



**State of Florida
Department of Children and Families**

Rick Scott
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Secretary

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*Regional Managing Director
Northwest Region*

**ITN-01FS18001 - Addendum #5
Invitation to Negotiation
To Become Lead Agency for Community-Based Care in Circuit 1
Northwest Region**

Date: September 16, 2016
From: Randall N. Fleming, Procurement Manager
Subject: Department's Responses to Inquiries/Clarifications

Pursuant to **Subsection 2.7** of the above referenced ITN, this addendum serves as the Department's official responses to all inquiries submitted in accordance with the time, date, and place specified in **Subsections 2.6 and 2.7** of the above referenced ITN.

1. Sections in Addendum 1, **Appendix XIII - Scoring Tool for Evaluators**, does not match the sections in the ITN. Should responses use the original format listed in the ITN or change to the format for the scoring criteria?

Vendors should prepare responses using the format in **SECTION 4. INSTRUCTIONS FOR RESPONDING TO THE ITN.**

2. The criteria in **Appendix XIII – Scoring Tool for Evaluators** does not align to **Subsection 5.3.1 Scoring by Evaluators**. Will this be corrected to bring the two areas into alignment?

No. However, see question 3 below for additional information related to **Appendix XIII – Scoring Tool for Evaluators**.

3. **Appendix XIII - Scoring Tool for Evaluators** requires vendors to provide additional documentation not listed in **SECTION 4. INSTRUCTIONS FOR RESPONDING TO THE ITN**. Will page limits be amended to provide additional pages for the additional documentation requirements?

Addendum 4 revises **Appendix XIII – Scoring Tool for Evaluators**, eliminating the requirement to submit additional documentation not already listed in **SECTION 4. INSTRUCTIONS FOR RESPONDING TO THE ITN**. Addendum 4 also revises the **Appendix XIII - Scoring Tool for Evaluators** to exclude letters of support from the page count limitations for **Subsection 4.2 Content of Programmatic Reply**.

4. **Subsection 4.1.4 Number of Copies Required and Format for Submittal** requires vendors to submit one (1) original and seven (7) electronic copies of the Programmatic Reply and one (1) original and (7) electronic copies of the Financial Reply. Will the number of hard copies and the number of electronic copies be revised to include more hard copies and fewer electronic copies?

No.

5. Attachment I for the current contract is under review and may be changed. Will **Appendix VII – Attachment I** be replaced if the current Attachment I is revised?

No.

6. **Subsection 4.3.3 TAB B: Budget** requires the vendor to provide a five (5) year financial model/budget that provides a basis for the cost of services to be provided by functional area, as well as administrative costs for the Lead Agency and all subcontractors. Should the vendor submit a budget based on flat funding or project increases based on historical information?

Per **Subsection 4.3.3 TAB B: Budget**, “The budget totals should be based on available funding projections, if any, and if different, the Vendor should explain the differences.”

7. **Appendix XI, FINANCIAL MODEL/BUDGET** on page 138 of the ITN requires each vendor to complete two templates which are referenced on page 138. However, only one of the two templates referenced is found at the link provided.

Addendum 4 amends **Appendix XI, FINANCIAL MODEL/BUDGET** to reflect that only the “CBC Annual Budget by Service Category 2016/2017” is required to be completed.

8. Can you disclose the makeup of the review team?

The Evaluation Team will include individuals with a background in Finance and Budget, Subject Matter Experts, Contract Management, Community Development, and a member of the Community Alliance.