



FLORIDA DEPARTMENT OF MANAGEMENT SERVICES

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**Invitation to Negotiate (ITN)  
For  
Interment and Associated Services for Remains  
from the Arthur G. Dozier School for Boys**

**ITN No. 15-85171500-D**

**The State of Florida  
Department of Management Services**

**January 2018**

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## Section 1 Introduction

The State of Florida (State), Department of Management Services (Department), invites interested Vendors to submit replies in accordance with this solicitation for interment and associated services.

The purpose of the solicitation is for the transportation, preparation and interment of remains that were exhumed from the Arthur G. Dozier School for Boys in Marianna, FL during the forensic investigation conducted by the University of South Florida.

This solicitation will be administered using the Vendor Bid System (VBS) which serves as the official record and the MyFloridaMarketPlace (MFMP) Sourcing system. Information about submitting a reply can be found in Section 4, Respondent Submission. Vendors interested in submitting a reply to this solicitation must comply with all of the terms and conditions listed in the ITN and supporting attachments.

### 1.1 Objective

The objective of the Department in issuing this solicitation is to establish a Contract or Contracts to provide the desired products and services described in Section 6, Scope of Work. The Department intends to award contracts to responsive and responsible Respondents who provide the best value for interment and associated services.

### 1.2 Term

The initial term will be for one year, and upon written agreement, the Department and the Contractor may renew the Contract in whole or in part, for up to three years.

### 1.3 Definitions

The definitions listed below apply to this solicitation in addition to the definitions in the Special Contract Conditions, Attachment F and General Instructions to Respondents ([PUR 1001](#)), which is incorporated, in its entirety, into this solicitation by reference. In case of any conflict between these definitions and those in Attachment F and PUR 1001, the definitions below will take precedence.

#### 1.3.1 Contract(s)

An agreement that results from this competitive procurement, if any, between the Department and the awarded, responsive and responsible Respondent(s).

#### 1.3.2 Contractor(s)

The Respondent(s) who contracts to sell the commodities or contractual services as a result of this competitive procurement.

**1.3.3 Prior Relevant Experience**

Working experience in the interment and associated services field.

**1.3.4 Responsible Vendor**

As defined in subsection 287.012(25), Florida Statutes, means a Vendor who has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance.

**1.3.5 Responsive Reply**

As defined in subsection 287.012(26), Florida Statutes, means a reply submitted by a responsible and responsive Vendor that conforms in all material respects to the solicitation.

**1.3.6 State**

The State of Florida.

**1.3.7 UNSPSC**

An acronym for the United Nations Standard Products and Services Code.

**1.3.8 Vendor**

The entity that is in the business of providing a commodity or service similar to those listed within this solicitation.

**1.4 Special Accommodations**

Any person requiring a special accommodation due to a disability should contact the Department’s Americans with Disabilities Act (ADA) Coordinator, at (850) 922-7535. Requests for accommodation for meetings must be made at least five (5) workdays prior to the meeting. A person who is hearing or speech impaired can contact the ADA Coordinator by using the Florida Relay Service at (800) 955-8771 (TDD).

**1.5 Commodity Codes**

The UNSPSC used for this solicitation and subsequent contract, include but are not limited to the following codes:

UNSPSC:	Title:
85171500	Funeral and Associated Services
85171501	Grave Digging
48130000	Funeral Equipment and Materials
48131500	Burial or Grave Products

## **1.6 Procurement Officer**

The Procurement Officer is the sole point of contact for information regarding this solicitation from the date of release of the solicitation until the contract award is made and announced on the VBS. The Procurement Officer and contact information is listed below.

Joel E. Atkinson, Category Manager  
Division of State Purchasing  
Florida Department of Management Services  
4050 Esplanade Way, Suite 360, Tallahassee, FL 32399-0950  
Phone: 850-487-0758  
Email: [Joel.Atkinson@dms.myflorida.com](mailto:Joel.Atkinson@dms.myflorida.com)

**\*\*\*\*ALL EMAILS TO PROCUREMENT OFFICE SHOULD CONTAIN THE SOLICITATION NUMBER IN THE SUBJECT LINE OF THE EMAIL \*\*\*\***

## **1.7 Submitting Questions**

All questions regarding the content of this solicitation must be submitted in accordance with section 2.7 of this solicitation.

## **1.8 Limit on Contact Reminder (section 287.057(23), Florida Statutes)**

Between the release of this solicitation and the end of the 72-hour period following the Department posting the Notice of Intended Award, excluding Saturdays, Sundays, and State holidays (section 110.117, Florida Statutes), Respondents to this solicitation or persons acting on their behalf may not contact any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a reply.

## **1.9 Must, Shall, Will and Is Required**

Although this solicitation uses terms such as “must”, “shall”, “will”, and “is required”, and may define certain items as requirements, the Department reserves the right, in its discretion, to waive any minor irregularity, technicality, or omission if the Department determines that it is in the best interest of the State to do so. However, failure to provide requested information may result in the rejection of a reply. There is no guarantee that the Department will waive an omission or deviation, or that any Vendor with a reply containing a deviation or omission will be considered for award of this procurement. The Department may reject any reply not submitted in the manner specified by this solicitation.

## **1.10 Who May Respond**

The Department will evaluate replies from responsive and responsible Vendors that have Prior Relevant Experience that meets the specifications of this ITN.

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The Department reserves the right to request additional information and/or clarification pertaining to the Respondent's experience, ability, and qualifications to perform services described in this ITN, during the solicitation or after contract award.

A Respondent who fails to provide the requested information and/or clarification or submits false or erroneous information may be rejected as non-responsive.

If the Respondent's reply is found to contain false and/or erroneous information after contract award, the contract may be terminated.

All Respondents must be eligible to do business with the State of Florida and registered through the Department of State. Website: [www.sunbiz.org](http://www.sunbiz.org).

