

---

**Interment and Associated Services for Remains from the Arthur G. Dozier School for Boys  
Invitation to Negotiate  
Pre-Reply Conference  
Meeting Minutes  
Wednesday, February 14, 2018  
1:00 p.m.  
Bldg. 4075 Esplanade Way, Rm. 180**

Meeting Facilitator:  
Joel Atkinson, DMS

DMS Attendees:  
Rosalyn Ingram  
Cliff Nilson  
Jeremy Williams  
Bruce Roberts  
Felicia Thompson

MFMP Training Facilitator  
Crystal Owens, Accenture

Public Attendees:  
Representatives from two companies attended the meeting (see attached)

The DMS Facilitator provided an introduction and provided an overview of the Invitation to Negotiate (ITN) process.

Cliff Nilson explained that the law has directed DMS to conduct this procurement and DMS will follow the direction from the legislation.

**The following topics were addressed in the presentation:**

- Identified Joel Atkinson as the sole point of contact for the Department from the time that the solicitation was released until a contract award is made.
- Facilitator discussed the purpose of the meeting; the ITN structure and timeline; reply format; and how to submit questions
- The attendees were reminded to read the ITN document carefully and thoroughly and if any clarification was need to submit questions prior to 4 p.m. on February 20, 2018.

**MFMP then presented a MyFloridaMarketPlace (MFMP) Sourcing training to provide attendees with an overview of how to respond to the solicitation using the Sourcing tool.**

**The following questions were addressed during the meeting:**

- Q. Will vendors be able to see all questions posed about the ITN?  
A. All vendors will not be able to see the question asked by a specific vendor, but all questions and answers will be included in an addendum issued by the Department.
  
- Q. Is sourcing compatible with Internet Explorer?  
A. Yes, when using Internet Explorer, the browser will need to be in compatibility mode to access any MFMP application.
  
- Q. I only found a price sheet for Leon County, is there one for Jackson County too?  
A. Yes, please check MFMP sourcing and VBS again. If it was overlooked, there will be an update.

**Wrap-Up & Closing**

- The Meeting Facilitator reminded attendees that there are three required documents (Attachments A, B, and C) that must be uploaded as part of their submission, and that questions must be submitted in MFMP Sourcing no later than 4:00 p.m. on February 20.

Meeting ended 1:30 p.m.

