
ADDENDUM #001

Solicitation Number: RFP-DBPR-01-18/19

Solicitation Title: Meeting Facilitator Services for Florida Building Commission

Opening Date/Time: March 1, 2019 at 12:00 p.m., Eastern Time (ET)

Addendum Number: 001

Addendum Date: February 15, 2019

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 advised that the changes below are applicable to the original specifications of the above referenced solicitation. Added or new language to the RFP is highlighted in **yellow**, while deleted language has been ~~struck~~ (as demonstrated).

This Addendum includes the Department's written responses to technical questions received from potential respondents.

This Addendum also includes the following revisions:

Change No. 1:

A change to Section A.35.2 (Page 12), Cost Response Submittal

The rates provided shall include the cost of all things necessary to accomplish the services outlines in Section B and the Respondent's response hereto, including, but not limited to Respondent's furnishing the necessary personnel and, labor, supplies, equipment, services, insurance, MyFloridaMarketPlace transaction fees miscellaneous expenses and the application of all multiples (i.e. overhead, fringe benefits, **incidental expenses**, etc.), ~~travel and incidental expenses~~. Failure by the Respondent to provide a cost on Attachment B shall result in the response being deemed non-responsive and therefore, the response will be rejected. Footnotes, notations, and exceptions made to Attachment B shall not be considered.

Change No. 2:

A change to Section D (Page 5), Mandatory Requirements For Evaluation

D. It is **MANDATORY** that the Respondent return one (1) original, **Solicitation Acknowledgement and/or** Addendum Acknowledgment Form that is included with each posting, signed and dated by an individual authorized to bind the Respondent.

Change No. 3:

A change to Section B (Page 5), Mandatory Requirements For Evaluation

B. It is **MANDATORY** that the Respondent return, in accordance with the requirements of Section A.34 and ~~A.36.1~~**A.35.1**, one (1) original, signed and sealed Technical Response, and three (3) paper copies of the signed original, and one (1) electronic copy of the signed original Technical Response (on compact disc), which includes the following required attachments:

Change No. 4:

A change to the Attachment F, Evaluation Criteria (Page 29)

A Revised Attachment F, Evaluation Criteria (Page 29) is attached to this Addendum.

Change No. 5:

A change to Section B., Page 5, Mandatory Requirements For Evaluation

B. It is **MANDATORY** that the Respondent return, in accordance with the requirements of Section A.34 and ~~A.36.1~~**A.35.1**, one (1) original, signed and sealed Technical Response, and three (3) paper copies of the signed original, and one (1) electronic copy of the signed original Technical Response (on compact disc), which includes the following required attachments:

1. DBPR Solicitation Acknowledgement Form
2. Attachment A – Reference Form
- ~~Attachment B – Solicitation Cost Response~~
3. Attachment C – Drug Free Workplace Certification
4. Attachment D – Disclosure Statement/Conflict of Interest
5. Attachment G – Certifications and Assurances
6. Attachment H – Affidavit – Notice of Trade Secret
7. CMBE Certification; if applicable. Attach a copy of your Certified Minority Business Enterprise (CMBE) Certification; if certified with the Florida Department of Management Services.

Change No. 6:

A change to the Technical Response sequencing, Tab 1 – Respondent’s Management and Technical Plan, Pages, 10 – 11.

- Administration and Management (Company Profile)
- ~~• Technical Approach~~
- Equipment List
- Identification of Key Personnel/Salary/Benefit Package
- Responsible Office
- **Technical Approach**

Change No. 7:

A change to Attachment A (Page 24), Contact Names

Page 24 - Attachment A

(Please provide at least two (2) Contact Names for each client). If there is only one Contact Name, the respondent should justify why there weren't any additional contacts within the client organization {eg., respondent worked exclusively with John Doe.}.

Change No. 8:

A change to A.35.1, Technical Proposal Format, Tab 1, Respondent's Management and Technical Plan, (Pages 10-11).

