



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

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Governor

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Secretary

DATE: March 29, 2018
TO: Prospective Vendors of ITN#030618KSET1
FROM: Jenifer L. Fonseca, M.S.W., Procurement Manager
SUBJECT: Posting the Evaluation Manual to the Vendor Bid System (VBS)

On March 14, 2018, the Department posted ITRN#030618KSET1, Consolidated Services for Refugees and Entrants in Duval County, to the VBS. The Department is publishing this addendum to add the **Evaluation Manual (APPENDIX XIII)** to the Table of Contents and references to the **Evaluation Manual** in **Sections 5.1** and **5.3.1**. Changes are marked in **RED** below.

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Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

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NOTE: In addition to the Appendices included in this document, Appendix XII, the Department’s Standard Integrated Contract Part 1 and Part 2, will be included with the solicitation and uploaded to the Vendor Bid System (VBS) together with the ITN and all other related documents.

5.1 Criteria

The Evaluation Manual (APPENDIX XIV) and the following shall apply for this ITN (in the event of a conflict between the Evaluation Manual and the ITN for this purpose, the Evaluation Manual shall control):

Criteria
<ul style="list-style-type: none"> The Vendor’s articulation of its approach to providing the required services and the ability of the approach to meet the requirements of this ITN and provide additional value.
<ul style="list-style-type: none"> The Vendor’s company structure, subcontractors, and experience and capability to deliver its proposed services including the Vendor track record providing services similar to the one specified in this ITN.
<ul style="list-style-type: none"> The skills and experience of the Vendor’s leadership team, staff and resources the Vendor will use in implementing its services.
<ul style="list-style-type: none"> The Vendor’s financial management approach, proposed budget and related financial information.

The Department may consider any information or evidence which comes to its attention and which reflects upon a Vendor’s capability to fully perform the contract requirements and/or the Vendor’s demonstration of the level of integrity and reliability which the Department determines to be required to assure performance of the contract.

5.3.1 Scoring

The Department's Evaluators will independently evaluate each Programmatic Reply in accordance with the Evaluation Manual (APPENDIX XIV) and the following criteria and assign points using the subsequently listed assignment of points.

Criteria	Relative Value	Possible Points
<ul style="list-style-type: none">The Vendor's articulation of its approach to providing the required services and the ability of the approach to meet the requirements of this ITN and provide additional value.	25%	250
<ul style="list-style-type: none">The Vendor's company structure, subcontractors, and experience and capability to deliver its proposed services including the Vendor track record providing services similar to the one specified in this ITN.	30%	300
<ul style="list-style-type: none">The skills and experience of the Vendor's leadership team, staff and resources the Vendor will use in implementing its services.	25%	250
TOTAL	80%	800

The Department's Financial Evaluator and Procurement Manager will independently evaluate each Financial Proposal in accordance with the Evaluation Manual (APPENDIX XIV) and the following criteria:

Criteria	Relative Value	Possible Points
<ul style="list-style-type: none">The Vendor's financial management approach, proposed budget and related financial information.	20%	200
TOTAL	20%	200

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.