

**ADDENDUM #002 AND RESPONSES TO WRITTEN INQUIRIES
INVITATION TO NEGOTIATE
DOMESTIC VIOLENCE SERVICES**

Solicitation Number: DCF ITN 2021 023

Solicitation Title: Domestic Violence Services

Response(s) Due Date: June 23, 2021

Addendum Number: 002

Addendum Date: June 14, 2021

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.

The enclosed information has been provided for consideration in the preparation of your response to **DCF ITN 2021 023 – Domestic Violence Services**. The Department received the attached vendor questions and provided responses; this document is hereby incorporated into this solicitation *(all changes are highlighted in yellow)*.

Change 01:

1.2 Background

The following is a breakdown of funding by source:

- Training and Technical Assistance budget available is approximately \$520k and supports seven positions.
- The Legal Services budget available is \$520k and supports three positions, plus an annual contract for access to an HR Legal Hotline for all centers for \$20k.
- The Domestic Violence Hotline budget available is \$550k and supports seven positions, plus approximately \$150k in related communications, translating, and technology costs.
- Additionally, there is \$310k available that previously supported administrative costs. The totals noted include salaries, taxes, benefits, and all other related operating costs such as office rent, supplies, travel, etc.

Responses to Written Inquires:

Vendor Question #	Vendor	ITN Section	Question	DCF Response
1	Ounce of Prevention Fund of Florida	1.2 Background	Please confirm that the ITN total funding amount is up to \$1.9 million per year and not \$1.9 over the three-year period.	\$1.9m is the total annual amount of funding.
2	Ounce of Prevention Fund of Florida	4.2.6.A. Training and Technical Assistance	Who is the intended audience of training and technical assistance? Is it domestic violence centers only or will it include STOP funding recipients (criminal justice agencies for example), child welfare agencies, and other community agencies?	Refer to CF Standard Contract Part 2, Section C-2.
3	Ounce of Prevention Fund of Florida	4.2.6.A. Training and Technical Assistance	Should applicants for the Training and Technical Assistance funding include training and technical assistance for the domestic violence advocates that are working in child welfare offices or will this function remain at DCF?	Refer to CF Standard Contract Part 2, Section C-2.

4	Florida Council Against Sexual Violence	1.2	Of the \$1.9m available for this ITN, approximately how much is S.T.O.P. funding?	None of the noted \$1.9m is STOP funding. As stated in C-5.12. Funding Sources, this project is funded through the State of Florida general revenue and domestic violence trust funds. In the event that funding is made available from other sources, the Department reserves the right to utilize available funding in the best interest of the State.
5	Florida Council Against Sexual Violence	1.2	Of the S.T.O.P. funding included in this ITN, from which of the five required categories does it come?	See response to question #4.
6	Florida Council Against Sexual Violence	1.2	Which of the three areas included in this ITN will be supported, in part, with S.T.O.P. funding?	See response to question #4.
7	Florida Council Against Sexual Violence	1.2	How much funding currently supports the Technical Assistance and Training Services included in this ITN?	Refer to Section 1.2.

8	Florida Council Against Sexual Violence	1.2	How much funding is currently allocated to the legal services project, and from what sources? What is the breakdown of funding, by source?	<p>See question #4 for fund source. The following will be incorporated as a change to DCF ITN 2021 023, and is a breakdown of funding by source:</p> <ul style="list-style-type: none"> -Training and Technical Assistance budget available is approximately \$520k and supports seven positions. -The Legal Services budget available is \$520k and supports three positions, plus an annual contract for access to an HR Legal Hotline for all centers for \$20k. -The Domestic Violence Hotline budget available is \$550k and supports seven positions, plus approximately \$150k in related communications, translating, and technology costs. -Additionally, there is \$310k available that previously supported administrative costs. The totals noted include salaries, taxes, benefits and all other related operating costs such as office rent, supplies, travel, etc.
9	Florida Council Against Sexual Violence	1.2	How much funding currently supports the operations of the statewide DV hotline?	See response to question #8.
10	Florida Council Against Sexual Violence	Appendix IX Part 2 C-1.	Will the Department provide an example of an approved Project Deliverables Plan submitted by the previous provider?	No.
11	Florida Council Against Sexual Violence	Appendix IX Part 2 C-2.2.	Were the offerings in the existing training menu provided according to a calendar established by the previous provider? If so, please provide that calendar.	<p>There is no annually created schedule of events. For reference, currently scheduled trainings can be viewed at:</p> <p>https://www.myflfamilies.com/service-programs/domestic-violence/events.shtml</p>

