



ADDENDUM I

SUBJECT: Request for Competitive Sealed Proposals – Vehicle Diagnostic Software and Technical Support Service, (RFCSP 20-024; RFx 6100012309), Scheduled to Close: Monday, March 16, 2020; Date of Issue: February 14, 2020

FROM: Denise D. Gómez, C.P.M., CPPB
Procurement Administrator

DATE: March 10, 2020

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSALS

THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

- 1.ADD:** Pre-Submittal Sign in Sheet. This document will be posted as a separate file.
- 2.ADD:** SBEDA Presentation. This document will be posted as a separate file.

QUESTIONS SUBMITTED IN ACCORDANCE WITH RFP SECTION 006, PRE-SUBMITTAL CONFERENCE:

On February 20, 2020, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Vehicle Diagnostic Software and Technical Support Service Request for Competitive Sealed Proposals. Below is a list of questions that were asked at the pre-submittal conference and/or in accordance with RFCSP Section 008 –Submission of Proposals, Restrictions on Communication. The City's official response to questions asked is as follows:

- Question 1: As requested on the Experience, Background and Qualifications, does the vendor need to list all of their current customers and their contact information?
Response: Vendor needs to submit a list with similar projects completed in the last four (4) years and a list of any projects in progress as of the proposal due date. For each project listed, provide the target date of completion, in addition to the contact name, phone number, and email address for the project manager.
- Question 2: Can the City explain what is meant by "detailing the dashboard alerts and/or notifications? Is this relating to notifications or alerts that may pop up in the software? What alerts/notifications are expected?
Response: Dashboard alerts are notifications or pops up on the screen when operating the software. During diagnostic operation, there may be alerts or notifications to follow a flow chart or an alert notifying that the vehicle being diagnosed is not compatible.
- Question 3: What is the expectation for the Executive Summary and how should it differ from the Proposed Plan and Experience/Background/Qualifications narratives?
Response: The Executive Summary shall include a statement of the work to be accomplished, how Respondent proposes to accomplish and perform each specific service and unique problems perceived by Respondent and their solutions. For the vendor response to the Experience, Background and Qualifications, vendor shall prepare and submit narrative responses to address the items on RFCSP Attachment A, Part Two. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.

Question 4: Should the (1) original and (7) hard copies response include every page of the bid including exhibits or only contain pertinent documents listed on pg. 58 "Proposal Checklist"?

Response: Please refer to section 007, Proposal Requirements.

Question 5: How long after the Proposal Due Date will the winner of the bid be announced?

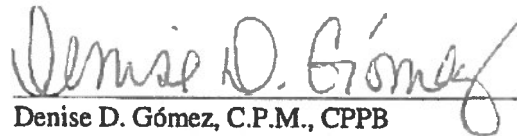
Response: After the procurement and evaluation process are complete, the City estimates that the contract will be presented to City Council for their approval early June 2020.

Question 6: Does the City pay for the entire contract upfront or on a yearly basis?

Response: The City will pay for the contract on a yearly basis as stipulated on RFCSP Attachment B Price Schedule.

Question 7: Is there a limit of pages for the vendor response?

Response: Please refer to section 008, Submission of Proposals, Proposal Format.



Denise D. Gómez, C.P.M., CPPB

Procurement Administrator

Finance Department – Purchasing Division