Administration and Management (Company Profile)

The Respondent must include a description of the organizational structure and management style established and the methodology to be used to control cost, ensure reliable services and to maintain schedules; as well as the means of coordination and communication between the organization and the Department. Information about the company's experience shall be submitted including company profile, experience, years in business, salary and benefits paid to employees, and ~~references~~. The response should be written in non-technical language to summarize the Respondent's overall capabilities and approaches for accomplishing the services specified herein. This would include the number of staff and number of hours proposed to complete the services specified herein.

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**Technical Question Responses - DBPR Solicitation: RFP-DBPR-01-18/19 Meeting
Facilitator Services for Florida Building Commission**

Question 1:

Travel Costs. The RFP indicates in Section A.35.2 (Cost Response Submittal) on page 12 of the RFP that the rates should provide for all costs including travel. Section B.3 (Scope of Work Proposal Specifications) on page 18 of the RFP indicates that the Contractor will be reimbursed for travel pursuant to Department's Travel Reimbursement Policy. Which is correct?

Following are the relevant sections from the RFP for Question 1:

Page 12 - A.35.2 Cost Response Submittal:

The rates provided shall include the cost of all things necessary to accomplish the services outlines in Section B and the Respondent's response hereto, including, but not limited to Respondent's furnishing the necessary personnel and, labor, supplies, equipment, services, insurance, MyFloridaMarketPlace transaction fees miscellaneous expenses and the application of all multiples (i.e. overhead, fringe benefits, etc.), travel and incidental expenses.

Page 18 - B.3 Scope of Work Proposal Specifications:

The proposal shall include a proposed hourly rate for each task described below. Except as may specifically be authorized in advance in writing by the Department in its sole and absolute discretion, Contractor shall not be reimbursed for any costs or expenses other than travel. Travel shall be reimbursed per the Department's Travel Reimbursement Policy which is attached as Attachment "J".

Answer 1:

Hourly rates shall include all allowable expenses other than travel. Travel will be reimbursed pursuant to DBPR's Travel Reimbursement Policy. Page 12 – A.35.2 has been revised to remove the inclusion of travel so there will be no inconsistency in the two sections referenced in Question 1. This has been revised per Change No. 1.

Question 2 - Addendum Acknowledgement Form

Is this requirement only relevant if an addendum to the RFP is issued? Will it be posted to the MyFlorida.com website if there is an addendum issued? The requirement seems to indicate there is one included with each posting. Please clarify.

Following is the relevant section from the RFP for Question 2.:

Page 5 - Mandatory Requirements D. It is MANDATORY that the Respondent return one (1) original, Addendum Acknowledgment Form that is included with each posting, signed and dated by an individual authorized to bind the Respondent.

Answer 2:

This refers in the original RFP to the Solicitation Acknowledgement Form, which is the first page of the RFP. This has been amended per Change No. 2.

In any Addenda going forward (including this one), the Respondent would also submit an Addendum Acknowledgement Form. **(See Page 14.)**

Question 3 – Section References

Should A.35.1 (Technical Proposal Format on page 10 of the RFP) be referenced instead of ~~A.36.1~~ (Does not exist) in B of Mandatory Requirement for Evaluation on page 5 of the RFP?

Following is the relevant section from the RFP for Question 3.:

Page 5 - Mandatory Requirements B. It is MANDATORY that the Respondent return, in accordance with the requirements of Section A.34 and A.36.1, one (1) original, signed and sealed Technical Response, and three (3) paper copies of the signed original, and one (1) electronic copy of the signed original Technical Response...

Answer 3:

Yes, this should be A.35.1. This has been corrected on this addendum per Change No. 3.

Question 4 – Deliverables for Task 1

The Scope of Work for Task 1 on page 18 of the RFP requires an annotated agenda be prepared. Should the following be added to the deliverables for Task 1 on page 19: Prepare and submit an annotated agenda at least seven (7) business days in advance of each facilitated plenary session?

