



ADDENDUM #1

Invitation to Negotiate (ITN) # SNR1819RS002
Adult Education Services for
Refugees and Entrants in Broward County

DATE: March 22, 2018

TO: Prospective Vendors of ITN# SNR1819RS002

FROM: David Draper, Procurement Manager

SUBJECT: Posting APPENDIX XI, the Evaluation Manual, to the Vendor Bid System (VBS).

The Department has posted Appendix XI (Evaluation Manual) to the VBS.

Also, references to Appendix XI have been added to the ITN. Changes are marked in **RED** below.

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NOTE: In addition to the appendices included in this document, APPENDIX X, a draft version of the Department’s Standard Integrated Contract Part 1 and Part 2, will be included with the solicitation and uploaded to the Vendor Bid System (VBS) together with the ITN and all other related documents.

APPENDIX XI: Evaluation Manual.....75

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5.1 Selection Criteria

The following Selection Criteria, in conjunction with the Evaluation Manual (APPENDIX XI), shall apply for this ITN (in the event of a conflict between the Evaluation Manual and this solicitation for this purpose, the Evaluation Manual shall control):

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5.3.1 Scoring

The Department's Evaluators will independently evaluate each Programmatic Reply in accordance with the [Evaluation Manual \(APPENDIX XI\)](#) and following criteria:

| Criteria | Relative Value | Possible Points |
|---|----------------|-----------------|
| <ul style="list-style-type: none">The Vendor's articulation of its approach to providing the required services and the ability of the approach to meet the requirements of this ITN and provide additional value. | 25% | 250 |
| <ul style="list-style-type: none">The Vendor's experience and capability to deliver its proposed services including the Vendor track record providing services similar to the ones specified in this ITN. | 40% | 400 |
| <ul style="list-style-type: none">The Vendor's company structure and the skills and experience of the Vendor's leadership team, staff, and resources the Vendor will use in implementing its services. | 15% | 150 |
| TOTAL | 80% | 800 |

The Department's Financial Evaluator and Procurement Manager will independently evaluate each Financial Reply in accordance with the [Evaluation Manual \(APPENDIX XI\)](#) and the following criteria:

| Criteria | Relative Value | Possible Points |
|--|----------------|-----------------|
| <ul style="list-style-type: none">The Vendor's financial management approach, proposed budget and related financial information. | 20% | 200 |
| TOTAL | 20% | 200 |

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.