



**Office of the Vice President  
and Chief Financial Officer**  
*Procurement Services*  
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October 13, 2021

**ADDENDUM #1** to the University of Florida ITN22NH-111 Disaster Recovery Support Consultants, scheduled to be opened on **October 29, 2021 3:00 PM** at the University of Florida, Elmore Hall Conference Room, Radio Road, Gainesville, Florida.

This addendum shall be considered part of the Contract Documents for the above mentioned **ITN22NH-111** as though it had been issued at the same time and incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original document, this addendum shall govern and take precedence. All other terms, conditions, and regulations will apply.

**This addendum consists of:**

- 1. Responses to technical questions and inquires submitted prior to 5:30pm, October 6, 2021.**

Sincerely,

A handwritten signature in cursive script that reads "Nicola Heredia".

Nicola Heredia, Director  
Procurement Services

**Please acknowledge receipt of Addendum #1 by signing below and returning this addendum with your proposal. Failure to include addendum with your proposal may result in rejection.**

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Signature

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Company Name

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Email Address

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Company Address

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City/State/Zip

*The Foundation for The Gator Nation*

An Equal Opportunity Institution

**Q1.** Could you please provide a list of any unique or specialized debris or disaster recovery concerns the University may have (for example: radioactive or hazardous materials; live animals or plants; specialized research equipment)?

A1. Typically vegetative and construction debris, but may include special types of waste depending on the facility that was damaged.

**Q2.** Will small business utilization in Florida count toward the evaluation criteria?

A2. Inclusion of small, minority businesses is one of the evaluation criteria as shown in section 2.1 of the ITN document.

**Q3.** Section 4.1.1 requires the original proposal to have a manual signature. Will the University accept a digital signature (from DocuSign, for example) in lieu of a manual signature?

A3. Digital signature is acceptable.

**Q4.** Section 4.1 requires an original and 2 copies of the proposal and requests that bidders submit the requested hardcopies double-sided using post-consumer recycled content when possible. Given the worldwide paper shortage and the University's interest in sustainability, will the University consider electronic submittal of the proposal instead of hardcopies?

A4. As per section 4.1, the University of Florida does require hard copy submittal of proposals along with one electronic copy.

**Q5.** Section 4.1.1 details the seven tabs that bidders must use to organize their proposals. Could the University please confirm which tab bidders should include their approach to the scope of work, methodologies, and staffing? Or, in the alternative, should bidders include that information in a separate tab?

A5. Tab 2 should include a summary, along with the approach to the scope of work etc.

**Q6.** How many vendors does the University expect to qualify via this procurement?

A6. The goal is to award to a pool of vendors that the Florida State University System can call on. If is envisioned that UF will work with a prime company from the pool to assist with current and future FEMA grants.

**Q7.** Can the University describe the process by which SUS entities or others will request bids and make selections for future task orders resulting from this solicitation?

A7. The SUS may select to work with any of the awarded vendors based on the scope of services provided, the experience level of the vendor and the associated costs.

**Q8.** Can the University provide detail on the scoring or relative weight applied to the various evaluation criteria listed in 2.1?

A: There will be no scoring points given to the evaluation criteria during the process. The criteria are listed in order of importance, however no relative weight has been or will be assigned.

**Q9.** Can the University advise whether any particular certifications are required for a subcontractor to be considered a “small [or] minority business” under the evaluation criteria listed in 2.1?

**A9.** The certifications accepted by the University of Florida can be found at <https://sbsd.admin.ufl.edu/suppliers/criteria/>

**Q10.** Is it the intention to limit the services to recovery, or is there a potential to expand the scope to include preparedness and response initiatives/activities?

**A10.** This solicitation is limited to recovery efforts only.

**Q11.** How do you intend to award work under this multiple-award contract? Will task orders be competitive?

**A11.** It will be up to the contracting institution to determine whether task orders would be competitive. It is envisioned that UF will select a prime company from the awarded pool that it will work with.

