



**State of Florida
Department of Children and Families**

Rick Scott
Governor

Mike Carroll
Secretary

RESPONSE TO INQUIRIES

INVITATION TO NEGOTIATE (ITN)

ITN # SNR1819RS001

**Adult Education Services for
Refugees and Entrants in Miami-
Dade County**

ITN # SNR1819RS002

**Adult Education Services for
Refugees and Entrants in Broward
County**

DATE: April 24, 2018

TO: Prospective Vendors of ITN# SNR1819RS001 and ITN # SNR1819RS002

FROM: David Draper, Procurement Manager

SUBJECT: Vendor Questions and Departmental Responses

Question Set 1: (A) In regards to this solicitation (*Adult Education Services for Refugees and Entrants in Miami-Dade County*) is it only open to Public and Secondary Schools? Can Private Institutions apply as well?

(B) My inquiry relates to the definition of Public Postsecondary Institution on page 5. Barry University is a Private Postsecondary Institution that is accredited by the Southern Association of Colleges and Schools (SACs). We are listed under the link provided on page 5 of the ITN (<http://.sacscoc.org>) Can you let me know if Barry University is eligible to participate under this definition?

(C) Is there a definition provided for post-secondary institutions?

Response 1: Please see Addendum #3 (Section 1.1) as a response to these inquiries (links are provided below):

Miami-Dade ITN Addendum #3:

http://www.myflorida.com/apps/vbs/adoc/F26381_Addendum3MiamiDadeAEITNFinal.pdf

Broward ITN Addendum #3:

http://www.myflorida.com/apps/vbs/adoc/F26245_Addendum3BrowardAEITNFINAL.pdf

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Question Set 2: (Regarding Academic Advising) Can ‘Prior Learning Assessment’ be included as a service under ‘Academic Advising’ or ‘Additional Adult Education Services’?

Response 2: Yes, it can be proposed under either. Please see Section 3.2.9.5 and 3.2.9.11 of the Miami-Dade ITN and Section 3.2.9.5 and 3.2.9.10 of the Broward ITN. Please note, the examples listed under Supportive Services are not an exclusive list and ‘other supportive services’ may be proposed.

Question Set 3: (A) (In regards to the Broward Adult Education ITN) Can coordinated Career Certificate Training courses and Short-Term Vocation Training that will lead to employment and career advancement be offered under this contract?

(B) (In regards to the Broward Adult Education ITN) Are computer program certifications permissible as vocational training if they are completed in 12 months or less?

(C) (In regards to the Broward Adult Education ITN) Can evaluation/translation of diploma and credentials be included under “Supportive Services”?

(D) (In regards to the Miami-Dade Adult Education ITN) Can other relevant training include basic computer skills, basic financial skills, and/or entrepreneurship training/courses?

(E) (In regards to the Miami-Dade Adult Education ITN) Are fees for re-licensing, training, and testing an allowable expense?

Response 3: Please note, Section 3.2.9.10 of the Broward ITN lists ‘vocational training’ as a possible Additional Adult Education Service. The Department does not anticipate the need for additional vocational training services in Broward County at this time.

Per Section 3.2.9.11 and 3.2.9.12 of the Miami-Dade ITN and Section 3.2.9.10 and 3.2.9.11 of the Broward ITN, the Vendor may propose any adult education service or supportive service that would benefit the client, including the trainings, courses, and services mentioned in the questions above. However, during the negotiation phase, the Department will work to determine whether the proposed services are feasible, necessary, and allowable and that they do not duplicate services already offered in the community.

Regarding fees for re-licensing, training, and testing, in some cases the Department is able to devote limited funds to some of these costs. The Vendor may include these proposed costs in its reply and the Department will negotiate the feasibility, necessity, and allowableness of them.

Question Set 4: (A) For outreach purposes, how and when will we receive data of recent arrivals?

(B) (In regard to the performance measure that reads “At least ___ percent of new arrivals that are over the age of eighteen are enrolled in ELL courses within one year of arrival.”) Can the Department provide clarification on this measure? What mechanism would be used to provide Vendor access to names of new arrivals, so outreach could be done?

Response 4: If this particular performance measure is included in the final contract, the Department will provide the Vendor with a report on arrival numbers on a quarterly basis.

In most case the Department does not have access to the names/contact information of new arrivals. In other cases, the Department is not allowed to release that information.

The Vendor must commit to ensuring that a certain percentage of new arrivals are served during the reporting period.