### **1.11 Protest of Terms, Conditions and Specifications**

With respect to a protest of the terms, conditions and specifications contained in this solicitation, including any provisions governing the methods for scoring replies, awarding contracts, or modifying or amending any contract, a notice of intent to protest shall be filed in writing with the Agency Clerk, Department for Management Services, 4050 Esplanade Way, Tallahassee, FL 32399 within the time prescribed in section 120.57(3) Florida Statutes and Chapter 28-110, Florida Administrative Code. For purposes of this provision, the term "the solicitation" includes this solicitation document, any addendum, response to written questions, clarification or other document concerning the terms, conditions, and specifications of the solicitation.

### **1.12 Protest of Notice of Intended Award**

Any Respondent desiring to protest the Notice of Intent to Award shall file any notice of protest and any subsequent formal written protest with the Agency Clerk, Department for Management Services, 4050 Esplanade Way, Tallahassee, FL 32399, within the time prescribed in section 120.57(3) Florida Statutes and Chapter 28-110, Florida Administrative Code. Please copy the Procurement Officer on such filings. Failure to file a notice of protest and a formal protest within the time prescribed in section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

**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.**

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## Section 2 Solicitation Overview

### 2.1 Governance

The solicitation is governed by Chapter 287, Florida Statutes, and Chapter 60A-1, Florida Administrative Code.

### 2.2 Vendor Bid System

The Vendor Bid System (VBS) is the State of Florida's official record for competitive solicitations, supporting attachments, addenda and agency decisions. To view solicitations and supporting documentation on the VBS, please visit the following website:

[http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu)

### 2.3 MFMP Sourcing

This solicitation will be administered using VBS and [MFMP Sourcing](#) and will have the following phases:

#### 2.3.1 MFMP Sourcing Posting Phase

A solicitation formally begins when the Department posts the solicitation and supporting documents on the VBS and publishes an MFMP Sourcing event.

#### 2.3.2 'Preview' Status (if applicable)

A solicitation is published as a 'Public Event' in MFMP Sourcing and is initially in 'Preview' status. When the solicitation is in 'Preview' status, Vendors can view and download all information related to the solicitation and ask questions to the Procurement Officer in the 'Messages' tab of the event. For more information on submitting a question in MFMP Sourcing, see Section 2.7.

The solicitation remains in 'Preview' status until the 'Open' status begins.

#### 2.3.3 'Open' Status

The solicitation enters 'Open' status on the date listed on the Timeline of Events. When a solicitation is in 'Open' status, all Vendors who have accepted the 'Bidders Agreement' in MFMP Sourcing may submit replies until the deadline listed in the Timeline of Events.

The solicitation remains in 'Open' status until the Deadline to Submit Replies listed in the Timeline of Events.

#### 2.3.4 'Pending Selection' Status

The solicitation enters 'Pending Selection' status after the Response Due Date until the completed/awarded status begins as stated below. When a solicitation is in 'Pending Selection' status, vendors are no longer able to submit replies in accordance with the Timeline of Events.

### **2.3.5 'Completed/Awarded' Status**

The solicitation enters 'Completed/Awarded' status after the Notice of Intent to Award has been published on the Vendor Bid System, in accordance with the Timeline of Events. This status indicates the MFMP Sourcing event has been completed and the term 'Award' in MFMP Sourcing refers solely to system function.

## **2.4 Timeline of Events**

Respondents should become familiar with the Timeline of Events, Attachment E. The dates and times within the Timeline of Events may be subject to change. All events following the Reply Opening are anticipated and subject to change in time, date, and location. Any changes to the Timeline of Events will be made through an addendum to the solicitation posted on the [Vendor Bid System](#) (VBS). It is the responsibility of the Respondent to check for any changes to the timeline.

### **DO NOT RELY ON THE MYFLORIDAMARKETPLACE SOURCING TOOL'S TIME REMAINING CLOCK. THE OFFICIAL SOLICITATION CLOSING TIME AND REPLY DEADLINES SHALL BE AS REFLECTED IN THE TIMELINE OF EVENTS.**

The MyFloridaMarketPlace Sourcing Tool's time remaining clock is not the official submission date and time deadline, it is intended only to approximate the solicitation closing and it is strongly recommended to submit your reply as early as possible. You should allow time to receive any requested assistance and to receive verification of your submittal; waiting until the last hours of the solicitation could impact the timely submittal of your reply.

## **2.5 Non-Mandatory Pre-Reply Conference/MFMP Training Event**

The Non-Mandatory Pre-Response Conference/MFMP training event will be held to discuss how to view and respond to solicitations in [MFMP Sourcing](#). The non-mandatory pre-response conference/MFMP training event will be held at the date and time specified in the Timeline of Events. Attendance is optional, but encouraged. Vendors will attend the webinar from their computer, tablet, or smartphone by clicking the link found in the Timeline of Events at the time of the training. A pdf of the presentation is available [here](#). If you are unable to attend the training, the MFMP team offers many other training resources, including recorded, online trainings and job aids; view them on the [MFMP for Vendors website](#).

## **2.6 Public Meetings during the Solicitation**

The Department may conduct public meetings related to this competitive solicitation. Members of the general public, current Vendors, potential Vendors, and interested persons may attend any public meeting. Each public meeting will be held according to the Timeline of Events.

## **2.7 Question Period**

The Department invites interested and registered Vendors to submit questions regarding the solicitation.



Vendors who have 'Joined' the MFMP Sourcing event are able to submit questions using the MFMP Sourcing 'Messages' tab (referred to as the "Q&A Board" in PUR 1001). Questions can be submitted in MFMP Sourcing until the Deadline to Submit Questions listed in the Timeline of Events.

