

**ATTACHMENT M**

**NOTICE OF INTENT TO ATTEND SOLICITATION CONFERENCE**  
***Participation Is NOT Mandatory***  
**(FORM PROVIDED FOR CONVENIENCE ONLY)**  
**(MAY BE SUBMITTED ON COMPANY LETTERHEAD)**

This Notice must be received by the date set forth in the Calendar of Events for this Notice and must be sent to:

Jennifer A. Rechichi, Procurement Manager  
 Department of Juvenile Justice  
 Bureau of Procurement and Contract Administration  
 2737 Centerview Drive, Suite 1100  
 Tallahassee, FL 32399-3100  
 Telephone: (850) 717-2608  
 Fax: (850) 414-1625  
 Email: [Jennifer.Rechichi@djj.state.fl.us](mailto:Jennifer.Rechichi@djj.state.fl.us)

_____ ( <i>Insert Respondent's full legal name</i> ) hereby notifies the Department of Juvenile Justice of the intent to attend the Solicitation Conference scheduled for ITN #10564 from qualified non-profit, for profit and government entities to serve as the single Provider of Comprehensive Health Services in eight (8) RJDCs located in the North Region consisting of Alachua RJDC, Bay RJDC, Duval RJDC, Escambia RJDC, Leon RJDC, Marion RJDC, Okaloosa RJDC and Volusia RJDC.	
<b>Authorized Name (Print or Type)</b>	
<b>Title</b>	
<b>Company</b>	
<b>Date</b>	
<b>Company Representing</b>	
<b>Mailing Address</b>	
<b>Telephone</b>	
<b>Email Address</b>	

Any person with a qualified disability shall not be denied equal access and effective communication regarding any ITN or bid documents or the attendance at any related meeting or bid opening. If accommodations are needed because of a disability, please contact the Bureau at (850) 717-2600 at least five business days prior to the meeting.

Questions for Solicitation Conference: Questions for oral discussion at the solicitation conference shall be submitted in writing and sent to the Procurement Manager at [Jennifer.Rechichi@djj.state.fl.us](mailto:Jennifer.Rechichi@djj.state.fl.us), by mail or by facsimile and shall be received by the date specified for Solicitation Conference questions in the Calendar of Events (section IV. B.).

Cancellation Option: If no interest in the solicitation conference is indicated by Respondents, the Department has the option of canceling the conference and will do so by placing notice of cancellation of the conference on the MyFlorida.com website at [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu) under the solicitation number. If the conference is cancelled, questions and answers will be posted in the form of an addendum on the date specified in the Calendar of Events.