



**Department of
Environmental Protection**

**Mandatory Pre-Reply Conference
Invitation to Negotiate
ITN 2019001
Park Business System**

**DEP Procurement
Division of Recreation and Parks (DRP)
Office of Technology & Information Services (OTIS)**



Housekeeping

Reminders

Sign in and complete all fields on the sign in sheet

Ensure that all cell phones are off or set to vibrate

This Conference is a public meeting & is therefore being recorded



Agenda

	Topics
1.	Opening and Introductions
2.	Overview – Purpose / Goals
3.	Timeline of Events
4.	Minimum Mandatory System Requirements Phase – Attachment I
5.	Instructions for Preparing Reply – Section 3.02
6.	Statement of Work – Section 4.00
7.	Price Sheet – Section 7.00
8.	Negotiation Phase – Section 2.08
9.	Evaluation Criteria – Section 2.10
10.	Limitation on Respondent Contact with Agency
11.	Wrap Up / Recording & Contact Information



Introductions

Name/Role	Representing
Gloriann McInnis Presenter	Procurement Officer
Mara Dombrowski Presenter	Division of Recreation and Parks
Rebecca Northup Project Management Questions	Office of Technology & Information Services
Adam Jones Technology Questions	Office of Technology & Information Services



Overview - Purpose

The purpose of this meeting is to provide an open forum for the DEP to review the Scope of Services and make clarifications regarding the Scope of Services, Solicitation Documents, contractual requirements, & other conditions or requirements that may, in any manner, affect the work to be performed.



Overview - Goals

DEP is interested in PBS technology solutions which can provide the following:

1. The primary functions of a CRS for
 - a. Camping and cabin reservations

2. A day-use POS system in an integrated, easy-to-use & highly accessible format
 - a. Park admission sales
 - b. Annual entrance pass sales
 - c. Equipment rentals
 - d. Facility rentals
 - e. Merchandise sales
 - f. Other park fees

Timeline of Events

Upcoming Events

Event	Date	Time (ET)	Location/Method
Pre-Reply Conference Addendum, on or about	04.09.19	-	Vendor Bid System
Vendor Questions Due	04.29.19	3:00 PM	Email to Procurement Officer
Questions & Answers, on or about	05.20.19	-	Vendor Bid System
Vendor's Minimum Mandatory System Requirements Response Form Due	06.03.19	-	Mail to Department: ITN 2019001- Minimum Mandatory System Requirements Response Bureau of General Services, Procurement Section 3800 Commonwealth Blvd, MS93 Tallahassee, Florida 32399-3000

Timeline of Events

Upcoming Events Continued

Event	Date	Time (ET)	Location/Method
Public Opening – Minimum Mandatory System Requirements Response Form	06.04.19	10:00 AM	Conference Room 153 3800 Commonwealth Blvd Tallahassee, Florida 32399-3000
Post Notice of Qualification, on or about	06.04.19	-	Vendor Bid System
Vendor Replies Due	07.22.19	3:00 PM	Mail to Department: ITN 2019001 Bureau of General Services, Procurement Section 3800 Commonwealth Blvd, MS93 Tallahassee, Florida 32399-3000

Timeline of Events

Upcoming Events Continued

Event	Date	Time (ET)	Location/Method
Public Opening – Vendor Replies	07.23.19	10:00 AM	Conference Room 153 3800 Commonwealth Blvd Tallahassee, Florida 32399-3000
Vendor References Contacted	07.29.19 – 08.02.19		By Phone by Department
Post Notice of Negotiation Decision, on or about	09.24.19	-	Vendor Bid System
Pre-Negotiation Site Visit	10.02.19	TBD	Wekiwa Springs State Park 1800 Wekiwa Cir. Apopka, FL 32712
Negotiations	10.14.19	TBD	Negotiations will be conducted in person in Tallahassee, FL



Timeline of Events

Upcoming Events Continued

Event	Date	Time (ET)	Location/Method
Best and Final Offers Due (BAFO)	11.27.19	10:00 AM	Email to Procurement Officer
Award Recommendation Meeting	12.16.19	10:00 AM	Conference Room 170 3800 Commonwealth Blvd Tallahassee, Florida 32399-3000
Intent to Award, on or about	12.17.19	-	Vendor Bid System

Minimum Mandatory System Requirements Phase Attachment I

Attachment I - Minimum Mandatory System Requirements

For each line item of the listed Minimum Mandatory System Requirements, Respondents must complete the column titled “Contractor Response: Degree of Fit/Level of Effort” using the guidance below.

- 1) Full Fit - Contractor offers the specified functionality and can deploy it immediately with no Delivery Period.
- 2) Customization - Contractor offers the indicated functionality which will be completed within the specified customization level of effort.
 - Customization: 1 – 12 Weeks
 - Customization: 13 – 24 Weeks
 - Customization: 25 – 36 Weeks
 - Customization: 37 – 52 Weeks
- 3) Not Offered - Contractor does not offer the specified functionality or items marked ‘Required’ that cannot be delivered within fifty-two (52) weeks or less.

