



4050 Esplanade Way  
Tallahassee, FL 32399-0950  
850-488-2786

**Ron DeSantis, Governor**  
J. Todd Inman, Secretary

## Department of Management Services

### REQUEST FOR INFORMATION Lockbox Services

**RFI Advertisement Number: DMS-21/22-249**

**Begin Date: December 14, 2021**  
**End Date: January 18, 2022**

Pursuant to rule 60A-1.042, Florida Administrative Code (F.A.C.), an agency may request information by issuing a written Request for Information. Agencies may use Requests for Information in circumstances including, but not limited to, determining whether to competitively procure a commodity or contractual services, determining what solicitation process to use for a specific need, or researching general, special, and/or technical specifications for a solicitation.

## **I. INTRODUCTION**

The Department of Management Services (Department) is issuing this Request for Information (RFI) to Florida's vendor community seeking information on available Lockbox Banking Services with a lockbox address located within the state of Florida.

This is an RFI as defined in section 287.012(22), Florida Statutes, for planning purposes only. **This is not a solicitation for offers.** The information gathered from this RFI may be used to develop a future competitive solicitation. Please monitor the Vendor Bid System for any changes or notices prior to submitting a response.

## **II. PURPOSE OF AN RFI**

Rule 60A-1.042, F.A.C., provides that an agency may request information by issuing a written RFI. Agencies are authorized to use an RFI in circumstances including, but not limited to, determining whether to competitively procure a commodity or contractual services, determining what solicitation process to use for a specific need, or researching general, special, and/or technical specifications for a solicitation. A vendor's response to an RFI is not an offer and the agency may not use the vendor's submission to justify a contract with that vendor without otherwise complying with Chapter 287, Florida Statutes (F.S.) and rule 60A-1.042, F.A.C. Vendors submitting a response to an agency's RFI are not prohibited from responding to any related subsequent solicitation.

Any future purchase of the commodity or services will be conducted in accordance with applicable law. The responses to this RFI may be used to prepare one or more competitive solicitations and as the basis for any subsequent vendor meetings.

## **III. GOAL**

The Department seeks information regarding the availability of "lockbox" or other similar services provided by a vendor or banking institution within the state of Florida. The Department is looking for organizations that can provide solutions to meet the Department's current and future needs and is requesting responses to section IV., below.

## **IV. RESPONSE**

In order to gather relevant information to determine whether to competitively procure, and the appropriate method of procurement for lockbox and/or other similar services, the Department is requesting that vendors provide the following information:

1. Your business organization's information.
  - a. Business organization's name;
  - b. Primary contact;
  - c. Address;
  - d. Phone;
  - e. Email;
  - f. Customer references from private and public entities, including any previous work with federal, state, local, or county governments
  - g. Listing of all lockbox site addresses in Florida

- h. Company statistics including but not limited to the number of years the business has performed lockbox services, number of lockboxes managed on an annual basis, and number of checks processed each day.
2. An informative description regarding your relevant products, services, and options, including but not limited to, the following information:
  - a. Reporting and interface file features.
  - b. Analytical tools and any advanced querying capabilities; and
  - c. Dashboard capabilities.
3. A basic overview of your company's pricing structure for said services, including the cost to scan remittances and enclosures, availability of electronic files containing all checks deposited each day, and processing of the checks the same day as receipt.
4. Services offered with the pricing structure, which should include retention policy, estimated daily maximum capacity to process same day, and number of users able to access the lockbox.
5. Any cooperative purchasing agreements (e.g. GSA, NASPO, other Governmental Agency agreements, etc.) where your product or services may be available.

**PLEASE NOTE: Any submitted material is subject to the Public Records Act, section 119.07, Florida Statutes.**

## **V. RESPONSE SUBMISSION**

- Responses shall be submitted via email only.
- Additionally, a redacted copy must be submitted, if applicable (please see section X).
- The email Subject Line shall be titled: **DMS-2122-249**
- Response Files should follow this naming convention:  
**Company Name\_DMS-2122-249\_RFI**

The response must be submitted via the email address identified below:

[dms.purchasing@dms.myflorida.com](mailto:dms.purchasing@dms.myflorida.com)

**\*\*\*ALL EMAILS SHALL CONTAIN THE RFI NUMBER IN THE SUBJECT LINE OF THE EMAIL\*\*\***

## **VI. PROCESS**

Responses to this RFI will be reviewed by the Department for informational purposes only and will not result in the award of a contract.

