



ADDENDUM NO. 8

Date: July 3, 2018

Bid Date: ~~June 26, 2018~~
~~June 29, 2018~~
July 6, 2018
at 3:00 P.M. (Local Time)

Bid Name: ERP Product Solution(s) and
Implementation Services

Bid No.: CMGR-180083-MS

NOTE: This Addendum has been issued only to the holders of record of the specifications.

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:

Please find attached:
ITN handbook to be used for the ERP Product Solution(s) and Implementation Services
Copy of the black-out period information (Financial Procedures Manual Section 41-423
Prohibition of lobbying in procurement matters) distributed during pre-bid meeting.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 8 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. 8 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: _____

BY: _____

DATE: _____

CITY OF _____ FINANCIAL SERVICES
GAINESVILLE PROCEDURES MANUAL

41-424 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.

ITN Process for the ERP Product Solution(s) and Implementation Services

The City has chosen the Invitation to Negotiate (“ITN”) as the process to best procure the Enterprise Resource Planning Product. The ITN is used when a Request for Proposal will not provide appropriate mechanism to purchase the needed services or commodities. This process brings together vendors, which may be capable of providing the required services/commodities. If one or more of the following criteria apply, the ITN is the most applicable purchasing method.

- The scope of work cannot be accurately or completely defined. This often occurs for acquisitions of rapidly changing technology, outsourcing, or complex services.
- The services/commodities can be provided in several different ways, any of which could be acceptable.
- Contractor qualifications and the quality of the services/commodities to be provided can be considered more important than the contract price.
- The expected responses may contain innovative solutions that differ from what the agency may have requested and this process allows for those type of alternatives to be considered.

This addendum lays out the process the City will use in reaching its final negotiated contract. This addendum is to give all participants a clear understanding of the review and selection process.

1. Participants:

The City will use multiple City employees and independent contractors to review, evaluate and negotiate the final contract. Below is a description of the various groups of City employees and independent contractors and each’s functional role.

- a) Evaluation Team: The Evaluation Team is responsible for reviewing, evaluating, and selecting the vendors who will be invited to give oral presentations, and to give demonstrations. The Evaluation Team will negotiate with the final selected vendor(s) until a Best and Final Offer is reached. The Evaluation Team will consist of representatives from: ERP Project Team, Director of Information Technologies, City Manager’s Office, Finance, HR, Risk, Strategic Initiatives and two IT Consultants. While The Evaluation Team meetings are subject to the Florida Sunshine Law (section 286.011, Florida Statutes) most meetings of the Evaluation Team will be exempt from the public meetings requirements (section 286.0113, Florida Statutes). See Paragraph 5 below.
- b) Procurement Representative: The Procurement Division representative or designee will attend the ITN opening, all Evaluation Team meeting(s), Oral Presentations, Scheduled Product Demonstrations, and Negotiation Meetings by serving as the facilitator to the selection process, not a voting member.
- c) Reviewers: Reviewers are members of user departments who will attend the demonstrations, ask questions, and provide user feedback. Reviewers are not subject to Public Meetings as they do not have decision making authority regarding the products.
- d) City Attorney: The City Attorney or designee may attend meetings as requested to provide legal advice.

2. Process:

a) Attendance:

Evaluation Team members will participate in public evaluation team meeting(s), and scheduled oral presentation(s)/interview(s). If a team member is unable to attend a scheduled meeting the meeting will be postponed until all present. In the event an Evaluation Team member is no longer able to serve on the Evaluation Team, a new member will be selected to continue the process.

b) Evaluation Criteria:

Each Bidder will be scored throughout the review process based on the criteria set out in the ITN. The evaluation criteria described below in descending order of importance will be the basis for evaluation in each Phase:

- Functional Requirements (Section 4.1)
- Technical Qualifications/ References (Section 4.2)
- Qualifications above the minimum qualifications listed in (Section 3)

c) Phases of the Negotiation Process:

Pre-Evaluation – Procurement Representative will review the submittals to determine if the bid is responsive and if the bidder meets minimum qualifications in Sections 3.1 and 3.1.1. Evaluation Team will review the submittals to determine if the bidder meets minimum qualifications set forth in Section 3.1.2. Bids that are not responsive will not be considered, unless the Evaluation Team determines that the missing information is a minor irregularity. Bidders who do not meet the qualifications listed in Sections 3.1, 3.1.1., and 3.1.2 will not be considered.

