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Dr. Jon R. Prince

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November 20, 2025

TO: All Prospective Proposers
FROM: Kim Albritton
Director Financial Operations
RE: RFP 26-07E

ADDENDUM 1 TO RFP 26-07E

This addendum **is issued as a part of the aforementioned RFP. The changes incorporated herein are an amendment to** and supersede those conditions shown in the original solicitation. The Proposer shall acknowledge receipt of this addendum by signing this form and returning with their submittal. Failure to do so may subject Proposer to disqualification.

Q1. Do bidders need to include the completed RFP Checklist in our proposal submission?

A1. No, this is for your reference only.

Q2. Should all of the completed RFP Attachments be uploaded to this section of the Bonfire portal or should some completed RFP Attachments be uploaded in other sections of the Bonfire portal (e.g., Attachment C - References to the Experience/References Evaluation Group and Attachment J – Proposal Quotation Form to the Cost Evaluation Group)? Do you want the completed RFP Attachments to be uploaded as individual files or combined into one .pdf?

A2. Please refer to the directions in section 2.7 in regard to sections and documents. Documents not specifically requested in a section may be included in 'All other requested info.' Firms may upload one combined PDF per section.

Q3. REQUIRED PROPOSAL FORMAT, 3.1. Executive Summary Requirements, pg. 12 - Where do bidders upload the Executive Summary content in the Bonfire portal?

A3. An Executive Summary section was added, please upload it to that section.

Q4. Evaluation Criteria, EVALUATION FACTOR 2: EXPERIENCE/REFERENCES (25 POINTS), pg. 10 - Can you please confirm that bidders should provide responses to this list of items in our response to the Experience/References Evaluation Group in the Bonfire portal?

A4. Firms are instructed to follow the prescribed format within the RFP documents including requested information in EACH section. Please see section 2.7 for submission instructions. Each firm must decide what to include within their response.

Q5. The Cover contains the following: "I further certify full, complete and unconditional acceptance of the contents inclusive of the Request for Proposal"; Section 42.7 states "The prospective Vendor must raise detailed concerns or objections . . ."

Question: Clarification is sought on whether exceptions to the Terms and Conditions are permitted and the ramifications of submitting any exceptions.

A5. Please refer to Section 42.7 for this information.

****** RFP DUE DATE IS DECEMBER 12, 2025, 3:00 P.M... ******

Name (Please Print)

Company Name

Signature (Authorized Representative of Company)

Date

Failure to file a protest within the time prescribed in s. 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes. (Note: Florida Statutes 120.57(3) and School Board Policy 6326 contain entire procedure for filing).

