

## Modifications

DFS FL PALM ITN 1617-07

### Florida Planning, Accounting and Ledger Management Project (Florida PALM)

#### Software and System Integrator Services

#### Addendum #4

## Modifications

The following ITN sections have been modified to change the name of the Purchasing Agent and to replace Section 2.2, Timeline of Events, in its entirety. Changes are indicated by underscore, deletions are indicated by a ~~strikethrough~~.

**1. ITN Cover Sheet is hereby amended to change the name of the Purchasing Agent:**

Purchasing Agent:  
~~Gloriann McInnis Sean Buchanan~~  
Laura I. Jennings, Purchasing Director  
Department of Financial Services  
Purchasing Services  
200 E. Gaines Street, Larson Building  
Tallahassee, FL 32399-0317  
Email: [DFSPurchasing@myfloridacfo.com](mailto:DFSPurchasing@myfloridacfo.com)

**2. Section 1.8, Contact Person is hereby amended as indicated below:**

**1.8 Contact**

The Purchasing Agent is the sole point of contact from the date of this ITN's release until award. However, Respondents are permitted to contact Advantiv for registration and support of the DD2 tool (see Attachment E – DecisionDirector Instructions). All procedural questions and requests for clarification of this ITN must be submitted in writing to the Purchasing Agent:

~~Gloriann-McInnis Sean Buchanan, Purchasing Services~~  
Laura I. Jennings, Purchasing Director

Email address: [DFSPurchasing@myfloridacfo.com](mailto:DFSPurchasing@myfloridacfo.com)

\*\*\*INCLUDE THE ITN NUMBER IN ALL EMAILS TO THE PURCHASING AGENT IN THE SUBJECT LINE OF THE EMAIL \*\*\*

The Department's Procurement Office address is:

Department of Financial Services  
200 East Gaines Street, Larson Building.  
Purchasing Services – Room B-24  
Tallahassee, FL 32399-0317

Between the release of the ITN and the end of the 72-hour period following the agency posting of the notice of intended award (the procurement period), Respondents to this ITN, or persons acting on their behalf, must not engage in any written or verbal communication with any employee or officer of the State's executive or legislative branch, whether or not such individual is assisting in the procurement, regarding the merits of the Respondent or whether the Department should retain or select the Respondent, or concerning any aspect of this ITN, except in writing to the Purchasing Agent. Violation of this provision may be grounds for rejecting a Reply.

Please note that questions will NOT be answered via telephone. Responses to questions posed to the Purchasing Agent in writing before the deadline to submit questions as identified in Section 2.2 - Timeline of Events will be posted on the Vendor Bid System (VBS) website, at [http://myflorida.com/apps/vbs/vbs\\_www.main\\_menu](http://myflorida.com/apps/vbs/vbs_www.main_menu) (modifies Section 5 of PUR 1001).

Only communications which are in writing from the Department may be considered as authorized communications on behalf of the Department. The Respondent will not engage in any lobbying efforts or other attempts to influence the Department or the evaluation or negotiation team in an effort to be selected.

**3. Section 2.2, Timeline of Events is hereby amended as indicated below:**

**2.2 Timeline of Events**

The schedule in the following table reflects the Timeline of Events for this ITN. The Department reserves the right to make adjustments to this schedule by posting an addendum on VBS. It is the responsibility of the Respondents to check VBS on a regular basis for such updates. All methods of delivery or transmittal of the Reply to the Procurement Office are exclusively the responsibility of the Respondent and the risk of non-receipt or delayed receipt will be borne exclusively by the Respondent.

Timeline of Events	Event Time Eastern Time (ET)	Event Date
ITN posted on the VBS.	N/A	November 1, 2016

Deadline to submit questions to the Department's Purchasing Agent.	12:00 P.M.	November 28, 2016
The Department's anticipated posting date for answers to Respondents' questions on VBS.	N/A	December 19, 2016
Public Meeting for Evaluator Training Department of Revenue – 2450 Shumard Oak Blvd., Building 1, Room 1820	9:00 A.M.	January 24, 2017
Deadline to submit Replies and all required documents to the Department, including completion of all entry into the DD2 tool.	3:00 P.M.	January 24, 2017
Reply Opening. 200 E. Gaines Street, Tallahassee, FL 32399, Larson Building.	3:00 P.M.	January 24, 2017
<u>Public Meeting for Negotiator Training</u> <u>Claude Pepper Building – 111 West Madison St.</u> <u>Room G-01</u> <u>Tallahassee, FL 32399</u>	<u>2:00 P.M.</u>	<u>August 24, 2017</u>
Public meeting for negotiation team to discuss recommended award.	TBD	TBD

Failure to file a protest within the time prescribed in section 120.57(3), F.S., 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, F.S.