



## ADDENDUM #1

### Invitation to Negotiate (ITN) # ITN092718KSET2 Comprehensive Refugee Services for Refugees and Entrants in Palm Beach County

**DATE:** May 23, 2019

**TO:** Prospective Vendors of ITN# ITN092718KSET2

**FROM:** Holly Merrick, Procurement Manager

**SUBJECT:** Updated Schedule of Events

Changes to Section 2.5 of the ITN to reflect changes to the Schedule of Events and Deadlines are marked in **RED** below.

#### 2.5 Schedule of Events and Deadlines

Activity	Date	Time Eastern	Address	Section Reference
ITN advertised and released on Florida VBS:	October 2, 2018	2:00pm	DMS VBS Electronic Posting site: <a href="http://myflorida.com/apps/vbs/vbs_www_main_menu">http://myflorida.com/apps/vbs/vbs_www_main_menu</a>	2.2.1
*Solicitation Conference Calls to be held:	November 6, 2018 December 5, 2018	10:00am 10:00am	Conference Call#: 1-888-670-3525 Participant Code: 4471182592	2.6
Submission of written inquiries must be received by:	December 7, 2018	3:00pm	Attn: Holly Merrick Procurement Manager Dept. of Children & Families Refugee Services 1317 Winewood Blvd, Building 6, Room 200 Tallahassee, FL 32399-0700  <a href="mailto:Holly.Merrick@myflfamilies.com">Holly.Merrick@myflfamilies.com</a>	2.7
Anticipated date for posting Department's Response to Inquiries:	December 14, 2018	1:00pm	DMS VBS Electronic Posting site: <a href="http://myflorida.com/apps/vbs/vbs_www_main_menu">http://myflorida.com/apps/vbs/vbs_www_main_menu</a>	2.7

Activity	Date	Time Eastern	Address	Section Reference
Notice of Intent to Submit a Reply	December 14, 2018	4:00pm	Attn: Holly Merrick Procurement Manager Dept. of Children & Families Refugee Services 1317 Winewood Blvd, Building 6, Room 200 Tallahassee, FL 32399-0700 <a href="mailto:Holly.Merrick@myflfamilies.com">Holly.Merrick@myflfamilies.com</a>	2.8
Sealed Replies must be received by the Department:	March 28, 2019	12:00pm	Attn: Holly Merrick Procurement Manager Dept. of Children & Families Refugee Services 1317 Winewood Blvd, Building 6, Room 200 Tallahassee, FL 32399-0700	2.9, 4.1
*Reply Opening and Review of Mandatory Requirements:	March 28, 2019	12:10pm	Dept. of Children and Families. 1317 Winewood Blvd Bldg. 6, Refugee Services Tallahassee, FL 32399-0700	4.2.2, 5.2
*Debriefing Meeting of the Evaluators and ranking of the replies:	April 10, 2019	1:00pm	Dept. of Children and Families. 1317 Winewood Blvd Bldg. 6, Refugee Services Tallahassee, FL 32399-0700	5.3
Anticipated posting of qualified vendors (shortlist) for Negotiation:	April 11, 2019	5:00pm	DMS VBS Electronic Posting site: <a href="http://myflorida.com/apps/vbs/vbs_www.main_menu">http://myflorida.com/apps/vbs/vbs_www.main_menu</a>	5.3.5
Anticipated negotiation period:	April 16- <del>May 16, 2019</del> June 14, 2019	TBD	TBD	5.4
*Meeting of Negotiation Team to Develop Recommendation for Award:	May 17, 2019	11:00am	Dept. of Children and Families. 1317 Winewood Blvd Bldg. 6, Refugee Services Tallahassee, FL 32399-0700	5.5
*Second Meeting of Negotiation Team to Develop Recommendation for Award:	June 17, 2019	9:00am	Dept. of Children and Families. 1317 Winewood Blvd Bldg. 6, Refugee Services Tallahassee, FL 32399-0700	5.5
Anticipated posting of Intended Contract Award:	<del>May 23, 2019</del> June 24, 2019	<del>5:00pm</del> 8:00am	DMS VBS Electronic Posting site: <a href="http://myflorida.com/apps/vbs/vbs_www.main_menu">http://myflorida.com/apps/vbs/vbs_www.main_menu</a>	5.5.4

Activity	Date	Time Eastern	Address	Section Reference
Anticipated Effective Date of Contract:	October 1, 2019	N/A	N/A	1.3
<p>*All vendors are hereby notified that meetings noted with an asterisk above (*) are public meetings open to the public and may be electronically recorded by any member of the audience. Although the public is invited, no comments or questions will be taken from vendors or other members of the public (except for the Solicitation Conference, during which comments and questions will be taken from vendors).</p>				

**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.**