

ADDENDUM ACKNOWLEDGMENT FORM
RFP # 19/20-02

RFP ADDENDUM #2

Department of Revenue
2450 Shumard Oak Blvd, Suite 1600
Tallahassee, Florida 32399-0109

PROPOSAL NO: RFP # 19/20-02

PROPOSAL TITLE: Document and Remittance Processing System

DUE DATE: October 15, 2019 (3:00 PM)

ADDENDUM NO.: 2 DATE: 10/02/2019

PLEASE BE ADVISED THAT THE FOLLOWING CHANGES ARE APPLICABLE TO THE ORIGINAL SPECIFICATIONS OF THE ABOVE-REFERENCED RFP:

The Department is no longer requiring Respondents to select all IT hardware required to operate the Solution from the North West Regional Data Center (NWRDC) service catalog. Respondents are still required to include a complete architecture diagram, full specifications, and a detailed bill of materials for the IT hardware required to operate the Solution. Based on the specifications provided, the Department will purchase the IT Hardware from NWRDC.

The following revised pages are attached; **Page 50** (Section 6.3), **Page 90** (Section 7.4.1.2), and **Page 95** (Section 7.4.2.1).

These pages shall replace those found in the RFP document. New language is denoted by bold, underlined and highlighted text.

THIS ADDENDUM NOW BECOMES A PART OF THE ORIGINAL RFP. THE ADDENDUM ACKNOWLEDGMENT FORM SHALL BE SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE, DATED AND RETURNED, AS INSTRUCTED IN SECTION 3.1.2, ADDENDA, WITH THE PROPOSAL. FAILURE TO DO SO MAY SUBJECT THE PROPOSER/CONTRACTOR TO DISQUALIFICATION.

PROPOSER: _____ BY: _____

ADDRESS: _____ TELEPHONE: _____

CITY, STATE: _____ DATE: _____

Authorized Signature

IT hardware required to operate the Solution. **Contractor shall select all IT hardware from the following catalog provided by the Northwest Regional Data Center (NWRDC) at the following link:**
<http://www.nwrdc.fsu.edu/servicecatalog>

In addition, the Department will procure the scanning equipment separately from this RFP using the following existing agreements from the Florida Department of Management Services (DMS) and the Federal General Services Administration (GSA):

Florida DMS Contract Link(s):

- [600-000-11-1 Multifunction Products, Printers, Facsimile Equipment, Scanners, Related Software, Supplies, and Services](#)
- [43210000-US-ACS Technology Products, Services, Solutions, and Related Products and Services](#)

GSA Contract Link(s):

- [252-GSA Schedule 70 Information Technology, Equipment, Software, and Service](#)

Contractor shall specify a detailed bill of materials for the equipment required to operate the Solution, taking into account the inventory and age of the Department's existing scanning equipment provided in Section 10.0. The Bill of Materials should include applicable information (i.e. make/model/part number, etc.) to help the Department validate, verify and confirm.

This information, both for hardware and equipment, will be used to acquire quotes and begin build-out of the Contractor's Solution infrastructure prior to the Project's beginning.

6.4 APPROACH AND DELIVERABLES

The Contractor shall work with the Department to implement the Solution in multiple iterative Phases encompassing the traditional Initiation, Analysis, Design, Development, and Implementation (DDI) domains. A phased approach will allow the Department to execute the Project in smaller, more manageable pieces, minimizing risk and realizing benefits sooner. Within each Phase, defined below, the Project will be broken into stages in accordance with the Contractor's methodology, each with the Deliverables specified in this SOW.

During the Project, the Contractor and the Department shall conduct a series of Project Phase Audits and Gate Checks at intervals specified in the Project Schedule with the number, timing, and specific completion criteria for each stage being documented in the Project Management Plan. These decisions will consider the completion of relevant Deliverables prior to moving forward with additional Project activities.