**Q12.** Pg. 11 4.1.1 response format Tab 3: Contact name(s) and title(s) of the individual(s) responsible for the company’s proposal and negotiation during this ITN process. Please include the Organizational chart beginning with your account management team through CEO of your company. When you state Account Management do you mean the Company Finance Department or the Project Account Management?

**A12.** We are looking for information regarding the major point of contact for UF, usually that would be the account management personnel.

**Q13.** p.12 4.1.1 Response format Tab 6: As defined below (Section 2.9.8), please describe any pricing, financial considerations and flexibility of the vendor. Hourly rates for all team members that would be involved in delivering the scope should be included along with any other pricing information. The Solicitation document mentions section 2.9.8, but there is no 2.9.8. Did you mean another section?

**A13.** The section reference should be deleted. Pricing and financial proposals should be included in Tab 6.

**Q14.** pg.14 4.2.7 Pricing. The University may prescribe the manner and method by which pricing shall be communicated in the vendor’s proposal. The University may reject any proposal in which the pricing does not conform to such prescribed manner and method. What is the manner and method by which pricing shall be communicated? Will a rate table with labor categories and hours suffice?

**A14.** An hourly rate based on the type of service provided and skill level of the person performing the work is being requested. If the vendor proposes a different pricing model we are open to review that.

**Q15.** p.9 2.10 determination of information concerning vendor's Qualifications When you state that the University may request from vendors information it deems necessary to evaluate such vendors' qualification and capacities to deliver the products and/or services sought hereunder, is the University's intent to request such information as located in the bullet points to be included in the proposal?

**A15.** Information requested in the tab section (4.2.1) should be included in the proposal. Requests for additional information (as listed in section 2.10) may be made following initial review of proposals, if needed.

**Q16.** Section 1.4: Reference made to district school Boards being able to use the resulting contract. Does this mean County School Boards can access this contract?

**A16.** The resulting award is available for any public agency to adopt, but the decision to do that is made by that adopting agency and vendor.

**Q17.** Section 2.1: Are the Evaluation Criteria factors weighted? Are there other pricing factors other than the hourly rates of those positions indicated by the proposer to perform the SOW?

**A17.** We are requesting an hourly rate based on the type of service provided and skill level of the person performing the work. The evaluation criteria are not weighted however they are included in their order of importance.

**Q18.** Section 4.2.7: References that pricing should be indicated in "spaces and/or areas provided in this ITN." The ITN has not provided a pricing sheet, section, etc. Please clarify.

**A18.** Pricing considerations and information should be included in Tab 6 of the response.

**Q19.** Section 6.23: References a prompt payment discount, if applicable. Is this applicable? If so, what is the prompt payment discount?

**A19.** Some vendors offer a discount when an invoice for services is paid within 10 days of invoice receipt. If this is something that can be discussed, please include information within the proposal.

**Q20.** Who is your current vendor for these services? What are their current rates?

**A20.** We do not have any current vendors providing these services, all work has been done internally.

**Q21.** Is this contract for previous / current disasters or future?

**A21.** Both previous and future.

**Q22.** Page 31, Section 6.53, Travel-the hyperlink takes you to a page that says "404 Error." Can the University please provide the travel policy mentioned in the ITN?

**ITN22NH-111 Disaster Recovery Support Addendum 1**

A22. All travel information can be found on <https://www.fa.ufl.edu/directive-categories/lodging-meals-and-related-expenses/>. To the extent that UF is responsible for paying for Vendor's travel expenses, meals and lodging, such travel expenses shall be paid in accordance with Florida Statutes §112.061, and UF's Travel Directives and Procedures,

Q23. Refer to P.31, 6.48 Travel Is the University agreeable to remove hyperlinks in the final agreement as material changes could occur in the online version of the document, and we may not be aware of these important updates if they are not sent directly to us for review?

A23. UF can reference the Florida Statute that governs the policy.

Q24. Refer to pg.16 and pg.23, 6.19 Tobacco Free Campus Policy Would the University please provide any of the Procedures that are not included in the RFP for review in order to ensure compliance by Vendor.

A24. Smoking and tobacco use is prohibited in all facilities and areas of the University of Florida campus with no exception. This policy applies to all faculty, staff, consultants, contractors, and visitors.