



ITN1624JCSA
Building Inspections and
Plan Review Consulting
Pre-proposal Conference
May 9, 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	Monday, May 1, 2017
Pre-proposal Conference	Tuesday, May 9, 2017 @ 11:00 a.m.
Proposer's Written Questions Due	Friday, May 12, 2017 @ 5:00 p.m.
UCF Issues Responses to Written Questions	Tuesday, May 16, 2017
Proposals Due	Tuesday, May 30, 2017
Proposals reviewed by UCF	June 1, 2017
Contract Commencement	July 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.
- Review 4.0 Other Requirements
- Attachment A Fee Schedule

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 10-11 and 34 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
Cali.jones@ucf.edu
(407) 823-2661
- Deadline for questions: May 12, 2017 by 5:00 p.m.
- 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.