The following quoted text replaces Paragraph 5 of PUR 1001:

"Questions must be submitted via the Q&A Board within MFMP Sourcing and must be RECEIVED NO LATER THAN the time and date reflected in the Timeline of Events. Questions shall be answered in accordance with the Timeline of Events. All questions submitted shall be published and answered in a manner that all respondents will be able to view. Respondents shall not contact any other employee of the the State for information with respect to this solicitation. Each respondent is responsible for monitoring the Vendor Bid System for new or changing information. The Department shall not be bound by any verbal information or by any written information that is not contained within the solicitation documents or formally noticed and issued by the Department's contracting personnel. Questions to the Procurement Officer or to any Department personnel shall not constitute formal protest of the specifications or of the solicitation, a process addressed in section 20 of the PUR 1001."

**RESPONDENTS ARE STRONGLY ENCOURAGED TO RAISE ANY QUESTIONS OR CONCERNS THEY MAY HAVE REGARDING THIS ITN, INCLUDING THE PROPOSED CONTRACT TERMS AND CONDITIONS, DURING THE OPEN QUESTION PERIOD.**

#### **2.8 Question and Answer (Q&A)**

The Department will issue an addendum containing the questions submitted by Respondents and the written, binding answers of the Department. This addendum will be issued according to the Timeline of Events.

#### **2.9 Addenda**

The Department reserves the right to modify this solicitation by issuing addenda. Addenda may modify any aspect of this solicitation. Addenda issued will be posted on the VBS. It is the Respondent's responsibility to check for any changes to a solicitation prior to submitting a reply and throughout the procurement.

#### **2.10 Contract Formation**

The Department intends to enter into a Contract with each awarded Vendor(s). A copy of the draft Contract is incorporated as Attachment K.

By submitting a reply to this solicitation the Respondent agrees to and waives any objections to requirements contained therein. By submitting a reply the Respondent certifies that it agrees to and satisfies all criteria, terms and conditions specified in the solicitation and draft Contract.

## **2.11 Reply Contents**

The Respondent's reply is to be organized as directed in Section 4 of this solicitation. Respondents shall complete each section entirely or the reply may be deemed non-responsive.

## **2.12 Replacement or Withdrawal of Reply**

Respondents are responsible for the content and accuracy of their replies. Respondents may modify or withdraw their replies at any time **prior** to the reply in accordance with the Timeline of Events. For instructions on how to modify your reply, please visit the following:

- MFMP University for Vendors ([http://www.dms.myflorida.com//mfmp\\_vendor\\_training](http://www.dms.myflorida.com//mfmp_vendor_training))
- MFMP Sourcing Events Assistance ([http://www.dms.myflorida.com/media/purchasing/mfmp\\_files/buyers/state\\_purchasing\\_vendor\\_pre\\_bid\\_deck\\_2015](http://www.dms.myflorida.com/media/purchasing/mfmp_files/buyers/state_purchasing_vendor_pre_bid_deck_2015))

## **2.13 Commitment to Diversity in Government Contracting**

The State of Florida is committed to supporting its diverse business industry and population through ensuring participation by woman-, veteran-, and minority-owned business enterprises in the economic life of the State. The State of Florida Mentor Protégé Program connects certified business enterprises with private corporations for business development mentoring. The Department strongly encourages firms doing business with the State of Florida to consider participating in this initiative. For more information on the Mentor Protégé Program, please contact the Office of Supplier Diversity at (850) 487-0915 or [osdinfo@dms.myflorida.com](mailto:osdinfo@dms.myflorida.com).

The Department supports diversity in its procurement program and requests that all subcontracting opportunities afforded by this solicitation enthusiastically embrace diversity. The award of subcontracts should reflect the vast array of citizens in the State of Florida. The Respondent can contact the Office of Supplier Diversity at (850) 487-0915 for information on certified business enterprises that may be considered for subcontracting opportunities.

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## Section 3 General and Special Instructions

Section 3 contains the General Instructions to Respondents, Special Instructions, information concerning the MFMP Sourcing Tool, and Mandatory Requirements/Qualification Questions. The [PUR 1001](#), The General Instructions to Respondents, is incorporated by reference and provided at: <http://www.dms.myflorida.com/content/download/2934/11780/1001.pdf>. In the event of conflict between the General Instructions and Special Instructions, the Special Instructions shall have priority.

Respondents must have a current vendor registration and be active for Sourcing Events within the MFMP Vendor Information Portal at <https://vendor.myfloridamarketplace.com/> to be eligible to provide a Reply to the ITN. The Department will not consider or evaluate Replies that are not submitted in the MFMP Sourcing Application. The Department will not consider late Replies. Respondents are responsible for submitting their Replies by the date and time specified in the Timeline of Events section of this solicitation.

### 3.1 Online Solicitation Application

#### 3.1.1 General Information

The Department conducts competitive solicitations using the MFMP Sourcing Application.

Respondents shall submit Replies electronically at:  
<https://sourcing.myfloridamarketplace.com/Sourcing/Main>.

The VBS is the State's online posting application for solicitation advertisements and supporting documents which can be found at:  
[http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu).

To join the event in the MFMP Sourcing Application and post questions related to the solicitation, Respondents must review and accept the agreement to use the MFMP Sourcing Application (see instructions below).

#### 3.1.2 Sourcing Instructions and Training

**3.1.2.1** After logging into the MFMP Sourcing Application, the "My Events" section lists events the Vendor has chosen to "Join" (i.e., you intend to submit a formal reply).

**3.1.2.2** "Public Events" lists those events associated with the commodity codes for which the Vendor registered in its Vendor Information Portal (VIP) account, but which the Vendor has not yet "Joined."

**3.1.2.3** Joining an event moves the event from "Public Events" to "My Events," allows the Vendor to submit questions about the event, and alerts the Vendor to any associated updates (e.g., event edits, etc.).