Section 3.2.24.6 of the Miami-Dade ITN and Section 3.2.24.5 of the Broward ITN illustrate how this particular performance measure will be calculated. At the end of the reporting period, the Department will compare the number of new arrivals that the Vendor served with the number of new arrivals on the Department’s quarterly report(s) to see if the performance measure was met.

Question Set 5: (Regarding Section 3.2.24.2 of both the Miami-Dade and Broward ITNs, there were two questions about a typographical error related to a particular performance measure.)

Response 5: Please see Addendum #3 (Section 3.2.24.2) as a response to this inquiry (links are provided below):

Miami-Dade ITN Addendum #3:

http://www.myflorida.com/apps/vbs/adoc/F26381_Addendum3MiamiDadeAEITNFinal.pdf

Broward ITN Addendum #3:

http://www.myflorida.com/apps/vbs/adoc/F26245_Addendum3BrowardAEITNFINAL.pdf

Question Set 6: *(Section 4.2.5.D and 4.2.5.K of the Miami-Dade ITN and Section 4.2.5.D and 4.2.5.J of the Broward Adult Education ITN ask Vendors to submit copies of Pre-Test and Post-Test Assessment Instruments as attachments to the Vendor's Reply. In regards to this request, one Vendor submitted the following question):* Due to the owner's Privacy, Copyright, and Security Policy of test display and distributions, are the sample test offered by the owner sufficient?

Response 6: Yes.

Question Set 7: How many refugees are expected to come to Broward in 2018-2019?

Response 7: Unknown.

Question Set 8: Can classes be taught at the Department of Children and Families facility, another facility that you (DCF) have access to, or do we (the Vendor) have to rent a facility?

Response 8: The Vendor is responsible for procuring its own office and classroom space. The Department does not provide these facilities.

Question Set 9: (A) Is there an incumbent that takes care of the needs of refugees in Broward County?
(B) If so, can you share the name of the organization?

Response 9: In regards to Refugee Adult Education Services in Broward County, the Department currently contracts with Broward College to provide these services.

Regarding the other 'needs of refugees in Broward County', the Department currently contract with Youth Co-Op to provide refugee employment services, Church World Service to provide citizenship and immigration related employability services, Church World Service to provide integration assistance services, Youth Co-Op to provide youth services, and the Early Learning Coalition to provide child care services.

Question Set 10: Will we be able to get answers to these (submitted) questions or get a better idea of the program given that the objectives of the program are probably the same regardless of which county the refugees are dispersed to?

Response 10: In this 'Response to Inquiries' document, the Department is responding to all inquiries that it received before the stated deadline (April 17, 2018 at 5:00 PM).

Regarding the second part of this question, the Department contracts with a variety of providers throughout the state to provide adult education services to refugees in various counties. While all of these adult education programs have similar objectives, there may be some variances on delivery system and specific service depending on the needs of the population and/or county. Within these ITNs, the Department has described its desired adult education program along with both mandatory and optional tasks and objectives.

To learn more about other refugee adult education programs/contracts throughout the state, the Vendor has access to all state contracts on Florida's Accountability Contract Tracking System (FACTS) website (see link below).

<https://facts.fldfs.com/Search/ContractSearch.aspx>

Question Set 11: Is it necessary to refer clients to RS-funded employment services if the client is already employed?

Response 11: As stated in Section 3.2.9.9 of the Miami-Dade ITN and Section 3.2.9.8 of the Broward ITN, clients that have completed Level 3 ELI or above shall be referred to an RS-funded employment services provider (only with the client's approval as noted on the Client Release of Information form). Although the client may already be employed, the RS-funded employment services provider will work with that individual to assist them in obtaining better, higher-paying employment.

Question Set 12: (Regarding Section 1.6 of the Miami-Dade ITN) Miami-Dade College is preparing an application for submission; however, could the Department clarify the meaning of the language that states "Miami-Dade College will continue to provide adult education services"?

Response 12: Please see Addendum #2 (Section 1.6) of the Miami-Dade ITN as a response to this inquiry (link provided below):

http://www.myflorida.com/apps/vbs/adoc/F2532_Addendum2MiamiAEITN.pdf

Question Set 13: (A) (In regards to the Miami-Dade Adult Education ITN) Can the Performance Measure listed in Section 3.2.23.5 (At least ___ percent of vocational training courses ending for each client within a reporting period shall result in an Occupational Completion Point as validated by standardized assessment instruments) be revised to include “and/or a certificate of completion”? Thus, the performance measure would read “At least ___ percent of all vocational training courses ending for each client within a reporting period shall result in an Occupational Completion Point and/or a certificate of completion as validated by standardized assessment instruments.”

