



Purchasing Division
Finance Department
Room 120
411 West First Street
Duluth, Minnesota 55802

218-730-5340
purchasing@duluthmn.gov

Addendum 1
Solicitation 22-99435
RFP for Library Security Assessment

This addendum serves to notify all bidders of the following changes to the solicitation documents:

The following questions asked are answered in *italics* below.

1. Has the City or Library System worked with any other security consulting firm within the last 2 years? *No.*
2. Page 4 states that all responses become property of the city. How are proposals intellectual property protected during FOIA requests? *Per MN Statute 13.591, when proposals are received, only the responders name becomes public. After completion of the evaluation process, all remaining data submitted by responders are public with the exception of trade secret data as defined and classified in MN Statute Section 13.37. A statement by a responder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response.*

As such, the City recommends that proposals not include trade secret data. If trade secret data is necessary for a complete response, it is the responder's responsibility to notify Purchasing staff (purchasing@duluthmn.gov) and identify the trade secret information in the proposal. The City attorney will review and determine whether the data meets the definition in 13.37. If the data meets the definition, the City will redact that data. If the data does not meet the definition of trade secret, the information becomes public

3. If not selected, can a vendor's information be used to support the awarded vendors effort or used to guide the associated project effort? *Information contained in proposals from vendors not selected will not be shared with the vendor who is selected. However, the possibility exists where the project team may want to carry forward a specific idea contained in a proposal that was not selected. Additionally, as stated in the RFP, proposals will become public record.*
4. Page 2, last paragraph, outlines accreditation requirements. Are vendor personnel who possess the accreditations/certifications required to be directly assigned to the project? Or is the vendor only required to have a person within the organization with the accreditation/certification? *The vendor is only required to have a person within the*

organization who has the accreditation or certification.

5. Are there any special requirements that need to be met to respond to this RFP, besides local business license/state business license? *Nothing that isn't already stated within the RFP.*
6. In I-2 Deliverables, you list the requirement of "two presentations to Library management and City administration to review findings and recommendations." Will presentations take place virtually or in person? *In-person is preferred, but virtual is acceptable.*
7. Will the two presentations take place on the same day or over the course of two days? *Either could be accommodated. It is somewhat dependent upon the format presentation (in-person or virtual) and scheduling.*
8. In Part II – Proposal Requirements, you mention items specified in Part I-7 (addenda). Can you clarify what you mean? *This reference should be Part I-8 (Proposals).*
9. In Part II – Proposal Requirements, #1 you write, "Please limit your submission to no more than 10 pages." Does this mean our scope of work description cannot exceed 10 pages, or that the entirety of our RFP response cannot exceed 10 pages? *The scope of work description should not exceed 10 pages.*

Please acknowledge receipt of this Addendum by checking the acknowledgment box within the www.bidexpress.com solicitation. Posted: **June 9, 2022**