Following are the relevant sections from the RFP for Question 4.:

Page 18- B.3 Scope of Work/Proposal Specifications; Task #1

In addition, at least seven (7) business days in advance of each facilitated plenary session, Contractor shall prepare and submit an annotated agenda in connection with said session for use by DBPR staff and the Florida Building Commission chairperson.

Page 19 - B.5 Deliverables

For Scope of Work Task 1: Submit a summary report within ten (10) business days of the conclusion of each Florida Building Commission plenary session.

Answer 4:

No. It does not need to be listed as a deliverable.

Question 5 – Attachment H Notice of Trade Secret

Should the “DBPR Contract Number” referenced in Attachment H – Affidavit – Notice of Trade Secret (page 33 of the RFP top part of the form. *Note: not the After Contract Execution section that follows*) be the Solicitation Number (RFP-DBPR-01-18/19) listed in the Solicitation Acknowledgement Form instead of the DBPR Contract Number?

Answer 5:

Yes. This would be the Solicitation Number until such time as the contract is awarded, then it would be the contract number, which will be assigned upon award.

Question 6 – “Development and Execution” Task Clarifications

Task 1 and Task 2 have the same requirement listed: “This will include the development and **execution** of consensus-based processes to review, modify, and approve hundreds of unique and highly technical code amendments...”, on pages 18 and 19 respectively of the RFP.

6.a.) Task 1. Task 1 is related to facilitation of Florida Building Commission meetings, and the Commission considers technical code amendments as part of regularly scheduled, but extended Commission meetings. Does “**execution**” mean to facilitate the Commission’s Code approval meetings, since there is significant additional time associated with this task in addition to regular Commission business tasks?

In order to provide an accurate estimate of hours for Task 1, should a respondent include hours to facilitate extended Commission meetings in the Cost Response, or only provide an estimate of hours for 6 Commission meetings, and the “development of consensus-based processes,” and not the facilitation of the Code approval meetings?

6.b.) Task 2. Task 2 is related to the facilitation of TAC, POC, ad hoc committees, and workgroups. There are (at least) 10 meetings allocated for Task 2. This is generally less meetings than required for an average year. Should a respondent provide for only 10 meetings for Task 2 as stated in estimating hours for the Task in the Cost Response?

Does “**execution**” mean to facilitate the TACs’ code review meetings for the Code Update process?

In order to provide an accurate estimate of hours for Task 2 should a respondent include hours to facilitate the TACs’ Code review meetings for Code Update cycles in the Cost Response, or only provide an estimate of hours for 10 TAC/POC/Ad Hoc/Workgroup meetings, and the “development of consensus-based processes,” and not the facilitation of the TACs’ Code review meetings?

Following are the relevant sections from the RFP for Question 6.: - Page 18 and Page 19

Task #1. As directed by the Department, for each fiscal year, facilitate (as defined in Section A.49) at least six (6) Florida Building Commission plenary sessions and submit summary reports within ten (10) business days of the conclusion of the plenary session. This will include the development and execution of consensus-based processes to review, modify, and approve hundreds of unique and highly technical code amendments proposed by members of the public, including contractors, engineers, architects, building officials, product manufacturers, and Americans with Disabilities Act (ADA) representatives...

Answer 6.a.

Yes, execution means facilitation of the Commission’s code approval meetings. The Respondent should provide an estimate based on 6 Commission meetings per year.

Task 2: As directed by the Department, facilitate at least ten (10) Technical Advisory Committee (TAC), Program Oversight Committee (POC), Ad Hoc Committee, or workgroup meetings each fiscal year. This will include the development and execution of consensus-based processes to review, modify, and make recommendations on hundreds of unique and highly technical code amendments proposed by members of the public, including contractors, engineers, architects, building officials, product manufacturers, and ADA representatives...

Answer 6.b.

Yes, execution means facilitation of the 'TACs' code approval meetings. The Respondent should provide an estimate based on 10 TAC/POC/Ad Hoc/work group meetings per year including facilitation of the 'TACs' code approval meetings.

