

**ADDENDUM NO. 1**

Date: August 31, 2016

Bid Date: September 22, 2016
at 3:00 P.M. (Local Time)

RFP Name: Enterprise Resource Planning (ERP) Consulting Services Bid No.: FADM-170007-DH

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:

1. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division by 3:00 p.m. (local time), September 15, 2016. Questions may be submitted as follows:

Email: holderds@cityofgainesville.org

or

Faxed (352) 334-3163

Attention: Diane Holder

2. Please find attached:

- a) Copy of the black-out period information (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters)) distributed during mandatory pre-bid meeting.

3. **D. NON-MANDATORY PRE-PROPOSAL CONFERENCE**

Please add the following:

A teleconference option is available to interested participants as follows:

Conference Participant:

1. At the specified time, dial the Dial-in Number 844-809-3799
2. When prompted, enter your Conference Code.
3. Your Conference Code is 5576566553

Participant Star Commands

4. Mute – Participants can mute/unmute their own lines by pressing *6

The following are answers/clarifications to questions received prior to the non-mandatory pre-bid conference:

4. Question: For the pre-proposal conference scheduled for September 8th, will there be a dial-in option?
Answer: See #3 above.

5. Question: The PDF I have doesn't have any requirements to fill out in regards to functionality. Is there another attachment?

Answer: The only attachments required are included in the original RFP document. At this point, the City is looking for ERP consulting services to assist us in the procurement and implementation of an ERP system. Please refer to Section II- Scope of Services, A. Intent for the scope of this project.

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: _____

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.