



INVITATION TO NEGOTIATE #011
Community Action Treatment Team for Monroe County

Notice of Intent to Negotiate

Date: July 31, 2018

Time: By 4:00 P.M. [EST]

- I. Based on the reviews of the applications, rankings, recommendations, and Board of Director approval, South Florida Behavioral Health Network will enter into contract negotiations with:

Guidance/Care Center, Inc.

II. Notice of Appeal Rights

Protests, appeals, and disputes are limited to procedural grounds.

Protests, appeals, and/or disputes will not be entertained during the Technical Review process that determines sufficiency to enter into contract with SFBHN or on decisions made by SFBHN or its Board of Directors.

Issues Causing Protest. Pursuant to subsection 120.57(3)(b), Florida Statutes (F.S.), any person or firm who has been adversely affected by a decision or intended decision concerning a solicitation or a notice of contract award may file a written notice of protest with the contact person listed in the solicitation document within 72 hours after the posting of the solicitation or of the notice of the department's decision or intended decision, [subsection 120.57(3)(b), F.S.]

Filing the Protest. Any person who is adversely affected by the terms, conditions and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract shall file a notice of protest in writing within 72 hours after the posting of the notice of solicitation or decision or intended decision. When filing the protest the following requirements must be adhered to:

- a) In the computation of the 72-hour time frame for filing of a protest, Saturdays, Sundays and state holidays are excluded. The contract manager must insure that the date and time of posting are documented in the contract file. (Posting on a Monday or Tuesday eliminates the need for a weekend exclusion.) Failure to timely file a notice of intent to protest shall constitute a waiver of proceedings under Chapter 120, F.S.
- b) A formal protest must be filed with the contact person listed in the solicitation. The formal protest must be: [subsection 120.57(3)(b), F.S., 287.042(2)(c), F.S.]

SFBHN ITN 011 – CAT Team for Monroe County Notice of Intent to Negotiate



- (1) In writing; and,
 - (2) Filed within ten (10) days after filing of the notice of protest.
- (a) No time will be added to the above time limits for mail service.
 - (b) **The 10-day period includes Saturdays, Sundays, and state holidays, as designated in section 110.117, F.S.**
 - (c) If the last day of the 10-day period is a Saturday, Sunday, or state holiday, as designated in section 110.117, F.S., the period shall run until the end of the next day which is neither a Saturday, Sunday, nor state holiday, as designated in section 110.117, F.S.
 - (d) Failure to file a protest within the time prescribed shall constitute a waiver of proceedings under Chapter 120, F.S.
 - (3) In substantially the same form as a petition in accordance with Rule 28-110.004, Florida Administrative Code (F.A.C.), stating with particularity the facts and law upon which the protest is based.
 - (4) Accompanied by a bond payable to SFBHN and deposited in an escrow account.
- (a) In lieu of a bond, a cashier's check, official bank check, or money order in the amount of the bond may be submitted to the contact person.
 - (b) Failure to file the proper bond at the time of filing the formal protest will result in a denial of the protest.

Posting Bond for Protest Filed. Any person who files an action protesting a decision or intended decision pertaining to contracts administered by SFBHN on behalf of the department must comply with the following requirements pursuant to subsections 120.57(3)(b), and 287.042(2)(c), F.S.

- a. When protesting a decision or intended decision the protestor must post a bond equal to one percent (1%) of SFBHN's estimated contract amount. The estimated contract amount shall be based upon the contract price submitted by the protestor. If no contract price was submitted, SFBHN shall estimate the contract amount based on factors including, but not limited to, the following:



- (1) The price of previous or existing contracts for similar or contractual services.
- (2) The amount allocated by the Department for the services to be provided.

b. Protest Resolution

- (1) Protests are submitted first to the SFBHN President/CEO for resolution
- (2) SFBHN President/CEO submits resolution to the Chair of the Board for approval.

The formal protest must be filed with the Procurement Manager:

**Jessica Rodriguez, Procurement Manager
South Florida Behavioral Health Network, Inc.
7205 Corporate Center Drive, Suite 200
Miami, Florida 33126**