

**Addendum #1**  
**Format for Submission of Florida Developmental Disabilities Council, Inc.**  
**Invitation for Proposal (IFP)**  
**IFP 2020-CC-800**  
**Disaster Preparedness and Recovery Summit**

Effective March 27, 2020, the Florida Developmental Disabilities Council, Inc. (FDDC) is amending procedures for submitting proposals and required forms for Invitations for Proposal (IFP 2020-CC-800) in response to potential hardships posed by the current COVID-19 crisis.

Changes are being made to “Section 6” of “Sections for Offeror to Complete” and the “Format for Submission.”

The changes replace the required procedures for submission of the proposals. Specifically, FDDC is no longer requiring that proposals be submitted via U.S. Mail with an original proposal and seven hard copies and attachments. Instead, proposers must submit one electronically signed and dated proposal via FDDC’s Dropbox. All required forms must still be signed and dated, either electronically or via execution in writing and scanned for electronic submission.

Again, these changes require proposers to submit their proposals electronically through Dropbox.

No changes are being made to due dates. All proposals must be received by 4:00 p.m. (EDT) on Monday, April 6, 2020. Please allow enough time to upload your proposal into the FDDC’s Dropbox. Depending on the size of the proposal, it may take a while to upload. Any proposals received after the date and time set forth above will be considered unresponsive and will not be considered by FDDC.

All other provisions in the original Invitation for Proposal, IFP 2020-CC-800, not in conflict with this addendum are still in effect and are to be followed as specified in the Invitation for Proposal.

In summation, the following changes are made:

**Sections for Offeror to Complete**

“**Section 6:** Provide completed required Forms 1-5 with an original signature for each form.”

**is replaced with**

**Section 6:** Provide completed required Forms 1-5 by uploading electronically signed or signed and scanned and dated PDF forms into Dropbox.

**Format for Submission**

“An original and seven (7) hard copies of your response and attachments are required.”

**is replaced with**

Proposals shall be electronically submitted via FDDC’s Dropbox at <https://www.dropbox.com/request/y4t4CgX5yxUPGn2xr1XR> by April 6, 2020 at 4:00 p.m. EDT.

**Questions related to Addendum**

All questions related to this Addendum shall be sent via email by 4:00 p.m. (EDT) on Wednesday, April 1, 2020 to [proposal@fddc.org](mailto:proposal@fddc.org).

QUESTIONS ARE TO BE SUBMITTED IN WRITTEN FORMAT ONLY. THIS IS A LEGAL PROCESS AND WE CANNOT ANSWER QUESTIONS VERBALLY.

Answers to any questions received specifically related to this Addendum will be posted on the FDDC website (<https://www.fddc.org>) by April 2, 2020.