**3.1.2.4** Vendors must join an event to submit a Reply to the solicitation. To “Join” an event, Vendors must login with their username and password.

**3.1.2.5** To respond to a solicitation, Vendors must review and accept the electronic agreement on the “Review and Accept Agreement” page by clicking the radio button next to, “I accept the terms of this agreement.” The Sourcing acceptance acknowledgment agreement is a general agreement that prospective Respondents accept the broad overall requirements of the solicitation as being focused on the product sought, and the general requirements of how the Department seeks delivery of that product. It is a preliminary acknowledgment of the terms and conditions (T&C) of the solicitation. It is not a legally binding agreement that all T&C are accepted as is, without further question, clarification, or negotiations.

**3.1.2.6** No Respondent is bound by the contract conditions outlined in the solicitation until the final award occurs.

**3.1.2.7** When responding to a solicitation, Vendors should save work frequently at intervals less than 20 minutes. The MFMP Sourcing Application automatically “times out” after 20 minutes of inactivity. Any unsaved information will be lost when the system times out.

**3.1.2.8** Clicking the “Save” button within the MFMP Sourcing Application only saves solicitation Replies.

**3.1.2.9** To transmit Replies to the State, Respondents must make a specific choice to do so by selecting the “Submit Entire Response” button.

**3.1.2.10** After clicking the “Submit Entire Response” button, Respondents are responsible to verify and validate any submitted Reply in the MFMP Sourcing Application to assure their Replies are accurate and complete prior to the deadline to submit Replies.

**3.1.2.11** Respondents should allow sufficient time, prior to the deadline to submit Replies, to address any errors and resubmit revised Replies.

**3.1.2.12** To validate Replies, Respondents must take the following actions before the Solicitation period ends:

**2.2.2.12.1** Click the “Response History” link to confirm that the “submitted” Reply is visible, and therefore formally submitted.

**2.2.2.12.2** Confirm that a status of “Accepted” displays next to the submitted response.

**2.2.2.12.3** Click on the Reference number of the submitted Reply to review the submission.

**2.2.2.12.4** Check the following elements (if applicable):

**2.2.2.12.4.1** Text boxes – Is the entire answer viewable?

**2.2.2.12.4.2** Yes/No questions – Are the displayed answers correct?

**2.2.2.12.4.3** Attachments – Did the attachments upload correctly?

### **3.1.3 Additional Information Regarding the MFMP Sourcing Application**

For technical assistance, Vendors may contact the MyFloridaMarketPlace (MFMP) Vendor Help Desk at (866) 352-3776 or by email at: [VendorHelp@MyFloridaMarketPlace.com](mailto:VendorHelp@MyFloridaMarketPlace.com).

For additional information regarding vendor online training or to view MFMP Sourcing training documents, please see below:

Online Training: <http://www.dms.myflorida.com/mfmp/vendor/recordedtraining>

MFMP Training Materials: <http://www.dms.myflorida.com/mfmp/vendor/trainingmaterials>

## **3.2 Submitting a Reply**

Respondents will submit their questions and replies electronically via MFMP Sourcing. To participate within MFMP Sourcing, a Respondent must be a registered vendor in the MFMP Vendor Information Portal (VIP). The Department will only evaluate replies submitted using MFMP Sourcing.

Vendors must 'Join' the MFMP Sourcing event and answer the Mandatory Requirements/Qualification Questions in Section 4.1 in order to be able to submit a reply. As a reminder, the Department strongly recommends setting your MS Internet Explorer browser to compatibility mode while using MFMP applications. For more information regarding recommended internet browser settings, please click [here](#).

In order to 'Join' the MFMP Sourcing event vendors must:  
Have a current MFMP vendor registration within the MFMP Vendor Information Portal (VIP); and  
Select 'Yes' to participate in electronic sourcing events in MFMP Sourcing.

The MFMP Sourcing may be accessed using the following link:  
<https://sourcing.myfloridamarketplace.com>

### **3.2.1 MFMP Sourcing File Attachment Naming Convention:**

Attachments submitted in MFMP Sourcing are to be uploaded in their original format and should be similar to the following file naming conventions:

#### **Example:**

JohnDoeLLC\_Attachment\_A.pdf

JohnDoeLLC\_Attachment\_B.docx

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JohnDoeLLC\_Attachment\_C.pdf  
JohnDoeLLC\_Attachment\_D.pdf  
JohnDoeLLC\_PriceSheet.xlsx (Excel format only)

### **3.2.2 MFMP Registration**

Registered Vendors: Login using your MFMP VIP username and password to ensure your contact information is correct and that you have registered with the commodity code of the MFMP Sourcing event, and also ensure that you have indicated on the 'Solicitations' page that you wish to participate in electronic solicitations in MFMP Sourcing.

If you are not currently registered with MFMP VIP you must:

Create an account through the MFMP VIP.

Within MFMP VIP, indicate on the Solicitations page that you wish to participate in electronic solicitations.

Within MFMP VIP, in the Commodity Selections section, select the commodity codes for the goods and services that your business would like to provide to the State. You will not receive notifications for commodities codes that you do not select.

Please note: VBS and MFMP Sourcing provide automated notifications to the vendor community, as a courtesy, based on commodity codes that are tied to a vendor's registration in the MFMP VIP. Vendors with a commodity code that matches the commodity code of the MFMP Sourcing event will be able to 'Join' the MFMP Sourcing event. If a vendor doesn't have a matching commodity code, VBS and MFMP Sourcing will not provide a courtesy notification and the vendor will not be able to 'Join' the MFMP Sourcing event. Vendors have the ability to access and update their registration in VIP by adding commodity codes to their business profile. Changes made in MFMP VIP, including new registrations, may take 48 hours to take effect.

