



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

ADDENDUM II

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 16, 2010

This notice shall serve as Addendum No. II 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 revisions made to the following sections:

1. Page 14, Article XVIII "Schedule of Events" is hereby amended as follows:

The proposal due date has changed with respect to this RFCSP to January 3, 2011 (by 2 P.M.).

2. Page 55, Attachment F "Price Schedule" has been reformatted and *Document posted separately* as Attachment F Revised.

For additional reference, refer to the following site for the City's Holiday Schedule:

<http://www.sanantonio.gov/news/cityholidays.asp?res=1920&ver=true>.

B. The following are answers to 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.

The following questions are related to the RFCSP solicitation specifics (regarding Proposal, Evaluation Criteria and Methodology) and other general questions:

1. In section XII Proposal Requirements, are we interpreting the format correctly, that our written response is a free formed "Proposal" but limited to 75 pages in total?

Answer: Page 9, Article XII "Proposal Requirements" section entitled PROPOSAL was amended to reflect the preferred layout of Attachment A-1 (i.e. Narrative Proposal), refer to Addendum I (Part B) for additional information:

https://webapps1.sanantonio.gov/RFPListings/uploads/RCSP_1132_201012090326520.pdf.

2. For Experience, Background, Qualifications, how will the city allocate the 20 available points and is there a fixed number of points that can be achieved per question response?

Answer: Allocation of points in this section will be done by the evaluation committee.

3. Is there a page limit for Part C- Experience, Background, and Qualifications?

Answer: Part C of Attachment B "Respondent Questionnaire" is included in the 35 page limit along with the proposal (attachment A-1).

4. If a respondent is partnering with another company, can each company provide three relevant projects, or is the section limited to three total narratives across the team?

Answer: The City would like to see the relevant projects that have come from the particular team that you have assembled. However, if this is a new team, you may provide relevant projects for each company listed. You may have more than 3 but the page limit applies to this section.

5. Is there a page limit for Attachment F – Proposal Cost Summary?

Answer: No.

6. For Pricing, how will the city allocate the 15 available points?

Answer: This will be determined by the policy Purchasing uses to allocate points for price.

7. Addendum I outlines the desired content of the technical proposal. Are those requirements in sequential order of importance and how will the city be allocating the 45 available points against the desired criteria?

Answer: The point allocation will be determined by the Evaluation Committee. The requirements are not in sequential order of importance on the Proposal (Attachment A-1). Respondent Requirement Evaluation Feedback (Attachment A-2) however, defines priorities. Specifically, priority (1) – Must Have, (2) – Should Have and (3) – Like to Have.

8. Will the City award the six-year project in its entirety or does the city reserve the right to make partial awards?

Answer: The City reserves the right to negotiate any period on the contract that it deems in its best interest.

9. What type of contract structure will be made with the successful Respondent? Firm Fixed Price Deliverable, Hourly Time and Materials, Fixed Annual maintenance are just a few options available.

Answer: This is negotiable during the contract drafting stage.

10. Would you further describe the number of software licenses required in the terms of: (1) the quantity based on “current active licenses” in use at one-point-in-time not “named” individuals? (2) Of the total of licenses required how many would be full featured “internal staff users” versus full featured “external/third-party” consultants and contractors?

Answer: The City has 1,374 current users of which 1065 are external and 309 are internal users. Our current system does not provide us with a way to identify the number of users in the system at any one time. Note: The number of user’s is not exact as projects are added, closed or changes are made the number of users can increase and/or decrease depending on the project.

11. Can you provide a Cost Sheet Template that allows the numbers to display properly? The columns widths are locked.

Answer: Refer to <https://webapps1.sanantonio.gov/RFPListings/Content.aspx?id=1132> for revised Cost Sheet Template. See A-2 of this Addendum.

12. Under section XV. AWARD OF CONTRACT AND RESERVATION OF RIGHTS Part A: City reserves the right to award one or no contract(s) in response to this RFCSP. In what instance would the City award more than one contract to the RFCSP?

Answer: Award of more than one contract is not foreseen but the City does reserve this option.

13. Can the City provide the exhibits and others documents that require our comments in an editable PDF format or in Word?

Answer: Yes. Refer to <https://webapps1.sanantonio.gov/RFPListings/Content.aspx?id=1132> to retrieve attachments.

14. May an appendix be added to the proposal to further define functionality and what is not included in the 35 page limit?

Answer: Page 9, Article XII “Proposal Requirements” section entitled PROPOSAL was amended to reflect the preferred layout of Attachment A-1 (i.e. Narrative Proposal), refer to Addendum I (Part B) for additional information: https://webapps1.sanantonio.gov/RFPListings/uploads/RCSP_1132_201012090326520.pdf.

