MODIFICATIONS AND QUESTIONS AND ANSWERS

DFS TR RFP 1718-01
Consolidated Revolving Account System Services

Addendum No. 1

Attached below are the questions and answers related to this solicitation, and modifications to the solicitation.

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### QUESTIONS AND ANSWERS

<table>
<thead>
<tr>
<th>Question #</th>
<th>RFP Section</th>
<th>RFP Page #</th>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Attachment 1, Section 25, Attachment 2, Statement of Work, Section 1.1, and Addendum B, Section 2</td>
<td>Pages 22, 24, and 47</td>
<td>Whether companies from Outside USA can apply for this? (like, from India or Canada)</td>
<td>Respondents should be aware that the contract that will result from this solicitation has provisions requiring licensing and performance within the United States (see, for example, Section 25 of Attachment 1 to the Contract, Section 2 of Addendum B to the Contract, and subsection 1.1 of Attachment 2 to the Contract).</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>Whether we need to come over there for meetings?</td>
<td>That would be the Department’s preference.</td>
</tr>
<tr>
<td>3</td>
<td>Attachment 1, Section 25, Attachment 2, Statement of Work, Section 1.1, and Addendum B, Section 2</td>
<td>Pages 22, 24, and 47</td>
<td>Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)</td>
<td>The contract that will result from this solicitation has certain requirements regarding performance and licensing within the United States (see, for example, Section 25 of Attachment 1 to the Contract, Section 2 of Addendum B to the Contract, and subsection 1.1 of Attachment 2 to the Contract).</td>
</tr>
<tr>
<td>4</td>
<td>Section 3.4 – How to Submit a Response</td>
<td>Page 10</td>
<td>Can we submit the proposals via email?</td>
<td>No.</td>
</tr>
<tr>
<td>5</td>
<td>3.9.1 – Redacted Submissions</td>
<td>Page 13</td>
<td>Please clarify where the State would like for us to include the Confidential Information index? (i.e., in the unredacted copies or the redacted copy?)</td>
<td>The Confidential Information index should be submitted separately. See Addendum No. 1 to DFS RFP TR 1718-01.</td>
</tr>
<tr>
<td>6</td>
<td>3.4 – How to submit a response</td>
<td>Page 10</td>
<td>Please clarify whether the State would prefer to get the pdf version of the signed pricing pages, the excel version, or both.</td>
<td>The Department prefers the PDF version.</td>
</tr>
<tr>
<td>7</td>
<td>3.9.1 – Redacted Submissions</td>
<td>Page 13</td>
<td>Please clarify whether the redacted version should be included in the same CD as the unredacted version of the response.</td>
<td>The redacted version is only required to be provided in paper format.</td>
</tr>
<tr>
<td>8</td>
<td>1.3 - Background</td>
<td>Page 5</td>
<td>Please elaborate on timing of the check issuing process. Are checks issued at the individual locations and released to the payee in person or mailed to the payee?</td>
<td>Each location issues its own checks. Methods vary for each (handwritten, system generated, etc.), and the checks may be released to the payee in person or mailed to the payee.</td>
</tr>
<tr>
<td>9</td>
<td>Attachment F</td>
<td>Page 57</td>
<td>Please clarify the applicability of this form for a competitive solicitation for banking services. The statute appears to be limited to the “purchases of personal property through competitive solicitation.”</td>
<td>In accordance with Addendum No. 1 to DFS RFP TR 1718-01, this form and all references to it have been deleted from the solicitation.</td>
</tr>
</tbody>
</table>
MODIFICATIONS

Attachment F, Principal Place of Business and Foreign State Preferences in Contracting Form, is deleted. Section 3.6.6, Other Required Documentation, is deleted in its entirety. Section 3.5, Contents of Response, is modified to read as follows:

3.5 CONTENTS OF RESPONSE

It is a mandatory requirement of this RFP that the Response contain all of the documents listed below. The Respondent shall organize the contents of each Response submittal as follows:

Volume One: Response Qualification Documents

- Cover Letter
- Mandatory Criteria Certification and Required Documentation
- Financial Documentation
- Attachment D, Completed Business Reference Forms
- Description of Contract Disputes

For clarification, Section 3.4, How to Submit a Response, is modified to read as follows:

3.4 HOW TO SUBMIT A RESPONSE

The Respondent shall submit:

- One original version of each volume of the Response.
  - The Respondent shall include the originals of any documents required to be signed as part of the Response. The Respondent must label the cover and spine of the volumes “Original – Volume _____, Binder _____ of _____,” and include the Respondent’s exact legal name, and the RFP number.
  - The Respondent shall include an exact copy of the original Response. The Respondent must label the cover and spine of the volumes “Copy # _____, Volume # _____, Binder _____ of _____,” and include the Respondent’s exact legal name, and the RFP number.
- One (1) copy of Volume Three (Price Response).
- One (1) scanned copy of the entire Response and price sheet on a CD-ROM or flash drive, with large files scanned as separate .pdf files.
- One (1) REDACTED scanned copy of the Response, if applicable (see Section 3.9, Confidential Response Materials and Redacted Submissions).
  - The Respondent shall include a redacted copy of the original Response. The Respondent must label the cover and spine of the volumes “REDACTED Copy # _____, Volume # _____, Binder _____ of _____,” and include the Respondent’s exact legal name, and the RFP number.
- One (1) Confidential Information index, if applicable (see subsection 3.9.1, Redacted Submissions).

Respondents shall deliver the Responses in sealed packages to the Office of Purchasing and Contractual Services at 200 East Gaines Street, Larson Building, Room B24 – Office of Purchasing and Contractual Services, Tallahassee, Florida 32399-0317 by the deadline listed in Section 2.2, Timeline. The Respondent shall clearly label the outside of the sealed packages with the RFP number and Respondent’s name.