The MFMP VIP can be accessed via this link: <https://vendor.myfloridamarketplace.com/>

### **3.3 MFMP Training**

MFMP University offers vendor training materials on the Department's website at:

<http://www.dms.myflorida.com/mfmp/vendor/trainingmaterials>

Vendors may download the pdf documents for review.

Please visit [MFMP University](#) to access recorded online trainings on a variety of topics, including Vendor Registration and Selecting Commodity Codes.

### **3.4 MFMP Assistance**

If vendors need assistance with using MFMP, please contact the MFMP Vendor Help Desk at [VendorHelp@myfloridamarketplace.com](mailto:VendorHelp@myfloridamarketplace.com) or (866) 352-3776.

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### **3.5 Additional Information**

Failure to supply supporting or additional information or documentation as requested by the Department may result in the reply being rejected as non-responsive.

### **3.6 No Alternate Reply**

Each Respondent may only submit one reply. The Department seeks each Respondent's single-best reply for the State of Florida, as outlined in the solicitation.

### **3.7 Redacted Submission**

The following subsection supplements section 19 of the PUR 1001. If a Respondent considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, proprietary, trade secret or otherwise not subject to disclosure, pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, the Respondent is to mark the document as "Confidential", simultaneously provide the Department with a separate redacted copy of its reply, and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy is to contain the Department's solicitation title, number, and the name of the Respondent on the cover, and is to be clearly titled "Redacted Copy." The Redacted Copy should only redact those portions of material that the Respondent claims are confidential, proprietary, trade secret or otherwise not subject to disclosure.

It is the Respondent's responsibility to assert that the information in question is exempt from disclosure under Chapter 119, Florida Statutes, or other applicable law. The Respondent shall be responsible for defending its determination that the redacted portions of its reply are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

By submitting a reply, the Respondent agrees to protect, defend, and indemnify the Department for any and all claims arising from or relating to the Respondent's determination that the redacted portions of its reply are confidential, proprietary, trade secret, or otherwise not subject to disclosure. If the Respondent fails to submit a redacted copy of information it claims is confidential, the Department is authorized to produce the entire documents, data, or records submitted to the Department in answer to a public records request for these records.

### **3.8 Verification of Information**

The Department reserves the right to contact any of the entities mentioned by the Respondent to verify the validity of the information provided. Any information found to be invalid may be grounds for the Respondent being rejected as non-responsive or for a resulting Contract to be terminated.

## Section 4 Respondent Submission

This section outlines information to be included in the Respondent's reply. Respondents shall answer all mandatory requirements and qualification questions and are to submit all documentation requested as part of this section, in accordance with the instructions presented for each subsection.

Respondents that fail to submit all required information in MFMP Sourcing may be deemed non-responsive. Respondents are responsible for submitting their replies in MFMP Sourcing by the date and time specified in the Timeline of Events. The Department will not consider late responses.

Mass produced general information or promotional material about the Respondent that is prepared or printed for general distribution is not permitted. The emphasis of each Respondent's reply should be on completeness and clarity of content, prepared simply and economically, providing a straightforward, concise delineation of the Respondent's capabilities to satisfy the requirements of this solicitation.

By submitting a reply to this solicitation, the Respondent agrees to and waives any objections to requirements contained in the solicitation. By submitting a reply, the Respondent certifies that it agrees to and satisfies all criteria specified in this solicitation.

### 4.1 Mandatory Requirements/Questions

Respondents shall submit a Yes or No response to the following Mandatory Requirements/Questions within MFMP Sourcing. A Respondent must meet the requirements identified and certify its compliance with the requirements through the following questions in order to be considered responsive and responsible.

**NOTE: RESPONDENTS THAT INTEND TO SUBMIT A REPLY TO PROVIDE THE SERVICES DESCRIBED IN THIS SOLICITATION FOR LEON COUNTY MUST BE LOCATED IN LEON COUNTY, AND RESPONDENTS THAT INTEND TO SUBMIT A REPLY TO PROVIDE THE SERVICES DESCRIBED FOR JACKSON COUNTY MUST BE LOCATED IN JACKSON COUNTY.**

**RESPONDENTS THAT ANSWER "NO" TO ANY OF THE MANDATORY REQUIREMENTS/QUESTIONS MAY BE DEEMED NON-RESPONSIVE.**

Mandatory Requirements/Questions	
Question 1	Does the Respondent certify that it holds a funeral establishment license under <a href="#">chapter 497</a> , Florida Statutes?



<b>Question 2</b>	Does the Respondent certify that Respondent and any of its subcontractors or employees providing the removal and transportation, preparation, cemetery, or interment services listed in this solicitation possess the necessary, current licenses under <a href="#">chapter 497</a> , Florida Statutes?
<b>Question 3</b>	Does the Respondent certify that if it is submitting a Reply to provide the services described in this solicitation for Leon County, that it has a funeral establishment located in Leon County, and if it is submitting a Reply to provide the described services for Jackson County, that it has a funeral establishment located in Jackson County?
<b>Question 4</b>	Does the Respondent certify that it has an active registration with the Florida Department of State, Division of Corporations? <a href="http://sunbiz.org/">http://sunbiz.org/</a> .
<b>Question 5</b>	Does the Respondent certify that it is not on the <a href="#">Discriminatory Vendor List</a> or <a href="#">Convicted Vendor List</a> , as defined in sections 7 and 8 of the <a href="#">PUR 1001</a> ?
<b>Question 6</b>	Does the Respondent certify that it is not on the <a href="#">Scrutinized Companies with Activities in Sudan List</a> or the <a href="#">Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List</a> pursuant to section <a href="#">215.473</a> , Florida Statutes?
<b>Question 7</b>	Does the Respondent certify that it is not on the <a href="#">Suspended Vendor list</a> ?
<b>Question 8</b>	Does the Respondent certify that it has current Commercial General Liability Insurance coverage as specified in Attachment F, Special Contract Conditions?
<b>Question 9</b>	Does the Respondent certify compliance with Section 9, Vendor's Representation and Authorization of the <a href="#">PUR 1001</a> ?
<b>Question 10</b>	Is the Respondent current on all transaction fees and does the Respondent agree to comply with the Transaction Fees described in Attachment F, Special Contract Conditions, and Attachment G, Additional Special Contract Conditions?

