



FLORIDA STATE COURTS SYSTEM  
OFFICE OF THE STATE COURTS ADMINISTRATOR

INVITATION TO NEGOTIATE

AMENDMENT ANNOUNCEMENT FORM

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 - <a href="mailto:SCS_Contracts@flcourts.org">SCS_Contracts@flcourts.org</a>
AGENCY RELEASE DATE: May 26, 2017	
SOLICITATION TITLE: 19 <sup>th</sup> CIRCUIT COURT SPANISH LANGUAGE INTERPRETATION PROVIDERS	
SOLICITATION NO: ITN# 2200-17/002	
PROPOSALS WILL BE OPENED: <del>July 7, 2017</del> @ 3:00 PM and may not be withdrawn prior to execution of a Contract. <del>July 31, 2017</del> August 8, 2017	

AMENDMENT 2

The Office of the State Courts Administrator is hereby amending the above referenced ITN document to allow for an additional live remote Question and Answer event 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 Thursday, July 27, 2017 from 3:30 PM to 4:30 PM. Interested vendors must e-mail your intent to participate to Steve Updike at [UpdikeS@flcourts.org](mailto:UpdikeS@flcourts.org) at least 24 hours before the event to obtain connection information.

- 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 6, 2017.

EVENT	DATE DUE	TIME DUE
Reply submissions DUE DATE and OPENING TIME	<del>6/13/2017</del> <del>7/7/2017</del> <del>7/31/2017</del> 8/8/2017	3:00 PM
OSCA begins providing Clarification Requests to Vendors as needed	<del>6/13/2017</del> <del>7/7/2017</del> <del>7/31/2017</del> 8/8/2017	
Cost Opening	<del>6/19/2017</del> <del>7/12/2017</del> <del>8/4/2017</del> 8/11/2017	3:00 PM
Begin conducting Negotiations	<del>6/19/2017</del> <del>7/17/2017</del> <del>8/8/2017</del> 8/16/2017	
Sealed Best and Final Offers Due	<del>6/26/2017</del> <del>7/27/2017</del> <del>8/18/2017</del> 8/23/2017	3:00 PM
Post Intent to Award on Vendor Bid System	<del>6/27/2017</del> <del>7/28/2017</del> <del>8/22/2017</del> 8/25/2017	3:00 PM
Contracts Distributed to Vendors	<del>6/27/2017</del> <del>8/1/2017</del> <del>8/24/2017</del> 8/29/2017	
Signed Contracts Due Back From Vendors	<del>6/30/2017</del> <del>8/15/2017</del> <del>8/31/2017</del> 9/5/2016	
Contract Start Date	<del>7/1/2017</del> <del>9/1/2017</del> 9/5/2016	

#### 4. PROCUREMENT SCHEDULE

Below is the procurement schedule that represents OSCA's best estimate of the schedule that will be followed. If deviations from this schedule occur, the OSCA will publish an ITN addendum on the VBS. No liability to the OSCA will result from such deviations. All required Vendor actions must be completed by the date and time in the schedule. All listed times are local time in Tallahassee, FL.

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	<del>6/2/2017</del> 6/16/2017	3:00 PM
OSCA posts responses to questions/inquiries on the Vendor Bid System	<del>6/6/2017</del> 6/23/2017	3:00 PM
Reply submissions DUE DATE and OPENING TIME	<del>6/13/2017</del> <del>7/7/2017</del> <del>7/31/2017</del> 8/8/2017	3:00 PM
<p><b><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></b></p> <p><b><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></b></p>		
OSCA begins providing Clarification Requests to Vendors as needed	<del>6/13/2017</del> <del>7/7/2017</del> <del>7/31/2017</del> 8/8/2017	
Cost Opening	<del>6/19/2017</del> <del>7/12/2017</del> <del>8/4/2017</del> 8/11/2017	3:00 PM
Begin conducting Negotiations	<del>6/19/2017</del> <del>7/17/2017</del> <del>8/8/2017</del> 8/16/2017	
Sealed Best and Final Offers Due	<del>6/26/2017</del> <del>7/27/2017</del> <del>8/18/2017</del> 8/23/2017	3:00 PM
Post Intent to Award on Vendor Bid System	<del>6/27/2017</del> <del>7/28/2017</del> <del>8/22/2017</del> 8/25/2017	3:00 PM
Contracts Distributed to Vendors	<del>6/27/2017</del> <del>8/1/2017</del> <del>8/24/2017</del> 8/29/2017	
Signed Contracts Due Back From Vendors	<del>6/30/2017</del> <del>8/15/2017</del> <del>8/31/2017</del> 9/5/2016	
Contract Start Date	<del>7/1/2017</del> <del>9/1/2017</del> 9/5/2016	