

**ADDENDUM 2**  
**RFP 04-17**  
**PUBLIC RELATIONS SERVICES FOR OKALOOSA COUNTY TOURIST**  
**DEVELOPMENT DEPARTMENT**

This addendum is to answer the following questions:

**Addendum/Appendix forms:** Are you asking for each of the 7 copies of the Proposal to include all of the signed forms that are in this RFP, or just one copy of each original signed for one Original proposal?

All 7 copies should be identical and include all required forms

**Budget:** Do you have an approved budget or an estimate of what can be allocated towards this retainer for PR Services? With out of state firms, do you wish for the proposals to include any/all travel expenses for the firm to be included in the monthly retainer fee or can those be added as extra expenses?

Regarding budget or estimate of the retainer amount, the County's most recent contract was \$3,795/month (33 hours at \$115/hour). The RFP requires compensation based on 60 hours/month.

The RFP states the monthly retainer is intended to cover all agency costs associated with maintaining the County's account, including labor, travel, postage, etc. Travel will not be reimbursed separately.

**Out of State:**

With regards to the wording in the RFP: "If the respondent is an out-of-state corporation, the proposal shall contain evidence of respondent's authority and qualification to do business as an out-of-state corporation in the State of Florida. A state contractor license # for the State of Florida shall also be included on the proposal form. Respondent shall be licensed in accordance with the requirements of Chapter 489, Florida Statutes."

Are you asking the out of state firms to complete some form or require a license # to be secured from a Gov agency in Florida to be submitted along with the proposal? Or would wording in our proposal that "the out of state firm is in compliance with the requirements of Chapter 489, Florida Statutes" meet this requirement? It is our understanding that securing a contractor license # takes several weeks in Florida, is it possible to amend that requirement to state that if an "Out of State firm is hired they will secure this license # prior to the start of the contract?"

The Respondent needs to be authorized to conduct business in the State of Florida through the Florida Department of State. However, Chapter 489, F.S., applies to construction contractors and therefore is not applicable here.