All vendors must register and complete an electronic Florida Substitute Form W-9. The Internal Revenue Service (IRS) receives and validates the information vendors provide on the Florida Substitute Form W-9. For instructions on how to complete the Florida Substitute Form W-9, please visit: <https://flvendor.myfloridacfo.com/>

#### **4.2 Contents of Reply**

Respondents are to submit their reply in the following format and organized with all information indicated in each section as listed below.

Respondents are to complete and submit all required documentation for each section or the Respondent may be deemed non-responsive.

The following parts are to be submitted through MFMP Sourcing in the format provided:

Interment and Associated Services for Remains from the Arthur G. Dozier  
School for Boys  
ITN No. 15-85171500-D

#### 4.2.1 Required Documentation

Respondents must upload an electronic copy of the following required documentation in the MFMP Sourcing Application. MFMP accepts file sizes up to 20 Megabytes in size. All documents and certifications must be current and in effect.

- Attachment A, Organizational Component of the Reply
- Attachment B, Service Component of the Reply
- Attachment C, Price Component of the Reply

Note: Solicitation forms not mentioned in the section above are required after contract award, prior to contract execution.

#### 4.2.2 Additional Documentation Requested

Respondents should upload an electronic copy of the following document.

- Attachment D, Modification Form for Special and Additional Special Contract Conditions

#### 4.3 Uploading Documentation

Respondents must upload an electronic copy of all required documentation in MFMP Sourcing.

The following conditions apply:

In the case where the Department provides an attachment that is able to be filled in, Respondents are to download the attachment, complete it, and submit as requested.

- a) **Please note:** For attachments in pdf form, they can be edited by selecting View, Tools then fill and sign option.



- b) In the case of original or signed documentation, Respondents may attach scanned copies of original documents.
- c) In the case where multiple original or signed items are requested as part of a single requirement, please combine multiple scanned items into a single pdf attachment. Each link in MFMP will only accept a single attachment.
- d) MFMP accepts files up to 20 megabytes (MB) in size.

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## **Section 5 Evaluation, Negotiation, and Basis of Award**

This section describes the methodology that the Department will use to evaluate the Respondent's reply, the negotiation process, and Basis of Award.

Replies that do not meet all requirements of the solicitation or fail to provide all required information, documents, or materials may be rejected as non-responsive. If a Respondent's reply, past performance, or current status does not reflect the capability, integrity, or reliability to fully and in good faith perform the requirements of a Contract, the Respondent may be rejected as non-responsible. The Department reserves the right to determine which Replies meet the requirements, specifications, terms, and conditions of the solicitation, and which Respondents are responsive and responsible.

### **5.1 Vendor Responsiveness Determination**

The Procurement Officer will examine the Respondent's answers to the Mandatory Requirements/Questions and the Respondent's other required documentation, to determine if the Respondent is deemed Responsive. Respondents that fail to provide all required documentation, completed price sheets, or mandatory requirements/questions may be rejected as non-responsive.

### **5.2 Vendor Reply Evaluation**

Each Reply determined to be in compliance with all mandatory requirements and otherwise responsive and responsible will be evaluated and scored. The Department will evaluate and score only the information submitted in response to this ITN.

Replies shall be evaluated and scored as follows:

#### **5.2.1 Organizational Component of the Reply (Attachment A)**

Attachment A to the ITN contains the requirements for the Organizational Component of the Reply to this ITN. Respondents shall submit their Organizational Component of the Reply in accordance with the requirements contained in Attachment A. Attachment A is a Word Document that must be completed electronically for uploading into the MFMP Sourcing Application.

The information contained within the Organizational Component of the Reply will be evaluated as to the ability of the organization to deliver the resources necessary to complete the project in a timely manner, as defined below.

Evaluators shall review the reply and determine whether the Organizational Component of the Reply:

Demonstrates exceptional ability	200
Demonstrates average ability	100
Demonstrates minimal ability	50
Fails to demonstrate ability	0

### 5.2.2 Service Component of the Reply (Attachment B)

Attachment B to the ITN contains the requirements for the Service Component of the Reply to this ITN. Respondents shall submit their Service Component of the Reply in accordance with the requirements contained in Attachment B. Attachment B is a Word Document that must be completed electronically for uploading into the MFMP Sourcing Application.

The information contained within the Service Component of the Reply will be evaluated as to the ability of the organization to deliver the service requirements, as defined below.

If a Respondent is submitting a Reply for both Leon and Jackson counties, a separate Service Component of the Reply must be submitted for each county.

For the Service Component of the Reply, evaluators shall review each of the Services Tasks below and determine:

#### 5.2.2.1 Leon County:

1. How well do the Removal and Transportation Services offered meet the requirements of the Statement of Work?

Exceptionally	200
Adequately	100
Minimally	50
Fails to meet requirements	0
  
2. How well do the Preparation Services offered meet the requirements of the Statement of Work?

Exceptionally	200
Adequately	100
Minimally	50
Fails to meet requirements	0
  
3. How well do the Cemetery Products and Services offered meet the requirements of the Statement of Work?

Exceptionally	200
Adequately	100
Minimally	50
Fails to meet requirements	0
  
4. How well do the Interment Services offered meet the requirements of the Statement of Work?

Exceptionally	200
Adequately	100
Minimally	50
Fails to meet requirements	0

#### 5.2.2.2 Jackson County:

1. How well do the Removal and Transportation Services offered meet the requirements of the Statement of Work?
 

Exceptionally	200
Adequately	100
Minimally	50
Fails to meet requirements	0
  
2. How well do the Preparation Services offered meet the requirements of the Statement of Work?
 

Exceptionally	200
Adequately	100
Minimally	50
Fails to meet requirements	0
  
3. How well do the Interment Services offered meet the requirements of the Statement of Work?
 

Exceptionally	200
Adequately	100
Minimally	50
Fails to meet requirements	0

Points will be awarded based on the point structure above, for each requirement contained in Attachment B. The following total points are possible for a Service Score:

