



ADDENDUM #1

Questions and Answers received through April 18, 2016

1. **Q.** *Does the City have an existing system that is being used as its current document management platform apart from the paper filing process in use today?*
 - A. No; CDCM project managers currently file paper hard copies and electronic files according to a defined file structure, but no specialized software is being used.

2. **Q.** *Are there any integration requirements expected from the electronic records management system? If yes, can the City list such software?*
 - A. No. All required system characteristics are specified in Section 5 “Specifications and Scope of Work” of the RFP.

3. **Q.** *What is the expected user count (internal and external) that would access the software?*
 - A. The CDCM division has 18-25 internal project managers and staff that would need access to the software. Each of the 18 project managers has a project portfolio consisting of multiple projects.

4. **Q.** *Is there a budget the City has put aside for this procurement? Can the City disclose the budget?*
 - A. CDCM does not have a dedicated budget set aside for this service and anticipates making decisions based on the selected company’s pricing model.

5. **Q.** *In the submission guidelines, the City mentioned the maximum number of pages, but not the number of copies that need to be submitted as part of a company’s response. Do we assume the requirement is to submit ONE (1) copy only?*
 - A. Reference is made at the bottom of page 6 of the RFP “Hard Copy Submittal” and requests three copies. **However, the requirement for the number of copies is hereby changed from three to FOUR hard copies.**

6. **Q.** *Is there a provision to submit exceptions to the City’s contract at a later date if a company is selected for contract negotiations?*
 - A. The City included its boilerplate contract terms with this solicitation to allow companies interested in this work an opportunity to be familiar with the City’s *non-negotiable* terms and conditions prior to investing time and money into proposing for the work.

7. **Q.** *Would the City consider a one week extension to the response deadline?*
 - A. No.

8. **Q.** *Would the City consider an extension to the Q&A deadline?*
 - A. No.