:** 10733

**RFP Services:** The Department requires auditing services in accordance with the Prison Rape Elimination Act (PREA) standards, for juvenile residential and detention facilities. The PREA auditing services are to include independently observing, assessing, reviewing, and reporting on the Department's implementation and compliance with the PREA National Standards. The PREA auditing cycle is from August 20 – August 19 each year. The PREA audits being proposed must be conducted between August 20 – August 19 of the audit year.

**UNSPSC Code:** 86101709

**Subject:** No questions were received for this Addendum from potential Respondents, and this Addendum contains revisions to the RFP language and Calendar of Events.

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

**REFERENCE:** **Pages 7-8, Section VI., B., 1., b., PREA Auditor Qualifications**  
**UPDATE:** All PREA Auditors shall meet the minimum requirements per the DOJ's Auditor qualifications **and the PREA Auditor Handbook**.

**REFERENCE:** **Pages 12-13, Attachment B., Section IV., A., Calendar of Events**  
**UPDATE:**

DATE	TIME	ACTION	WHERE
Monday, February 21, 2022  <b>Tuesday, February 1, 2022</b>	5:00 PM EST	Anticipated date answers to written questions will be posted on the website	MyFlorida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs_www_main_menu">http://www.myflorida.com/apps/vbs/vbs_www_main_menu</a>
Friday, February 25, 2022  <b>Tuesday, February 8, 2022</b>	5:00 PM EST	Deadline for Respondents to request access to the Bid Library	Send to <a href="mailto:Whittney.Thomas@fldjj.gov">Whittney.Thomas@fldjj.gov</a> See Section VI., C., 1., b. & c., below for Bid Library information.
Monday, February 28, 2022  <b>Wednesday, February 9, 2022</b>	5:00 PM EST	Deadline for Submission of Intent to Submit a Response (Attachment N)	Submit to the Bid Library.

DATE	TIME	ACTION	WHERE
Monday, March 14, 2022  <u>Tuesday, February 15, 2022</u>	2:00 PM EST	Proposals Due and Opened - Conference Call	Telephone 1-888-585-9008 and enter code-620-232-328# when directed.
Tuesday, March 29, 2022  <u>Thursday, February 24, 2022</u>	10:00 AM EST	Evaluation Team Briefing Conference Call  (This meeting is open for public attendance via telephone)	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 620-232-328#.  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, excluding weekends and holidays.
Thursday, April 14, 2022  <u>Monday, March 28, 2022</u>	10:00 AM EDT	Evaluation Team Debriefing Conference Call  (This meeting is open for public attendance via telephone)	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-585-9008 and enter code 620-232-328#.  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 48 hours of the Debriefing being concluded, excluding weekends and holidays.
Monday, May 23, 2022  <u>Thursday, May 12, 2022</u>	5:00 PM EDT	Notice of Intended Award	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>
Friday, July 15, 2022		Anticipated Contract Start Date	

REFERENCE: Page 32, Attachment F., Section I., D., Application of Points  
UPDATE:

	Maximum Points
<b>Written Proposal Evaluation Criteria</b>	
A. PREA Auditing and Services Sought	30
A.1. Methodology and Sampling Size Utilized	45
A.2. Frequency and Completion of Tasks	30
B. Managements Approach to Plan, Control and Manage the Services	30
B.1. Organizational Structure and Oversight	30
C. Staffing Required to Deliver Services	15
C.1. Qualifications and Licensure of Management and Key Personnel	15
C.2. Training and Certification	15
D. Schedule and Performance of Audit Activities	75
E. Implementation of Services	75
E.1. Timeline of Proposed Activities of Services and Deliverables	45
<b>TOTAL MAXIMUM POINTS AVAILABLE - WRITTEN PROPOSAL RESPONSE</b>	<b>405</b>

REFERENCE: Page 51, Attachment P, D., Written Evaluation Questions/Considerations  
UPDATE:

**D. Schedule and Performance of Audit Activities**

The Respondent shall outline the Schedule of Audit Activities to ensure the assigned facilities are accurately assessed for compliance through conducting on-site inspections, observing programs and activities, interviewing pertinent administrators, professional staff, juvenile residential program staff, detention staff and contractors, individually-interviewing a sampling of youth; reviewing a sampling of videotapes from residential and detention facilities, conducting detailed reviews of youth records and other pertinent documents and reports.

*(Weight: 25– Maximum Score: 75)*

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 section 120.57(3), Florida Statutes (F.S.), and chapter 28-110, Florida Administrative Code (F.A.C.). 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 section 120.57 (3), F.S., 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, F.S. Written notices, formal requests and proceedings must conform to the requirements set forth in chapter 28-110, F.A.C.

Any person who files an action protesting a decision or intended decision pertaining to contracts administered by the department or agency pursuant to section 120.57(3), F.S., 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 section 120.57(3), F.S. 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: \_\_\_\_\_

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