



State of Florida
Department of Children and Families

Rick Scott
Governor

Mike Carroll
Secretary

ADDENDUM #1

Invitation to Negotiate (ITN) # 030618KSET1 Consolidated Services for Refugees and Entrants in Duval County

DATE: March 27, 2018

TO: Prospective Vendors of ITN# 030618KSET1

FROM: Jenifer L. Fonseca, Procurement Manager

SUBJECT: Change to Section 4.3.3

The following section of the ITN listed above, published on 03/14/2018, is being revised. Changes are marked in **RED** below.

4.3.3 TAB B: BUDGET

The Vendor must submit detailed budget information. A Line Item Budget (Project Budget Summary), a Budget Narrative, a Fixed Price Budget Worksheet, and a Cost Allocation Plan must all be submitted with the reply to the ITN. The budget must be separated by service. Each of these categories is described below. The actual budget documents can also be found at the end of the ITN in **Appendix VII, VIII, IX, X and XI**. Please contact the Procurement Manager listed in **Section 1.4** to request a Word or Excel Version of the before mentioned Appendices.

- **Line Item Budget** - This includes a line item budget (as detailed in the "Project Budget Summary and Detail Instructions" and the "Project Budget Summary"). These documents can be found in **Appendix VII and Appendix VIII**. This budget shows proposed total costs for the entire proposed contract period and renewal years with specific breakouts by contract year (October - September) within the entire proposed contract period, as well as the allowable renewal period. Any missing year budgets, for the initial term, will be assumed to be a duplicate of the last year submitted. The budget for each renewal year must be submitted or the resulting contact will not be eligible for renewal. ~~will be assumed to be a duplicate of the last year submitted.~~ In the Line Item Budget, the Vendor must include only costs identified as allowable (*Allowable Costs*) in accordance with the appropriate federal regulations governing cost principles and audit requirements for federal awards. See C.F.R. Chapters 1 and 2, Part 200, 215,225, and 230 as applicable. The Office of Management and Budget (OMB) Circulars A-21, A-87, A-110, and A-122 were superseded, 78 FR 78590-01 (Dec.

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2013). Also, *Administrative Costs*, including any indirect costs that are administrative in nature, must not exceed ten percent (10%) of the total operating costs of the proposed program budget.

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.