

Addendum #3
DFS OIT ITN 1718-04
Enterprise Financial System Support Services

Modifications

The following ITN sections have been modified, to clarify any references throughout the ITN to demonstrations, revise Section 3.6, Timeline of Events, and to modify ITN Attachment E, Intent to Respond. Changes are indicated by underscore, deletions are indicated by a ~~striketrough~~.

1. References to Oral demonstrations throughout the ITN.

Any references throughout the ITN made to “oral demonstrations” is deleted and replaced with “oral presentations” and all references to “demonstrations” are hereby deleted and replaced with “presentations.”

2. Attachment E, Intent to Respond is modified as follows. Respondents DO NOT need to re-submit Attachment E if they have already done so.

DEPARTMENT OF FINANCIAL SERVICES
INTENT TO RESPOND
DFS OIT ITN 1718-04
Attachment E

Vendors who wish to submit a Response to the Department’s DFS OIT ITN 1718-04 should complete and return this form by the deadline indicated in the Timeline of Events, ITN Section 3.6.

Vendor’s Full Legal Name: _____

Vendor’s Website Address: _____

Contact Person Name: _____

Contact Person Phone Number: _____

Contact Person Email: _____

After receipt of this form, the Department’s Procurement Officer will contact each vendor to tentatively assign the vendor to an available oral ~~demonstration~~ presentation slot. Available slots will be offered on a first-come, first-served basis. The Procurement Officer will contact vendors in the order in which the Intent to Respond forms were received and will make two (2) contact attempts for each vendor – once by phone, once by email – before moving to the next vendor on the list. Assignment of the vendor to a ~~demonstration~~ presentation slot does not guarantee that the vendor will be invited to meet with the Department. Only vendors that successfully submit a Responsive Response will be invited to ~~demonstrate~~ provide a presentation to validate their knowledge and experience to the evaluation team.

Oral ~~demonstration~~ presentation slots will be scheduled for ~~half day~~ two hour sessions after the deadline to submit written Responses. Vendors should ensure that all necessary personnel are made available on the days identified in the Timeline of Events. Vendors are encouraged to begin arranging travel schedules once assigned to a ~~demonstration~~ presentation slot, but

are cautioned that the dates in the ITN may change due to unanticipated events, or the vendor may not be invited to demonstrate **present** as explained above.

If a vendor makes the determination to withdraw from its ~~demonstration~~ **presentation** at any time prior to ~~demonstrations~~ **presentations**, the vendor is asked to notify the Procurement Officer that its assigned ~~demonstration~~ **presentation** slot is released and can be offered to other vendors.

3. 3.6 Timeline of Events.

The following schedule will be strictly adhered to in all actions relative to this solicitation. The Department reserves the right to make adjustments to this schedule and will notify anyone interested in the solicitation by posting an addendum on VBS. It is the responsibility of the Respondents to check VBS on a regular basis for such updates.

Timeline	Eastern Time (ET)	Event Date
ITN posted on the VBS	N/A	9/05/2017
Pre-Response bid conference: The meeting will be held at 200 East Gaines Street, Larson Building, Room 116, Tallahassee, Florida. Conference attendance for Respondents is highly encouraged, but not mandatory.	1:30 pm	10/19/2017
Deadline to submit questions electronically to Procurement Officer.	3:00 pm	11/02/2017
Anticipated date for the Department to post answers to Respondents' questions on VBS.	5:00 pm	11/30/2017
Deadline to submit Attachment E, Intent to Respond form electronically to the Procurement Officer.	5:00 pm	12/14/2017
Deadline to submit Responses and all required documents to the Department.	3:00 pm	2/08/2018
Response opening. 200 East Gaines Street Larson Building, Tallahassee, Florida.	3:30 pm	2/08/2018
Anticipated start date range for Respondent Oral Presentations Demonstrations	TBD N/A	TBD 3/01/2018
Public meeting for negotiation team to discuss recommended award.	TBD	TBD

Failure to file a protest within the time prescribed in section 120.57(3), F.S., 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, F.S.