<b>Leon County</b>		
<b>Requirement Number</b>	<b>Requirement Title</b>	<b>Total Possible Score</b>
1	Removal and Transportation Services	200
2	Preparation Services	200
3	Cemetery Products and Services	200
4	Interment Services	200
<b>Total Possible Service Score</b>		<b>800</b>

<b>Jackson County</b>		
<b>Requirement Number</b>	<b>Requirement Title</b>	<b>Total Possible Score</b>
1	Removal and Transportation Services	200
2	Preparation Services	200
3	Interment Services	200
<b>Total Possible Service Score</b>		<b>600</b>

The evaluators will independently evaluate qualifications and their points will be averaged to obtain the Respondent's total points for qualifications.

**5.2.3 Price Component of the Reply (Attachment C) - 200 Total Possible Points**

Attachment C to the ITN contains the requirements for the Price Component of the Reply to this ITN. Respondents shall submit their Price Component of the Reply in accordance with the requirements contained in Attachment C. Attachment C is a Word Document that must be completed electronically for uploading into the MFMP Sourcing Application.

If a Respondent is submitting a Reply for both Leon and Jackson counties, a separate Price Component of the Reply must be submitted for each county.

The Respondent with the lowest price for all core services shall receive 100 points. Other Respondents shall receive points for core services based upon the following formula:

$$\frac{(X)}{N} \times 200 = Z$$

Where:

X = lowest price of all replies submitted

N = Respondent's submitted total price

Z = points awarded

The assignment of the points based on the above formula will be calculated by the Department.

**5.3 Methodology for Determination of Competitive Range**

The Department will average the Organizational Component of the Reply Scores to determine each Respondent's Average Organizational Score. The Department will average the Service Component of the Reply scores to determine each Respondent's Average Service Score.

The Department will combine the Respondent's Average Organizational, Service, and Price Scores to determine the Respondent's Total Reply Score.

The Department will use the Respondents' Total Reply Scores to determine a competitive range of Replies for the purpose of negotiations. The Department reserves the right to negotiate with one or more respondents within the competitive range or to reject all replies.

<b>Leon County</b>	
<b>Criteria Title</b>	<b>Total Possible Score</b>
Organizational	200
Service	800
Price	200
<b>Total Possible Reply Score</b>	<b>1200</b>

<b>Jackson County</b>	
<b>Criteria Title</b>	<b>Total Possible Score</b>
Organizational	200
Service	600
Price	200
<b>Total Possible Reply Score</b>	<b>1000</b>

#### **5.4 Negotiation Phase**

The Department may provide specific agenda topics to the invited Respondent(s) prior to the beginning of negotiations. The Department reserves the right to negotiate concurrently or separately with competing Respondents and may at any time during the Negotiation Phase eliminate a vendor from further consideration. The Department shall have the right to use any or all ideas or adaptations of the ideas presented in any Reply. Selection or rejection of a Reply does not affect this right. Additionally, the Department reserves the right to conclude negotiations at any time and proceed to contract award. During the Negotiation Phase, the Department may request clarification and revisions to replies (including best and final offers and revised best and final offers) until it is satisfied that it has achieved the best value to the State.

The Department reserves the right at any time during the negotiations process to:

- 5.4.1** Schedule additional negotiation sessions with any or all invited Respondents.
- 5.4.2** Require any or all invited Respondents to provide additional revised or final written replies addressing specified topics.
- 5.4.3** Require any or all invited Respondents to provide a written best and final offer.
- 5.4.4** Re-open negotiations with any vendor.

#### **5.5 Negotiation Meetings Not Open to Public**

Negotiations between the Department and Respondents are temporarily exempted from Chapter 286, Florida Statutes. Negotiation Team strategy meetings are exempted by section 286.0113 (2) (b) 2, Florida Statutes. The Department will record all meetings of the Negotiation Team, as required by law, and such recordings will eventually become a public record. During negotiations, a Respondent must inform the Department if any portion of the meetings should be considered exempt because of discussions of trade secrets or other exempt information so that the Department can make appropriate arrangements for the segregation of the recording.

#### **5.6 Posting Notice of Intent to Award**

If the Department decides to award a Contract, it will post a Notice of Intent to Award, stating its intent to enter a contract with the vendor(s) identified therein, on the VBS website ([http://vbs.dms.state.fl.us/vbs/main\\_menu](http://vbs.dms.state.fl.us/vbs/main_menu)). If the Department decides to reject all replies, it will post its notice at the same VBS website.

### **5.7 Basis of Award**

The Department intends to award one (1) or more contract(s) for interment and associated services to the responsible and responsive funeral establishment(s), one located in Leon County and one located in Jackson County, whose reply(s) are determined in writing to provide the best value to the State in achieving the goals outlined in this solicitation.

Any award shall be made to the responsive and responsible Respondent who provides the best value to the State based on the Department's final selection criteria that shall include, but are not limited to, price, quality, design, and workmanship.

The Department reserves the right to award to one or multiple responsive and responsible Respondents, or to make a partial award, or no award, as determined to be in the best interest of the State.

The Department reserves the right to reject any and all replies, if the Department determines such action is in the best interest of the State.

### **5.8 Disqualification**

Replies that do not conform in all material respects to the requirements, specifications, terms, and conditions of the solicitation may be rejected as non-responsive. The Department reserves the right to determine which Respondents are responsive and responsible.