Req #	Type	High Level Requirements	PM #	Specific Requirements	Drop down menu	Contractor Response: Degree of Fit/Level of Effort
1	Finance and Accounting	Provide and support, in a form acceptable under the Generally Accepted Accounting Principles as determined by the Governmental Accounting Standards Board and the American Institute of Certified Public Accountants, secure, integrated and standardized accounting reconciliation and monitoring functionality.	a	Ability for financial data to be recorded and reported in a real-time system.	Drop down menu	Full Fit Customization: 1-12 Weeks Customization: 13-24 Weeks Customization: 25-36 Weeks Customization: 37-52 Weeks Not Offered
			b	Ability for financial data to be made simultaneously accessible to various groups or individuals identified by DEP.		
			c	Ability to provide for multiple levels of accountability and review during close-out process, including, but not limited to the reconciliation of actual cash deposits to POS transactions, and reconciliation of actual credit card sales to POS transactions.		
			d	Ability to set permissions so base level staff cannot see system calculated totals while closing out daily financials (to prevent fraud).		
			e	Ability to assign, allow, and restrict staff from performing financial adjustments.		

Instructions for Preparing Reply

Section 3.02

Volume	Name	Copies
Volume I	Business Volume	One (1) Original
Volume II	Technical Volume	One (1) Original
Volume III	Operational Volume	One (1) Original
CD/DVD/USB	Electronic Copy of entire Reply	1 copy of each Volume

Instructions for Preparing Reply Continued

Section 3.02(a) – Volume I, Business Volume

Volume I	Business Volume
Tab A	Executive Summary – no more than 5 pages and do not include pricing information
Tab B	Solicitation Forms – must complete and include the forms identified in this section
Tab C	Disclosures and Attestations
Tab D	Client Reference Form(s) – must include reference form for 3 customers of similar scope and size
Tab E	Audited Financial Statements – must submit most recent three (3) years of independently audited financial statements or most recent three (3) years of CPA reviewed financial statements
Tab F	Price Sheet


A background image of a dense forest with sunlight filtering through the trees.

Instructions for Preparing Reply Continued Section 3.02(b) – Volume II, Technical Volume

Volume II	Technical Volume
Tab A	Solution Summary
Tab B	Project Organizational Chart
Tab C	Project Schedule and Implementation Approach
Tab D	Project Key Personnel
Tab E	Project Management Approach
Tab F	Communication Approach
Tab G	Quality Assurance Approach
Tab H	Risk Management Approach
Tab I	Issue Management Approach
Tab J	Change Management Approach

Instructions for Preparing Reply Continued Section 3.02(c) – Volume III, Operational Volume


Volume III	Operational Volume
Tab A	Central Reservation Service
Tab B	Point of Sale and In-Park Camping and Lodging Check-In System
Tab C	Administrative and Reporting Web Application
Tab D	Hardware and Software Support
Tab E	End-User Hardware
Tab F	Training Plan
Tab G	Optional Automated Entry Solution
Tab H	Additional Optional Solutions



Statement of Work Section 4.00

The Contractor will be expected to implement the Park Business System as described in the ITN documentation


1. The Contractor shall begin work within fourteen (14) calendar days after issuance of the Contract or on the agreed upon date between DEP and the Contractor.
2. Upon execution of the Contract, the Contractor will be responsible for conducting Requirements and Configuration Confirmation sessions to ensure complete and thorough implementation of DEP specific requirements. The ITN System Requirements have been outlined in Attachment G – Requirements Document. This document outlines all of the system capabilities/requirements, performance standards, and other contractual requirements for the PBS.
3. The Contractor shall deploy all outcomes as specified in the Contract so that the system is operational no later than the implementation date agreed upon between DEP and Contractor.



Statement of Work Section 4.00

Implementation Phase

Project Management Plan	System Component Test Plan
Ongoing Status Reporting and Performance Reviews	Release and Deployment Plan
Security and Risk Management Plan	Training Plan
Requirements and Confirmation Document	System Support Services
Solution Design Package	Call Center Services
Data Conversion/Migration Plan	UAT, Project Acceptance, Successful Deployment
Infrastructure Configuration and Operations Management Plan	



Statement of Work Section 4.00

Operational Phase

Warranty Period


System Operation and Support

Post-Production Operations Reporting

Service Level Agreement Performance Standards

Post Production Consulting Services

Technology Refresh



Statement of Work Section 4.00

Closure Phase

Exit Transition Plan

Transfers of data and digital assets

Participation in meetings, planning and training to successfully transition to any subsequent entity



Statement of Work Section 4.00

Reporting Requirements

The Contractor shall be required to provide on-demand real-time and regular batch reporting on activity, including, but not limited to device, user account, facility, District and Statewide.



