Department of
MANAGEMENT
SERVICES

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Ron DeSantis, Governor
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ATTACHMENT E – REPLY FORMAT

FOR

MyFloridaNetwork-3

ITN NO: DMS-26/27-025

Introduction
The Department seeks to make Reply preparation easy and efficient, while giving Respondents ample opportunity to highlight their Replies. The evaluation and negotiation processes must also be manageable and effective.

The Respondent's Reply should demonstrate an understanding of, and the ability to, meet and perform all contractual requirements listed in this ITN, including all contractual services.

This Proposal Format describes the contents and format designed to encourage completeness in the Respondent's Reply. The State's goal is to standardize the format of the Replies to allow comparisons and facilitate equitable measurements for evaluation.

Reply Preparation Costs
Any and all costs incurred by the Respondent in preparing or submitting a Reply shall be the Respondent's sole responsibility whether or not any award results from this ITN. The State shall not reimburse any costs.

Reply Submission
The Respondent's Reply shall be submitted in accordance with Section 3.5, "How to Submit a Reply," of this ITN, and in the format given in this Attachment E – Reply Format.

The contents of each response submittal shall be organized as listed in the Table provided below with the exception of the Cost Reply. ***The Cost Reply is to be provided separately under "TAB 3" as described in the table below and labeled as "Cost Reply." No pricing or cost information is to be included in any portion of the Respondent's Reply other than TAB 3. Failure to comply with this requirement will result in disqualification.***

If proprietary or confidential information is included in the Reply, the Respondent shall follow instructions provided in Section 3.9("Public Records, Respondent's Confidential Information, and Redacted Replies") of this ITN in submitting these files. Respondent shall include a descriptor in the file name to designate that the file represents proprietary/confidential information. If applicable, one (1) REDACTED electronic copy of the entire Reply should be submitted. If a redacted Cost Reply is submitted, it must be submitted as a separate digital file.

Acknowledgment of receipt of each ITN addendum, if any, should be included with the Reply.

The State will not accept Replies received after the Reply deadline.

The State prefers simple and economically produced Replies describing Respondent's ability to meet the requirements of this ITN in a straightforward, concise manner. In completing Replies, Respondents should emphasize the quality, completeness, and clarity of content. Respondents are limited to submitting one Reply to this ITN. Modifications or withdrawal of Replies must be in accordance with Sections 2.4 and 2.5 of the ITN.

Reply Format
All Replies should include content as outlined in the following table and further described in the following sections in the same order as is listed in the table. The electronic submission of documents should be submitted as separate files with Document Names as outlined in the following table. (NOTE: The "Respondent Name" reference in the filename should be replaced with your company name or acronym, as appropriate.)

Document Name	Identifier	Format
ITN_DMS-26-27-025_TAB1_Respondent Name– Introduction	TAB 1	Narrative Response (Adobe Acrobat .pdf)
ITN_DMS-26-27-025_TAB2_Respondent Name – Mandatory Submittals – Mandatory Criteria Certifications and PUR Certification Forms	TAB 2	• FORM 5: MANDATORY RESPONSIVE REQUIREMENTS • FORM 8 - PUR 7801 • FORM 12 – PUR 1355 • FORM 13 – PUR 1808 • FORM 14 – PUR 2023 (Adobe Acrobat .pdf)
ITN_DMS-26-27-025_TAB3_Respondent Name – Mandatory Submittals – Cost Reply	TAB 3	Attachment K: Cost Reply Price Workbook (Microsoft Excel .xls)
ITN_DMS-26-27-025_TAB4_Respondent Name – Qualifications & Experience	TAB 4	• FORM 6: QUALIFICATIONS & EXPERIENCE QUESTIONNAIRE • FORM 3: SUBCONTRACTING (Adobe Acrobat .pdf)
ITN_DMS-26-27-025_TAB5_Respondent Name – Client References	TAB 5	FORM 7: CLIENT REFERENCE FORM (Adobe Acrobat .pdf)
ITN_DMS-26-27-025_TAB6_Respondent Name – Staffing Plan / Key Personnel	TAB 6	Attachment H: Staffing Plan Worksheet (Microsoft Excel .xls) Job Descriptions: (Adobe Acrobat .pdf)
ITN_DMS-26-27-025_TAB7_Respondent Name – Technical Reply ***Carefully review instructions in Attachment F to inform Technical Reply for TAB 7.***	TAB 7	Copy of Attachment I: Technical Reply with Respondent's In-Line Responses* Any separately labeled files containing "plans" requested in Attachment A: Statement of Work, in addition to the Staffing Plan required under TAB 6, that cannot be provided as in-line responses. Examples might include: • Project Management Plan & Schedule; • Migration Plan; • COOP Plan Project Plan and Schedule: (Microsoft Project .mpp) Other Plans: ((Microsoft Excel .xls or Adobe Acrobat .pdf)