Question 7 – Page Limits

Are there any page limits for any of the required submittals (Technical Response and/or Cost Response) for responding to the RFP? There is no reference to page limits in A.35 “Instructions for Preparation of the Proposal” (pages 10-12 of the RFP). However, “Attachment F – Evaluation Criteria” (page 29 of the RFP) has page limits listed. Which is correct?

Answer 7.

There are no page limits. The page limits have been removed and the revised Evaluation Criteria, Attachment F (Page 29), has been added to this Addendum (See Attachment F, Page 13).

Question 8 – Attachment F Evaluation Criteria

In Attachment “F - Evaluation Criteria” (page 29 of the RFP) section “A. Scope of Work/Workplan (Technical Proposal)”, lists in the 5th bullet: #5 “Milestone Chart/Timeline.” This is not referenced in the “A.35.1 Technical Proposal Format” on pages 10-11 of the RFP as one of the required components. What is this exactly, and is it required as part of the technical response?

Answer 8.

A Milestone Chart/Timeline is not required for the type of service we are seeking in this particular RFP. It has been removed in the revision added to this Addendum (See Attachment F, Page 13).

Question 9 – Attachment B – Cost Response

It is clear that the Cost Response is to be submitted in a sealed separate package separate from all other attachments (“Mandatory Requirements for Evaluation” **Section C** on page 5 of the RFP). However, in the “Mandatory Requirements for Evaluation” **Section B, #3** of the Technical Response, the required list of attachments (1-8) also includes as #3 in the list: “Attachment B- Solicitation Cost Response.” Should “Attachment B – Solicitation Cost Response” on page 25 of the RFP be included in both required responses (Technical Response and Cost Response), or only in the Cost Response submittal?

Following are the relevant sections from the RFP for Question 9: Page 5

B. **It is MANDATORY** that the Respondent return, in accordance with the requirements of Section A.34 and A.36.1, one (1) original, signed and sealed Technical Response, and three (3) paper copies of the signed original, and one (1) electronic copy of the signed original Technical Response (on compact disc), which includes the following required attachments:

1. DBPR Solicitation Acknowledgement Form
2. Attachment A – Reference Form
3. **Attachment B – Solicitation Cost Response**
4. Attachment C – Drug Free Workplace Certification
5. Attachment D – Disclosure Statement/Conflict of Interest

6. Attachment G – Certifications and Assurances
7. Attachment H – Affidavit – Notice of Trade Secret
8. CMBE Certification; if applicable. Attach a copy of your Certified Minority Business Enterprise (CMBE) Certification; if certified with the Florida Department of Management Services.

C. It is **MANDATORY** that the Respondent return, in accordance with the requirements of Section A.33 and A.35.2, one (1) original, signed and sealed **Attachment B, Cost Response**, three (3) paper copies of the signed original and one (1) electronic copy of the signed original Cost Response (on compact disc). Attachment B must be submitted in a sealed package separate from all other attachments.

Answer 9.

Attachment B. – Solicitation Cost Response should be packaged separately as required in Section C. It has been removed from Section B per Change No. 5 in this Addendum.

Question 10 – Technical Response Sequencing

Is it acceptable to include **Equipment List, Identification of Key Personnel/Salary/Benefit Package, and Responsible Office** immediately following and/or as component of **Administration and Management (Company Profile)**, and before the **Technical Approach** section of the response?

Following is the order listed in the RFP on pages 10-11 of the RFP (Tab 1):

- Administration and Management (Company Profile)
- Technical Approach
- Equipment List
- Identification of Key Personnel/Salary/Benefit Package
- Responsible Office

It appears that some of the required components following the “Technical Approach” section (i.e., “Equipment List,” “Identification of Key Personnel/Salary/Benefit Package,” and “Responsible Office”) are already required or partially required in the “Administration and Management (Company Profile)” section listed above the “Technical Section.”