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## **Section 6      Scope of Work**

### **6.1      Statement of Work**

The Department of Management Services, Division of State Purchasing is seeking to establish a Contract(s) for the transportation, preparation and interment of remains and associated artifacts and soil that were exhumed from the Arthur G. Dozier School for Boys in Marianna, FL during the forensic investigation conducted by the University of South Florida (USF) in Tampa, Florida. During the investigation, the remains and associated artifacts and soil were removed from each identified gravesite. It is essential for the remains and associated artifacts and soil to remain together during re-interment and be cared for in a respectful and dignified manner throughout the process described in this Scope of Work. The Department invites persons or entities holding a funeral establishment license under chapter 497, Florida Statutes, to submit replies in accordance with the solicitation documents.

### **6.2      Service Tasks – Leon County, Florida**

Respondent(s) and any subcontractors providing the services listed in this solicitation must possess the necessary, current licenses under chapter 497, Florida Statutes. The Respondent must be able to provide all of the following tasks:

#### **6.2.1      Removal and Transportation Services**

The remains and associated artifacts and soil, exhumed from each gravesite, currently being held at USF must be transported, by land, to a funeral establishment located in Leon County, Florida as identified. Services must include, but not be limited to:

- 6.2.1.1**    Confirming with USF that the remains and associated artifacts and soil are appropriately secured for transporting;
- 6.2.1.2**    Coordinating with USF and the receiving funeral establishment as to the transport date, time, etc.;
- 6.2.1.3**    Ensuring the remains and associated artifacts and soil are marked with a unique identifier for each container; and
- 6.2.1.4**    Retrieving and transporting the remains and associated artifacts and soil to a funeral establishment located in Leon County as designated.

#### **6.2.2      Preparation Services**

The remains and associated artifacts and soil must be prepared for interment at a funeral establishment located in Leon County. Services must include, but not be limited to:

- 6.2.2.1**    Coordinating with the transportation service concerning date and time of transport and receiving, reviewing, and preparing paperwork to accept the remains and associated artifacts and soil;
- 6.2.2.2**    Storing the remains and associated artifacts and soil, in a respectful and dignified manner, for a period of time prior to burial;
- 6.2.2.3**    Scheduling and coordinating interment at one cemetery in Leon County; and

**6.2.2.4** Preparing the remains and associated artifacts and soil, and placing each in a separate adult-sized casket.

**6.2.3 Cemetery Products and Services**

Forty-seven\* remains and associated artifacts, and soil must be buried at a licensed cemetery located in Leon County, Florida. Products and Services must include, but not be limited to:

**6.2.3.1** Locating one cemetery in Leon County with capacity to designate an area specifically for the burial plots for each of the forty-seven\* remains and associated artifacts and soil;

**6.2.3.2** Obtaining forty-seven\* burial plots within the cemetery in a contiguous area designated specifically for the remains and associated artifacts and soil; and

**6.2.3.3** Maintaining and landscaping the forty-seven\* burial plots in perpetuity.

**6.2.4 Interment Services**

Forty-seven\* remains and associated artifacts and soil must be interred at one cemetery, located in Leon County, Florida. Services must include, but not be limited to:

**6.2.3.2** Burying the forty-seven\* remains and associated artifacts and soil at burial plots in the specified area of the chosen cemetery; and

**6.2.3.3** Providing and installing appropriate and respectful temporary markers that include the accession numbers used by the University of South Florida in its forensic investigation.

**6.3 Service Tasks – Jackson County, Florida**

Respondent(s) and any subcontractors providing the services listed in this solicitation must be licensed under chapter 497, Florida Statutes. The Respondent must be able to provide all of the following tasks:

**6.3.1 Removal and Transportation Services**

The remains and associated artifacts and soil, exhumed from each gravesite, currently being held at USF must be transported, by land, to a funeral establishment located in Jackson County, Florida as identified. Services must include, but not be limited to:

**6.3.1.1** Confirming with USF that the remains and associated artifacts and soil are appropriately secured for transporting;

**6.3.1.2** Coordinating with USF and the receiving funeral establishment as to the transport date, time, etc.;

**6.3.1.3** Ensuring the remains and associated artifacts and soil are marked with a unique identifier for each container; and

**6.3.1.4** Retrieving and transporting the remains and associated artifacts and soil to a funeral establishment located in Jackson County as designated.

**6.3.2 Preparation Services**

The remains and associated artifacts and soil must be prepared for interment at a funeral establishment located in Jackson County. Services must include, but not be limited to:

**6.3.2.1** Coordinating with the removal and transportation service concerning date and time of transport and receiving, reviewing, and preparing paperwork to accept the remains and associated artifacts and soil;

**6.3.2.2** The remains and associated artifacts and soil may need to be stored, in a respectful and dignified manner, for a period of time prior to burial;

**6.3.2.3** Scheduling and coordinating interment at Boot Hill Cemetery; and

**6.3.2.4** Preparing the remains and associated artifacts and soil, and placing each in a separate adult-sized casket.

### **6.3.3 Interment Services**

Seven\* remains and associated artifacts and soil must be interred at the Boot Hill Cemetery, located at the Arthur G. Dozier School for Boys in Jackson County Florida. Services must include, but not be limited to:

**6.3.3.1** Burying the seven\* remains and associated artifacts and soil at burial plots in Boot Hill Cemetery within a specifically designated area; and

**6.3.3.2** Providing and installing appropriate and respectful temporary markers that include the accession numbers used by the University of South Florida in its forensic investigation.

## **6.4 Deliverables**

The Deliverables and Deliverable Schedule, represented by Attachment L, will be determined with the prospective vendor(s) during the negotiation process.

\*These are approximate numbers and are subject to change.

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