



**Florida Fish
and Wildlife
Conservation
Commission**

Commissioners
Robert A. Spottswood
Chairman
Key West

Michael W. Sole
Vice Chairman
Tequesta

Rodney Barreto
Coral Gables

Steven Hudson
Fort Lauderdale

Gary Lester
Oxford

Gary Nicklaus
Jupiter

Sonya Rood
St. Augustine

Office of the
Executive Director
Eric Sutton
Executive Director

Thomas H. Eason, Ph.D.
Assistant Executive Director

Jennifer Fitzwater
Chief of Staff

850-487-3796
850-921-5786 FAX

Finance and Budget Office
Kurt Fritsch
Finance & Budget

(850) 488-6551
*Managing fish and wildlife
resources for their long-term
well-being and the benefit
of people.*

620 South Meridian Street
Tallahassee, Florida
32399-1600
Voice: 850-488-4676

Hearing/speech-impaired:
800-955-8771 (T)
800 955-8770 (V)

MyFWC.com

DATE: NOVEMBER 8, 2019

ADDENDUM NO.: 1

BID NO.: FWC 19/20-42

BID TITLE: GoOUTDOORSFLORIDASOLUTION

UPDATE: QUESTIONS AND ANSWERS

The enclosed addendum has been issued for consideration in the preparation of your response to the Florida Fish and Wildlife Conservation Commission's (FWC) Solicitation No. FWC 19/20-42, "GoOutdoorsFloridaSolution".

All responses to the subject solicitation must be received no later than 3:00 PM (ET) on Friday, November 22, 2019.

A response received after the exact time specified will not be considered. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes (F.S.), 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. Written notices, formal requests and proceedings must conform with the requirements set forth in Chapter 28-110, Florida Administrative Code (F.A.C.). Protests must be filed with the Purchasing Office, Fish and Wildlife Conservation Commission, 2590 Executive Center Circle, Suite 100, Tallahassee, Florida 32301 within the time prescribed in Section 120.57(3), F.S. and Chapter 28-110, F.A.C.

Sincerely,

Rachel Korade,

FWC Procurement Manager

BEGIN ADDENDUM

QUESTION #1

General Conditions (page 4): Do respondents need to be registered with the MyFloridaMarket and Sunbiz systems prior to the ITN opening on October 22, or prior to submitting a response?

ANSWER #1

Prior to submitting a response.

QUESTION #2

Evaluation Scoring Factors (page 12): Pricing is not included as one of the six (6) scoring factors. How will price be considered in the evaluation process?

ANSWER #2

Price will be considered during the negotiation process.

QUESTION #3

Overview of Solution 1.3. Fish | Hunt Florida Mobile App (page 19): Is the Commission seeking to have a new Fish | Hunt Florida mobile application developed, replace an existing mobile application, or have the contractor manage and maintain an existing mobile application?

ANSWER #3

The Commission owns the rights to the Fish | Hunt Florida Mobile App; however, all current code is owned and managed by the Contractor. It will be the responsibility of the awarded Contractor to develop and maintain new content within the current Fish | Hunt Florida Mobile App.

QUESTION #4

Overview of Solution 1.4. Project Management (page 19): Would the Commission accept demonstrated project management experience in lieu of PMI PMP certification? Would the Commission accept PMP certification from other organizations?

ANSWER #4

The Commission will not accept demonstrated project management experience in lieu of PMP certification. The Commission will consider PMP certifications from other organizations.

QUESTION #5

Overview of Solution 1.4. Project Management (page 19): If the contractor's Project Manager commits to attending all requested and required project meetings in person

(at the expense of the contractor), must the Project Manager be located in Tallahassee, FL?

ANSWER #5

The Contractor's designated Project Manager shall work from Tallahassee, FL for the duration of development and initial implementation of the solution. The Project Manager shall subsequently be available for in person meetings in Tallahassee, FL every 6-8 weeks or at the request of the Commission. Travel and related expenses for the Project Manager to attend in person meetings will be at the expense of the Contractor. Work space within a Commission building shall be provided by the Commission for the duration of development and initial implementation of the solution.

QUESTION #6

Execution of Solution 3.1.4 Data Destruction (page 23): What is meant by data destruction? Does this refer to data inherited from the previous contractor, data generated by the project, or data retained after the completion of the project?

ANSWER #6

Data destruction may include all of the above.

QUESTION #7

General Conditions (page 4) - In reference to Sunbiz registration requirements in the General Conditions, where a requirement that all businesses responding to the ITN must be registered as a Florida Corporation, LLC, LP, LLLP, or DBA prior to the bid opening.

Is this requiring a business already registered to do business in another U.S. state to create a business entity in Florida to be considered?

ANSWER #7

Yes.

