

**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 no later than the date and time specified in the calendar of events Section IV. A., of this RFP and must be sent to:

Michelle Zieman  
Procurement Manager  
Department of Juvenile Justice  
Bureau of Procurement and Contract Administration  
2737 Centerview Drive, Suite 1100  
Tallahassee, Florida 32399-3100  
Phone: (850) 717-2609  
Fax: (850) 414-1625  
E-mail: [michelle.zieman@djj.state.fl.us](mailto:michelle.zieman@djj.state.fl.us)

_____ (Insert Prospective Respondents full legal name) hereby notifies the Department of Juvenile Justice of the intent to attend the Solicitation Conference Call scheduled no later than the date and time specified in the Calendar of Events (Section IV. A.) of this RFP.	
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 proposals/proposal documents or the attendance at any related meeting or proposal opening. If accommodations are needed because of a disability, please contact the Bureau at (850) 717-2600 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, [michelle.zieman@djj.state.fl.us](mailto:michelle.zieman@djj.state.fl.us), or by mail or by facsimile (850) 414-1625 and shall be received by the date specified for Solicitation Conference questions in the Calendar of Events (Section IV. A.). The intent of this deadline is to provide the Department sufficient time to prepare answers for discussion at the conference.

**Cancellation Option:** If no interest in the solicitation conference is indicated by Respondent's, the Department has the option of cancelling 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](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.