

May 18, 2017

**BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA**

RFP #Y17-1088-LC

**SHORT TERM RESIDENTIAL SHELTER PROGRAM FOR
ADULT VICTIMS OF HUMAN TRAFFICKING**

ADDENDUM NO.1

This addendum is issued to provide clarifications/responses to questions received.

Question The RFP requires that the contracted provider provide three meals per day, clothing, toiletries, transportation to and from appointments, janitorial supplies/services, supervision, program materials, general program operational costs (computers, office equipment), etc. However, the FEE PROPOSAL FORM (page 27 of the RFP) does not allow these costs to be represented. It is our understanding that bidders are not permitted to make any modifications to the Fee Proposal Fee. Therefore, how can bidders capture these costs as these costs represent a significant amount of the budget needed to operate the program as described in the RFP?

Answer: The Bid Proposal Form RFP #Y17-1088-LC is replaced in its entirety with the Addendum No.1, Fee Proposal Form RFP #Y17-1088-LC.

Question It is our experience with populations such as the one targeted by this RFP that more than one staff person be on-site at any given time for a number of reasons. These individuals have complex needs are typically not emotionally stable and can have triggers that needs to be addressed at any given time. Periods where only one person would be on-site could create major concerns. Are the number of positions that are noted on the Fee Proposal Form: 1) a minimum number or staffing, or 2) the only staff the County will fund?

Answer: The staffing pattern is what County will fund. There are built in management, case management and clinical positions that also provide supervision.

Question While it appears the language requiring "armed security guards" in the original RFP was stricken from this RFP there is language that remains regarding security guards. Is this a requirement or an oversight that should have been deleted? - On page 4 of 9 of the license agreement attached to the RFP, *Section 11.2 Security Monitoring*, it states the "Licensee shall provide a private security guard for the License Area". If this is not an oversight that should have been deleted, is the private security guard considered one of the Direct Care Staff noted on the Fee Proposal Form, or is this in addition to the staffing listed on the Fee Proposal Form? If it is in

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Addendum No. 1

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addition to the staffing noted on the Fee Proposal Form where can the cost for the security guard be captured as again, we are not permitted to make modifications to the Free Proposal Form and the cost with providing security could be a significant cost. Also, is the private security guard required 24/7? What constitutes a private security guard?

Answer Yes, all language requiring an armed security guards is stricken for the RFP and the License Agreement.

Question How much total funding does the County have available for this project? For the first 6mth contract? Subsequent renewal year 1 (12 months)?

Answer The budget for the first six (6) months is \$375,000.

Question The RFP provides the County's facility located at 823 W. Central Boulevard as the location for the provision of the proposed services. It is my understanding the Orange County Juvenile Assessment Center (JAC) is located at this same property. Will any of the space be shared between the two programs? If shared, how will the juveniles and adult victims be separated.

Answer The space is not going to be shared. This program will be provided a separate entrance and program operating space. (Attachment E- Orange County JAC Floor Plan).

Question Does the facility come with any furnishings (i.e. beds, dressers, living area furniture, tvs, computers, desks, etc.) or is it the responsibility of the provider to provide? If it is the responsibility of the provider, how can these costs be requested as the Fee Proposal Form does not allow these costs to be captured? If the County has furnishings that convey with the award, can the County provide an inventory of the amounts and the amounts?

Answer Items have been purchased for this program. Each room is equipped with a bed, the dining room is furnished with table and chairs, and the living area has couches and chairs.

Question While it is understood that only Orange County residents or individuals arrested in Orange County can be served through this program, on page 25 of the RFP, the "provider may propose an alternate facility of their choice". If the provider chooses to propose an alternate provider owned facility to house the program, does the facility have to be located in Orange County?

Answer Yes.

Question Can we be provided a copy of the facility layout which designates which portion of the facility will be dedicated to the HT program versus the area dedicated to the JAC? What is the square footage of the area dedicated to the proposed HT program? How many bedrooms, bathrooms, how many group rooms, communal rooms, and offices are there dedicated to this program?

Answer The area has a total of 10 bedrooms, 2 bathrooms, 2 group rooms, 1 large communal room, 5 offices, and a kitchen/ dining area. The designated area is around 30,000 square feet. (Attachment E- Orange County JAC Floor Plan).

ACKNOWLEDGEMENT OF ADDENDA

- a. The bidder shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the proposal.

- b. Receipt acknowledged by:

Authorized Signer

Date Signed

Title

Name of Proposer

**FEE PROPOSAL FORM
RFP # Y17-1088-LC
ADDENDUM #1**

The Proposer shall provide all labor, equipment, manpower and other resources necessary to provide the services in strict accordance with the scope of services defined in this solicitation for the amounts specified in this Fee Proposal Form.

Proposals shall include the appropriate staff to meet the minimum qualifications as well as the proposed staffing model. Staffing levels shall provide for the services outlined in the proposal.

1. Personnel, Fringe and Indirect Costs

Position	Name*	Monthly Salary	Level of Effort	Total for six months.
(1) Program Manager		\$		\$
(2) Counselor		\$		\$
(1) Case Manager		\$		\$
(6) Direct Care personal		\$		\$
Fringe**		\$		\$
Indirect Cost		\$		\$
Operational costs		\$		\$
<i>*indicate 'to be selected' if not currently filled</i>			TOTAL	\$
<i>**provide a fringe benefit cost breakdown by fringe component</i>				

A minimum of one staff member shall be on site at all times.

Will you use your own facility? Yes_____ or No_____.

