

ADDENDUM NO. 1

**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
Procurement Section
3800 Commonwealth Boulevard, MS#93
Tallahassee, Florida 32399-3000**

July 10, 2018

Addendum To: DEP Solicitation No. ITN 2018032, entitled Harmful Algal Bloom Management Services

In accordance with Section 1.06, Addenda, the Department hereby formally amends the Solicitation. The amendments are as follows:

SCHEDULE OF EVENTS

DATES	EVENTS	METHOD
June 25, 2018	Solicitation Advertised	Vendor Bid System http://www.myflorida.com/apps/vbs/vbs_main_menu
July 9, 2018 @ 1:30 p.m. ET	Mandatory Pre-Solicitation Conference <i>(Revised Addendum No.1)</i>	<p>Mandatory Pre-Solicitation Conference will be held in Room 170, Carr Building via GoToMeeting:</p> <p>Florida Department of Environmental Protection Carr Building 3800 Commonwealth Boulevard Tallahassee, Florida 32399-3000</p> <p><i>(Revised Addendum No.1)</i></p> <p>Harmful Algal Bloom Management Services ITN Pre-Solicitation Conference: <u>You must register to attend.</u> Join us for the webinar on July 9, 2018 at 1:30 PM EST (we encourage you to log in between 1:00 PM and 1:30 PM to allow time to resolve any last minute technical issues).</p> <p>Register Now! https://register.gotowebinar.com/register/1331696989386158595</p> <p>After registering, you will receive a confirmation email containing information about joining the webinar.</p> <p><u>View System Requirements:</u> https://link.gotowebinar.com/help-system-requirements-attendees</p> <hr/> <p>You may also dial in using your phone by calling: 1 (571) 317-3122, Access Code 818-529-509</p>

		If you require technical assistance, please contact DEP Service Desk at: 850-245-7555 .
July 16, 2018	Post Pre-Proposal Conference Addendum	Vendor Bid System http://www.myflorida.com/apps/vbs/vbs_main_menu
July 23, 2018	Questions Submitted in Writing	Procurement Contact identified in Section 1.02, Procurement Officer
On or about, July 30, 2018	Answers to Questions Posted	Vendor Bid System http://www.myflorida.com/apps/vbs/vbs_main_menu
MUST BE RECEIVED NO LATER THAN: August 6, 2018 @ 4:00 pm	SEALED RESPONSES DUE	Submit to: Florida Department of Environmental Protection Lori L. Anderson, Procurement Officer Procurement Section, Room 215 3800 Commonwealth Blvd, MS93 Tallahassee, Florida 32399-3000 SOLICITATION NUMBER MUST BE ON ENVELOPE
August 7, 2018 @ 10:00 a.m. ET	Public Response Opening	Sealed Responses Opened at: Florida Department of Environmental Protection DEP Procurement Section, Room 153 3800 Commonwealth Blvd, MS93 Tallahassee, Florida 32399-3000
August 13, 2018 – August 17, 2018	References Contacted	By Phone by Department
August 13, 2018 – August 17, 2018	Evaluations	
On or about, August 27, 2018	Notice of Intent to Negotiate	The Department anticipates posting the evaluation scores and the Notice of Intent to Negotiate (Section 1.15) on the Vendor Bid System: http://www.myflorida.com/apps/vbs/vbs_main_menu

On or about, September 10, 2018	Negotiations	ITN Contract Negotiations Begin
On or about, TBD	Public Meeting	Negotiation Team Recommendation Meeting
On or about, TBD	Anticipated Posting of Recommended Award	Vendor Bid System http://www.myflorida.com/apps/vbs/vbs_main_menu

1.03. ~~Mandatory~~ Pre-Solicitation Conference. A ~~MANDATORY~~ Pre-Solicitation Conference is scheduled as specified in the Schedule of Events. There will be a GoToMeeting video conference available for those unable to attend in person (see Schedule of Events for registration instructions). The purpose of this meeting is to provide an open forum for the Department to review the Scope of Services and make clarifications regarding the Scope of Services, Solicitation requirements, contractual requirements, and other conditions or requirements that may, in any manner, affect the work to be performed. Any changes and/or resulting addenda to the Solicitation will be the sole prerogative of the Department. *(Revised Addendum No.1)*

~~Attendance at this Pre-Solicitation Conference is MANDATORY. Failure by a Respondent to attend or be represented at this Pre-Solicitation Conference either in person or by video conference will constitute a non-responsive determination of their proposal package. Replies found to be non-responsive will not be considered.~~ *(Revised Addendum No.1)*

Accessibility for Disabled Persons: Any person requiring special accommodations at any Pre-Solicitation Conference, public opening, or event because of a disability or physical impairment should call the listed contact person no later than five (5) days prior to the event. If you are hearing or speech impaired, please contact the Department using the Florida Relay Service at 1(800) 955-8771 (TDD).

