

ATTACHMENT M

NOTICE OF INTENT TO ATTEND SOLICITATION CONFERENCE
Participation Is NOT Mandatory
(FORM PROVIDED FOR CONVENIENCE ONLY)
(MAY BE SUBMITTED ON COMPANY LETTERHEAD)

This Notice must be received by the date set forth in the Calendar of Events for this Notice and must be sent to:

Joanne C. Parrish, Procurement Manager
 Department of Juvenile Justice
 Bureau of Procurement and Contract Administration
 2737 Centerview Drive, Suite 1100
 Tallahassee, FL 32399-3100
 Telephone: (850) 717-2607
 Fax: (850) 414-1625
 Email: Joanne.Parrish@djj.state.fl.us

_____ (Insert Respondent's full legal name) hereby notifies the Department of Juvenile Justice of the intent to attend the Solicitation Conference scheduled for ITN #10573 – Facility Based Day Treatment Program. If attendance will be through Conference Call, please indicate here _____.	
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 ITN or bid documents or the attendance at any related meeting or bid opening. If accommodations are needed because of a disability, please contact the Bureau at (850) 717-2607 at least five (5) business days prior to the meeting.

Questions for Solicitation Conference: Questions for oral discussion at the solicitation conference shall be submitted in writing and sent to the Procurement Manager at Joanne.Parrish@djj.state.fl.us, by mail or by facsimile and shall be received by the date specified for Solicitation Conference questions in the Calendar of Events (Attachment B, Section IV. B.)

Cancellation Option: If no interest in the solicitation conference is indicated by Respondents, the Department has the option of canceling the conference 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 conference is cancelled, questions and answers will be posted in the form of an addendum on the date specified in the Calendar of Events.