Please clarify the required ordering/sequencing of the components of the **Management and Technical Plan** in Tab 1 – (Respondent’s Management and Technical Plan) for correctly sequencing responses required in the RFP.

Following are the relevant sections from the RFP for Question 10:

Pages 10-11 - A.35.1 Technical Proposal Format

Tab 1 – Respondent’s Management and Technical Plan

The introductory paragraph for Tab 1 – Respondent’s Management and Technical Plan specifies: “the Respondent shall provide a management plan which describes the administration, management, key personnel and responsible office.”

Administration and Management (Company Profile)

The Respondent must include a description of the organizational structure and management style established and the methodology to be used to control cost, ensure reliable services and to maintain schedules; as well as the means of coordination and communication between the organization and the Department. Information about the company’s experience shall be submitted including company profile, experience, years in business, salary and benefits paid to

employees, and references. The response should be written in non-technical language to summarize the Respondent's overall capabilities and approaches for accomplishing the services specified herein. This would include the number of staff and number of hours proposed to complete the services specified herein.

Answer 10.

It makes sense to move the Technical Approach down on the list so that items relative to Administration and Management such as Equipment, Personnel, Salaries, Benefits and Responsible Office and such would be immediately following Administration and Management. This revision has been made in this Addendum per Change No. 6.

Question 11 - References

11.a.) Retired Client References. Are client references for project clients where the agency/client lead is now retired from the agency, but available for an interview, acceptable for use? The client would be the individual who while working for the agency was my direct supervisor and contact on the relevant project(s).

Answer 11.a.

Yes. Clients who have subsequently retired from the agency for which the respondent has worked who are available for interview are acceptable for use as viable references.

11.b.) Alternate Contact Name. Is it required to have an alternate contact name for each client reference listed on the "Attachment A, Reference Form?" What if an alternate is not available since the primary contact is the one individual whom the respondent exclusively worked with?

Following is the relevant section from the RFP for Question 11.b.:

Page 12 - Attachment A

(Please provide at least two (2) Contact Names for each client.)

Answer 11.b.

Where practicable at least two (2) contact names should be provided. However, if there are no additional contacts, the respondent should justify why there weren't any additional contacts within the client organization (eg., respondent worked exclusively with John Doe.). These instructions have been added to Page 12 – Attachment A in the Addendum per Change No. 7.

11.c) Past Names Operating Under. Section A.36 (Past Performance References) on page 12 of the RFP requires that respondent list all names under which it has operated for the last five years. Would a respondent list an employer they have been working with doing the same work as solicited in the RFP as a name under which they have operated on Attachment A - Reference Form on page 24?

Following is the relevant section from the RFP for Question 11.c.:

Page 12 - A.36 Past Performance References

In the space provided on Attachment A, "Reference Form", the Respondent must list all the names under which it has operated during the last five (5) years from the issuance date of this solicitation.

Answer 11.c.

Yes, the respondent should list the employer they worked for (an position held) doing the same work as solicited in the RFP as a name under which they have operated on Attachment A – Reference Form page 24.

11.d.) DBPR as a Reference. Section A.36 (Past Performance References) requires that respondent provide

3 separate client references, not to list the Department as a client reference, but if having worked as a prime contractor of the Department they would be selected for contact.

Is it correct that although a respondent is currently working as an employee of a contractor who has a prime contract with the Department doing the same work as solicited in the RFP, that they would not list the Department as a client reference; however, the Department will be selected as one of the two client references selected for Evaluation of Past Performance pursuant to Attachment E on page 28 of the RFP?

Following is the relevant section from the RFP for Question 11.d.:

Page 12 - A.36 Past Performance References

The Respondent's work for the clients listed must be for work that is the same as that specified in this solicitation. Confidential clients shall not be included. Do not list the Department as a client reference (as explained below, if Respondent has performed work as a prime contractor of the Department during the timeframe specified above, the Department will be one of the two clients selected for contact).

