



**ITN1617NCSA – Concessions Food
Services Management**

Pre-proposal Conference

March 14, 2017

Agenda

- Introductions
- Invitation to Negotiate Review
 - ✓ Schedule
 - ✓ ITN Document
- Evaluation Process
- Communication/Contact
- Questions and Answers

Schedule

The University will attempt to use the time schedule as indicated in the ITN document.

Action	Date/Time
ITN Released	Tuesday, February 28, 2017
Pre-proposal Conference	Tuesday, March 14, 2017
Proposer's Written Questions Due	Tuesday, March 28, 2017
UCF Issues Responses to Written Questions	Wednesday, April 5, 2017
Proposals Due	Wednesday, May 3, 2017
Review of Proposals by UCF	May 2017 (TBD)
Contract Commencement	August 1, 2017

The dates and times shown are tentative and subject to change. All changes will be posted to the Procurement Services Website as they are determined.

ITN Document

- Review document for submission of forms, signature requirements
- Section 4 Concessions Program Requirements
- Section 5 Offer Format Submittal Requirements

Evaluation Process

- All proposals will be evaluated for responsiveness to the requirements of the ITN and to the responsibility of the supplier.
- An Evaluation Committee has been formed consisting of various members of the university who review and evaluate each proposal.
 - See Pages 12-13 and 63-64 of the ITN for additional information.
- Decision maker will review the committee's evaluations and will determine next steps.
 - ✓ Recommend award to supplier(s)
 - ✓ Request Negotiations with supplier(s)
 - ✓ Cancel ITN in its entirety

Communication/Contact

- Contact only Procurement Services Representative
nellie.nido@ucf.edu
(407)823-5346
- Deadline for questions: March 28, 2017
- Monitor website for addendum(s) and any other pertinent information regarding the solicitation.

www.procurement.ucf.edu

Thank you!
We look forward to receiving your submittals.