Statement of Work Section 4.00

Hardware Requirements

The Contractor shall provide, maintain, and support all of the hardware needed for the implementation of the Solution to support POS, various types of reservations, and the overnight accommodations check-in process at Parks locations statewide (Hardware).

Price Sheet

Section 7.00

PRICE SHEET TABLE 1: REVENUE PRICING

Implementation (Year 1), Initial Contract Term (Years 2-6) and the Renewal Contract Term (Years 7-12)

	Respondent's Percentage Fee	Estimated Annual Revenue
Year 1 (Initial Term – Implementation)		\$0.00
Years 2-6 (Initial Term – Operation/Maintenance)	%	\$55,000,000.00
Years 7-12 (Renewal Term – Operation/Maintenance)	%	\$55,000,000.00

PRICE SHEET TABLE 2: TASK ORDER-BASED HOURLY CONSULTING SERVICES

Consulting services in excess of 2000 post-production hours for additional configuration and customization of the product.

Consultant Position Title (Additional rows may be added.)	Rate Per Hour for Initial Contract Term (Years 2-6)	Rate Per Hour for Renewal Contract Term (Years 7-12)
Insert title	\$ _____	\$ _____
Insert title	\$ _____	\$ _____
Insert title	\$ _____	\$ _____
Total:	\$ _____	\$ _____

Evaluation Criteria

Section 2.10

Numerical Score	Evaluation Word	Description
5	Superior	Reply exhaustively addresses the evaluation criterion or demonstrates extraordinary capability and/or experience related to the criterion.
4	Excellent	Reply extensively addresses the evaluation criterion or demonstrates exceptional capability and/or experience related to the criterion.
3	Acceptable	Reply adequately addresses the evaluation criterion or demonstrates sufficient capability and/or experience related to the criterion.
2	Fair	Reply minimally addresses the evaluation criterion or demonstrates nominal capability and/or experience related to the criterion.
1	Poor	Reply inadequately addresses the evaluation criterion or demonstrates limited capability and/or experience related to the criterion.
0	Missing	Reply does not address the evaluation criterion and/or does not demonstrate any capability and/or experience related to the criterion.

Evaluation	Point Allocation
Past Performance Evaluation	90
Price Sheet Evaluation	60
Technical and Operational Evaluation	850

Compilation of Evaluation Scores

Final Past Performance Score +
 Final Technical and Operational Score +
 Final Price Score =
Final Evaluation Score



Negotiation Phase

Section 2.08

Negotiation Phase	Details
Notice of Negotiation	Posted on the Vendor Bid System
Pre-Negotiation Site Visit	This is the first negotiation session at Wekiwa Springs State Park for a demonstration of the system currently in place
Negotiation Meetings	Will be conducted in Tallahassee & representatives should plan to be available without interruptions
Negotiation Methodology	Negotiations may include discussions of the terms, conditions, costs, Statement of Work, Questions to be Explored, and related Services to be provided by the Respondent
Solution Demonstrations	The Department is looking for a fully functional version of the software, which could be a training installation, a general demonstration system, or a live system from another client
Best & Final Offers (BAFO)	The Department will either award the contract to the Respondent who provides the best value or reject all
Negotiation Team Recommendation Meeting	This will be a public meeting to discuss results & formulate the recommendation



QUESTIONS

Please remember this is being recorded, so prior to asking your question state your name for the record.

I will collect any questions hand written today at the end of the Conference. DEP's official response to written questions submitted at this Conference will be posted to the Vendor Bid System as a Pre-Reply Conference Addendum, on or about April 9th, 2019.

Additional questions must be emailed to the Procurement Officer before the Vendor Questions Due date of April 29th.

DEP's official response for all questions will be posted as an Addendum on the Vendor Bid System.



Limitation on Respondent Contact with Agency

Only communications which are in writing from the Procurement Officer are duly authorized communications on behalf of the Department. During the Solicitation, the Respondent, its agents, and employees will not engage in any written or verbal communication with any Department employee whether or not such individual is assisting in the selection of the Respondent, regarding the merits of the Respondent or whether the Department should select the Respondent. The Respondent will not engage in any lobbying efforts or other attempts to influence the Department or the evaluation nor negotiation teams in an effort to be selected. Willful violation of the requirements of this subsection shall result in elimination of the offending entity from consideration for award of contract under this ITN.



Contact Information

Procurement Officer: Gloriann McInnis Gloriann.McInnis@dep.state.fl.us

The Procurement Officer designates Belinda Croft as an alternate Procurement Officer for this solicitation when Gloriann McInnis is unavailable. Email: Belinda.Croft@dep.state.fl.us