



## ADDENDUM #2

### Invitation to Negotiate (ITN) # ITN092718KSET1 Comprehensive Refugee Services for Refugees and Entrants in Broward County

**DATE:** April 1, 2019

**TO:** Prospective Vendors of ITN# ITN092718KSET1

**FROM:** Holly Merrick, Procurement Manager

**SUBJECT:** New Procurement Manager

Effective April 1, 2019 Jenifer L. Fonseca will be the Procurement Manager for Invitation to Negotiate (ITN) # ITN092718KSET1 Comprehensive Refugee Services for Refugees and Entrants in Broward County. Changes to Sections 1.4, 2.5 and Appendix XIV 1.9 of the ITN to reflect the new Procurement Manager are marked in **RED** below.

#### 1.4 Contact Person and Procurement Manager

This ITN is issued by the State of Florida, Department of Children and Families. The sole contact point for all communication regarding this ITN is:

Florida Department of Children and Families  
**Holly Merrick Jenifer L. Fonseca**, Procurement Manager

Mailing Address:  
 Florida Department of Children and Families  
 Refugee Services  
 1317 Winewood Blvd., Building 6, Room 200  
 Tallahassee, FL 32399-0700  
[Holly.Merrick@myflfamilies.com](mailto:Holly.Merrick@myflfamilies.com)  
[Jenifer.Fonseca@myflfamilies.com](mailto:Jenifer.Fonseca@myflfamilies.com)

#### 2.5 Schedule of Events and Deadlines

Activity	Date	Time Eastern	Address	Section Reference
ITN advertised and released on Florida VBS:	October 2, 2018	2:00pm	DMS VBS Electronic Posting site: <a href="http://myflorida.com/apps/vbs/vbs_www.main_menu">http://myflorida.com/apps/vbs/vbs_www.main_menu</a>	2.2.1

Activity	Date	Time Eastern	Address	Section Reference
*Solicitation Conference Calls to be held:	November 6, 2018 December 5, 2018	10:00am 10:00am	Conference Call#: 1-888-670-3525 Participant Code: 4471182592	2.6
Submission of written inquiries must be received by:	December 7, 2018	3:00pm	Attn: <b>Holly Merriek Jenifer Fonseca</b> Procurement Manager Dept. of Children & Families Refugee Services 1317 Winewood Blvd, Building 6, Room 200 Tallahassee, FL 32399-0700 <a href="mailto:Holly.Merriek@myflfamilies.com">Holly.Merriek@myflfamilies.com</a> <a href="mailto:Jenifer.Fonseca@myflfamilies.com">Jenifer.Fonseca@myflfamilies.com</a>	2.7
Anticipated date for posting Department's Response to Inquiries:	December 14, 2018	1:00pm	DMS VBS Electronic Posting site: <a href="http://myflorida.com/apps/vbs/vbs_www.main_menu">http://myflorida.com/apps/vbs/vbs_www.main_menu</a>	2.7
Notice of Intent to Submit a Reply	December 14, 2018	4:00pm	Attn: <b>Holly Merriek Jenifer Fonseca</b> Procurement Manager Dept. of Children & Families Refugee Services 1317 Winewood Blvd, Building 6, Room 200 Tallahassee, FL 32399-0700 <a href="mailto:Holly.Merriek@myflfamilies.com">Holly.Merriek@myflfamilies.com</a> <a href="mailto:Jenifer.Fonseca@myflfamilies.com">Jenifer.Fonseca@myflfamilies.com</a>	2.8
Sealed Replies must be received by the Department:	March 28, 2019	12:00pm	Attn: <b>Holly Merriek Jenifer Fonseca</b> Procurement Manager Dept. of Children & Families Refugee Services 1317 Winewood Blvd, Building 6, Room 200 Tallahassee, FL 32399-0700	2.9, 4.1
*Reply Opening and Review of Mandatory Requirements:	March 28, 2019	12:10pm	Dept. of Children and Families. 1317 Winewood Blvd Bldg. 6, Refugee Services Tallahassee, FL 32399-0700	4.2.2, 5.2
*Debriefing Meeting of the Evaluators and ranking of the replies:	April 10, 2019	10:00am	Dept. of Children and Families. 1317 Winewood Blvd Bldg. 6, Refugee Services Tallahassee, FL 32399-0700	5.3
Anticipated posting of qualified vendors (shortlist) for Negotiation:	April 11, 2019	5:00pm	DMS VBS Electronic Posting site: <a href="http://myflorida.com/apps/vbs/vbs_www.main_menu">http://myflorida.com/apps/vbs/vbs_www.main_menu</a>	5.3.5

Activity	Date	Time Eastern	Address	Section Reference
Anticipated negotiation period:	April 16- May 16, 2019	TBD	TBD	5.4
*Meeting of Negotiation Team to Develop Recommendation for Award:	May 17, 2019	10:00am	Dept. of Children and Families. 1317 Winewood Blvd Bldg. 6, Refugee Services Tallahassee, FL 32399-0700	5.5
Anticipated posting of Intended Contract Award:	May 23, 2019	5:00pm	DMS VBS Electronic Posting site: <a href="http://myflorida.com/apps/vbs/vbs_www_main_menu">http://myflorida.com/apps/vbs/vbs_www_main_menu</a>	5.5.4
Anticipated Effective Date of Contract:	October 1, 2019	N/A	N/A	1.3
*All vendors are hereby notified that meetings noted with an asterisk above (*) are public meetings open to the public and may be electronically recorded by any member of the audience. Although the public is invited, no comments or questions will be taken from vendors or other members of the public (except for the Solicitation Conference, during which comments and questions will be taken from vendors).				

All times in the event schedule are local times for the Eastern Time Zone. Although the Department may choose to use additional means of publicizing the results of this ITN, posting on the VBS is the only official notice recognized for the purpose of determining timeliness in the event of protest.

Appendix XIV Section 1.9 - Questions related to the solicitation and the evaluations of the reply should be directed only to:

**Holly Merrick Jenifer Fonseca**, Procurement Manager

E-Mail Address: [Holly.Merrick@myflfamilies.com](mailto:Holly.Merrick@myflfamilies.com) [Jenifer.Fonseca@myflfamilies.com](mailto:Jenifer.Fonseca@myflfamilies.com)

### **Protests and Disputes**

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.

**PLEASE BE GOVERNED ACCORDINGLY.**

