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FIRM OF BOYD AND DURANT
 GENERAL COUNSEL

2560-102 BARRINGTON CIRCLE | TALLAHASSEE, FLORIDA 32308 | PHONE 850.386.2224 | WWW.FLCCOC.ORG

MEMO - STATEWIDE GUARDIANSHIP DATABASE

DATE: November 9, 2022
TO: Prospective Respondents to CCOC RFP for Statewide Guardianship Database
FROM: CCOC
SUBJECT: Addendum No. 1

Addendum No. 1 to the following Request for Proposals (RFP):
 CCOC RFP for Statewide Guardianship Database

1. CCOC RFP for Statewide Guardianship Database, Section 3.7, DELIVERABLES, is hereby amended as follows (deletions are shown by ~~strikethrough~~ and additions **highlighted**):

TABLE 1 DELIVERABLES AND FINANCIAL CONSEQUENCES			
No.	Deliverable	Performance Measures	Financial Consequences
2	<p>The Contractor shall submit a Project Plan, including, but not limited to, the following components:</p> <ul style="list-style-type: none"> • Project Plan Summary • Scope Management Plan • Cost Management Plan • Resource Management Plan • Risk Management Plan • Communication Plan 	<p>Project Plan shall be submitted to the CCOC Project Manager, for approval by the CCOC, within ten fifteen (15) business days of contract execution. The CCOC will review, edit, and provide comments to the initial Project Plan and will respond to the Contractor within five (5) business days. The Contractor will have five (5) business days to incorporate requested changes by the CCOC and</p>	<p>Failure to provide a Project Plan within ten fifteen (15) business days of contract execution and a final Project Plan within five (5) business days of receiving edits and comments from the CCOC will result in a deduction of 5% of the deliverable cost for each business day beyond the due date. Such reduction shall be made from the deliverable payment.</p>

Our Mission: As a governmental organization created by the Legislature, we evaluate Clerks' court-related budgetary needs, and recommend the fair and equitable allocation of resources needed to sustain court operations.

STATEWIDE GUARDIANSHIP DATABASE

	<ul style="list-style-type: none"> • Change Management Plan • Project Schedule • Quality Management Plan • Security Management Plan 	submit a final Project Plan to the CCOC Project Manager for approval by the CCOC.	
10	<p>Perform the data conversion and migration and ensure load was successful before system deployment. Develop a Data Conversion Report, which provides summarized results of the conversion and migration and includes the detailed metrics and disposition of data elements from the existing systems to the new solution.</p>	<p>Complete the data conversion and migration and provide the Data Conversion Report, as specified, within 105 business days of contract execution. Evidence of the completion of the data conversion and migration, the Data Conversion Report, and any other required documentation, must be submitted to the CCOC Project Manager and approved by the CCOC.</p>	<p>Failure to complete the data conversion and migration and provide the Data Conversion Report, as specified, within 180 105 business days of contract execution, will result in a deduction of 5% of the deliverable cost for each business week beyond the due date. Such reduction shall be made from the deliverable payment.</p>

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