Responding to the RFI does not prevent a vendor from being eligible to contract with an agency pursuant to section 287.057(19)(c), Florida Statutes.

## VII. TIMELINE

Listed below are important dates and times when actions should be taken or completed. If the Department finds it necessary to update any of the dates and/or times noted, it will be accomplished by an addendum to the RFI. All times listed below are in Eastern Standard Time (EST) in Tallahassee, Florida.

Date	Time	
12/14/2021	4:00 p.m.	Release of RFI
12/28/2021	4:00 p.m.	Questions due to the email address in Section V.
1/7/2022		Answers to vendor questions are posted to VBS
1/18/2022	4:00 p.m.	Responses are due to the email address in Section V.

## VIII. CHANGES TO THE RFI

DMS will post addenda to the RFI on the Florida Vendor Bid System (VBS) at <http://vbs.dms.state.fl.us/vbs/search.criteria.form>. The vendor may view addenda by selecting "Department of Management Services" in the "Agency" drop down box. Each vendor is responsible for monitoring the VBS for new or changing information.

## IX. RFI QUESTIONS AND CONTACT WITH DMS

Vendors shall address all questions regarding this RFI in writing to the email address identified in Section XII. DMS will post answers to questions on VBS as noted in Section VII., Timeline.

## X. CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION

If vendor considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, proprietary, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, vendor must mark the document as "Confidential" and simultaneously provide the Department with a separate redacted copy of its response and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Department's solicitation name, number, and the name of the vendor on the cover, and shall be clearly titled "Redacted Copy." The Redacted Copy should only redact those portions of material that the vendor claims are confidential, proprietary, trade secret or otherwise not subject to disclosure.

In the event of a request for public records pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, to which documents that are marked as confidential are responsive, the Department will provide the Redacted Copy to the requestor. If a requestor asserts a right to the Confidential Information, the Department will notify the vendor such an assertion has been made. It is the vendor's responsibility to assert that the information in question is exempt from disclosure under chapter 119 or other applicable law. If the Department becomes subject to a demand for discovery or disclosure of the Confidential Information of the vendor in a legal proceeding, the Department shall give the vendor prompt notice of the demand prior to releasing the information (unless otherwise prohibited by applicable law). The vendor shall be responsible for defending its determination that the redacted portions of its response are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

By submitting a reply, the vendor agrees to protect, defend, and indemnify the Department for any and all claims arising from or relating to the vendor's determination that the redacted portions of its reply are confidential, proprietary, trade secret, or otherwise not

subject to disclosure. If vendor fails to submit a redacted copy of information it claims is confidential, the Department is authorized to produce the entire documents, data, or records submitted to the Department in answer to a public records request for these records.

## **XI. VENDOR COSTS**

Vendors are responsible for all costs associated with the preparation, submission, and any potential meeting to discuss this RFI. The Department will not be responsible for any vendor-related costs associated with responding to this request.

## **XII. PROCUREMENT OFFICER**

If you have administrative questions concerning this RFI, please contact:

Joy Geller  
DMS Departmental Purchasing  
Phone: (850) 488-0012  
Email: [dms.purchasing@dms.myflorida.com](mailto:dms.purchasing@dms.myflorida.com)

**\*\*\*ALL EMAILS SHALL CONTAIN THE RFI NUMBER IN THE SUBJECT LINE OF THE EMAIL \*\*\***

## **XIII. SPECIAL ACCOMMODATIONS**

Any person with a disability requiring special accommodations to participate in the RFI shall contact the Department contact person at the phone number above at least five working days prior to the submission deadline for Questions and/or Responses. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD).

Certified Business Enterprises are encouraged to participate in the RFI process.

**END OF RFI NO.: DMS-21/22-249**