(B) Are we (the Vendor) allowed to modify the performance outcomes or do we need to include as additional performance outcomes and still respond to the ones stated?

Response 13: (A) No.

(B) Assuming that the Vendor means ‘performance measures’, Section 3.2.23 of both the Miami-Dade and Broward ITNs state that ‘Vendors are encouraged to propose other performance measures which may benefit the quality of service delivery’.

Question Set 14: The information being requested in Section 4.2.1 under letter “F” appears to be a duplicate (with the exception of the email address) of the information found in Section 4.2.1 under letter “D”. Can the Department provide clarification?

Response 14: Please see Addendum #3 (Section 4.2.1) as a response to this inquiry (links are listed below):

Miami-Dade ITN Addendum #3:

http://www.myflorida.com/apps/vbs/adoc/F26381_Addendum3MiamiDadeAEITNFinal.pdf

Broward ITN Addendum #3:

http://www.myflorida.com/apps/vbs/adoc/F26245_Addendum3BrowardAEITNFINAL.pdf

Question Set 15: (In regards to the Miami-Dade Adult Education ITN): Can this service unit (table) be revised to include “Certificates of Completion”?

Response 15: Per Section 4.2.5.S of the Miami-Dade ITN and 4.2.5.R of the Broward ITN, additional service units may be proposed.

Question Set 16: (A) (In regards to the Miami-Dade Adult Education ITN): Is there a page limit for Tab 5: Company Qualifications and Experience?

(B) (In regards to the Miami-Dade Adult Education ITN): Is there a page limit for Tab 6: Core Team Qualifications?

(C) (In regards to the Miami-Dade Adult Education ITN): In Section 4.2.7 of the ITN, Tab 4 is limited to 20 pages. Are there also page limits to Tab 5 and 6?

Response 16: There are no page limits in this ITN. See Addendum #3 (Section 4.2.2) of the Miami-Dade ITN (link provided below):
http://www.myflorida.com/apps/vbs/adoc/F26381_Addendum3MiamiDadeAETNFinal.pdf

Question Set 17: Should qualifications, credentials and resumes only be provided for positions directly associated with the project or for the entire leadership team of the organization?

Response 17: In Section 4.2.7 of both ITNs, the Department states that the Vendor must include resumes for 'key leadership personnel'. Key leadership personnel are those individuals directly associated with the project and those that supervise them.

Question Set 18: Can you provide a Word and Excel versions of the forms found in the appendices?

Response 18: See Section 4.3.3 of both ITNs.

Question Set 19: If the Vendor has worked with the Department before, how far back should the Vendor go when submitting audits, performance reviews, findings, and corrective action plans?

Response 19: Section 4.2.6 and Section 4.3.2.1 state the minimum amount of time a Vendor must 'go back' when submitting audits, performance reviews, findings, and corrective action plans. All negative findings must be reported over the past five (5) years. Department performance reviews/feedback must be provided focusing on the last two (2) years. Independent financial and compliance audits must be reported for the two (2) most recent fiscal years.

Question Set 20: Regarding the Broward Adult Education ITN, is there a requirement for vocational training or can we (the Vendor) bypass any mention of vocational training?

Response 20: In the Broward Adult Education ITN there is no requirement related to providing vocational training.

Question Set 21: Is the Standard Contract just for reference purposes or are we (the Vendor) expected to fill something out?

Response 21: The Vendor does not need to fill out any information in the Standard Integrated Contract Parts 1 or 2.

Question Set 22: Regarding possible changes in funding amounts, should we (the Vendor) expect funding to remain stable throughout the course of the contract or decrease in year 2 and 3 of the contract?

Response 22: As stated in both ITNs, due to the unpredictability of refugee arrival patterns, federal grant requirements, and federal grant award amounts, it is difficult to predict funding in year 2 and 3 of these contracts. The Vendor should be prepared for the possibility of a contract reduction. There is a significant potential for sizeable reductions in the number of new clients and funding.

Question Set 23: We (the Vendor) have locations in both Broward and Miami-Dade. Can we submit applications for both ITNs?

Response 23: Yes.

Protests and Disputes

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.

PLEASE BE GOVERNED ACCORDINGLY