



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER NICOLE "NIKKI" FRIED

February 18, 2022

ADDENDUM 1

TO: VENDORS

FROM: CARMELITA GRAHAM, PURCHASING DIRECTOR

**RE: INVITATION TO NEGOTIATE NO. ITN FNW 21 22 55
OUTREACH AND CREATIVE SERVICES**

This addendum is to provide answers to questions received in reference to this invitation to negotiate.

Question / [Answer](#)

1. Whether companies from Outside USA can apply for this? (like, from India or Canada)

[Yes.](#)

2. Whether we need to come over there for meetings?

[All meetings will be held virtually.](#)

3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

[Yes.](#)

4. Can we submit the proposals via email?

[No. Please review Section 3.8- Instructions for Submittal.](#)

5. In the instruction it is noted: "In Respondents must submit six (6) digital USB flash drives, one (1) hardcopy reply marked "Original" and five (5) duplicate hardcopies of the Written Technical Reply and all attachments when responding to this ITN. "Could you please clarify that for me? Should I submit 6 separate USB Flash drives?"

[Yes. Respondents must submit a total of six \(6\) USB flash drives and six \(6\) hardcopy duplicates. One \(1\) hardcopy reply should be marked as the original.](#)

6. Is a WBE considered a Minority Business Enterprise?

[Florida Certified Business Enterprises includes minority owned \(MBE\), woman-owned \(WBE\) and Veteran-owned \(VBE\).](#)

7. Before we invest a significant amount of time and energy in the preparation, can you provide me with the funds disbursement schedule?

The contract is for a three-year period (up to \$3,000,000 or \$1,000,000 annually) with an agency option for three, one-year extensions. The pay schedule is dependent on the completion of individual deliverables of the contract.

This Addendum is hereby incorporated into and made a part of the above noted Invitation to Negotiate. All other terms, conditions and specifications of this Invitation to Negotiate will remain the same. For questions regarding this Addendum, please contact the Purchasing Office at (850) 617-7181 or email at Bids@FDACS.gov.