15. Does the 35 page limit include, one piece of paper, printed both front and back counting as one page or two pages?

Answer: An appendix to the 35 pages will not be accepted if it is in response to the items that are a part of this page limit. 35 pages can be 2 sided but each side counts as one page. Please number the pages sequentially.

16. What is the total number of points in the evaluation criteria? Does this include the items listed under XIV, Evaluation Criteria for Business Economic Development Advocacy Program? Please explain and provide an example of how proposals with and without the Business Economic Development Advocacy Program amounts would be scored. Does credit only apply to Small MBE or WBE's and not certified (non-small) MBE or WBE?

Answer: Refer to RFCSP, pg. 12, Article XIV "Evaluation Criteria" for breakdown (https://webapps1.sanantonio.gov/RFPListings/uploads/RCSP_1132_201011231023230.pdf).

17. Please confirm that the City is expecting pricing for a CIP Portal license with approximately 1,374 users. If the answer is no, please advise of the correct number.

Answer: The City *currently* has 1,374 current users of which 1065 are external and 309 are internal. Note: The number of user's is not exact as projects are added, closed or changes are made the number of users can increase and/or decrease depending on the project.

18. Does the City want to add any processes in the new CIP Portal in addition to Exhibit 1? If so, how may additional processes should be included in the pricing form?

Answer: It is anticipated that there will not be any additional processes added. However, the City will remain open to any recommended or standard ways the system is proposing to handling these processes.

19. What City resources does the City plan to assign during the implementation and beyond?

Answer: The City will have a project manager assigned to implement and manage the project. There is a team of staff to assist in the transition.

20. Is the CIP Portal required to be hosted as a SAS 20 Type II data center?

Answer: Yes.

21. Are the City's cost control processes currently defined and documented?

Answer: For specifics regarding the invoice and change control processes refer to RFCSP Exhibit I (CIP Current Business Processes and Business Requirements Document)-section 3.2.1 (Cost Management) pg. 10 and section 3.2.2 (Change Management) pg. 16.

22. What is the budget/funding amount for the CIP Portal?

Answer: To be determined.

23. What is the City's anticipated/expected implementation timeframe?

Answer: Would like to implement summer 2011.

24. Can the migration pricing requirement be an hourly rate for the vendor's services?

Answer: Yes.

25. Does City have the requirement to be able to make changes to processes itself after initial rollout without having to rely on services from vendor?

Answer: This is preferred.

26. What systems has City seen in the last year?

Answer: None. The City plans to conduct demonstrations with one or more vendors at its discretion. It is anticipated that the demonstrations would take place during the week of January 24, 2011, however this is subject to change.

27. Who, if anybody, assisted in the development of these requirements?

Answer: The requirements were completed internally.

The following questions are related to Exhibit I regarding the requirements:

28. During the initial phase, what programs specifically will the solution need to interface with?

Answer: SAP and Primavera Project Manager. The system must be able to pass Goods Receipt (Invoice data) to SAP and display Primavera Project Manager published schedules. Note: The current system produces a table which is read by SAP nightly.

29. Please describe integration method as defined by functional requirement 1.1. For example, does the City prefer an automated, manual or other type of integration? Batch, real-time, ad-hoc, etc?

Answer: Batch. Refer to RFCSP Exhibit 1 (CIP Current Business Processes and Business Requirements Document)-Appendix C (SAP Data Exchange Grouping Requirements), page 74.

30. Please describe the cost elements for integrating with SAP. For example, does the City require budgets, contracts, PO's, and invoices integration or other areas? Is data going to "pushed" and/or "pulled" from the CIMS system into SAP and is this based on specific processes?

Answer: The system must be able to pass Goods Receipt (Invoice data) to SAP. Presently the current system produces a table which is read by SAP nightly. For additional information, refer to RFCSP Exhibit 1 (CIP Current Business Processes and Business Requirements Document)-Appendix C (SAP Data Exchange Grouping Requirements), page 74.

https://webapps.sanantonio.gov/RFPListings/uploads/RCSP_1132_201011231023440.pdf

31. Please describe the data requirements for integrating with Primavera 6.2. What data is going to be shared?

Answer: Displaying published schedules.

32. Can interfaces be based on standard Web Services?

Answer: Yes.

33. Do the programs in use currently support Web Services?

Answer: Yes.

34. How many projects will need to be compared simultaneously, two, three or more?

Answer: Customarily more than one, however there is no specific number.

35. Do the comparisons need to be side by side?

Answer: Although there is no specific preference – it would be preferable to be able to compare side by side.

36. Is a SAS70 Type II certification required?

Answer: Yes.

37. How much customization is required for functional requirement 5.1?

Answer: The user should be able to customize their page so that it meets their needs (e.g. restrict their view to their projects only, RFI statistics, change orders). The purpose of the dashboard is to provide the user with the ability to customize their dashboard view so that they see the information that is pertinent to them and not the information/projects that they don't have access to.

38. Does the city desire that users be able to change only colors and logos on their personal dashboards or does the city desire them to be able to re-arrange, add and delete dashboard components?

Answer: Users should be able to re-arrange, add and delete dashboard components.

39. Will there be an approval process for any of the personal dashboard changes?

Answer: It is intended that the individual can customize their dashboard without approval; however, the changes that can be made will be limited.

40. Can you please describe how the City current manages Funding Sources and if there specific goals with regard to this area? For example, does the City require the ability to track multiple funding sources per project and does the City require the ability to create funding rules that allow cost to be shared across the sources by percentage or dollar value split?

Answer: In SAP the purchase order allocates the cost to the appropriate WBS and projects. The funding source used is all done in SAP. The portal references the purchase order and line items – all funding allocations are done within SAP.

41. Is the Unique Identifier described in functional requirement 1.4, a system generated number or a manually generated number? In what system is the number generated; CIMS or SAP?

Answer: It is anticipated that the unique identifier to be a system generated number.

42. Would retainage and partial retainage be required on the same invoice as separate data elements?

Answer: It will be required that the invoice reflect retainage withheld. It will be desirable if the system provides ability to adjust the retainage based on a partial release.

43. Please clarify “generated systematically” for functional requirement 1.11. Does this imply that the system will auto generate the next invoice?

Answer: The City anticipates the initial invoice to continue to be generated from an import and require the system to bring forward any previous payment (and where possible redundant project information) data into the next invoice.

44. Please clarify what is required by updating an invoice from a change order? Does the City update a previously submitted invoice based on a change order? Or, is change order invoiced separately?

Answer: A change order is essentially an amendment to a contract. When a change order is approved, it should be added to the vendor’s existing invoice and the contract total sum is modified by that change order amount.

45. What is the primary office suite in use in the organization, e.g. Microsoft Office, Google Docs? What version is being used?

Answer: Refer to Appendix A and Appendix B in Exhibit 1(CIP Current Processes and Business Requirements Document), i.e. City’s Information Technology Standards (pg. 66) and Web Development Standards (pg. 73).
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46. How many fields will need to be locked and/or unlocked?

Answer: There are no specific number fields but ideally the system should have ability to allow designated fields to be locked and/or unlocked, as needed.

47. Regarding technical requirement 3.8 (i.e. the system shall provide word processing functionality for text fields (e.g. spell check)) - can this functionality be provided using Microsoft Word?

Answer: Yes.

48. Are there any restrictions on where the portal can be hosted?

Answer: No however the preference is somewhere in United States.

49. Can it be hosted with a major hosting provider?

Answer: Yes.

50. Can the online training be provided through an alternative web application?

Answer: Yes.

51. How long will the online training need to be available, e.g. one month or for the length of the contract?

Answer: Length of the contract as new users will be brought on throughout the life of the contract.

52. What are the terms of the SLA (Service Level Agreement) for the Help Desk portion of this contract (for example, how many hours will the Help Desk need to be staffed per day)?

Answer: The SLA will jointly be developed by ITSD, the system provider and the business owner of the System.

53. Should the response include support ticketing software or will the winning bidder use the existing COSA trouble ticketing system?

Answer: It is envisioned that the CIMS Portal Team will assist users with the operational use of the Portal and the Provider (i.e. selected Respondent) to assist the CIMS Portal Team with any program questions or technical issues (i.e. when the program does not appear to be operating as expected). It is anticipated that the CIMS Portal Team will continue to use its existing support ticketing procedures unless the program comes with standard support ticketing software and it is in the City's interest to use it. It is anticipated that the CIMS Portal Team and/or end users will use the Provider's offered support services/tools (e.g. phone support, online support (via email or online form), online knowledgebase, user forum & documentation, etc...) to notify and request assistance from the Provider (as needed) regarding any systematic issues.

54. Will the Help Desk provide support to contracted agents (providers of construction resources)?

Answer: It is envisioned that the CIMS Portal Team will assist users with the operational use of the Portal and the Provider (i.e. selected Respondent) to assist the CIMS Portal Team with any program questions or technical issues (i.e. when the program does not appear to be operating as expected). It is anticipated that the CIMS Portal Team and/or end users will use the Provider's offered support services/tools (e.g. phone support, online support (via email or online form), online knowledgebase, user forum & documentation, etc...) to notify and request assistance from the Provider (as needed) regarding any systematic issues.