ITN_DMS-26-27-025_TAB8_Respondent Name – Other Required Forms	TAB 8	• All FORMS and Other Documents listed in the instructions below for TAB 8 (Adobe Acrobat .pdf)
ITN_DMS-26-27-025_TAB9_Respondent Name – Contract Redlines	TAB 9	Attachment B: Draft Contract (Adobe Acrobat .pdf)

TAB 1: Introduction

A. Transmittal Letter

The transmittal letter on the Respondent's letterhead should include the following information in the following format:

1. Respondent's Contact Information (mailing address, email address and direct phone number).
2. Printed name, title, and signature of the representative of the responding organization authorized to legally obligate the Respondent to provide the Services.
3. Legal name of company and headquarters location of the Respondent.
4. State and date of incorporation and type of business.
5. Primary location from where the work will be executed.
6. Federal Employer Identification (FEID) Number.
7. If applicable, the name of any officer, director, employee or other agent who is also an employee of the State and the name of any State employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent or its affiliates. If this does not apply to your company, expressly state that it is not applicable in the transmittal letter.
8. A statement that the Reply will stand firm in accordance with Section 2.5 of the ITN

If Subcontractor(s) will be used, the Respondent should append a statement to the transmittal letter from each Subcontractor with the following information in the following format:

1. Subcontractor's Contact Information (mailing address, email address and direct phone number).
2. Name and signature of the representative of the responding organization authorized to legally obligate the subcontractor to provide the Services.
3. Legal name of company and headquarters location of the subcontractor.
4. State and date of incorporation and type of business.
5. Primary location from where the work will be executed.
6. Federal Employer Identification (FEID) Number.

7. If applicable, the name of any officer, director, employee or other agent who is also an employee of the State and the name of any State employee who owns, directly or indirectly, an interest of five percent (5%) or more in the responding Subcontractor or its affiliates. If this does not apply to your company, expressly state that it is not applicable in the appended statement to the transmittal letter.

8. The general scope of work to be performed by the Subcontractor; and,

9. The Subcontractor's willingness to perform the identified scope of work.

B. Cover Page & Table of Contents

The Respondent should provide a cover page that includes, at minimum, the name and address of the Respondent and the name and number of this ITN. This should be followed by a table of contents for the entire Reply that at minimum details the Tabs and major subsections of the Reply and their corresponding page numbers.

C. Executive Summary

The Respondent should condense and highlight the contents of the Reply in a separate section titled "Executive Summary," including how the Respondent meets the requirements described in this ITN. The executive summary should describe the technical solution and operational model the Respondent proposes in a concise and meaningful manner.

TAB 2: Mandatory Submittals – Required Certifications

- **Mandatory Form:** The Respondent must submit a signed FORM 5: MANDATORY RESPONSIVENESS REQUIREMENTS.
- **Mandatory Form:** The Respondent must submit a signed FORM 8 - PUR 7801 VENDOR CERTIFICATION FORM.
- **Mandatory Form:** The Respondent must submit a signed FORM 12 – PUR 1355 FOREIGN COUNTRY OF CONCERN ATTESTATION.
- **Mandatory Form:** The Respondent must submit a signed FORM 13 – PUR 1808 COMMON CARRIER OR CONTRACTED CARRIER ATTESTATION FORM.
- **Mandatory Form:** The Respondent must submit a signed FORM 14 - PUR 2023.

TAB 3: Mandatory Submittals - Cost Reply

Respondent must complete and submit Attachment K – Cost Reply Price Workbook as part of its Reply. Detailed instructions for completing the Cost Reply are included in Attachment G – Instructions for Cost Reply Price Workbook.

Attachment K - Cost Reply Price Workbook has been provided to Respondents in Microsoft Excel format as a separate attachment to the ITN to facilitate completion of the forms electronically. Respondents must complete and separately submit a copy of their Attachment K - Cost Reply Price Workbook in Microsoft Excel format under TAB 3 with their electronic submission.

TAB 4: Qualifications & Experience

Respondents should respond to each question and request for information in FORM 6: QUALIFICATIONS & EXPERIENCE QUESTIONNAIRE and FORM 3: SUBCONTRACTING and submit

both Forms with their Replies. Respondents should respond to all parts of each question or request for information.

TAB 5: Client References

Respondent should complete FORM 7: CLIENT REFERENCE FORM with the names and contact information of customer references for at least three (3) client references and submit those sections of the Form with its Reply.

The Department, during negotiations, may contact the identified references to request additional information and verify information.

