

ADDENDUM NO. 1
Modifications to the RFP (1920-03 RFP AA)

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.

Changes to the RFP are indicated by underscore, deletions are indicated by a ~~striketrough~~. Please be advised that the following changes are applicable to the original specifications of the above-referenced RFP:

1. Section 5, Fingerprinting Sites, of the Standard Contract's Attachment 2, Statement of Work is hereby amended as indicated below:

5. Fingerprinting Sites.

The Contractor shall provide sites, throughout the State, with Livescan fingerprinting stations. The Contractor must have at least one (1) location in the following majorly populated areas:

Pensacola, Florida	Jacksonville, Florida	West Palm Beach, Florida
Panama City, Florida	Orlando, Florida	The Florida Keys
Tallahassee, Florida	Tampa/St. Petersburg, Florida	Ocala, Florida
Miami, Florida		

In order to ensure access to less-populated areas, the Department's preference is that the Contractor have at least one (1) site within a sixty-mile radius of each of the cities/areas listed above.

The Contractor shall also provide Cardscan fingerprinting stations at its Livescan fingerprinting ~~various sites~~ (i.e., the Contractor shall have paper fingerprint cards on hand at these sites and provide the staff and supplies necessary to enable the paper fingerprint cards to be completed on site). The Contractor shall transfer the completed cards (provided the paper cards are completed on site, this requirement does not apply to paper cards mailed to the Applicant or Candidate) for processing at no additional charge to the Applicant or Candidate (i.e., the Applicant or Candidate will not be responsible for mailing the completed cards to the return address). Sites must be open during all days and hours specified in Addendum C, Relevant Portions of Contractor's Response. The Contractor may be required to provide additional sites or extend the number of days that sites are open, if deemed necessary by the Department to meet fingerprinting demands.

The Contractor shall, in writing (by either mail or e-mail), submit proposed modifications to the approved list of sites (i.e., closings, additions, modification of site hours) included in Addendum C, Relevant Portions of the Contractor's Response, along with justification for the change, to the Department for approval. The Department shall approve or reject proposed modifications in writing (by either mail or e-mail). Such modifications will not require a formal amendment to the Contract.

All fingerprinting sites must be compliant with the Americans with Disabilities Act, and the Contractor shall provide the special accommodations described in Addendum C, Relevant Portions of Contractor's Response, for Applicants or Candidates who have a disability.

The Contractor shall provide proper training to all Contractor Representatives, as defined in Attachment 1, Standard Terms and Conditions, to prevent processing errors, server errors, and breaks in service. If there is a break in service due to technical problems with the Livescan or Cardscan stations, the Contractor shall notify the Department within four (4) hours of discovering the outage. The Contractor shall repair or replace the equipment within twenty-four (24) hours of discovering the outage. If an entire site is inoperable for more than forty-eight (48) hours, the Contractor shall submit a plan for a temporary site for the Department's approval.

2. The Contract Signature Page is hereby amended as indicated in the attached, updated page.

DEPARTMENT OF FINANCIAL SERVICES

1819-03 RFP AA

Attachment A

Contract Signature Page

Contract Title Fingerprinting Services	P.O. No. or Solicitation No., if any 1920-03 RFP AA	Contract Number
---	--	-----------------

1. This Contract is entered into between the Department of Financial Services and the Contractor named below:

The Department of Financial Services, 200 East Gaines Street, Tallahassee, FL 32399 (hereinafter called the "Department")

[Contractor's Name, address] (hereinafter called the "Contractor")

2. Contract to Begin: December 6, 2019, or the date last signed below, whichever is later ("Effective Date")	Date of Completion: Five (5) years from the Effective Date	Renewals: Up to five (5) years
---	---	-----------------------------------

3. Performance Bond, if any: Other Bonds, if any:

4. Total Value for Contract Term:	Total Value of Renewal(s):	Total Value of Contract Term Plus Renewal(s):
-----------------------------------	----------------------------	---

5. Department's Contract Manager		Contractor's Contract Manager	
Name:		Name:	
Address:		Address:	
Phone:		Phone:	

6. The parties agree to comply with the terms and conditions of the following attachments which are hereby incorporated by reference:

- | |
|---|
| Attachment 1: Standard Terms and Conditions |
| Attachment 2: Statement of Work |
| Attachment 3: Completed Price Response |
| Attachment 4: PUR 1000 |

7. The parties agree to comply with the terms and conditions of the following addenda which are hereby incorporated by reference:

- | |
|--|
| Addendum A: Public Records Requirements |
| Addendum B: Data Security Requirements |
| Addendum C: Relevant Portions of the Contractor's Response |

IN WITNESS WHEREOF, this Contract is being executed by the parties and will begin on the Effective Date.

8. **CONTRACTOR**

Contractor's Name (if other than individual, state whether corporation, partnership, etc.)

