



FLORIDA STATE COURTS SYSTEM
OFFICE OF THE STATE COURTS ADMINISTRATOR

INVITATION TO NEGOTIATE

AMENDMENT ANNOUNCEMENT FORM

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| Page <u>1</u> of <u>1</u> Pages | SUBMIT FORM TO: Office of the State Courts Administrator General Services Office, 500 S. Duval Street Tallahassee, Florida 32399-1900 Email - SCS_Contracts@flcourts.org |
| AGENCY RELEASE DATE: May 26, 2017 | |
| SOLICITATION TITLE: 19 th CIRCUIT COURT SPANISH LANGUAGE INTERPRETATION PROVIDERS | |
| SOLICITATION NO: ITN# 2200-17/002 | |
| PROPOSALS WILL BE OPENED: July 7, 2017 @ 3:00 PM and may not be withdrawn prior to execution of a Contract. July 31, 2017 | |

AMENDMENT 2

In an effort to promote small, minority women's and veteran's business enterprises access to government contracts, The Office of the State Courts Administrator is hereby amending the above referenced ITN document to allow for live remote Question and Answer events to cover the topic of how to respond to a Invitation to Negotiate (ITN) procurement and vendors participation the negotiations and Best and Final Offer (BAFO) processes. The events will take place on Tuesday, July 11, 2017 from 2:00 PM to 4:00 PM and 6:00 PM to 8:00 PM, and Monday, July 17, 2017 from 2:00 PM to 4:00 PM. Interested vendors must e-mail your intent to participate to Steve Updike at UpdikeS@flcourts.org at least 24 hours before the event to obtain connection information.

The changes are as follows:

- Section 4 - Procurement Schedule is amended as shown below.
- The ITN-2200-16-17-002-v.2.00, reflecting these changes, will replace the amended calendar of events issued June 5, 2017.

| EVENT | DATE DUE | TIME DUE |
|--|---|----------|
| Release of the Invitation to Negotiate | 5/23/2017 | 3:00 PM |
| Questions/Inquiries - Vendor submits questions/inquiries, no later than | 6/2/2017 6/16/2017 | 3:00 PM |
| OSCA posts responses to questions/inquiries on the Vendor Bid System | 6/6/2017 6/23/2017 | 3:00 PM |
| Reply submissions DUE DATE and OPENING TIME | 6/13/2017 7/7/2017 7/31/2017 | 3:00 PM |
| <i>The below sequence of events is being provided for informational purposes only. Date(s) and Time(s) for each will be provided closer to the actual event.</i> | | |
| <i>The OSCA will publish any ITN addendum on the VBS and/or notify in writing via e-mail, all Vendors that submitted Replies, with the date and time and guidance/instructions, as applicable for each event.</i> | | |
| OSCA begins providing Clarification Requests to Vendors as needed | 6/13/2017 7/7/2017 7/31/2017 | |
| Cost Opening | 6/19/2017 7/12/2017 8/4/2017 | 3:00 PM |
| Begin conducting Negotiations | 6/19/2017 7/17/2017 8/8/2017 | |
| Sealed Best and Final Offers Due | 6/26/2017 7/27/2017 8/18/2017 | 3:00 PM |
| Post Intent to Award on Vendor Bid System | 6/27/2017 7/28/2017 8/22/2017 | 3:00 PM |
| Contracts Distributed to Vendors | 6/27/2017 8/1/2017 8/24/2017 | |
| Signed Contracts Due Back From Vendors | 6/30/2017 8/15/2017 8/31/2017 | |
| Contract Start Date | 7/1/2017 9/1/2017 | |