DATE: October 16, 2013

TO: Vendors

FROM: Linda M. Balcombe, CPPO, CPPB
      Director of Purchasing

SUBJECT: ADDENDUM NO. 2, BID NO. 14-962-048-RFP

NOTE: THIS ADDENDUM SHOULD BE SIGNED AS ACKNOWLEDGMENT OF ITS RECEIPT AND RETURNED WITH YOUR BID.

__________________________________________
SIGNATURE

__________________________________________
COMPANY NAME

The following should be recognized as Addendum No. 2 to the recent Bid No. 14-962-048-RFP for Request for Proposals: Fingerprinting Services dated September 30, 2013, and due October 28, 2013 at 4 p.m.

PLEASE NOTE THE FOLLOWING:

Please see attached questions and answers.
From the answers below, eliminate Section 8.0(c) Page 16 and from the Submittal E Scope of Services, page 27.

******* END OF ADDENDUM *******

NOTE: Any questions pertaining to this addendum should be directed to:

<table>
<thead>
<tr>
<th>Linda Balcombe</th>
<th>Phone</th>
<th>(727) 588-6143</th>
</tr>
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<td></td>
<td>E-mail</td>
<td><a href="mailto:balcombel@pcsb.org">balcombel@pcsb.org</a></td>
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The School Board Of Pinellas County Prohibits Discrimination In All Purchasing And Contracting
(14-048pr863adn2.doc)
Question: Page 10, the Non-Exclusivity Clause, does this mean the District can use multiple vendors after a single vendor is selected or will multiple vendors be selected if the pricing is equal?
Answer: This statement means that the District may use another vendor to provide services when it is in the District's best economic interest to do so. We are NOT making a multiple award on this contract. It would be very unlikely to utilize another vendor to perform these services as there are many other factors besides price that part of this contract.

Question: Section 5.0 Fingerprinting Center Locations: Is the District paying for the hardware and software for these workstations or are they provided free of charge to the District? Indicates the workstations are for “staff printing” Does this mean employees can go to these stations to be printed or are these being used to print vendors and contractors by District staff?
Answer: This is HR’s requirements for internal stations. The locations that School’s Police has requested could also be used by the HR side in certain circumstances. We currently allow our student interns and current employees that need to be re-fingerprinted due to rejected FALCON re-submissions to use the outsourced locations. New employees are only printed at PCSB locations. We do expect the contracted vendor to provide the hardware for our internal stations. The current vendor currently provides 4 stations… two desktop and two laptop stations.

Question: Section 8C: Are the files stored in a NIST type-4 format? How many images are currently in the database? Is there anything in the incumbent vendor’s contract that would preclude them from providing access to the database housing the fingerprint data? Are PCSB IT staff or incumbent vendor staff available for technical questions regarding directory, file or network information?
Answer: We can eliminate this requirement. The FDLE FALCON system has provided us with the necessary retention requirements.

Question: Section 8D: After a second submission is rejected who will be responsible for requesting a name search from FBI CJIS?
Answer: HR staff submit the FBI CJIS manual name search through the PCS Schools Police department

Question 4.0 Badges: Will these badges be in the new state format or PCSB current format? Will badges continue to be mailed to the employee or can they be mailed to the district?
Answer: The statewide badge. We would like to have the capability of shipping them either to the vendor or to the Background Investigations office at Schools Police.

Question 8d. page 18: Will FDLE provide a file or paper to the District indicating FDLE has purged the record?
Answer: We are provided a file notification of purges.

Question 4.0 Badges: Badges must be able to be produced if an emergency arises. Please define emergency situations.
Answer: Due to unforeseen circumstances, if there has been a delay in producing/shipping badges, or if there is a need to “push through” outside of the normal time frame so there is no delay in someone starting work.

Question: Will badges need to be mailed or will a central distribution site be acceptable? If mailed, how will the District provide and maintain badge mailing addresses for vendor companies?
Answer: They will need to be shipped to the vendor (the employer who requested the employee be fingerprinted) or to the Background Investigations Office at Schools Police. As stated in the RFP this is to be determined after award of contract. If the badges are shipped to the vendor, the vendor address would be provided during registration, that’s the purpose of having vendor numbers or vendor identification numbers.

Question: pg. 15 1.0 e) and f): Is the requirement for re-submitting employee prints to FDLE in accordance with the 5 year renewal a short term project? It is our understanding that Florida law requires all employees to be already re-fingerprinted and have FDLE manage the fingerprint resubmits in their retained fingerprint system.
Answer: This is not a project by the District. This requirement provides the means to capture a new set of fingerprints for an existing employee in the cases where the FDLE FALCON resubmission is rejected for quality issues, while confirming they are still actively employed during the registration process so that no method of payment options are presented to the employee. We are seeing a substantial rejection ratio on FDLE FALCON 5 year resubmissions.

Question: pg 16 a) bullet 5: What is the scenario for resubmitting images through FALCON? How is it different that second submission referenced in 8d)?
Answer: The FDLE FALCON system resubmissions are used to facilitate the mandated 5 year current employee re-screening, as well as, times where retained images can be used to facilitate obtaining a new result report for employees that are being rehired, also, employees that need an updated result report made available to the FLDOE for teacher certification, and other scenarios where a new result report is required.

8.0 d) refers to FDLE FALCON initial resubmissions that are rejected for quality reasons. A new set of fingerprint images need to be captured and submitted in order to complete the transaction for the employee. The FDLE/FBI does not charge a fee when a subsequent transaction is submitted due to the first transaction being rejected.

Question: pg 16 1.0 i) Is it acceptable for the receipt to be identified via registration number instead of a barcode?
Answer: As long as the “registration number” provides all the necessary information for the person doing the fingerprinting at the outsourced fingerprint center location.

Question: pg 17 2.0a) Does the District have IT resource available to work with the vendor on maintaining and supporting a secure administrative web based workflow tool installed on your server?
Answer: Yes

Question pg 17 3.0 What information is included in an upload from TERMS? How is the vendor expected to use the information?
Answer: The information needed is the vendor name, vendor number, vendor address, vendor phone number. It would be expected to keep that information updated as the TERMS information is updated.