

ADDENDUM NO. 6

State of Florida
Department of Management Services

INVITATION TO NEGOTIATE (ITN) No. 618-001-10-1 Office and Educational Consumables May 24, 2010

Please Note: This Addendum No. 6 does not need to be returned with the Response.

The intent of Addendum No. 6 is to provide additional information on the evaluation of the Responses to the Office and Educational Consumables ITN.

Section 7.1 Technical Proposal

The following replaces Section 7.1 Technical Proposal in its entirety:

The Technical Proposal consists of four components: Qualification Questions, Evaluation Questions, Financial Section, and References Section. The Technical Proposal has a maximum of 400 points out of the overall 1,000 maximum points. All Respondents' Technical Proposals will be opened and scored before the Respondents' Price Proposals are opened and scored. The Procurement Officer will review the minimum mandatory requirements and first determine whether Respondents' responses met the Qualification Questions requirements as outlined in Section 7.1.1. For all Respondents that met Qualification Questions requirements, the Procurement Officer will then allot points to the Respondents' Financial Section as outlined in Section 7.1.3 and References Section as outlined in Section 7.1.4. The Evaluation Team will then score the Respondents' Evaluation Questions component as outlined in Section 7.1.2. To calculate the Respondents' Total Technical Proposal scores, the Procurement Officer will add the individual component scores from the Financial Section, References Section, and Evaluation Questions components. Respondents with final Technical Proposal scores of 280 points or more will then have points allotted to their Price Proposals by the Procurement Officer as outlined in Section 7.2.

Section 7.1.2 Evaluation Questions

The following text is hereby added to Section 7.1.2 Evaluation Questions:

An Evaluation Team will evaluate each Respondent's response to the Evaluation Questions and assign points based on the Respondent's submission and the points table provided in Section 7.1.2 of the ITN. The Procurement Officer will then average the scores provided by each Evaluation Team Member for each Respondent's response to the Evaluation Questions to calculate a final score per Respondent per Evaluation Question. The Respondent's total points earned for each Evaluation Question will be summed to determine the total number of points earned by the Respondent for the Evaluation Questions component of the Technical Proposal.

Section 7.1.3 Financial Section - Supplier Qualifier Report (SQR)

The following text is hereby added to Section 7.1.3 Financial Section - Supplier Qualifier Report (SQR):

The Procurement Officer will allot points according to the Financial Section – Supplier Qualifier Report (SQR) based on the Respondent's submission and the points table provided in Section 7.1.3 of the ITN.

Section 7.1.4 References Section

The following text is hereby added to Section 7.1.4 References Section:

The Procurement Officer will allot points to the References Section: Attachment A - Reference Check Forms based on the Respondent's submission and the point table provided in Section 7.1.4 of the ITN.

Section 7.2 The Price Proposal

The following text is hereby added to Section 7.2 - The Price Proposal:

The Procurement Officer will allot points to the Price Proposals based on the Respondent's submission and the process as outlined in Section 7.2 of the ITN.