By (Authorized Signature) Date Signed

Printed Name and Title of Person Signing

9. Department of Financial Services **DEPARTMENT**

By (Authorized Signature) Date Signed

Printed Name and Title of Person Signing

**QUESTIONS AND ANSWERS
1920-03 RFP AA**

Fingerprinting Services

Questions and Answers. Below are the questions and answers related to this solicitation:

Question #	RFP Section	RFP Page #	Question	Answer
1.			I happened to come across the solicitation notice for the Fingerprinting Services RFP# 1920-03 RFP AA and from my understanding there was a previously released RFP for the same need that was due back in August of this year. Did that previously released RFP end up getting cancelled? If so, can you offer any details as to why it was cancelled?	The Department of Financial Services, Division of Insurance Agent and Agency Services, made the decision to reject all proposals for 1819-03 RFP AA, Fingerprinting Services, and reissue the solicitation.
2.	Attachment F: Exhibit 1 – Volume	pp. 5	Can the Department please indicate the percentage/volume of all fingerprints that were collected and processed as Cardscans last year? Can the Department confirm that Cardscans were only utilized when a Livescan station was not available in a convenient location (the specified 60-mile radius)? If not, under what terms were Cardscans secured as opposed to Livescan station collections?	The average volume of Cardscans per year is 57,500. The Department cannot confirm that Cardscans were only utilized when a Livescan station was not available, nor give an exhaustive list of reasons for why Cardscans were used instead of Livescans. However, Cardscans have been used for Applicants or Candidates who have a disability that prevents them from utilizing Livescans or who for other reasons cannot complete Livescans.
3.	Scope of Work – Section 5 - Fingerprinting Sites	pp. 2	Do the Cardscan stations need to physically be in offices in Florida or can they be out-of-state?	Please see Addendum No. 1 for an update to Section 5, Fingerprinting Sites, of the Standard Contract’s Attachment 2, Statement of Work. Paper fingerprint cards, along with the staff and supplies necessary for completion of the cards, must be available at Livescan sites to enable the completion of Cardscan

Question #	RFP Section	RFP Page #	Question	Answer
				<p>fingerprinting at those sites in the event Livescan fingerprinting isn't feasible (for example, due to unexpected unavailability of the Livescan station or due to a disability that prevents completion of Livescan fingerprinting). However, the paper fingerprint cards are not required to be processed at these sites (i.e., they can be completed on site and then sent off to another location for processing). This requirement is in addition to the requirement that the Contractor provide Cardscan services where the paper fingerprint cards are mailed to the Applicant for completion and returned to the Contractor once completed (as required in Section 10.a., Division of Insurance Agency and Agency Services Requirements, of Attachment 2, Statement of Work).</p>
4.	Scope of Work – Section 8c. FDLE Submission	pp. 4	How will the error rate monthly summary reports be submitted?	<p>There is no requirement for how the reports are submitted. The reports can be mailed, emailed, faxed, or otherwise provided to the Department. However, the reports must be provided in a format compatible with existing Department systems to ensure there is no additional cost to the Department to access the reports.</p>
5.	Scope of Work – Section 9a. – Retention and Reporting Requirements	pp. 4	What is the format for the summary reports for data retention that need to be submitted?	<p>See the answer to Question #4.</p>

Question #	RFP Section	RFP Page #	Question	Answer
6.	Scope of Work – Section 9a. – Retention and Reporting Requirements	pp. 4	How will the AFAPS monthly reports be submitted?	See the answer to Question #4.
7.	1920-03 RFP AA	All pages	Are there daily flat files that need to be submitted for the agency?	The Department does not need daily flat files to be submitted. However, the Department receives daily flat files from the Florida Department of Law Enforcement.
8.	1920-03 RFP AA	All pages	Are employees under this contract subject to the Service Contract Act (SCA)?	No.
9.	Attachment F	pp. 1 – 4	What are the names of the businesses that are partners/subcontractors for this contract? Will that change once a new vendor is awarded or will it stay the same?	The Department does not have the names of businesses that are partners/subcontractors for the current contract, only the addresses of the fingerprinting sites provided. The awarded Respondent will be responsible for providing fingerprinting sites throughout the State and for entering into any agreements necessary to facilitate such provision of sites. Therefore, any partners/subcontractors currently used may change based on the Respondent awarded the Contract.
10.	Attachment 2, Statement of Work	pp. 2, 3 & 6	Reference Addendum “C”, Can you please provide a copy of Addendum “C”.	Addendum C is listed on the Standard Contract Signature Page and is titled “Relevant Portions of the Contractor’s Response.” As indicated by that title, relevant portions of the awarded Respondent’s Response will become an attachment to the Contract between the awarded Respondent and the Department. In accordance with the second bullet point under the portion

Question #	RFP Section	RFP Page #	Question	Answer
				titled “Respondent’s proposed approach” in Section 3.6, Volume Two: Respondent’s Technical Response, the Respondent’s proposed plan for providing the services should be included in its Response. This is an example of information that would likely be considered a “relevant portion of the awarded Respondent’s Response.”
11.	Attachment 2, Statement of Work	pp. 2 # 5, Fingerprint Sites	We have a centralized site location with multiple cardscan work stations for our Cardscan processes. Would this meet the RFP SOW Cardscan station requirement?	See the answer to Question #3.
12.	Attachment 2, Statement of Work	pp. 2 #5 Fingerprint Sites	Will additional questions be accepted based on the response to this question (Number 2)?	All questions must be submitted by the date stated in the timeline.