

**ATTACHMENT M
NOTICE OF INTENT TO ATTEND SOLICITATION CONFERENCE CALL
*Participation Is NOT Mandatory***

**(FORM PROVIDED FOR CONVENIENCE ONLY)
(MAY BE SUBMITTED ON COMPANY LETTERHEAD)**

This Notice must be received no later than the date and time specified in the calendar of events, Attachment B, Section IV., A., of this RFP, and must be sent to:

Kim Daugherty
Procurement Manager
Department of Juvenile Justice
Bureau of Procurement & Contract Administration
2737 Centerview Drive, Suite 1100
Tallahassee, Florida 32399-3100
Phone: (850) 717-2619
Fax: (850) 414-1625
E-mail: kim.daugherty@djj.state.fl.us

_____ (Insert Prospective Providers full legal name) hereby notifies the Department of Juvenile Justice of the intent to attend the Solicitation Conference Call scheduled no later than the date and time specified in the Calendar of Events (Attachment B, Section IV., A.) of this RFP.	
Authorized Name (Print or Type)	
Title	
Company	
Date	
Company Representing?	
Mailing Address	
Telephone	
Email Address	

Any person with a qualified disability shall not be denied equal access and effective communication regarding any proposals/proposal documents or the attendance at any related meeting or proposal opening. If accommodations are needed because of a disability, please contact the Bureau at (850) 413-0708 at least five business days prior to the meeting.

Questions for Solicitation Conference: Questions for oral discussion at the Solicitation Conference call shall be submitted in writing and sent to the Procurement Manager at, kim.daugherty@djj.state.fl.us, or by mail, or by facsimile (850) 414-1625, and shall be received by the date specified for the Solicitation Conference Call Questions in the Calendar of Events (Attachment B, Section IV., A.). The intent of this deadline is to provide the Department sufficient time to prepare answers for discussion at the conference.

Cancellation Option: If no interest in the solicitation conference call is indicated by Respondents, the Department has the option of cancelling the call and will do so by placing notice of cancellation of the conference on the MyFlorida.com website at http://www.myflorida.com/apps/vbs/vbs_main_menu under the solicitation number. If the call is cancelled, questions and answers will be posted in the form of an Informational Notice on the date specified in the Calendar of Events.