FLORIDA MEMORIAL UNIVERSITY
DEFAULT AVERSION AND FINANCIAL LITERACY SERVICES

RFP ADDENDUM #1
Question: Tab 11. Appendix IV, Sample Agreement Form completed, signed and dated. (Page 11)
Can FMU clarify what vendors need to do to satisfy this tab requirements? Do vendors need to return a “completed, sign and dated” sample agreement or just agree to the terms outlined in the agreement? Much of the information that needs completed on the form will not be determined until after a vendor is selected such as dates and terms of the contract.

Response: Section 1.20 has been revised.
The current specification for Tab 11 – Appendix IV, Sample Agreement Form completed, signed and dated located on Page 11 has been deleted. The Sample Agreement Form is classified for vendor notification of all required contractual terms and conditions. If negotiations are conducted, the contract will incorporate any clarifications and additional terms.

See Below – Section 1.20 Revision

1.20 Solicitation Response

Each Vendor shall organize its solicitation response to provide the following information in order to assist FMU in the selection, evaluation and award process.

Tab 1 - (Appendix I) Conditions and Requirements: should be completed and signed along with vendor’s specific requests for changes to terms and conditions, if any.

The “Vendor” must initial the designated items, in Appendix I, indicating that the “Vendor” understands and agrees to the terms and conditions as provided in this competitive solicitation. If the “Vendor” wants to request additional language or specific changes to the terms and conditions, the “Vendor” must specifically do so in the vendor’s solicitation response and include such requests with Appendix I. Requests for additional language or revisions to language in this document must be included in their entirety as part of the vendor’s solicitation response under Tab 1 for consideration by FMU. In addition, any documents incorporated by reference in the requests for additional language or revisions, all forms requiring completion by FMU to be prepared or submitted to the “Vendor” if awarded the contract, must be included in vendors’ solicitation response.

Please be advised that FMU must adhere to applicable laws and regulations and therefore certain terms and conditions may not be altered.

Tab 2 - Contact information, including name(s), title(s), email address, mailing address and phone number(s) for the individual(s) responsible for vendor’s proposal and negotiation during this process. As well as contact information for the individual(s) who should receive any notices related to this contract if awarded to “Vendor”.

Tab 3 - Vendor Questionnaire (Appendix III) (see, Section 1.4.).
Tab 4 - Information relating to Account Management and Customer Service (see, Section 1.5).

Tab 5 - Information relating to Rates (see, Section 1.6).

Tab 6 - Information relating to Software/Technology and Billing (see, Section 1.7).

Tab 7 - Information relating to Financial Contribution (see, Section 1.8).

Tab 8 - The completed and signed competitive solicitation cover document, along with completed and signed Addendum Acknowledgement Forms, if any. The “Vendor” shall complete, sign and date the cover document, but shall not alter the language provided in this competitive solicitation document or the Addendum (A) in any way; any such alterations are void.

Tab 9 - Information regarding subcontractors (list of subcontractors with services to be provided by each) and amount the “Vendor” will pay to each; Vendor’s certification that subcontractors are appropriately licensed and registered with the State of Florida.

Tab 10 - Appendix II, Certificate of Non-Segregated Facilities completed, signed and dated.

Tab 11 - Appendix IV, Sample Agreement Form completed, signed and dated.

Tab 11 - If applicable, Appendix V - Affidavit of Trade Secret Certification completed and signed by a high level officer of the “Vendor” as to applicable trade secrets contained in the vendor’s documents; “Vendor” must segregate and clearly mark all documents certified in Appendix V and include such documents in this section (tab) of vendor’s proposal.

Tab 12 - Insurance - letter or certificate from vendor’s insurer.

Tab 13 - Disclosures regarding: (a) Vendor employees having employment relationship with FMU, State of Florida or any Florida State Agencies and/or (b) any FMU or state employee(s) owning an interest of 5% or more of vendor’s company or its affiliates or branches.

Tab 14 - Additional information requested in the competitive solicitation and/or addenda, if applicable.

Tab 15 - Additional pertinent information “Vendor” would like to provide.