Phase I - Written and Technical Evaluations: Scoring of Written and Technical Responses: All evaluators will complete the written and technical evaluations individually. The Evaluation Team will meet to review the written scores and the technical scores. Based on these discussions, scores may be adjusted. The written and technical scores will be combined and vendors will be ranked based on scores. A competitive range may be used to determine which vendors will move forward in the negotiation process and receive invitations to oral presentations. Maximum score for written evaluation is 100 points, maximum scores for technical evaluation is 100 points. During the scoring of initial responses and at subsequent meetings of the Evaluation Team, the Team will discuss the information to be obtained in the oral presentations and the types and lengths of presentations to be provided. In addition to the oral presentations, the Evaluation Team may send clarifying questions to each vendor as part of the negotiation process.

Phase II – Oral Presentations: Oral presentations will allow proposers to elaborate on what they originally proposed as well as give a high-level product demonstration. Oral presentations will then be scored and ranked individually by all evaluators using the City of Gainesville Professional & Other Services Evaluation Handbook. The Evaluation Team will meet and discuss; rankings may be adjusted at this time. This combined ranking will determine which vendors will receive an invitation to give product demonstrations.

Phase III – Product Demonstrations: Note: After Oral Presentations are finalized, proposers who are invited to continue the negotiation process will be required to provide a product demonstration. This may include providing electronic format demonstrations and videos or a live presentation to demonstrate each scenario the City will be viewing, or a combination of the two.

Evaluators and Reviewers will attend the live demonstration. Proposers should be prepared to respond to questions raised during the session. The live demonstration session is a Sunshine Meeting and will be open to the public. Reviewers will provide written critique. The City may then request electronic format demonstrations and videos as a follow up to the live demonstration.

Upon conclusion of the electronic and video demonstrations, the Evaluation Team members will meet to discuss the Reviewers critique. Proposers will be asked to respond to any additional clarifying questions in writing and may request additional video demonstrations. The Evaluation Team will then determine which vendors will proceed to negotiations.

Phase IV – Negotiations: The City reserves the right to conduct negotiations with one or more proposers concurrently. For concurrent negotiations, the Evaluation Team may negotiate simultaneously with one or more proposers until the Evaluation Team and the successful vendor reach a Best and Final Offer.

An outline of negotiation points for discussion may be provided to Firm(s) prior to the scheduled negotiation session(s).

All phases of the evaluation process are to be followed, unless otherwise approved by the Purchasing Manager.

3. Posting Intent to Award:

After negotiations have been completed, the official intent to award will be posted on the DemandStar website.

4. Commission Approval:

The Evaluation Team will submit the best and final offer to the City Commission for approval. City Commission may approve the award or require the Evaluation Team to continue negotiations.

5. Sunshine Law:

(a) All participants are advised that meetings of the Evaluation Team are subject to the Florida Sunshine Law, unless specifically exempted. Unless exempted, Evaluation Team meetings will:

Be publicly noticed as all other public meetings of the City Of Gainesville
Open and accessible to the public
Minutes will be taken of the meeting and promptly recorded

(b) Any portion of an Evaluation Team meeting at which:

A negotiation with a vendor is conducted
A vendor makes an oral presentation
A vendor answers questions

The Team discusses negotiation strategies are exempt from the public meeting requirement. Exempt meetings will be recorded.

The recording of, and any records presented at the exempt meeting, are also exempt from the public records law until such time as the City provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies. For purposes of this Invitation to Negotiate, the recordings, and any records presented at the exempt meetings, will be available within 30 days after the notice of an intended decision or 30 days after the City receives its Best and Final Offer (see Phase IV above) whichever is sooner.

Evaluators will not discuss the proposals in writing or verbally unless the meetings are noticed pursuant to paragraph (a) above or recorded pursuant to paragraph (b) above.

6. No Lobbying:

The City strictly adheres to an anti-lobbying policy. Bidders who lobby a city employee, agent or Official during the bid process will be disqualified and removed from the selection process.