QUESTION #8

Appendix Q (page 182) - The tables for Fiscal Years 2016/2017 and 2017/2018 include the quantity of items sold and the values of various fees. Could we have these same data tables with the additions of two columns: Transaction counts – the total number of transactions processed by the system for each agent class (where a transaction represents a single customer checkout – regardless of how many items were involved), Total Contract Vendor Fee – the total fees assessed and paid to the current contract provider for transactions occurring under that agent class?

ANSWER #8

Agent	Total Transactions Fiscal Year 2016/2017	Total Transactions Fiscal Year 2017/2018
Internet License Sales	803,795	893,218
Phones License Sales	63,912	44,682
License Agent Sales	955,512	853,528
Tax Collector Sales	114,922	108,778

Note: IVR License Sales are included as an Internet License Sales Transaction

\$2,216,780 was paid to the current Contractor in Fiscal Year 2016/2017, based on the number of qualifying transactions processed.

\$2,156,922 was paid to the current Contractor in Fiscal Year 2017/2018, based on the number of qualifying transactions processed.

QUESTION #9

Appendix B (page 17) - Could we have clarification on the desired behavior of requirement #2? Requirement #2 states the solution will allow authorized users to update the language that prints on the back of items printed on standard license stock or on the bottom of self-print items. Requirement #256 regarding License Stock indicates there should be a pre-printed logo on the front and pre-printed text on the back of license stock. These requirements seem to be in conflict as pre-printed license stock, which is then distributed to agents, would not be updateable by a system change - unless this is to imply that pre-printed license stock content is simply updateable by a request prior to being manufactured and distributed.

ANSWER #9

The intent of Requirement #2 is to 1. Allow Commission authorized users to update template language that prints on the back of various license stock which will allow the Contractor to request updated stock from a manufacturer, and 2. Allow for Commission configurable text to print on license stock based on items purchased.

QUESTION #10

Appendix B (page 111) - Is the intention of Requirement #667 'The Contractor shall assume responsibility for and maintain the current Fish | Hunt FL mobile app' for the incoming vendor to take ownership of the existing Fish | Hunt FL mobile application code, and any related assets, and to then provide continued maintenance and support of that existing application and code?

ANSWER #10

The Commission owns the rights to the Fish | Hunt Florida Mobile App; however, all current code is owned and managed by the Contractor. It will be the responsibility of the awarded Contractor to develop and maintain new content within the current Fish | Hunt Florida Mobile App.

QUESTION #11

Appendix B (page 79) - For Requirements #458 and #459, could we have additional context on the activities referenced in these requirements? Do these activities only consist of harvest reporting and the storing of an off-line representation of the customer's current licenses?

ANSWER #11

In addition to harvest reporting and downloading customer's current licenses and permits, this would also be used for submitting Commission applications and Commission required reporting.

QUESTION #12

Appendix B (page 109) - Referencing the hardware provided to Agents, does FWC own the hardware or is the hardware owned by the current vendor? What is the age of the hardware currently in place and what is the current refresh interval of hardware in the field? Would FWC buy out the current hardware or would the incoming vendor buy out the current hardware, if available?

ANSWER #12

The current Contractor owns the hardware. The age of the equipment is unknown however hardware in the field is updated as needed. The Commission will not buy out the current hardware.

QUESTION #13

Will you please share the ranking of respondents based only on the cost sheet scoring results from the ITN in Feb/March 2019 that was pulled?

ANSWER #13

Due to rejecting all, we did not rank the responses on the cost sheet.

QUESTION #14

Per your response to questions under the last ITN, the current vendor's contract expires in October 2020, please provide if the contract with current vendor has been extended and for how long as well as if there are any further renewals or extensions available past this date.

ANSWER #14

The current Recreational Licensing System contract was extended and will conclude on October 2, 2021. The contract allows for an additional three (3), one-year incremental renewals.

QUESTION #15

In order to facilitate the completion of the RFP requirements, would the committee kindly issue an editable version of Appendix B: Business Requirements?

ANSWER #15

No.

QUESTION #16

Would the committee consider issuing an extension of two (2) weeks to complete the proposal?

ANSWER #16

No.

QUESTION #17

Scope of Work (Page 17) versus App B (page 16) - Confirm date the solution needs to be fully operational is October 3, 2021 as stated in the RFP document on page 17. In Appendix B on page 16, it states October 3, 2020.

ANSWER #17

The correct date for Appendix B on page 16 should be October 3, 2021.

QUESTION #18

Business Services Requirements Item # 667 - Requirements state that the contractor shall assume responsibility of the current Fish|Hunt Mobile application. Can the contractor substitute/replace the existing mobile application if one is already developed to work with the contractor's platform?

ANSWER #18

The Commission owns the rights to the Fish|Hunt Florida Mobile App; however, all current code is owned and managed by the Contractor. It will be the responsibility of the awarded Contractor to develop and maintain new content within the current Fish|Hunt Florida Mobile App.

END ADDENDUM