

RFP No. 21-0010, UNCLAIMED PROPERTY SOFTWARE
Attachment B: Responsible Vendor Review Form

In accordance with Section 287.057, Florida Statutes, a contract pursuant to this Solicitation can only be awarded to a "responsible vendor." A responsible vendor means "a vendor who has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance." Section 287.012(25), Florida Statutes.

To assist in making this determination, Vendors responding to this Solicitation are required to fully and accurately answer each of the questions below. **For each "Yes" answer to questions 2.1 through 2.8, Vendors must provide a detailed written explanation and attach copies of any relevant documents cited in the explanation.** Answering "Yes" to questions 2.1 through 2.8 will not necessarily disqualify a Vendor from participating in this Solicitation. However, failure to provide additional information as requested by Citizens may disqualify a Vendor.

Citizens will base its determination of a Vendor's responsibility on: (a) information provided by Vendor in response to this form; (b) information provided elsewhere in a Vendor's response to the Solicitation (including financial information); and (c) information obtained from independent research (including information Citizens obtains from the internet or from third parties).

Vendors shall provide immediate written notice to Citizens if, at any time prior to contract execution, a Vendor learns that the information provided in connection with this form was erroneous when submitted or has become erroneous by reason of changed circumstances.

Vendors must contact the Procurement Officer with any questions regarding this form.

1.1	Vendor's financial soundness will be evaluated separately as further described in the Solicitation.	
Within the last ten (10) years, in the State of Florida or any State or Federal jurisdiction has the Vendor or any of its officers, directors or owners:		
2.1	Been subject to a revocation, suspension, disbarment, administrative complaint, sanction, fine, adverse action, or disciplinary action relating to any business or professional permit, certification, and/or license?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.2	Been suspended, debarred, or disqualified from any government contracting process or agreed to a voluntary exclusion from any government procurement process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.3	Been subject to a formal monitoring agreement or corrective action plan as part of a contract with a government entity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.4	Been subject to an indictment, administrative proceeding, civil action or judgment in connection with any government contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.5	Had a government contract terminated for cause?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.6	Been convicted of a crime related to governmental or nongovernmental contracting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.7	Been subject to a governmental investigation relating to alleged violation of any statutory or regulatory violation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.8	Had a judgment entered in a civil lawsuit based on an allegation of fraud?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Does the Vendor:		
3.1	Have the necessary organization, experience, accounting and operational controls, and professional and technical skills to meet its obligations under the proposed contract with Citizens, taking into consideration all existing commercial and governmental business commitments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.2	<p>Certify that it either: (1) is properly registered with the Florida Department of State (DOS) to transact business in Florida (provide document number); (2) will register with the DOS prior to entering into a contract resulting from this Solicitation; or, (3) is not and will not be required to register with the DOS?</p> <p>Florida Statutes provide that, under certain circumstances, a foreign (out of state) business entity may not need to obtain a Certificate of Authority from the DOS. If “(3)” is selected in response to the previous question, indicate the circumstance(s) that the Vendor is not required to register with the DOS: (a) the Vendor’s sales are made only through an independent contractors; (b) the Vendor’s sales are made only through interstate commerce; or, (c) the Vendor shall conduct an isolated transaction that is completed within 30 days and is not one in the course of repeated transactions of a like nature.</p>	<input type="checkbox"/> (1) Document #: _____ <input type="checkbox"/> (2) <input type="checkbox"/> (3) <input type="checkbox"/> (a) <input type="checkbox"/> (b) <input type="checkbox"/> (c)
3.3	Have a current SOC 2 Type 2 report? If Vendor does have a current report, Vendor will be expected to provide a copy of the report, as requested by Citizens, at a later point in the solicitation process.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.4	Have a current ISO 27001 attestation if the answer to 3.3 is No, If Vendor does have a current attestation, Vendor will be expected to provide a copy of the attestation, as requested by Citizens, at a later point in the solicitation process.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the answers to 3.3 and 3.4 are both No, Vendor must complete Citizens IT Security Questionnaire, attached as Exhibit 1, and must submit the completed questionnaire as a part of Vendor’s solicitation response.		

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General Information:	
4.1	USA Headquarters' Address (if different than point of contact): Street: _____ City / State / Zip: _____ Year Founded (include mergers or acquisitions material to this date): _____ Employer or Federal Identification Number (EIN) / (FEIN): _____ DUNS Number - 9-digit identifier (leave blank if N/A): _____ CAGE Code 5-digit identifier (leave blank if N/A): _____
4.2	Do you have an active State Term Contract (STC), Alternate Contract Source (ACS) or General Services Administration (GSA) contract similar to the scope of services for this solicitation? If yes, provide an attachment with links to the contract(s). <div style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div>

By my signature below, I certify that I am an authorized representative of the Vendor named below and that all of the information provided above is true and complete to the best of my knowledge.

Name and Title

Vendor Name

Signature

Date

Exhibit 1 : Solicitation IT Security Questionnaire

Please provide the below to be reviewed by Citizens IT Security and Risk Office:

1. Provide a copy of your company's information security and data privacy policy, standards, and controls.
2. Provide a brief description of the industry standards or protocols (e.g., NIST 800-53) your company employs as a part of its information security and data privacy program.
3. Provide the name, title, and contact information of the person who is responsible for information security and data privacy at your company.
4. Describe the nature of any data breach(es) for which statutory notice to impacted individuals was required, include the number of impacted individuals, and remediation efforts taken.
5. Describe your company's program to encrypt data.
6. Provide a description of how your company protects against unauthorized disclosures of data and to protect against malware.
7. Describe any open source, shareware, or freeware programs used by your company to deliver the services [or software].
8. Describe your company's process or procedure requiring company workers to report suspected or actual unauthorized access of data.
9. Describe the scope of the engagement and how often your company engages a third-party to validate your company's information security and data privacy program.
10. Describe your company's process or procedure to screen prospective and current workers and third parties (e.g., subcontractors).
11. Describe your company's process to ensure information security and data privacy controls as a part of the software development lifecycle.
12. Provide your company's business continuity / disaster recovery plan / business impact analysis and results for the most recent disaster recovery test.