12	Florida Council Against Sexual Violence	Appendix IX Part 2 C-2.4.	How many former FCADV staff does the Department currently employ to maintain the Child Welfare, Economic Justice, Homicide Reduction, Rural and Underserved, and Primary Prevention Programming statewide initiatives?	Each project has one dedicated staff.
13	Florida Council Against Sexual Violence	Appendix IX Part 2 C-2.8.	Were the results of the 2017 VAWA STOP survey used to develop materials, programs, or trainings to serve rural and underserved populations? If so, are they current or do they require updating?	Various statewide planning efforts were utilized to create past materials. Per Section 4.2.6 (A)(i), respondents are expected to describe any materials, publications, or tangible products the Vendor proposes to develop in association with training and technical assistance provision.
14	Florida Council Against Sexual Violence	Appendix IX Part 2 C-2.9.	When was the last time Primary Prevention Programming materials were updated?	They are updated annually.
15	Florida Council Against Sexual Violence	Appendix IX Part 2 C-3.1.3.	How are the Managing Attorneys and Legal Consultant positions funded? With what allocations?	See responses to questions #4 and #8.

16	Florida Council Against Sexual Violence	Appendix IX Part 2 C-3.1.2.	Who, or what agency, coordinates/oversees the IFP project funded with VOCA funding? Is the Legal Consultant responsible for all reporting and tasks under the IFP VOCA-funded Project?	<p>Per Section C-3.1.3. The Provider will maintain a minimum of two Managing Attorneys and contracts with a legal consultant to oversee the legal work of the IFP attorneys statewide through a Memorandum of Understanding. The Managing Attorneys provide electronic and telephonic research and litigation support, on-site technical assistance including observation of the attorneys in court proceedings, and coordinate webinars, learning exchanges and other training opportunities. The Managing Attorneys review IFP attorney monthly reports and track data to identify statewide trends, effective interventions and barriers victims face when seeking injunctions for protection.</p> <p>Depending on the specific reporting requirement and task, some may be the responsibility of the Legal Consultant r and some may be the responsibility of the individual centers.</p>
17	Florida Council Against Sexual Violence	Appendix IX Part 2 C-3.1.2.	Which programs currently receive IFP funding, and how much funding do they each receive?	See response to question #16. The specific funding levels for each center are contained in the contracts between the center and the OAG. Currently 33 of the 41 certified DV centers participate in the program.

18	Florida Council Against Sexual Violence	Appendix IX Part 2 C-3.1.3.	What legal management or case management system is currently in place to assist with coordinating the project? Will the vendor be required to utilize that system? How much are the annual costs of current system?	Individual program Managing Attorneys use their own legal management or case management systems. The Department does not have access to these systems.
19	Florida Council Against Sexual Violence	Appendix IX Part 2 C-3.3.	Who are the other service providers referenced in the STOP Implementation Plan?	The STOP Plan team includes diverse representation by Domestic Violence and Sexual Violence coalitions, certified domestic violence centers, rape crisis centers, culturally specific organizations, behavioral health providers, law enforcement, legal service providers, courts, prosecutors, survivors, and others.
20	Florida Council Against Sexual Violence	Appendix IX Part 2 C-3.1.3.	What are the job descriptions for the Managing Attorneys?	Refer to CF Standard Contract, Section C-3.1.3

