

October 21, 2013

ADDENDUM #1

RFP 13-166 INFORMATION TECHNOLOGY (IT) RESEARCH AND ADVISORY SERVICES

Addendum #1 is being issued to respond to proposal inquiries.

1. In the first paragraph of the section titled Proposal Instructions, the instructions state that "the date and time of the proposal opening" should be labeled on the lower left corner of the envelope. After reviewing the document, I have identified the response due date (10/24/2013 at 2:00pm), but did not see the date and time of the opening. Can you please clarify what date and time should be placed on the envelope?
 - a. 10/24/13 at 2:00 p.m.
2. How many people would you like to have access to the IT research and advisory services defined in Sections 3.1 and 3.2 of the RFP? The Introduction states that there are over 368,000 residents and over 1,400 employees of St. Charles County. Section 2 states that the primary user of the services will be the St Charles IS Department. Can you please clarify the number of people who you want to provide access to research services and the number you want to provide access to advisory and analyst services? The number of people who will have access is important for determining the scope of the services requested and calculating the cost of providing those services.
 - a. 1 person
3. Section 4.2: Provide 3 Customer Testimonials of IT Research and Analysis and the benefit provided to that customer. "What is the county referring to regarding customer testimonials? Are you seeking referral organizations or specific statements from clients?"
 - a. Statements from clients.
4. "Does the county plan to award a single award for a single solution or create a master contract with a suite of products available to the county?"
 - a. Depends on the offerings from the vendor; please reference section 3.
5. "Does the county assume that the awarded vendor will provide fixed pricing for a (3) year period? Will the county commit to a (3) year agreement to take advantage of longer term contract incentives?"
 - a. One year commitment with an option for a second and third year.
6. "Are there any specific award criterion outside of the evaluation factors listed in section (3) and section (4)?"
 - a. No

Bidders shall sign this Addendum as acknowledgment and return it with the bid.

BID ADDENDUM

Addendum #1

Dated_____

We, the undersigned, acknowledge the receipt of the above addendum(s) as dated.

By:_____

Title:_____

Company:_____

Date: _____