



## FLORIDA DEPARTMENT *of* STATE

### **ADDENDUM NO. 1**

**October 16, 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. Written Responses to Written Questions

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The following questions were submitted prior to the deadline for written inquiries. The questions are reproduced in the exact format in which they were submitted.

Vendor Question Number	Page number, Section number, and Subsection Number	Vendor Question
Question 1	Attachment B – Statement of Work/Specifications and Requirements	<p>IQBG anticipates interviewing appropriate stakeholders involved in the Statewide Digital Action Plan to determine current status, interest and ability of partners to participate, requirements for the future vision, requirements for the Digital Repository Software to be used for the statewide digital platform, and the best approach in moving forward with the statewide digital initiative, etc.</p> <p>Participants in the interview process will likely include representatives from the five Multitype Library Cooperatives (MLCs), the Florida Academic Library Services Cooperative, the Sunshine State Digital Network for the Digital Public Library of America (DPLA), the Division of Library and Information Services (DLIS), local libraries, partners, and others as directed by the Division/Department.</p> <p>Can you please provide an estimate of the number of interviewees that will likely be involved in this part of the information gathering process?</p> <p><b>ANSWER</b> – We anticipate at least 20 interviewees, the vendor may decide more interviewees is optimal. [VM this is the direct answer to their question – I think that these folks will double up at interviews – so 10 interviews with an average of two people in each interview.]</p>
Question 2	Attachment B – Statement of Work/Specifications and Requirements	<p>Will the Department or Division provide a dedicated project manager for this effort; and if so, what percentage of their time will be dedicated to this project?</p> <p><b>ANSWER</b> – Yes DLIS will have a dedicated project manager for this effort. They will dedicate at least 10% of their time to this project.</p>
Question 3	Attachment B – Statement of Work/Specifications and Requirements	<p>Will most onsite work be performed in Tallahassee? How much travel to other locations will be required to conduct information gathering (just an estimate would be very helpful)?</p> <p><b>ANSWER</b> – The five Multitype Library Cooperatives (MLCs) are not located in Tallahassee. They are located around the state in Jacksonville, Fort Lauderdale, Fort Myers, Tampa and Panama City. The other organizations are located in Tallahassee.</p>

<b>Question 4</b>	General Question – no specific RFP reference.	<p>How does the Division store its digital content currently? Is there any type of document or content management system currently in use? Any automated records management system in place? What technology is used to support the Division’s current website?</p> <p><b>ANSWER</b> – This information will be provided as part of the interview with Division staff. There is not one answer as we have several management systems therefore it is not an easy response in this venue.</p>
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