21	Florida Council Against Sexual Violence	Appendix IX Part 2 C-3.1.3.	What is the role of the legal consultant? What is the job description?	The Legal Consultant supervises the two Managing Attorneys and provides the services outlined in Section C-3.2, except in the area of employment law, which is provided via a separate contract, referenced in response to question #8 and Section C-3.1.3.
22	Florida Council Against Sexual Violence	Appendix IX Part 2 C-3.2.1.	Are applicants required to submit MOU's with certified domestic violence programs along with their response(s) to this ITN?	Providing MOU(s) is not required in response to this ITN, however, will be required prior to services beginning.
23	Florida Council Against Sexual Violence	Appendix IX Part 2 C-3.2.1.	How many hours were spent providing legal advice and counsel in employment matters to certified domestic violence programs in SFY19-20?	This information is not available at this time, as it is not required to be tracked by the current Provider. If it becomes available, this information will be added to VBS at a later date. Respondents are not required to track and provide this information; however, it can be incorporated into a response for consideration.
24	Florida Council Against Sexual Violence	Appendix IX Part 2 C-3.2.2.	To how many subpoenas did DV legal staff respond in FY 2019-20 under the Legal Services Project?	The legal support team provides assistance with responses but does not respond directly to subpoenas.
25	Florida Council Against Sexual Violence	Appendix IX Part 2 C-3.2.2.	How many units of technical assistance and advice were providing to certified domestic violence program staff by legal staff with regard to subpoenas in SFY 2019-20?	In SFY 2019-20, there was an average of 4-5 units of technical assistance a month to certified domestic violence centers.

26	Florida Council Against Sexual Violence	Appendix IX Part 2 C-3.2.2.	In FY 2019-20, how many hours were spent providing technical assistance, including advice and counsel, by legal staff to certified domestic violence program staff in responding to subpoenas under this project?	In FY 2019 -20, approximately 2-5 hours were spent per response.
27	Florida Council Against Sexual Violence	Appendix IX Part 2 C-3.3.4.	How the Holistic Legal Services Projects are currently funded? Who are the partner legal aid providers?	The selected Provider(s) will not be responsible for managing this project, but will work in partnership with the current Provider, Florida Legal Services. The project is currently funded by the STOP Grant.
28	Florida Council Against Sexual Violence	Appendix IX Part 2 C-3.3.1.	What are the current Legal Clearinghouse Project Partnerships? That is, which legal services providers and domestic violence centers are partners on the project? How are they funded?	The selected Provider(s) will not be responsible for managing this project but will work in partnership with the providers. The following Providers are currently contracted with STOP grant funds: Americans for Immigrant Justice Brevard County Legal Aid Dade County Bar Association Faltemier Rogers, PLLC Gulf Coast Legal Services Heart of Florida Legal Aid Legal Aid of Manasota Legal Aid Society of Orange County Bar Association Legal Services of North Florida Northwest Florida Legal Services Three Rivers Legal Services
29	Florida Council Against Sexual Violence	Appendix IX Part 2 C-3.1.2.	What is the salary range for the 80 IFP Project Attorneys (entry level to the highest salary)?	These contracts are funded by the OAG directly to the centers.

30	Florida Council Against Sexual Violence	Appendix IX Part 2 C-3.1.3.	What are the salaries of the current Managing Attorneys?	The current Managing Attorneys are OPS employees and are paid \$47.91 and \$50.31 per hour.
31	Florida Council Against Sexual Violence	Appendix IX Part 2 C-3.3.1.	Who are the "DVP attorneys"? Are these the Managing Attorneys referenced elsewhere in the ITN?	Yes.
32	Florida Council Against Sexual Violence	Appendix IX Part 2 C-3.3.2.	Where is the Parent Attorney housed? How is this position funded, and at what salary? Will this position be supervised by the Provider selected by the Department?	This position is housed at Beacon Center in Volusia County and would be supervised by the Provider(s) selected. However, that this is a time-limited project and is currently scheduled to end June 30, 2022. Future funding will be dependent upon the result of the STOP Grant Implementation Plan. The current salary for the Parent Attorney at Beacon Center is approximately \$74k, however that salary is at Beacon Center's discretion.
33	Florida Council Against Sexual Violence	Appendix IX Part 2 B-4.2	Is the selected legal service provider expected to engage in litigation on behalf of certified domestic violence centers? Can this provision be subcontracted out?	The selected Provider(s) does not litigate on behalf of domestic violence centers. However, they are responsible for assisting a center's attorney in drafting motions related to subpoenas, researching, and drafting legal briefs.
34	Florida Council Against Sexual Violence	Appendix IX Part 2 B-4.2	Is there any limitation on providing legal research and litigation support to the IFP Project Attorneys? Does litigation support mean that the legal services provider can co-counsel with an IFP Attorney?	The Managing Attorneys do not co-counsel with the IFP attorneys. They do perform research, help draft motions, and assist with strategizing. They cannot engage in appeals.

