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August 31, 2009

**ADDENDUM #2** to the University of Florida Invitation to Negotiate **(ITN)10LD-110 “Government Relations”** scheduled to open on Thursday, September 10, 2009 at 3:00 p.m. at the University of Florida, Elmore Hall Conference Room, Radio Road, Gainesville, Florida.

**Attached are the questions received from vendors by Wednesday, August 26, 2009 at 5:00 p.m. and the University’s responses.**

This addendum shall be considered part of the Contract Documents for the above mentioned ITN10LD-110 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.

Sincerely,

Lisa S. Deal, C.P.M.  
Purchasing Director

**Please acknowledge receipt of Addendum #2 by signing below, and returning this addendum with your proposal. Failure to include addendum with your proposal may result in rejection.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City/State/Zip

Q1. Section 4.25 – Indemnification language. Is this language subject to change or discussion in order to make the language consistent with a firms' policy on the matter?

**A1. Yes, the language in Section 4.25 can be part of the negotiation process.**

Q2. Section 2.7.10 Proposal Organization:.. In the first bullet point under "Response Format," the final sentence thereof states, "The 'Pricing Matrix' response shall be in Excel® as provided in Attachment A." There is no Attachment A appended to the ITN. Please confirm whether or not a "Pricing Matrix" is to be submitted and, if so, in what format.

**A2. This language should have been deleted. There is no Attachment or pricing matrix requested.**

Q3. Section 2.7.10 Proposal Organization:.. In the bullet point that begins, "Tabular / Paginated Format:," there is not a tab listed for "Experience, Qualifications and Understanding." However, that does appear to be a required section as listed under Section 5.0's Response Specifications. Should that information be included behind a new, separate tab or listed behind one of the tabs currently set forth in Section 2.7.10?

**A3. Yes, please provide an additional separate tab for Experience, Qualification and Understanding. The revised tabular/paginated format is below, changing the tabs 6-8.**

Tabular / Paginated Format:

- o **Tab 1:** Completed and signed ITN acknowledgement form, and/or signed and completed acknowledgement forms for any addenda issued.
- o **Tab 2:** Firm Resources
- o **Tab 3:** Firm Relationships
- o **Tab 4:** Firms' Proposed Action Plan for UF
- o **Tab 5:** Fee structure
- o **Tab 6:** Experience, Qualifications and Understanding
- o **Tab 7:** Conflict of Interest
- o **Tab 8:** Collateral Materials

Q4. In 3.c you request that we provide “a full presentation that reviews and recaps federal relations activities for the year.” Are you expecting a sample year-end summary report that we’ve prepared for another client? Or something else?

**A4. The presentation should outline what the firm proposes to do for UF during a year.**

Q5. Section 1.2 indicated the ITN is intended for the use of ALL departments at the University of Florida. Would this include the University of Florida Foundation? If not, how

would the government relations programs supported by this ITN relate to the government relations programs of the Foundation?

**A5. Yes. The UF Foundation is included**

Q6. In Section 4(b) on page 24 it specifies “the firm will be responsible for all expenses incurred on behalf o the University of Florida, including but not limited to travel, meals, etc. The firm will submit a proposed payment schedule for each of the required services along with their proposal”. Does this section mean the University would prefer all extraneous expenses (travel, meals, etc) be INCLUDED in the retainer fee? Or would the University find acceptable a retainer-plus- expenses fee structure?

**A6. UF pays a retainer plus expenses with capped amounts.**

Q7. If travel is to be included in the fees, does the University have a defined schedule of meetings in Gainesville that would require the participation of their lobbyist?

**A7. Firms should plan at least 3-4 trips per year to UF.**