

4050 Esplanade Way Tallahassee, FL 32399-0950 Tel: 850-488-2786 | Fax: 850-922-6149

Rick Scott, Governor

Erin Rock, Secretary

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

<u>Public Attendees</u>: 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.



Expected Visitors to 4075 Esplanade Way, Conference Room 180

CCOC Building	4075		Date of Visit	February 14, 2018	
Destination Room	180		Expected Time of Arrival	1:00pm	
Area/Person Visiting	Betty Easely				
Purpose of Visit	 Not work related Meeting Training Other: 		Expected Time of Departure		
Division	State Purchasing		Bureau/Office	IT & Special Projects	
Primary Contact Name	Joel Atkinson		Phone Number	850-487-0758	
Secondary Contact Name	Jeremy Williams		Phone Number	850-414-6740	
Provide names of visitors below. Complete multiple forms if needed. If a list is available in another format, it may be provided instead of completing the remainder of this form.					
Visitor Name			Company Name		
Crystyl Qwens		Accontine			
Glunit Y. Castillo		Integrity Funeral Srus			
Bruce Roberts		DMS/MFMP			
Felicia Thompson		MEMP			
GAIL WORKS		Christian Memorial Chope			
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