

ADDENDUM ACKNOWLEDGEMENT FORM
Addendum No. 1

SOLICITATION NO.: 17-ITN-001-BM

SOLICITATION TITLE: Enterprise Grants Management Solution

OPENING DATE: February 7, 2017 at 3:00 P.M., EST

DATE: January 3, 2017

Please be advised that the following changes are applicable to the original specifications of the above referenced ITN:

Changes to the Specifications are indicated by underscore, deletions are indicated by a ~~strikethrough~~.

1. B.6, Calendar Events is hereby amended as indicated below:

Listed below is the calendar of important actions and dates/times by which the actions must be taken or completed. If DEO finds it necessary to change any of these dates/times, it will be accomplished by addendum. Time is stated in terms of local time in Tallahassee, Florida.

	Estimated Calendar of Events	Date and Time
1.	Date of Issuance and publication on the Florida Vendor Bid System website at: http://vbs.dms.state.fl.us/vbs/main_menu	12/22/2016
2.	Technical Questions due from prospective Respondents (Only e-mail inquiries will be accepted.)	1/9/2017, at 3:00 p.m. (Eastern Time)
3.	Anticipated Posting of Questions and Answers to the Florida Vendor Bid System website (via addendum) at: http://vbs.dms.state.fl.us/vbs/main_menu	1/16/2017 <u>1/17/2017</u>
4.	Intent to Submit Reply (Attachment K) is due to DEO (Submittal is not mandatory, but is strongly encouraged)	1/24/2017, at 3:00 p.m. (Eastern Time)
5.	Replies Due and Public Opening of Replies	2/7/2017, at 3:00 p.m. (Eastern Time)
6.	Public Meeting Respondent Evaluation Validation	3/7/2017, at 3:00 p.m. (Eastern Time)
7.	Anticipated Posting of Vendor Scores/Shortlist and Notice of Preliminary Demonstrations and Negotiations	3/7/2017
8.	Preliminary Demonstrations and Negotiations	3/22/2017 – 3/24/2017

9.	Public Meeting – Notice of Intent to Negotiate	3/28/2017, at 3:00 p.m. (Eastern Time)
10.	Anticipated Negotiations Round 1	4/4/2017 – 4/7/2017
11.	Anticipated Negotiations Round 2	4/18/2017 – 4/21/2017
12.	Provide BAFO Instructions	4/26/2017
13.	BAFO Due and Reviewed	5/1/2017, at 3:00 p.m. (Eastern Time)
14.	Public Meeting – Intent to Award Recommendation	5/9/2017, at 3:00 p.m. (Eastern Time)
15.	Anticipated Posting of Notice of Intent to Award	5/9/2017
16.	Anticipated Contract Start Date	5/16/2017

2. B.42, Negotiation is hereby amended as indicated below:

DEO will proceed to negotiate with one or more selected Respondents, based on the highest scores calculated during the evaluation phase described in Section B.40, Evaluation Criteria, as described below. The negotiations will not be open to the public, but will be recorded.

1. Notice of Intent to Negotiate.

DEO will electronically post a Notice of Intent to Negotiate by the date and time indicated in Section B.6, Calendar of Events for 72 hours (Saturdays, Sundays, and state holidays excluded) on the Vendor Bid System at the following website URL address: http://vbs.dms.state.fl.us/vbs/search.criteria_form.

2. Negotiation Meetings.

Pursuant to s. 286.0113(2) ~~(a)~~ **(c) 2**, F.S., negotiations between DEO and potential contractors resulting from an Invitation to Negotiate are exempt from s. 286.011, F.S. and, as such, are not open to the public. Negotiation meetings thus exempted must be completely recorded. No portion of the **exempt** meeting may be held off the record. **The recording is exempt from public disclosure until notice of an intended decision is posted or for twenty (20) days after the final competitive sealed replies are opened, whichever occurs earlier. The recording of, and any records presented at, the exempt meeting are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever occurs earlier.**

Negotiation meetings will be conducted in Tallahassee, Florida. DEO reserves the right to schedule negotiation meetings (including oral presentations) at a different location in the state, based on ITN replies and/or written requests received from Respondents for an additional meeting venue. DEO will distribute instructions and/or agendas in advance of each negotiation session. Representatives for each Respondent should plan to be available, without interruptions, for the entirety of the Respondent's scheduled negotiation meeting. DEO will require all project team leaders for this project to attend its Respondent's oral presentation.

3. Negotiation Methodology.

Negotiations will include the scope of work and related services to be provided by the Respondent until acceptable Contract terms are agreed upon, or it is determined that an acceptable agreement cannot be reached. This process will continue until DEO receives best and final offers from the participating Respondent(s). DEO reserves the option to resume negotiations that were previously suspended.

4. DEO Negotiation Rights.

DEO reserves the right to negotiate separately or concurrently with competing Respondents, as described herein. All ITN Respondents should be cognizant of the fact that DEO, upon completion of each step, reserves the right to select a Respondent or terminate the negotiations process without selecting a Respondent if DEO determines such action would be in the best interest of the State.

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.

***Authorized Representative's Signature**

***Typed Name and Title of Authorized Representative**

***This individual must have the authority to bind the Respondent.**