**Addendum #02 to RFP #06-2023**

**Evidence Based Practice**

The purpose of this addendum is to notify all potential respondents of updates made within the original Request For Proposal. In an effort to acknowledge the one-day delay in posting Answers to Written Questions, this addendum extends the submission date by one day. All additions are highlighted in yellow and words ~~stricken~~ are deletions.

**Section 1 – Request for Proposal**

1. **Scope of Service**
   1. Respondents should concisely answer the following questions in a written format by 3:00 p.m. EST, ~~November 13, 2023~~ November 14, 2023. Respondent(s) shall submit to NWFHN one (1) electronic copy of the response on a flash drive as PDF and Excel Files as applicable. The original response and any supporting documents, as well as the flash drive, should have the name of the respondent clearly marked on a sealed envelope or container. The envelope/container shall be mailed to 910 Harrison Ave, Panama City, Florida 32401, and the outside of the sealed package should be clearly marked with the following:
      1. **RESPONSE TO RFP # ­­­06-2023 TO BE OPENED ONLY BY JEFFREY PIC, NWF HEALTH NETWORK PROCUREMENT MANAGER.**
      2. Failure to respond to this RFP in this manner may result in disqualification from consideration.

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**Section 4 – Schedule of Events and Deadlines**

| **Activity** | **Date** | **Time** | **Address** |
| --- | --- | --- | --- |
| RFP advertised and released on NWFHN’s website | October 13, 2023 | 5:00 PM (EST) | NWFHN Competitive Procurement: https://www.nwfhealth.org/about-us/competitive-procurements |
| Written Questions Due | October 23, 2023 | 5:00 PM (EST) | [jeffrey.pic@nwfhealth.org](mailto:jeffrey.pic@nwfhealth.org) and [procurement@nwfhealth.org](mailto:procurement@nwfhealth.org) |
| Posting of Answers to Written Questions | October 27, 2023 | 5:00 PM (EST) | NWFHN Competitive Procurement: https://www.nwfhealth.org/about-us/competitive-procurements |
| Replies must be received by NWFHN (Closing Date): | ~~November 13, 2023~~ November 14, 2023 | 3:00 PM (EST) | [jeffrey.pic@nwfhealth.org](mailto:jeffrey.pic@nwfhealth.org) and [procurement@nwfhealth.org](mailto:procurement@nwfhealth.org) |
| Evaluation Period/Negotiation Period | ~~November 14~~ November 15-24, 2023 | N/A | NWF Health Network  525 N. Martin Luther King Jr. Blvd  Tallahassee, Florida 32301 |
| Anticipated posting of Intended Contract Award | December 1, 2023 | 5:00 PM (EST) | NWFHN Competitive Procurement: https://www.nwfhealth.org/about-us/competitive-procurements |