



**CITY OF SAN ANTONIO**  
P.O. Box 839966  
SAN ANTONIO, TEXAS 78283-3966

**ADDENDUM I**

**SUBJECT:** Request for Competitive Sealed Proposal, **11-019-WF, Enterprise Capital Improvements Project (CIP) Portal**, scheduled to open December 28, 2010; date of issue November 23, 2010.

**FROM:** Norbert Dziuk, Purchasing & Contract Administrator

**DATE:** December 9, 2010

This notice shall serve as Addendum No. I to the above-referenced Request for Competitive Sealed Proposal and shall become part of the original Proposal package and must be returned with proposal on or before the due date.

THE ABOVE MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSAL IS HEREBY AMENDED AS FOLLOWS:

**A. The following are answers to questions received in response to the Pre-Submittal Conference held on Tuesday, December 7, 2010, and questions received prior to the deadline for submission of questions on Friday, December 10, 2010 at 2:00 p.m. CST. The question shall be stated followed by the answer.**

1. We are a US incorporated company with offshore facility in India. Our first contact / project Manger will be in USA and our resources can also travel onsite as and when required. Do you need the development team in USA or its with offshore development team is fine with you? However we can also work in onsite mode and our offshore team can sync with your time zone.

**Answer:** There is no requirement that the development of the system be done in the USA. However, we are not looking for a newly developed system customized solely for the City of San Antonio. We are looking for an existing and widely used commercial-off-the-shelf or out-of-the-box solution that will require minimal customization.

2. In our infrastructure, we have two different types of users both internal users and collaborative users (External Users), can you provide approximate counts for each from the 950+ users listed in the RFCSP?

**Answer:** The City currently has 1,374 users of which 1065 are external and 309 are internal users. The number of 950 users referenced in the RFCSP is an outdated number due to the addition of new contractors recently. In our current system, we do not have the capability to determine how many users are on the system at the same time.

3. Is the budget for the Enterprise Capital Improvements Project (CIP) Portal public information?

**Answer:** There is no separate Enterprise Capital Improvements Project (CIP) line in the budget.

4. May our company submit our standard escrow agreement as part of the RFCSP response; would this disqualify us from the process?

**Answer:** Yes, RFCSP 11-019, Page 14, Section XVI states: "The Contractor may submit its own Software Escrow Agreement, provided it is in substantially similar form to the attached RFCSP EXHIBIT 4, in the determination of the City."

5. What is the projected Council date?

**Answer:** The projected council date for this item is anticipated for March 2011, however, is subject to change.

6. Is the City planning on conducting demonstrations?

**Answer:** The City plans to conduct demonstrations with one or more vendors at its discretion. It is anticipated that demonstrations would take place during the week of January 24, 2011, however this is subject to change.

7. What is the City's solution preference, hosted versus self-hosted solution?

**Answer:** The City is seeking a hosted solution, in which the City "leases or rents" from the vendor for an (annual, monthly or one-time) fee. The vendor and not the City maintains (i.e. hosts) the software which includes installations, deployments, technical support, maintenance and trouble-shooting.

**B. The following are revisions made to the following sections:**

- 1. Page 9, Article XII "Proposal Requirements" section entitled PROPOSAL is hereby amended as follows:

PROPOSAL: Prepare and submit the Proposal based on the requirements stated in this RFCSP. (ATTACHMENT A-1)

ATTACHMENT A-1 shall include the following information in the order it is listed and shall be numbered and titled as the list indicates below:

- 1. Describe the proposed project initiation and management process
- 2. Describe the proposed business process/change management process that will be utilized
- 3. Describe the system's design
- 4. Describe the development and configuration of the system
- 5. Describe your data conversion and migration process
- 6. Describe the system acceptance testing (for functional requirements validation) process
- 7. Describe implementation support for cutover, go-live and post go-live.
- 8. Describe how the system will archive information and reports
- 9. Describe the various reporting tools and information that can be provided by reports including how that information could be used.

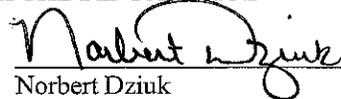
Responses to Attachment A-1 may be in narrative or in visual format but must adhere to the page limit.

- 2. Page 10, Article XII "Proposal Requirements" add the following section titled as FINANCIAL STATEMENTS:

Submit a copy of Respondent's three most recent annual financial statements, prepared in accordance with Generally Accepted Accounting principles, audited by an independent Certified Public Accountant. Place **two (2)** sets of financial documents as Tab J within Respondent's ORIGINAL proposal. Additional copies are not required.

- 3. Page 11, Article XIII "Submission of Proposals", Section B "Proposal Format" is hereby amended to state the proposal may not exceed 35 pages in length. The page limit applies to responses to Attachment A-1 "Proposal" and Attachment B "Respondent Questionnaire", Part C only. Responses to Part C of Attachment B shall include the question as numbered and stated in the RFCSP and a response to that question immediately following the question.
- 4. Page 60, Attachment I is replaced with attached document.

**\*\*THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH THE BID PACKAGE\*\***



Norbert Dziuk  
Purchasing & Contract Administrator  
Purchasing & General Services Department

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_ Signature \_\_\_\_\_

## PROPOSAL CHECKLIST

### Revision 1

Use this checklist to ensure that all required documents have been included in the proposal and that they are properly tabbed and appear in the correct order.

Tab in Proposal	Document	Initial to Indicate Document is Attached to Proposal
	Table of Contents	
A-1	Proposal (RFCSP Attachment A-1)	
A-2	Vendor Requirements Evaluation Feedback (RFCSP Attachment A-2)	
B	Respondent General Questionnaire (RFCSP Attachment B)	
C	*Discretionary Contracts Disclosure (RFCSP Attachment C)	
D	Litigation Disclosure (RFCSP Attachment D)	
E	* Good Faith Effort Plan (RFCSP Attachment E)	
F	Pricing Schedule (RFCSP Attachment F)	
G	Additional Project Documents (RFCSP Attachment G)	
H	*Signature Page (& Resolution, if applicable) (RFCSP Attachment H)	
I	Proof of Insurability (Letter and Copy of Current Certificate of Insurance) (RFCSP Exhibit 2)	
J	Place <b>two (2)</b> sets of financial documents as Tab J within Respondent's ORIGINAL proposal. Additional copies are not required.	
K	*Proposal Checklist (RFCSP Attachment I)	
L	Addendums (Submit copy with all addendum's requiring Respondent's signature.)	
	One (1) Original and Ten (10) Copies of Proposal and Two (2) electronic versions of entire bid on CD-Rom in PDF Format	

**\*Documents marked with an asterisk on this checklist require a signature. Be sure they are signed prior to submittal of proposal.**