

DCF RFP 2021 012
Baker Act Reporting Center
Vendor Questions and Answers

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 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.

| | RFP Section | Page # | Question | DCF Response |
|---|--|--------|---|---|
| 1 | 4.1-4.3 | 10 | <p>Per section 4.1, Proposals are presented in a single electronic file (max attachment capacity 100MB). This instruction is different from past mail in paper DCF submission responses where the vendor would submit two binders titled "Proposal Response" and "Financial Response" to include TABS for each section.</p> <p>Please verify that both the "Proposal Response" and "Financial Response" should be created within one .pdf file (<100MB) using the .pdf "bookmark" function to identify the sections as labeled in section 4.2 and 4.3.</p> | <p>Proposals should be submitted as one .pdf file, as specified in Section 4.1 if the file size does not exceed 100MB.</p> <p>If the file size exceeds 100MB, the proposal may be submitted as 2 separate emails, with a description in the subject line clearly labeling each submission as: Email 1: <insert vendor name> - RFP 2021 012 Proposal Submission 1 of 2 Email 2: <insert vendor name> - RFP 2021 012 Proposal Submission 2 of 2).</p> |
| 2 | Appendix V | 22 | <p>What are the expectations for travel? Will staff of the Baker Act Reporting Center be expected to travel to Tallahassee in person or to other meetings in person?</p> | <p>The Department reserves the right to negotiate the final terms of the contract resulting from this RFP.</p> <p>The specifications of the RFP do not require travel or in-person meetings and due to the COVID-19 pandemic, the Department encourages vendors to utilize alternative web-based meeting platforms (e.g., Zoom, Microsoft Teams or GoToMeeting) or hosting teleconference calls.</p> <p>While travel is not exclusively prohibited, the vendor may propose travel for the Department's consideration. Any proposed travel costs must be justified in the proposal budget and narrative (Appendices V and VI) and must comply with the Department's operating procedures detailed in CFOP 40-1 and the State's requirements specified in section 112.061, F.S.</p> |
| 3 | Appendix IX CF Standard Contract Part 2 of 2, Exhibit E | 31 | <p>Is the Department open to negotiating the description, parameters, and formulas to be used for the development of the performance measures?</p> | <p>The Department reserves the right to negotiate the final terms of the contract resulting from this RFP. Therefore, vendors may propose alternative performance measure descriptions, parameters and formulas for the Department's consideration. Any proposed deviation from the RFP specifications must be accompanied by a detailed justification.</p> |
| 4 | Appendix IX CF Standard Contract Part 2 of 2, Section E- 1.6 | 33 | <p>Per section E-1.6, "A minimum of 90% of reports shall be submitted in a Department approved written format. The written format for reports shall be submitted on time, grammatically correct, and containing current and correct information.</p> <p>Does format mean the document type, such as Word or InDesign?</p> <p>Is it the intent of the Department that the vendor develops the format that shall be approved or does the Department has a specific format or template already developed and available and acceptable to use for reports?</p> | <p>As specified in section C-2.5 of the CF Standard Contract Part 2, for each report, the provider shall develop a template for Department approval. These reports shall be developed and submitted in Microsoft Word. The design of the reports shall be a collaborative effort between the Department and the provider, to ensure the reports satisfy the needs of the Department and direction from Department leadership. The final design and content of each report must be approved by the Department.</p> |