

Pre-Reply Conference



FLORIDA DEPARTMENT of

management
SERVICES

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ITN # 15- 85171500-D

Interment and Associated Services for Remains from
the Arthur G. Dozier School for Boys

Meeting Facilitator

Joel Atkinson

Category Manager

Division of State Purchasing

Department of Management Services

Today's Agenda

- I. Sole Point of Contact
- II. Purpose of the Meeting
- III. ITN Structure & Timeline
- IV. Reply Format
- V. Questions
- VI. MFMP Sourcing Vendor Training

Sole Point of Contact

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The Department's **SOLE** point of contact for this solicitation, from the date of release until a contract award decision is made by the Department, is the Procurement Officer.

Joel Atkinson

Category Manager

Division of State Purchasing

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What is the purpose of this meeting?

To provide prospective respondents with an overview of the Interment and Associated Services for Remains from the Arthur G. Dozier School for Boys ITN and the process for submitting replies to the ITN.

Reminder:

- All questions concerning the content of the ITN or the ITN process must be submitted using the 'Event Messages' link in MFMP Sourcing.
- Only the answers provided by addendum, if any, and posted in the Vendor Bid System are an official part of the ITN.

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ITN Structure

Section 1 – Introduction

Section 2 – Solicitation Overview

Section 3 – General & Special Instructions

Section 4 – Respondent Submission

Section 5 – Evaluation, Negotiation, and Basis of Award

Section 6 – Scope of Work

Attachments

ITN Timeline – Solicitation Phase

Events	Event Time (EDT)	Event Date
ITN Posted in the Vendor Bid System (VBS) and Sourcing		01/30/18
Pre-Reply Conference	1:00 p.m. EDT	02/14/18
Deadline to Submit Questions	4:00 p.m. EDT	02/20/18
Anticipated Posting of Answers		03/06/18
Deadline to Submit Reply	1:00 p.m. EDT	03/20/18
Reply Opening	1:01 p.m. EDT	03/20/18

Please Note: The Question Submission Deadline is 4:00 PM and the Reply Deadline is 1:00 PM in MFMP Sourcing. MFMP Sourcing will not allow for late Questions or Replies.

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Reply Format

- All Replies must be submitted in MFMP Sourcing
- Mandatory Requirements/Questions
 - Respondents must answer ‘Yes’ to all questions
 - ‘No’ answers will make a reply non-responsive
- Required Documentation
 - Organizational Component (Attachment A)
 - Service Component (Attachment B)
 - Price Component (Attachment C)
- Additional Documentation Requested
 - Modification Form for Special and Additional Special Contract Conditions (Attachment D)

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Questions

Do not forget to submit **ALL** questions using the 'Event Messages' link in MFMP Sourcing by **February 20 before 4:00 p.m. EDT.**

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MFMP Sourcing Vendor Training

Thank you for attending this meeting.

The MFMP Team will now present an overview of how to submit replies in Sourcing.