

**FLORIDA DEPARTMENT OF TRANSPORTATION**  
**Procurement Office**  
**605 Suwannee Street, MS 20**  
**Tallahassee, Florida 32399-0450**  
**Phone: (850) 414-4381**

ADDENDUM NO. 1

DATE: May 12, 2020

BID No.: DOT-RFP-20-9100-SJ

BID Title: Statewide Sponsorship Program Administrator

OPENING DATE: Wednesday, May 20, 2020 @ 3:00PM EST

Notice is hereby given of the following changes to the above-referenced SOLICITATION:

- Questions and Answers provided below
- Revised Price Proposal Form attached below

**Bidders/Proposers must acknowledge receipt** of this Addendum by completing and returning to the Procurement Office, by no later than the time and date of the bid/proposal opening. **Failure to do so may subject the bidder/proposer to disqualification.**

Sherill Johnson, Procurement Agent

\_\_\_\_\_  
Bidder/Proposer

\_\_\_\_\_  
Address

\_\_\_\_\_  
Submitted by (Signature)

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

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<p>Question 1</p>	<p>On page 12, under Section 30.4: Criteria for Evaluation, the RFP allocates 25 points to the Price Proposal Form using the following equation:</p> <p>(Low Price/Proposer's Price) x Price Points = Proposer's Awarded Points</p> <p>This equation, as it stands, would award the most points to the Proposer who commits to deliver the smallest share/percentage to the Department. It is in the Department's interest to receive the highest percentage share. Considering the Price Proposal Form seeks an Average Percentage Rate owed to the Department and the Department is best served by a higher percentage, would the Department consider revising the equation to read as follows?</p> <p>(Proposer's Average Percentage Rate/Highest Average Percentage Rate) x Price Points = Proposer's Awarded Points</p>
<p>Answer 1</p>	<p>This was an oversight on the department's part. You are correct. The equation to be used for the awarding of price points is as follows:</p> <p>(Proposer's Average Percentage Rate/Highest Average Percentage Rate) x Price Points = Proposer's Awarded Points</p>
<p>Question 2</p>	<p>The existing 511 Sponsorship program requires a higher percentage to be retained by the Vendor in order to cover program costs and to ensure continued program expansion and year-over-year growth in annual revenue generation. The "Percentage owed to the Department" for the current 511 Sponsorship program is less than the standard "Percentage owed to the Department" for other existing sponsorship programs.</p> <p>If Proposers are required to account for the 511 Sponsorship percentage on the same provided Price Proposal Form, it will reduce the "Percentage owed to the Department" for all other sponsorship programs. Rather than represent an overall lower "Percentage owed to the Department" on the Price Proposal Form, would the Department accept a separate Price Proposal Form for the 511 Sponsorship program which then allows for all other programs to be submitted at a higher percentage to the Department?</p>
<p>Answer 2</p>	<p>The Department will accept a separate Price Proposal Form for the 511 Sponsorship program which then allows for all other programs to be submitted at a higher percentage to the Department. Please see the attached Revised Exhibit C – Price Proposal Form. The original Exhibit C should be deleted in its entirety and replaced with the attached document.</p>

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Question 3	Under Exhibit A: "Scope of Services", the RFP states: "Audit Elements – Provide for a yearly examination of gross revenues, expenditures, and net profit related to the Sponsorship program also including a reconciliation of verified gross revenue amounts to amounts paid the FDOT by an independent Certified Public Accountant (CPA). The independent CPA shall issue an opinion as to the accuracy of the amounts reported." As a small business and privately-held company, we hire an independent CPA to perform an annual review of our financials. Financial audits incur greater costs. Will the Department accept a certified, reviewed examination of gross revenues, expenditures, and net profit in lieu of an audited examination?
Answer 3	A "review" level assurance is a much lesser degree of assurance compared to an audit. The proposed alternative of self-certification is not acceptable

## PRICE PROPOSAL FORM (Page 1 of 2)

RFP Number: DOT-RFP-20-9100-SJ

RFP Title: Statewide Sponsorship Program Administrator

**Services to be provided as specified in attached Exhibit "A", Scope of Services.**

<b>511 SPONSORSHIP</b>	
Period for 511 Sponsorship (as hereinafter defined)	Percentage owed to the Department
Year 1 First twelve months after Sponsorship Program Start Date	
Year 2 Second twelve months after Sponsorship Program Start Date	
Year 3 Third twelve months after Sponsorship Program Start Date	
Each successive year thereafter	
<b>ALL OTHER SPONSORSHIPS</b>	
Period for each Sponsorship Program (as hereinafter defined)	Percentage owed to the Department
Year 1 First twelve months after Sponsorship Program Start Date	
Year 2 Second twelve months after Sponsorship Program Start Date	
Year 3 Third twelve months after Sponsorship Program Start Date	
Each successive year thereafter	
<b>Average Percentage Rate owed to the Department (Round to the nearest 2 decimal points)</b>	

***NOTE: The Average Percentage Rate will only be used for the purposes of the price evaluation. Average Percentage Rate is calculated by adding all eight proposed percentages and divide by 8. The resulting number should be rounded to the nearest 2 decimal points***

Vendor shall collect all sponsorship fees directly from the Sponsor. The amounts of the Department Fee due the Department from the Vendor shall be paid to the Department on a quarterly basis, commencing as of October 1, 2020, and for each quarter thereafter, in accordance with the table below. The balance shall be the commission retained by the Vendor ("Vendor Commission")

**PRICE PROPOSAL FORM (Page 2 of 2)**RFP Number: DOT-RFP-20-9100-SJRFP Title: Statewide Sponsorship Program Administrator**RENEWAL:** see Special Condition 33).

THE PERCENTAGE(S) WILL APPLY TO THE INITIAL TERM AND ANY RENEWAL PERIODS.

**MFMP Transaction Fee:** All payment(s) to the vendor resulting from this competitive solicitation **WILL** be subject to the MFMP Transaction Fee in accordance with the referenced Form PUR 1000 General Contract Condition #14. The Transaction Fees imposed shall be based upon the date of issuance of the payment.**NOTE:** In submitting a response, the proposer acknowledges they have read and agree to the solicitation terms and conditions and their submission is made in conformance with those terms and conditions.**ACKNOWLEDGEMENT:** I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the proposer. I certify that the response submitted is made in conformance with all requirements of the solicitation.

Proposer: \_\_\_\_\_ FEID # \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed / Typed: \_\_\_\_\_ Title: \_\_\_\_\_