

City of San Antonio

ADDENDUM I

SUBJECT: Request for Competitive Scaled Proposals (RFCSP) Annual Contract for Senior Centers Automation Application Solution (RFCSP 14-004, RFx# 6100003638) Scheduled to Open: December 18, 2013; Date of Issuc: November 15, 2013

FROM: Paul J. Calapa
Procurement Administrator

DATE: December 12, 2013

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

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

1. Add: Sign-In Sheet and Conference Call-Ins to the Pre-Submittal Conference dated November 21, 2013.
2. Add: Pre-Submittal Conference SBEDA Presentation, this document will be posted as a separate file.
3. Delete: Clause Failure to Deliver (p.17);
Delete: Clause Acceptance by City (p.17); Refer to Page 27, Section 010 Acceptance Criteria;
Delete: Clause Testing (p. 17); Refer to Page 27, Section 010 Acceptance Criteria;
Delete: Clause Rejection of Disclaimers (p.17);
Delete: Clause Termination (p.18) Refer to Page 31, Section ARTICLE 5 -- **TERM AND TERMINATION**

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, PRE-SUBMITTAL CONFERENCE

On November 21, 2013, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Senior Centers Automation Application Solution (RFCSP 14-004, RFx# 6100003638), for the City of San Antonio. Below are the questions that were asked during the conference. The City's official response to questions asked is as follows:

Question 1: Should the CD include a file of the entire proposal or separate files?

Response: The CD should include one file of the entire proposal along with a separate file for each section listed in the Table of Contents on page 8 and page 9. Please refer to Section 003, Instructions to Respondents, Part B, Submission Requirements, second paragraph in the RFCSP document.

Question 2: Is there a proposal file limit?

Response: A proposal response to the RFCSP Proposed Plan may not exceed 150 pages in length.

Question 3: Is a subcontractor considered a team?

Response: Yes.

Question 4: Is there a solution deployment date?

Response: There is no set date.

Question 5: What is the term of the contract?

Response: Please refer to Section 005 Supplemental Terms & Conditions, Original Contract Term and Renewals paragraphs located in the RFCSP document.

Question 6: Will the pre-bid attendee sign in sheet be posted to the website?

Response: Yes, the sign in sheet will be posted as a separate attachment to this addendum.

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, RESTRICTIONS ON
COMMUNICATION:**

Question 7: Is the City open to negotiating mutually acceptable language for the following clauses: Failure to Deliver (p.17); Acceptance by City (p. 17); Testing (p. 17); Rejection of Disclaimers (p.17); Termination (p. 18); Indemnification (p.19)?

Response: Delete clause: Failure to Deliver (p.17);
Delete clause: Acceptance by City (p.17); Refer to Page 27, Section 010 Acceptance Criteria;
Delete clause: Testing (p. 17); Refer to Page 27, Section 010 Acceptance Criteria;
Delete clause: Rejection of Disclaimers (p.17);
Delete clause: Termination (p.18), Refer to Page 31, Section ARTICLE 5 -- **TERM AND TERMINATION.**

Clause Indemnification (p. 19) shall remain unchanged.

Question 8: Is the City amenable to deleting Variances and Exceptions (p. 7, the last sentence of Entire Agreement (p. 21) and Statutory Requirements (p. 21) or there another way that problems with these sections can be addressed if they cannot be deleted?

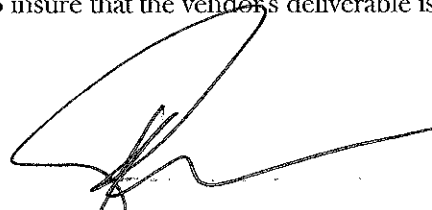
Response: The City cannot agree to delete the provision for Variances and Exceptions to Proposal Terms, except to the extent as agreed to by other questions in this addendum.

Question 9: Page 3 Submission of Hard Copy Proposals says in part that "submit...one (1) copy of the proposal on compact disk (CD) containing an Adobe PDF version of the entire proposal. Page 5 PROPOSAL FORMAT says "For electronic submissions, whether through the portal, or on a CD, each section should be attached as a separate file". Should the CD have one copy of the proposal or separate files by section. Does submitting a CD with the 1 pdf file of the entire original proposal along with an original and 10 copies meet the electronic filing requirement of the contract; or should the CD have the sections divided. Or should the CD have a full original and sections of the proposal.

Response: Please refer to response for Question 1 above in this addendum.

Question 10: Page 27 ACCEPTANCE CRITERIA. Upon delivery of the cure, the City will have a reasonable period of time (to be determined after award) to evaluate and determine if such cure is acceptable. In the event the Deliverable remains unacceptable the City will provide Respondent with a third notice of any nonconformity or non-functionality of the system and Respondent will forfeit 10% of retained balances on hold with the City at the time the third notice is provided to Respondent. Will the City negotiate the Acceptance Criteria so there is no forfeiture of the retained balance?

Response: It is the City's policy to require retainage to insure that the vendor's deliverable is accepted. This cannot be modified.



Paul J. Calapa
Procurement Administrator
Finance Department, Purchasing Division

PJC/lm

Date _____

Company Name _____

Address _____

City/State/Zip Code _____

Signature