1.04. Invitation to Negotiate Process. The Invitation to Negotiate (ITN) process consists of four (4) sequential phases: 1) the Reply Preparation Phase; 2) Administrative Review Phase; 3) the Evaluation Phase; and 4) the Negotiation Phase.

- I. Reply Preparation Phase.** The Respondents will prepare and submit a Reply to the Procurement Officer based on the requirements identified in this Solicitation and any addenda to the Solicitation.
- II. Administrative Review Phase.** The Procurement Officer will complete a review to ensure that Replies are complete and meet the minimum requirements of this Solicitation.
- III. Evaluation Phase.** The evaluation team will evaluate and score the Replies according to the evaluation criteria contained in the Solicitation and establish a competitive range of Replies reasonably susceptible to award. The Department will enter into negotiations with those Respondents who provide the top ten solutions per District ~~by~~ **with a score of 75% or higher**. The Department will then post the Department’s Notice of Negotiations, as set out in the Schedule of Events. *(Revised Addendum No.1)*

IV. Negotiation Phase, Negotiations will be conducted according to the negotiation methodology published in Section 1.16, Negotiation Phase. Negotiators are not bound by the ranking of Replies resultant from the evaluation phase.

1.16. Negotiation Phase. The Department will proceed to negotiate with ~~one (1) or more selected Respondents~~ **those Respondents who provide the top ten solutions per District, based on a score of 75% or higher** ~~highest scores~~ calculated during the evaluation phase described in the Evaluation Criteria Scoresheet, as described in Section 12.00, Evaluation Criteria. The negotiations will not be open to the public, but will be recorded. *(Revised Addendum No.1)*

A. Notice of Intent to Negotiate. The Department will electronically post a Notice of Intent to Negotiate by the date and time indicated in the Schedule of Events on the Vendor Bid System (VBS).

B. Negotiation Meetings. Negotiation meetings will be conducted in Tallahassee, Florida. The Department reserves the right to schedule Negotiation meetings (including oral presentations) at a different location in the State. The Department will distribute instructions and/or agendas in advance of each negotiation session. Representatives for each Respondent should plan to be available, (including a **representative** authorized to agree to Contract terms on behalf of the Respondent and key proposed Project Team members relevant to the topic being discussed) without interruptions, for the entirety of the Respondent's scheduled Negotiation meeting. The Department reserves the right to require attendance at negotiation sessions by particular representatives of the Respondent.

C. Negotiation Methodology. The Department will establish a negotiation team to conduct the negotiations with the Respondents listed in the "Notice of Negotiations" and make an award recommendation after determining which Respondent presents the best value.

Selected Respondent(s) will be invited to provide a demonstration, more detailed clarifications of their Replies, to provide interactive presentations of the Replies, and to enter into negotiations with the Department.

At the conclusion of negotiations, the Department will request best and final offers from the remaining respondents and notify them of the selection criteria on which the award will be based. Based on the best and final offers, the Department will either award the contract to the Respondent who provides the best value for the Department and the State or reject all Replies.

This ITN will not result in an exclusive license to provide the Services or products described in this ITN or the resulting contract. The Department may, in compliance with applicable law, contract with other Respondents or vendors to provide the same or similar Services.

Negotiations may include discussions of the terms, conditions, costs, Statement of Work, and related Services to be provided by the Respondent. The negotiation team will not engage in scoring, but will arrive at its recommendation by discussion during a public meeting.

Respondents may be provided an opportunity to recommend enhanced value alternatives and provide information and options during negotiations. The Department reserves the right to negotiate different terms and related price adjustments if the Department determines that such changes would provide the best value to the State. The negotiation team may address each proposed alternative during negotiations but is under no obligation to accept a proposed alternative. If the negotiation team determines that a proposed alternative is not acceptable and the Respondent fails to offer another alternative that is acceptable to the negotiation team, the Respondent may be eliminated from further consideration or the negotiation team may stop negotiation with that Respondent.

D. Negotiation Team Recommendation Meeting. After receipt of the best and final offers, the Department may conduct a Public Meeting for the negotiation team to discuss the results of negotiations

and formulate their recommendations to the Department as to whether and how to award a Contract pursuant to this solicitation.

The Department is not bound to enter into a contract with any Respondent unless the Respondent is determined to provide best value to the State and the Department is able to negotiate the conditions and cost that it considers fair, competitive, and reasonable.

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