6.4.1 Project Phases

The Contractor's Services shall consist of the following Phases, as described in the narrative, and further specified in the Deliverables (tables), below:

- Phase 0: Project Management*
- Phase 1: Project Stand-Up*

7.4.1.2 Tab B: Hardware and Equipment Requirements

Due to State of Florida IT hardware hosting requirements, the Department will assume the responsibility for procurement and management of the IT hardware upon which the Solution will reside. As part of their Proposal, each Respondent must include a complete architecture diagram, full specifications, and a detailed bill of materials for the IT hardware required to operate the Solution. **Respondents shall select all IT hardware from the following catalog provided by the Northwest Regional Data Center (NWRDC) at the following link: <http://www.nwrdc.fsu.edu/servicecatalog>**

In addition, the Department will procure the scanning equipment separately from this RFP using the following existing agreements from the Florida Department of Management Services (DMS) and the Federal General Services Administration (GSA):

Florida DMS Contract Link(s):

- [600-000-11-1 Multifunction Products, Printers, Facsimile Equipment, Scanners, Related Software, Supplies, and Services](#)
- [43210000-US-ACS Technology Products, Services, Solutions, and Related Products and Services](#)

GSA Contract Link(s):

- [252-GSA Schedule 70 Information Technology, Equipment, Software, and Service](#)

Respondents shall specify a detailed bill of materials for the equipment required to operate the Solution, taking into account the inventory and age of the Department's existing scanning equipment provided in Section 10.0. The Bill of Materials should include applicable information (i.e. make/model/part number, etc.) to help the Department validate, verify and confirm.

This information, both for hardware and equipment, will be used to acquire quotes and begin build-out of the selected Respondent's prior to the Project's beginning. Non-compliance with this requirement will result in a Proposal being deemed non-responsive and the Proposal will be ineligible for award.

7.4.1.3 Tab C: Project Management

Topic 1: Per the Statement of Work (section 6.4.2.1), Contractor is to provide Key Personnel with specific knowledge, skillsets, and abilities to support the Department throughout the Project.

Identify the Key Personnel that you will provide to the Department for this Project and describe, in detail, how these Key Personnel meet the requirements presented in the Statement of Work.

Topic 2: Per the Statement of Work (section 6.4.2.1), Contractor is to provide additional project staffing with knowledge, skillsets, and abilities to support the Department throughout the Project.

Identify additional personnel that you will provide to the Project and describe, in detail, how these additional personnel will assist you in meeting the requirements presented in the Statement of Work. Include in your Proposal an organization chart illustrating how you will manage your staff members assigned to the Project.

Volume Two: Administrative, etc., shall be sealed in a separate box/container/envelope and clearly labeled as to which volume is enclosed in accordance with Section 7.1.

Using the instructions outlined below, Respondents must prepare an Administrative Proposal volume in the order outlined. If a portion of any section is omitted, the Proposal may be deemed Non-Responsive at the discretion of the Department.

Volume I	Administrative Proposal	Page Limit
Tab A	Transmittal Letter	5
Tab B	Solicitation Forms	N/A
Tab C	Disclosures and Attestations	N/A

7.4.2.1 Tab A: Transmittal Letter

Each Respondent must prepare and include a Transmittal Letter of no more than five (5) pages total that summarizes the key points from the Respondent's Administrative, Technical, and Price volumes.

The Transmittal Letter serves as the document covering the transmittal of the response package. The Letter must provide the complete name and address of the vendor's firm and the name, title, mailing address, telephone number, and email address of the official contact and an alternate, if available, who may be available to be contacted by telephone or will attend meetings, as may be appropriate, regarding the solicitation. In addition, the Transmittal Letter shall provide the name and title of the individual who has the authority to contractually bind the Respondent.

The transmittal letter shall also include the following:

- A statement affirming that all requirements described in Attachment A can be met by the Respondent's offered Solution.
- A statement affirming that Respondent's work for phases 0-5c will be completed by June 30, 2022.
- A statement affirming that Respondent's pricing for phases 0-5c does not exceed \$6,000,000.
- A statement affirming that Respondent's pricing for phases 1-4 does not exceed 35% of the implementation services pricing.
- A statement offering the Respondent's proposal for a duration of not less than 180 days.
- A statement affirming that the proposed **IT Hardware and** equipment required for the Solution to function can be sourced from the contract(s) specified.
- **A statement affirming that the Respondent's proposal includes complete architecture diagram, full specifications, and a detailed bill of materials for the IT hardware required to operate the Solution.**

7.4.2.2 Tab B: Solicitation Forms

Each Respondent must complete and include the following Solicitation Forms:

- Solicitation Acknowledgement Form(s) (1st Page of RFP)

7.4.2.3 Tab C: Disclosures and Attestations

Each Respondent must complete and include the following Disclosures and Attestations:

- Attachment E: Vendor Financial Attestation
- Attachment F: Vendor Responsibility Disclosure