TAB 6: Staffing Plan & Key Personnel Job Descriptions

A. Staffing Plan
The Respondent should complete Attachment H - Staffing Plan Worksheets.

B. Job Descriptions
Respondent should also include Key Personnel Job Descriptions providing information for key contract personnel. Job Descriptions for all key personnel identified in the worksheets must be provided under this Tab following its completed Attachment H - Staffing Plan Worksheets.

TAB 7: Technical Reply

Respondents should respond in-line to each question and confirmation in Attachment I: Technical Reply and submit a copy of Attachment I containing their responses as the Technical Reply submission. Respond to each criterion in the Technical Reply by inserting narrative or initials as reuired immediately below the text box below each numbered Section and Subsection. Respondents should respond completely to all parts of each question or request for information or initials to confirm compliance.

Subject to the instructions given for TAB 6, any "plans" requested in Attachment I: Technical Reply, in addition to the Staffing Plan, that cannot be provided as in-line responses should be submitted as clearly labeled separate files under TAB 7: Technical Reply along with the copy of Attachment I containing in-line responses (as the Respondent's complete Technical Reply submission). Examples of such other plans include the Core Build-Out Plan, Migration Plan, and COOP Plan.

TAB 8: Other Forms and Required Documentation

Respondent should complete the following required forms and submit them under Tab 8.

A. Forms - Complete and submit the required Forms listed below:
- FORM 1 – CONTACT INFORMATION
- FORM 2 – NOTICE OF CONFLICT OF INTEREST
- FORM 4 – STATEMENT OF NO PRIOR DISQUALIFYING INVOLVEMENT
- FORM 10 – CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM
- FORM 11 – NON-COLLUSION CERTIFICATION

B. Department of State Registration: Submit a copy of registration with the Department of State which authorizes the company to do business in Florida.

C. Certifications and Other Required Documentation: In the event that the evaluation results in identical evaluations of replies, DMS will select a Respondent based on the criteria identified in rule 60A-1.011, F.A.C. If the following documents to do not apply to your company, Respondent may leave TAB 8C. blank. Otherwise, provide the following documentation, if applicable:

- Certification of Minority Business
- Certification of Wartime or Service-Disabled Veteran

D. Principal Place of Business: If the Respondent's principal place of business is in Florida, provide a statement to that effect.

Any Respondent whose principal place of business is outside of this state must submit with its Reply a written opinion of an attorney at law, licensed to practice law in that foreign state, that contains information explaining the preferences, any or none, granted by the law of that state to its own business entities whose principal place(s) of business are in that foreign state in the letting of any or all public contracts. For the purpose of this ITN, "principal place of business" means the state in which the Respondent's high-level officers direct, control, and coordinate the Respondent's activities.

E. Articles of Incorporation or Articles of Organization

F. Proof of Credit: Submit a letter, signed on or after June 1, 2025, from a surety company or bonding agent authorized to do business in the State of Florida and written on company letterhead, which documents the Respondent's present ability to obtain a performance bond for the Contract in the amount of at least sixty million dollars ($60,000,000). The letter must refer specifically to this ITN. Failure by the Respondent to provide this letter with its Reply will be considered material and will result in the Reply being nonresponsive.

G. Audited Financial Statements: Provide copies of the Contractor's audited financial statements for the last three years. The most recent audited financial statements must be current; the period covered by the most recent audit cannot be more than one (1) fiscal year and one hundred twenty (120) calendar days old from the solicitation advertisement date. The most recent audit must contain a signed audit statement (Audit Opinion) from a Certified Public Accountant (CPA) and the statement cannot contain an Adverse Opinion or a Disclaimer of Opinion from the CPA.

H. Proof of registration and completion of an electronic Substitute Form W- 9.

I. Eligibility under the Universal Service Fund E-rate program: The Contractor must obtain a Service Provider Identification Number (SPIN) from the Universal Service Administrative Company (USAC). The Contractor must submit a Service Provider Annual Certification (SPAC) (Form 473) to USAC each funding year to certify that it will comply with E-rate rules and regulations.

Provide in this TAB of the Reply (TAB 8), the SPIN number(s) and a copy of the most recent SPAC as evidence of current eligibility for both the Contractor and each of its subcontractors.

DMS seeks to obtain E-rate funding for all eligible services sold under this contract to all eligible entities. The Contractor must not be on "Red Light Status" by the FCC or on the Suspension and

Debarment List of the USAC (see http://www.usac.org/sl/about/program-integrity/suspensions-debarments.aspx) at the time of submittal of the Reply to this ITN.

TAB 9: Contract Redlines

The Respondent should provide a redline version of the Draft Contract (Attachment B) and attachments in accordance with Section 3.1 of the ITN.

NOTES: Evaluators will not be provided Tab 9: Contract Redlines.

For the sole purpose of completing its Cost and Technical Reply, the Respondent should assume nonacceptance of all proposed redlines.