Answer 11.d.

Yes, it is correct that the respondent would not list the department as a reference, but the Department would be one of the two clients contacted.

Question 12 – Altering Attachment Forms

Is it acceptable to change the format of the Attachment Forms required for submittal in the Technical Response, by changing the font style and size, not including the footer from the RFP, and creating a new footer for the response submittal documents?

Answer 12.

The Attachment Forms are formal DBPR and DMS Documents and should not be altered. You are free to submit your Proposal in any font and format you so desire, and to create a footer for your response submittal documents.

Question 13 – Cover Letter

Is it acceptable to include a cover letter with the Technical Response?

Answer 13.

In the spirit of providing a level playing field for all respondents, a cover letter with the Technical Response shall not be permitted.

Assuming there is a page limit for the Technical Response, would a cover letter count towards the page limit?

Since a cover letter will not be permitted, this question is moot.

Question 14 – Reference Letters

Is it acceptable to include letters of reference/support as an attachment to supplement the Reference requirements for the Technical Response?

Answer 14.

Letters of reference are not permitted. See Question 18, which also refers to References.

Assuming there is a page limit for the Technical Response, would the letters of reference count towards the page limit?

There is not a page limit, so this question is moot.

Question 15 – Onsite vs. Remote Meetings

How many onsite vs. remote meetings are expected?

Answer 15.

The needs of the Commission vary from year to year. The most consistent meetings are the meetings of the Florida Building Commission and its TACs. The six (6) Florida Building Commission meetings are typically onsite. The TACs meet via webinar, prior to the Commission meetings, to provide recommendations on items set to go before the Commission. Additionally, during the Commission’s code development process the TACs meet onsite to review and make recommendations on proposed code modifications.

Question 16 – Advance Scheduling of Meetings

How far in advance are meeting typically scheduled?

Answer 16.

Meetings are typically scheduled anywhere from one to six months in advance.

Question 17 – Contract Funding

What portion of this contract is expected to be paid by federal grant?

None of the funding shall be federal grants.

Question 18 – References

Attachment F (Evaluation Criteria) in Section “B. References” on page 29 of the RFP provides a 5-page limit for references. It is unclear whether this applies to “Attachment A - Reference Form” on page 24, or to section A.35.1 Technical Response Format on page 10 of the RFP, that requires that the response for “Tab 1 Respondent’s Management and Technical Plan” include as part of the Administration and Management section “references”.

What references are required for the Administrative and Management section, and is it a separate 5-page component of the Technical Response section, and in addition to the ten- page requirement referenced in Attachment F for Section A. Technical Proposal?

Attachment A does not reference the need for a “detailed description of each referenced project.” Is this required for Attachment A or is this required as part of the Technical Response component?

Please clarify what is required regarding references in the Management and Technical Plan and for Attachment A (Reference Form).

Following is the relevant section from the RFP for the Questions:

Pages 10-11 - A.35.1 Technical Proposal Format

Tab 1 – Respondent’s Management and Technical Plan Administration and Management (Company Profile)

The Respondent must include a description of the organizational structure and management style established and the methodology to be used to control cost, ensure reliable services and to maintain schedules; as well as the means of coordination and communication between the organization and the Department. Information about the company’s experience shall be submitted including company profile, experience, years in business, salary and benefits paid to employees, and references. The response should be written in non-technical language to summarize the Respondent’s overall capabilities and approaches for accomplishing the services specified herein. This would include the number of staff and number of hours proposed to complete the services specified herein.

Answer 18.

The references referred to in the Administrative and Management section have been stricken per Change No. 8 in this Addendum.

“A detailed description of each referenced project,” (per Attachment F, Section B) is to be included with and/or attached to Attachment A, because this information will be evaluated in Attachment F, Section B.

Attachment A lists the references provided by the Respondent whom they wish to be contacted regarding their previous work. (This is also evaluated in Attachment F, Section B).

