



FLORIDA DEPARTMENT *of* STATE

ADDENDUM NO. 2

October 17, 2017

Statewide Centralized Digital Repository Consultant (Rebid)
Advertisement Number: DOS RFP 07/17-05 (Rebid)

This Addendum now becomes a part of the original Request for Proposal.

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 (F.S.).

This Addendum includes the following:

1. **Amended** Section 3.0, Special Instructions for the Preparation of Proposals

Please be advised that the following changes are applicable to the original specifications of the above referenced ITN:

Changes to the Specifications are indicated by underscore, deletions are indicated by a ~~striketrough~~.

Section 3.0, Special Instructions for the Preparation of Proposals is hereby amended as indicated below:

3.0 Special Instructions for the Preparation of Proposals

The instructions for this solicitation have been designed to help insure that all Proposals are reviewed and evaluated in a consistent manner, as well as to minimize costs and reply time. Any and all information submitted in variance with these instructions is subject to not being reviewed or evaluated.

Proposals are to be divided into three Sections:

- **SECTION ONE: Administrative Qualification Documents**
- **SECTION TWO: Technical Response**
- **SECTION THREE: Price Proposal**

A. SECTION ONE – Administrative Qualification Documents

Tab 1 – Attachments, Forms and Certifications

Responses to this RFP should include the following original documents and certifications:

1. Acknowledgement Form
2. Drug Free Workplace Certification (Attachment D)
3. Disclosure Statement/Conflict of Interest Disclosure (Attachment E)
- ~~4. Respondent's Contact Information (Attachment G)~~
5. CMBE Certification; if applicable. Attach a copy of your Certified Minority Business Enterprise (CMBE) Certification; if certified with DMS.
6. Proof of Business Registration (must be provided prior to contract execution- see Section 2.6)

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