			Can the legal provider engage in appeals with an IFP Attorney?	
35	Florida Council Against Sexual Violence	Appendix IX Part 2 C-3.3.4.	How much funding, and from what sources, is currently allocated to the Domestic Violence Legal Hotline?	See response to question #8.
36	Florida Council Against Sexual Violence	Appendix IX Part 2 B-9.	Does the Department expect the Provider to take over any pending litigation affecting services under this Contract? Will the budget be affected by the outcome of any pending litigation?	No. Managing Attorneys provide supervision only.
37	Florida Council Against Sexual Violence	Appendix IX Part 2 C-3.1.3	Who is the current legal consultant? Who are the current managing attorneys?	The current Legal Consultant is Nina Zollo (contracted through James Green) and the Managing Attorneys are Kristina Lawrence and Lisa Larmond.
38	Florida Council Against Sexual Violence	Appendix IX Part 2 C-3.1.3.	How much is the current contract for the Legal Consultant? How many hours are they allocated to this project?	The current contract is \$15k per month plus operating expenses. There are no specific hourly requirements, however, this should be considered a full-time position for planning purposes.
39	Florida Council Against Sexual Violence	Appendix IX Part 2 C-4.1.	Where is the dedicated hotline switchboard currently located? Will the call center software be made available for use by the Provider?	Tallahassee. Vendors may negotiate equipment.

40	Florida Council Against Sexual Violence	Appendix IX Part 2 C-4.1.	What is the current salary range for the hotline advocates and the position of Hotline Manager?	Advocates receive \$14.11 or higher an hour based on experience and language skill increase. The Domestic Violence Hotline Manager pay scale has been \$45-60k, depending on experience.
41	Florida Council Against Sexual Violence	Appendix IX Part 2 C-4.2	What is the current schedule for the six advocates and Hotline Manager providing 24-hour hotline coverage?	Schedules fluctuate based on need.
42	Florida Council Against Sexual Violence	Appendix IX Part 2 C-4.4.2.	Is a system for tracking the availability of shelter beds currently in place?	Yes.
43	Florida Council Against Sexual Violence	Appendix IX Part 2 C-5.3.3	Will the Department provide the last annual report submitted by the previous provider for the statewide domestic violence hotline?	A sample of this report can be found at: https://www.myflfamilies.com/service-programs/domestic-violence/docs/2019%20Hotline%20Report.pdf
44	Florida Council Against Sexual Violence	Appendix IX Exhibit G	What was the mutually agreed upon format for the Project Deliverable Plan and Monthly Activity Report (PDPMAR) approved for use by the previous provider?	Excel format.
45	Jay's Justice	Section 4.2.4.3.5	If we are a newly created agency, how do we respond to section 4.3.2 if we do not have 2 years of financials and have applied for and are awaiting 501c3 authorization	Two years of financial statements were requested to ensure financial stability and experience of the respondent. If unable to provide these documents, the organization is not eligible to provide the requested services.

	Jay's Justice	Exhibit B: Scope of Work B-3	The scope of work states that the hotline is currently housed in Tallahassee and should remain in this location” does this mean that we are required to contract with the current vendor? The scope also states that providers shall propose the location of the administrative and business office in response to the solicitation? Please clarify.	The statewide Domestic Violence Hotline is currently housed in Tallahassee with dedicated local staff. The selected Provider(s) will take over the Domestic Violence Hotline responsibilities. As stated in Section B-3, the hotline should remain in Tallahassee. However, respondents not located in Tallahassee, may submit information for consideration and negotiation. Respondents are to provide details concerning the number of facilities by geographic location in their response as required in Section 4.2.4.3.6, or description of means to complete services required by the ITN.
47	Jay's Justice	services. 4.2.6 b	In apply for Legal Services, the solicitation states that you may apply to “ provide or subcontract”, what legal services are the vendor required to provide other than the maintenance of the IPF project and HR and privilege and confidentiality for DV centers. If there are other services, how much needs to be allocated to these services.	Section 4.2.6(B)(a) with text similar to the question states, "Please include any legal services the Vendor currently provides or subcontracts to provide and how they may intersect with domestic violence services" Respondent is to provide information regarding any current related Domestic Violence legal services.