**ATTACHMENT F
EVALUATION CRITERIA**

EVALUATION CRITERIA	MAXIMUM POINTS AVAILABLE
A. Scope of Work/Work Plan (Technical Proposal)	50
<ul style="list-style-type: none"> • Statement of Approach • Description of Work Activities, Responsibilities, Staff levels • Communication and Reporting 	
B. References	25
<ul style="list-style-type: none"> • Detailed description of each referenced project (describe each project the respondent has completed for the references provided in this RFP on Attachment A). • Referenced firm's name and contact person's name, telephone number, and position for each referenced project. 	
C. Cost Proposal	25
<ul style="list-style-type: none"> • Response to specific items in Attachment "B" Cost Response 	
D. Total Possible Points for the Response Submittal	100 Points

NOTE: Cost will be evaluated by the present value methodology required by Section 287.0572, F.S., and Rule 60A-1.1063, F.A.C., to determine the lowest cost response. The maximum available points (25 points in total) for the Cost Response Submittal will be awarded to the Respondent with the lowest responsive Cost Response. The remaining proposals from all other Respondents will be awarded a pro rata portion of points based on the following formula:

$$(A/B = C) \times M = P$$

A = Lowest responsive proposal

B = Actual responsive proposal for each of the other Respondents

C = Pro rata portion (percentage) assigned for each of the other Respondents

M = Maximum Points Available for the Cost Response (= 25 points)

P = Points Awarded to each of the other Respondents

-End of Attachment F –

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

Revised: 12/07/18 DBPR Solicitation No.: RFP-DBPR-01-18/19, Page 29 of 101



DEPARTMENT OF BUSINESS and PROFESSIONAL REGULATION
REQUEST FOR PROPOSAL

Addendum Acknowledgement Form

Page <u>1</u> of <u>14</u> pages	SUBMIT RESPONSE TO:
AGENCY RELEASE DATE: <u>2/15/19</u>	<p align="center">Department of Business and Professional Regulation (DBPR) Bureau of Agency Services 2601 Blair Stone Road, Building A, Contract/Procurement Administration Office Tallahassee, Florida 32399-1040 Telephone Number: 850-717-1419, Fax: 850-921-9019</p>

SOLICITATION TITLE: Meeting Facilitator Services for Florida Building Commission (Addendum 001)	SOLICITATION NO: RFP-DBPR-01-18/19 A-001
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RESPONSES WILL BE OPENED: **3/1/19, 12:00 PM Eastern Time**
and may not be withdrawn within 180 days after such date and time.

I certify that this Response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this response and certify that I am authorized to sign this response for the Respondent and that the Respondent is in compliance with all requirements of the Request for Proposal, including but not limited to, certification requirements. In submitting a response to an agency for the State of Florida, the Respondent offers and agrees that if the response is accepted, the Respondent will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the State of Florida. At the State's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the Respondent.

RESPONDENT NAME:	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> * Authorized Representative's Signature <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/> * Name and Title of Authorized Representative <p style="font-size: small;">*This individual must have the authority to bind the Respondent.</p>
RESPONDENT MAILING ADDRESS:	
CITY – STATE – ZIP:	
PHONE NUMBER:	
TOLL FREE NUMBER:	
FAX NUMBER:	
EMAIL ADDRESS:	
FEID NO.:	TYPE OF BUSINESS ENTITY (Corporation, LLC, partnership, etc.):

RESPONDENT CONTACTS: Please provide the name, title, address, telephone number and e-mail address of the official contact and an alternate, if available. These individuals shall be available to be contacted by telephone or attend meetings as may be appropriate regarding the solicitation schedule.

PRIMARY CONTACT:	SECONDARY CONTACT:
NAME, TITLE:	NAME, TITLE:
ADDRESS:	ADDRESS:
PHONE NUMBER:	PHONE NUMBER:
FAX NUMBER:	FAX NUMBER:
EMAIL ADDRESS:	EMAIL ADDRESS: