



ADDENDUM NO. 1

Date: November 16, 2017

Bid Date: November 30, 2017
at 3:00 P.M. (Local Time)

Bid Name: IT Consulting Services

Bid No.: CMGR-180039-MS

NOTE: This Addendum has been issued only to the holders of record of the specifications and to the attendees of the pre-bid conference held on November 14, 2017.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division by 5:00 p.m. (local time), November 20, 2017. Questions may be submitted as follows:
 - Email: sowersma@cityofgainesville.org
 - or
 - Faxed (352) 334-3163
 - Attention: Melanie Sowers

2. Please find attached:
 - a) Copy of the black out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during mandatory pre-bid meeting.
 - b) List of pre-bid meeting attendees. NOTE: This was a non-mandatory pre-bid meeting.
 - c) Copy of pre-bid presentation.
 - d) Evaluation Criteria Format to replace page 30 (Exhibit E) of the bid documents. Please use this form to submit your requirements and price proposal.

3. Melanie Sowers, Purchasing Division, discussed bid requirements.
 - a. Sign-in Sheet is circulating. If you are attending via phone, please email me your Company name, your name, address and contact information.
 - b. Bids are to be received by the Purchasing office no later than 3:00 p.m. on November 30, 2017. Any bids received after 3:00 p.m. on that date will not be accepted.
 - c. Send questions in writing to Melanie Sowers via email or fax.
 - i. All communication through Melanie only. Do not communicate with other City staff.
 - d. Discussed bid due date, time and delivery location.
 - i. Deliver (or have delivered) to Purchasing by 3 PM on November 30, 2017.
 - e. Various forms (i.e. Tabulation of Subcontractor and Material Suppliers) are to be completed and returned with your bid.
 - i. Sign, date and return all Addenda. Make sure to sign your bid form.

4. Ginny Ahuja, Project Manager, discussed the project scope
- a. The purpose of this RFP is to hire an experienced, full-service IT contractor team to provide technical support services for the City's ERP initiative. A single company, not a group of representatives from different companies, must submit a proposal as the prime contractor.
 - b. We did mention within the RFP document that we have 2,200 employees. Our organization is structured such that General Government employees are under the City Manager and Gainesville Regional Utilities (GRU) report to the City Commission. The 2,200 employees are comprised of both organizations. Our IT Services are supported by GRU. GRU is currently using SAP as their ERP product.
 - c. The City has been using the existing technology for the last 20-30 years. The City has the vision of moving towards being the New American City. We are looking for a strong technological baseline. The ERP Project is the first step to get that framework ready by evaluating our as-is status in term of processes and technology.
 - d. This is an estimated timeline – Implementation planned to start before January 2019 by onboarding experts: IT Consulting Firm Selection, Product Selection, Service Implementer Selection, and Implementation. These are the project milestones.
 - e. The entire ERP program budget is \$7 million to include all the project phases. Please provide us with your best cost for evaluation purposes. IT Consulting is only the first step.
 - f. The City's ERP Team is made up of Executive Sponsors, Sponsors, Project Manager and Functional Leads. This existing team is already in place.
 - g. The scope of work defined in high-level: We are looking for consulting throughout the life cycle of the ERP project. Starting from product selection to implementation and transition to operations. We are expecting the IT consulting firm to conduct a technical feasibility study that includes the IT Architecture readiness. The IT Consultant is expected to be a part of the RFP evaluation team for the ERP Product as well as the Service Implementer.
 - h. Exhibit E will be revised and attached to this addendum. This form contains the layout to be used for all submissions of the qualifications and the minimum requirements. It also shows how the evaluation points will be compiled.

The following are answers/clarifications to questions received at the pre-bid conference:

5. Question: This question is in regards to GRU. Is that going to be included in the scope from the architectural standpoint for General Government?
Answer: We must evaluate GRUs architecture also as their architecture impacts the General Government IT Services.
6. Question: In terms of the process, is the expectation for the consulting firm to actually do the implementation or oversight only?
Answer: Oversight only, not implementation.
7. Question: You mentioned keeping the implementation on track, does this mean the IT implementation, the ERP implementation, or both?
Answer: Both

8. Question: Do you know when the last penetration test was performed on the City's Architecture?
Answer: No, however we are planning an internal in 2018 and external in 2019.
9. Question: I had a question about the technical feasibility study. Is that referring to a study of the IT architecture and not the feasibility study on the actual ERP product itself because the product is not picked yet?
Answer: Correct. Just on the city and not the product.
10. Question: Are you looking for pricing to be fixed or hourly rates on consulting services?
Answer: We are looking for the best pricing on the proposals. We are leaning towards time and materials but we would definitely like to know the supplement tables if you have them showing staff and hourly rates.
11. Question: Regarding the budget, if there are infrastructure upgrades and recommendations for enhanced firewalls, is that included in the \$7 million budget?
Answer: We aren't sure at this time what the needs will be and how much that will cost. The consulting firm will help us in analyzing the architecture, which will help us decide which direction to take.
12. Question: Back to the pricing. We aren't sure about the timeline to quote a fixed price. Would you be open to a hybrid model? Some could be fixed and some could be time and material?
Answer: Yes, we are open to that.
13. Question: References deal with the ERP but could IT feasibility studies dealing with similar size and scope of projects count?
Answer: Yes, and should definitely relate to the government side of it.
14. Question: You mentioned cyber security within the RFP and the GRU is the data center, so that is included so that would have to be evaluated to see where we are going?
Answer: Yes.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: _____

BY: _____

DATE: _____

List of attendees at prebid meeting on 11/14/17 at 11:00 AM.

attended in person

QED National Chuck Weiss

list of attendees on the call

Extensys, Inc.	Vince Bauer
Extensys, Inc.	Greg Renner
Extensys, Inc.	Camille Taber
Plant Moran	Scott Eiler
Plant Moran	Sheila Butler
SoftResources LLC	Christine Panian
ISG	Milford Sprecher
ISG	Angela Chevalier
ISG	Joe Hoover
company unknown	Marvin Williams
company unknown	Jennifer Vincent

CITY OF _____ FINANCIAL SERVICES
GAINESVILLE PROCEDURES MANUAL

41-423 Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.

City of Gainesville

IT Consulting Firm RFP

RFP NO. CMGR-180039-MS

Non-Mandatory Pre-bid call

11/14/2017

11:00AM EST

Purpose of RFP

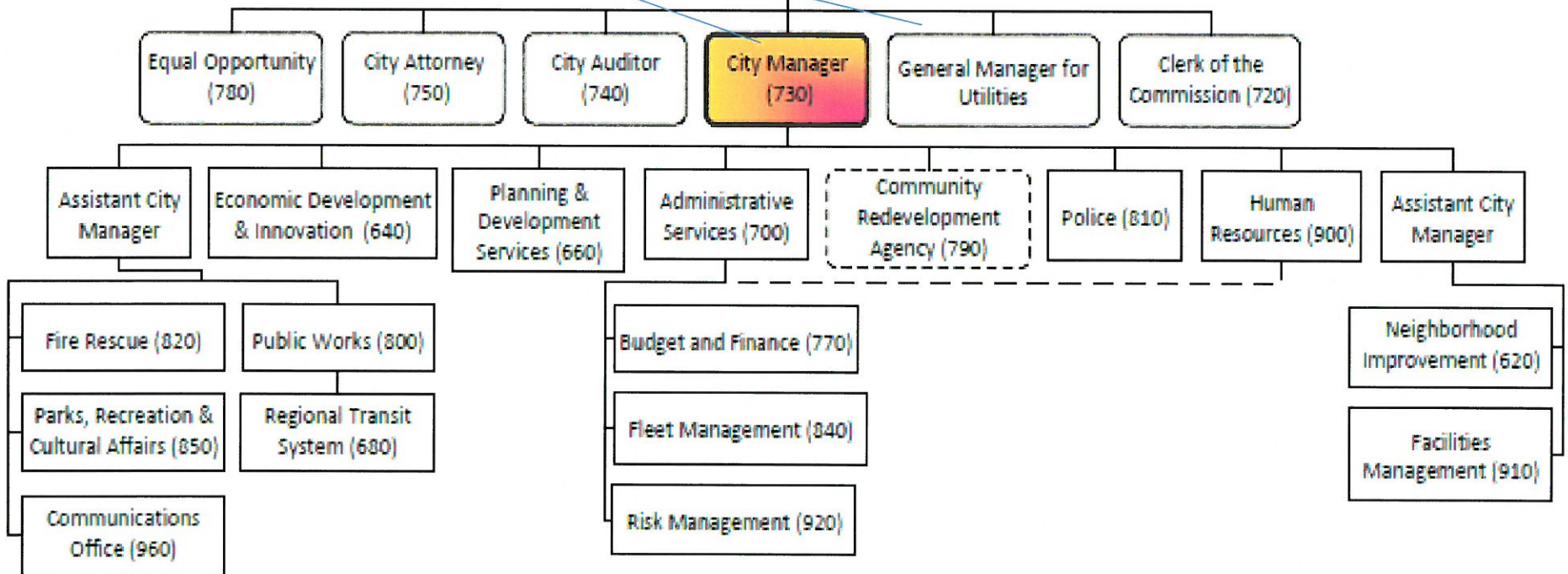
Hire an experienced, full-service IT contractor team to provide technical support services for the City's ERP project

A single company, not a group of representatives from different companies, must submit a proposal as the prime contractor.

City of Gainesville +
Gainesville Regional
Utilities (GRU)
2,200 Employees

Citizens of Gainesville

City Commission



Key Notes

- ✓ The City has been on the existing technology from last 20-30 years
- ✓ The City is moving towards the vision of being the New American City through a strong technological baseline
- ✓ ERP Project is the first step to get that framework ready by evaluating our AS-IS state in terms of processes and technology

ERP Program Overview

- ✓ Project Timeline – Implementation planned to start before Jan 2019 by onboarding experts
 - IT Consulting Firm Selection
 - Product Selection
 - Service Implementer Selection
 - Implementation
- ✓ Total ERP Project Budget – \$7 million
- ✓ City's ERP Team – Executive Sponsor, Sponsors, Project Manager, and Functional Leads

IT Consulting Firm Scope

- ✓ Consulting throughout the life cycle of the ERP Project
- ✓ Expected to conduct Technical Feasibility Study that includes IT Architecture readiness
- ✓ Expected to be a part of the RFP evaluation team for ERP Product and service implementer
- ✓ Evaluation Sheet – Exhibit E will be uploaded

Project Connect - IT Consulting Firm RFP - Evaluation Criteria Format

Technical	100
Written	100
Pricing	30%
Oral	100

Please use this form to provide the requested information and pricing.

Technical Evaluation = 100

Ability of Professional Personnel - 55 points					
Proposers Name	Does the experience and qualifications of the key professional staff align with RFP scope of services requested? Key staff includes the Enterprise Solution Architect and IT Technical experts	Has the firm done this type of work in the past? Please provide the the information requested below for the last 3 projects	Does the firm have experiece working in local government with projects of this nature?	Does the firm have experience adhering to Florida state, laws, ordiances?	What is your communication plan?(training, knowledge transfer etc)
	20	5	10	5	15
<name> <contactdetails>	<names> <resumes>	<project name> <client name> <timeline> <cost> <# resources>	<project name> <client name> <timeline> <cost> <# resources>	<project name> <client name> <timeline> <cost> <# resources>	

Capability to Meet Time and Budget Requirements - 45 points					
Proposers Name	Has your firm worked in the remote model or onsite model to get the scope of services completed?	Do you have the proximity or familiarity with City's needs?	For your most recent last 3 project with similar nature , what was the planned vs actual time and budget?	Do you have a history of change orders?	
	15	10	10	10	
<name> <contactdetails>					

Written Evaluation = 100

Proposers Name	Has your firm developed a methodology/approach/workplan for this kind of the project in past? Explain in detail	How does your firm deal with unforeseen changes to meet the timeline and budget?	What is your proposed approach for the City's project?	What are your differetiating factors compared to the market?	What is your team structure based on your proposed approach?
	20	20	20	20	20
<proposers name> <contactdetails>					

Oral Evaluation = 100

Pricing = 30%

The City will like to see a detailed level pricing based on the scope of services outlined in the RFP.
 The City is not looking for any change orders during the term of the contract, we encourage to list all the details of the cost with no hidden fees.

This should be your best price for us to evaluate our needs.

Price Categories:

Technical Feasibility Study	\$ _____
Bids Evaluation	\$ _____
Knowledge Transfer	\$ _____
Documentations	\$ _____
Recommendations	\$ _____
Support	\$ _____
Expenses	\$ _____
Total Cost	\$ _____

Minimum Qualification

Project Requirements	
Question	Yes/No
Is your firm a sister concern of any ERP product and/or ERP service Implementer ?	
Are you going to bid for ERP Product/Implementation RFP?	
Are you planning to have sub-contractors?	
Have you completed the Response Form reference listing with details of the projects?	
Do you have experience with IT cross-functional team (networking, hardware & application support) possessing experience in consulting and technology services for design, development, software integration and successful implementation of a custom ERP in the Government sector?	
Will your firm require the City to provide laptops, cell phones and all applicable licenses?	
Does your firm have successful Enterprise Solution Architecture experience?	
Are you at par with with latest IT industry standards/best practices?	
Does your firm have experience in RFP evaluations and contract negotiations?	
Is your firm aligned to the success of the City's ERP project initiative?	

Does your firm have the experienced and qualified professional as per the RFP requirements? (IT Enterprise Solution Architect , IT technical experts	
Will your firm adhere to the onsite presence requirement?	