55. Will the Help Desk provide support on the actual contracts to the construction resource provider?

Answer: No.

56. How will the Help Desk determine if the requester account with COSA is open and valid, and is approved to be supported?

Answer: The Provider will know who the CIMS Portal Team personnel are. If this is a vendor hosted solution, they should manage this.

57. Are there security guidelines that must be followed?

Answer: The system shall support and comply with industry standard and the City's (http://www.sanantonio.gov/hr/admin_directives/cosa/ads/AD7-6.pdf) security policies/guidelines.

58. Can Active Directory be used to handle users and their related information, such as passwords, single sign on, and/or user administration?

Answer: Yes. This will depend on solution provider.

59. Can the Windows operating system be used to handle user accounting such as using the Windows Event Viewer to track successful and unsuccessful log on attempts?

Answer: Yes. This will depend on solution provider.

60. Does the virus protection apply to the portal application or to the server itself, e.g. the operating system?

Answer: Both.

61. What level of encryption is required?

Answer: The system will need to support and comply with industry standard and the City's (http://www.sanantonio.gov/hr/admin_directives/cosa/ads/AD7-8C.pdf) security policies/guidelines.

62. What encryption algorithms are required?

Answer: The system will need to support and comply with industry standard and the City's (http://www.sanantonio.gov/hr/admin_directives/cosa/ads/AD7-8C.pdf) security policies/guidelines.

63. What bit strength is required?

Answer: The system will need to support and comply with industry standard and the City's (http://www.sanantonio.gov/hr/admin_directives/cosa/ads/AD7-8C.pdf) security policies/guidelines.

64. Are asymmetric or symmetric encryption algorithms required?

Answer: The system will need to support and comply with industry standard and the City's (http://www.sanantonio.gov/hr/admin_directives/cosa/ads/AD7-8C.pdf) security policies/guidelines.

65. Will the City provide a Certificate Authority or will one need to be created as part of the statement of work?

Answer: To be determined – will depend on solution.

66. Do upgrades pertain to software only or do they also apply to the server software, e.g. Windows OS?

Answer: Both.

67. What are the data sources for the export of existing data?

Answer: Refer to Appendix A and Appendix B in Exhibit 1(CIP Current Processes and Business Requirements Document), i.e. City's Information Technology Standards (pg. 66) and Web Development Standards (pg. 73).

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68. What RDBMS is used, e.g. is it stored in Microsoft SQL, Oracle, etc...?

Answer: Note: Both Primavera Contract Manager and MS SharePoint use SQL. For a listing of City technology standards refer to Appendix A and Appendix B in Exhibit 1(CIP Current Processes and Business Requirements Document), i.e. City's Information Technology Standards (pg. 66) and Web Development Standards (pg. 73).

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69. Does COSA own export tools?

Answer: Refer to Appendix A and Appendix B in Exhibit 1(CIP Current Processes and Business Requirements Document), i.e. City's Information Technology Standards (pg. 66) and Web Development Standards (pg. 73).

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70. Is the data stored in a proprietary format that forbids direct exports?

Answer: No.

71. Is the data stored in an encrypted format?

Answer: No.

72. What percentage of data sets should be transferred?

Answer: To be determined. It is anticipated the implementation will be a gradual one and data if any that is to be transferred will depend on projects being tracked at time of implementation.

73. Are looking to replace primavera contract manager for (Change Management/Change Order) functionality in the one system?

Answer: Yes.

74. Are you looking to eliminate printable forms of approvals and have it all routed electronically through a system.

Answer: Yes.

75. On average how many tasks are managed within a schedule and how many milestones?

Answer: There are between 15-350 tasks/milestones on construction schedules and between 75-300 tasks/milestones on overall project schedules.

76. How are the tasks/milestone information reported globally?

Answer: Detailed summary and updated schedules are published by project, project manager, real estate, utilities and environmental. Schedule Performance Indices (SPI) are generated and reported by projects. Scheduling data is also retrieved from the system that allows us to update project status on the bond dashboard.

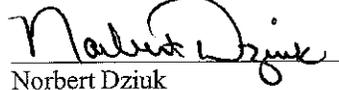
77. Any preference on licensing models?

Answer: Enterprise or subscription based.

78. Does the City have specific goals in terms of out-of-the-box capabilities vs. customized development work?

Answer: Preference is out-of-the-box and minimal if any customized development work.

****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 _____