



**State of Florida  
Department of Children and Families**

**Rick Scott**  
Governor

**Mike Carroll**  
Secretary

**ADDENDUM #2 to the following Invitation to Negotiate (ITN):  
Substance Abuse Training and Technical Assistance  
Advertisement Number: ITN #02H17GN1**

Below are the inquiries and Department responses related to the above referenced ITN:

1	<b>Q:</b>	<b>Can the ITN reply be hand delivered to the procurement manager?</b>
	<b>A:</b>	<i>Section 4.1.1, The vendor must choose the appropriate means for delivery, and is exclusively responsible for receipt of the reply by the Procurement Manager. If you hand deliver a reply, please send a transmittal letter that the procurement manager can sign and send back with the courier, to document receipt date/time.</i>
2	<b>Q:</b>	<b>For the 5% of providers to be considered for Independent and EBP Fidelity Reviews, does the provider pool consist of licensed or contracted DCF providers or block grant recipients?</b>
	<b>A:</b>	<i>The provider pool consists of all substance abuse block grant recipients in Florida.</i>
3	<b>Q:</b>	<b>Page 15 indicates the discretionary evaluation as dependent on new funds and page 21 implies this will be done with no reference to new monies. Could you please clarify?</b>
	<b>A:</b>	<i>Services outlined in Section 3.2.7 are dependent upon funding allocation for new projects.</i>
4	<b>Q:</b>	<b>Should the budget be submitted for 5 years or for 8 years including the 3 renewal years?</b>
	<b>A:</b>	<i>The Department does not anticipate additional funding for these services. Therefore, that budget submitted should be an annual budget. Any additional funding for program analysis and evaluation (section 3.2.7) will be amended into the resulting contract via amendment.</i>
5	<b>Q:</b>	<b>Is the indirect cost percentage calculated on only the operating capital outlay in the direct costs category or should other categories be included in the calculation of indirect costs?</b>
	<b>A:</b>	<i>The indirect cost percentage should be calculated on all costs associated with the provision of services excluding operating capital outlay.</i>
6	<b>Q:</b>	<b>Does the budget information in the Proposed Cost Allocation Plan cover the vendor's entire budget or only the budget for the proposed ITN project?</b>
	<b>A:</b>	<i>The Cost Allocation Plan should provide information regarding all costs associated with the project outlined in the ITN.</i>
7	<b>Q:</b>	<b>Will the evaluation manual or weighting of scoring each section be shared with vendors responding to the ITN?</b>
	<b>A:</b>	<i>The evaluation manual will be posted to the VBS prior to the deadline for the submission of replies.</i>
8	<b>Q:</b>	<b>Would a training event (webinar/workshop) one-time presenter be considered a subcontractor? If so, for training/technical assistance topics that would be identified by DCF and the vendor after the ITN contract is in place, it is not possible to identify the subject matter expert/presenter/subcontractor without knowing the topic. In these circumstances, how should the vendor handle this in the ITN reply?</b>
	<b>A:</b>	<i>A consultant or presenter not employed by your agency providing a limited scope of services for a fee would be a subcontractor. Vendors should, using their experience and expertise, estimate the cost of any anticipated</i>

		<i>subcontractors.</i>
9	Q:	The tab on page 23 indicates 'TAB 6' while the preceding tab is 'TAB 3'. Is this just a typo?
	A:	<i>Yes, this is a typo and should read 'TAB 4'.</i>
10	Q:	<b>Section 4.1.4 indicates an original signature of an official authorized to bind the vendor to the reply must be submitted with both the Programmatic and Financial Reply in this ITN. We are planning to use the Mandatory Certifications and Tie Breaker Certifications Forms for this function in the Programmatic Reply. Is this correct?</b>
	A:	<i>Appendix II, Certificate of Signature Authority and Appendix III, Vendor's Certifications, must be completed, signed and submitted to fulfill this requirement. Vendors are expressly cautioned to ensure all certifications required by Appendix III are accurate and complete as of the date of their replies.</i>

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**FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN S. 120.57(3), F.S., 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, F.S.**



