



**Addendum Number 1
Request for Proposals
For
Florida Space Day Event Coordinator
RFP-SF-03-0-2023**

Date: October 13, 2023
To: All Interested Bidders and Other Interested Parties
From: Annette O'Donnell, Vice President of Contracts & Procurement

Space Florida issues the following Addendum Number 1 and considers it part a part of the Request for Qualifications (RFP) document.

1. QUALIFICATIONS PACKAGE

B. Proposal, Qualifications and Approach: Selection will not be made solely on price. Evaluation of proposals will be based on Firm's qualifications, price, and approach. See table below for scoring criteria/points (pts) for each category.

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<p>Qualifications/Past Performance</p> <p>50 points</p>	<p>(40 pts) Describe the firm’s experience and knowledge of effective event execution as a means of best influencing the legislative process towards the goals of Space Day 2024.</p> <p>(5 points 10 pts) Describe the experiences, qualifications, and locations of <i>Key Personnel</i> to achieve the above (Submit organizational chart, resumes, and proposed role in this project for key personnel, including any sub-Firms.) (If applicable, include a copy of current MBE Certification for Firm and any sub-Firms.)</p> <p>(5 points 10 pts) Describe Firm’s successful completion or ongoing performance of similar projects within the past five (5) years. (Submit a list of projects. Include client name, brief project description, contract amount, period of performance, and Key Personnel. Reference contact information, preferably 3, for projects of similar scope, size, and complexity.)</p>
<p>Price</p> <p>20 points</p>	<p>(20 pts) Provide fixed fee proposal with milestone payments in accordance with the Tasks described in Attachment A Scope of Services. Include basis of proposed price including staff hour estimates with an itemized list of personnel, rates, and estimated hours by task.</p>
<p>Approach</p> <p>30 points</p>	<p>(5 points 10 pts) Describe Firm’s approach to the Scope of Services.</p> <p>(20 points 30 pts) Describe approach to building relationships with legislators and staff to ensure participation in Florida Space Day events and meetings.</p> <p>(5 points 10 pts) Describe Firm’s approach to engagement of outside vendors to perform needed services for each event.</p>