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## Solicitation Addendum

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**Addendum No.:** 1  
**Solicitation No.:** 19-R070688JP  
**Solicitation Title:** Library Master Plan  
**Addendum Date:** March 15, 2019  
**Procurement Contact:** Joe Pretorius, Senior Procurement Agent

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**RFO NO. 19-R070688JP IS AMENDED AS SET FORTH HEREIN. RESPONSES TO QUESTIONS POSED BY PROSPECTIVE OFFERORS ARE PROVIDED BELOW. THIS ADDENDUM IS HEREBY INCORPORATED IN AND MADE A PART OF RFO NO. 19-R070688JP.**

Change to:

**Exhibit 2 - Offer Response Requirements, 2.02 – Offer Format, I. TAB 9 - APPROACH**

### **I. TAB ~~9~~ 8 - APPROACH**

#### **QUESTIONS AND RESPONSES:**

**Q1. If our firm were to be awarded this contract, would the firm be able to submit on subsequent Library projects generated by the Master Plan?**

R1. The awarded firm will not be considered for subsequent Library projects generated by the Master Plan.

**Q2. Is there a local preference?**

R2. Refer to Section B – Evaluation of Offers for a list of the applicable Evaluation Criteria.

**Q3. Attachment C (pgs.17-18) required notarization. Signatory line specifies “State of Florida, County of X.” For out-of-state applicants, would we be correct to presume that a public notary in a firm’s primary state of business (in our case, Minnesota) fits County requirements equally well? If yes, are we (or rather, the notary) okay to simply amend that line in Adobe or with a written explanation?**

R3. A public notary in the firm’s primary state of business meets the County requirements. A written explanation will suffice.

**Q4. In reference to Exhibit 2, Tab C/2: At what point might we expect registration with the Division of Corporations to be assessed? On the proposal due date? Just prior to entering into a contractual relationship? Some other point?**

R4. Registration with the Division of Corporations will be verified prior to the evaluation of offers.

**Q5. Exhibit 1, 1.03 calls out “current Florida Association staffing and facility standards.” Is this the same as the Florida Library Association – Public Library Outcomes (2015), or is this some other specific framework called out here? If the latter, can you point us to where the original can be found?**

R5. Yes, current Florida Association staffing facility standards is the same as Florida Library Association – Public Library Outcomes (2015).

**Q6. On page 34-35 of the RFO, in Exhibit 2, “Offer Response Requirements,” Section 2.01 “Offer Format,” the list goes from “H. Tab 7 – Capacity” to “I. Tab 9 – Approach.” Please confirm that the RFO does not omit relevant information that would be required for Tab 8 of a proposal submission.**

R6. Refer to “Change To” section above.

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NOTE: Items that are ~~struck through~~ are deleted. Items that are underlined have been added or changed. All other terms and conditions remain as stated in the RFO.

**End of Addendum**

**INSTRUCTIONS:**

Receipt of this addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the response being deemed non-responsive.

AUTHORIZED FOR RELEASE: \_\_\_\_\_