

Addendum No. 1 to RFP 19-13



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Purchasing
JOSEPH A. CURTATONE
MAYOR

To: All Parties on Record with the City of Somerville as Holding **RFP 19-13 Parking Permit and Ticket Processing**

From: Michael Richards, Assistant Purchasing Director

Date: September 6th, 2018

Re: Answer Questions

Addendum No. 1 to RFP 19-13

Please acknowledge receipt of this Addendum by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

This addendum answers questions posed during the Q/A period.

The deadline to submit bids remains unchanged. Sealed bids are to be delivered by **11:00am on Wednesday September 12th**.

NAME OF COMPANY / INDIVIDUAL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX/EMAIL: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

ACKNOWLEDGEMENT OF ADDENDA:

Addendum #1 _____ **#2** _____ **#3** _____ **#4** _____

Addendum No. 1 to RFP 19-13

QUESTIONS AND ANSWERS

Q. Will a vendor's parent company 10-K Form or Annual Report suffice for this requirement? If so, given the size of the audited financial statements (more than 200 pages), can the vendor include the financial statement document only on the electronic version (CD-ROM or thumb drive)?

A. A 10-K Form or Annual Report will suffice in lieu of submitting a copy of a statement or opinion from an independent auditor indicating financial responsibility. Given the size of these documents, they may be included as a separate file on the electronic submission and do not need to be provided in hard copy.

Q. The Quality Requirements Form, Reference Form and Price Proposal Form do not include a signature element. Will the City amend these documents to include a signature element or should vendors include authorized official(s) signature at the bottom of each form's last page?

A. The Quality Requirements Form and Reference Form do not require a signature. The Price Proposal Form includes a signature block on the second page of the pricing section (page 84 of the PDF) that must be signed by the authorized signatory.

Q. Can Vendors include exceptions/clarifications to Appendix A – City's General Terms and Conditions within an additional section of the Non-Price (Technical) Proposal response?

A. Vendors may include exceptions to the City's General Terms and Conditions in a separate document. However, final acceptance of the contractual terms will be agreed upon after a contract has been awarded and prior to contract execution. Acceptance of requested revisions with the Vendor's proposal package does not bind the City to accept the revisions in the resulting contract.

Q. Provided all RFP text and formatting is preserved and all responses are readable, can Bidders use their own font types and sizes to provide our responses within our proposal responses (i.e., larger font size for paragraph headings or smaller font size for table text and graphic captions)?

A. Vendors may submit proposals including their own font styles, provided that the proposal is neat and legible.

Q. The RFP restricts page size to 8 ½ X 11 inch paper. For complex documents like Microsoft Project plans and architecture diagrams, may Bidders use larger paper folded down to 8 ½ X 11 inch size?

A. Large documents are not desirable. The City will accept legal-sized paper folded over but requests larger documents referenced in the proposal and included digitally with the electronic submission.

Q. The RFP requires Bidders to respond using 12-point font. May Bidders use a smaller, still readable font for each of the following:

- a) headers and footers
- b) requirement text
- c) exhibits/figures/graphics
- d) tables

Addendum No. 1 to RFP 19-13

A. Vendors may submit proposals including their own font sizes, provided that the proposal is neat and legible.

Q. Can Bidders number the pages by major section (i.e., A-1, B-1)?

A. Sections may be created, provided that they are clearly delineated and marked.

Q. Can Bidders exclude each of the following from the sequential numbering requirement:

- a) signed forms
- b) attachments
- c) tables of contents
- d) tabs

A. The above documents may be excluded from the numbering requirement.

Q. Would the City accept a new price per ticket that vendor would amortize over 30 months? However, the City would need to make a decision 3 months after award when picking an LPR solution.

A. The City does not understand this question.

Q. What are the City IT Department's network security requirements?

A. The Purchasing Department is unable to detail these requirements at this time but requests Vendors to be mindful of meeting basic network security levels to ensure the protection of sensitive financial and personal data.

Q. Will the City accept cloud based hosted systems (i.e. Microsoft Azure) that are outside of a vendor's "in house" data center?

A. Yes.

Q. Will prospective vendors be expected to provide cameras and software (ex. Skype) to hearing officers for this functionality?

A. Yes.

Q. Can the City clarify what is meant by "fuzzy word" searches on permit account records?

A. Permit account record searches must be able to accommodate partial word searches ex. a search of "HOL" would result in all words containing "HOL", such as Holbrooke, Holyoke, Holliston, etc.

Q. Microsoft Office is mentioned a few times in the section. What is the total number of licenses needed? Do you require Professional or Standard as the type of license?

A. Eight (8) Standard licenses will be required.

Q. Is Vulnerable Road User Ordinance form required to be filled out? We will not be using any

Addendum No. 1 to RFP 19-13

company trucks or vehicles. We are suggesting weekly meetings that will use our own vehicles.

A. The Vulnerable Road User Ordinance must be acknowledged by all Vendors selected to contract with the City. However, the acknowledgement form allows Vendors to certify that the Ordinance does not apply to them at the bottom of the page.