

City of Seattle Request for Proposal # ITD-170219

**Options Analysis for MCIS 2.0 Replacement Project  
Addendum**

**Dated: 09/6/2017**

The following is additional information regarding Request for Proposal # ITD-170219, titled "Options Analysis for MCIS 2.0 Replacement Project" released on 08/30/2017. The due date and time for responses will remain as 09/15/2017 @ 1:00PM (Pacific). This addendum includes both questions from prospective proposers and the City's answers, and revisions to the RFP. This addendum is hereby made part of the RFP and therefore, the information contained herein shall be taken into consideration when preparing and submitting a proposal.

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Item #	Date Received	Date Answered	Consultant's Question	City's Answer	RFP Revisions
1	9/1/2017	9/5/2017	The reference to seeking a consultant, does it indicate supplier provide staffing of consultant(s) or is the requirement for only one consultant?	There is no specific lower number of consultant(s) for this contract. Staffing of the consultant firm (or individual) is not provided by the City and should be factored into the RFP response.	N/A
2	9/1/2017	9/5/2017	Can we propose multiple consultant(s) for Options Analysis of 3 possible replacement approaches?	Yes.	N/A
3	9/1/2017	9/5/2017	Is City inclined to any specific off the shelf solution or something like top 2 from which City expects the consultant to perform options Analysis? If so can we get the names of the CMS applications?	The City is not inclined toward any specific off the shelf solution.	N/A
4	9/1/2017	9/5/2017	For the second approach i.e., Build New, is it acceptable for City for the consultant to perform assessment with a combination of off the shelf solution + consultants team add newly built features to this existing solution approach?	A consideration of a COTS based product as part of the solution would land such an example in the first category, Buy. The City has the understanding that any COTS based approach may result in multiple COTS products and/or some customization in order to meet the requirements.	N/A
5	9/1/2017	9/5/2017	Is it expected option analysis will be solely done by one consultant/supplier?	No. The City expects the consultant to use all resources they feel necessary to adequately assess our options.	N/A
6	9/1/2017	9/5/2017	Is City inclined towards open source technology platform solutions or can it	The City prefers vendor driven platform options vs open source technology. Given the criticality and sensitivity of	N/A

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			be such as Microsoft technology driven CMS solutions?	the information the risk would most likely be too high to develop on an open platform for this solution.	
7	9/1/2017	9/5/2017	Assumption - As part of this RFP City expects only consultant(s) who can do the option analysis to finally determine the schedule/costing/plan/advantages for each replacement approach, correct?	Several consultants with expertise in the different options may join together to respond to this RFP. Staffing of the consultant firm (or individual) is not provided by the City and should be factored into the RFP response.	N/A
8	9/1/2017	9/5/2017	As part of response to the RFP, City expects able consultant(s) who can perform the much critical Options Analysis for 3 possible replacement approach, correct?	Same answer as above (Q7).	N/A
9	9/1/2017	9/5/2017	Response to this RFP doesn't have to include proposed off the shelf solution, correct?	Correct. This options analysis is meant to determine whether the City should use an off the shelf solution and if that was the decision of the City then the resulting RFP would make the determination of which vendor package would be deployed.	N/A
10	9/1/2017	9/5/2017	Response to this RFP doesn't have to include proposed pilot courts information and other details as part of the proposal, correct?	Correct. The pilot courts information and other details would be part of the work product of the contract.	N/A
11	9/1/2017	9/5/2017	Response to this RFP doesn't have to include proposed pilot courts information and other details as part of the proposal, correct?	Duplicate question (see Q10).	N/A
12	9/1/2017	9/5/2017	Is it expected that the supplier/consultant provide response to all three replacement approaches with detailed assessment methods and system analysis best practices to be followed by consultant? Such as	Yes, to first part of the question. Part a – the supplier/consultant does not have to propose which COTS system is recommended but rather which COTS evaluated according to the criteria set out in the RFP.	N/A

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			<p>a. In response is it expected supplier/consultant propose which off the shelf tool/application to be proposed for approach 1</p> <p>b. In response is it expected to mention which technical stack, hosting platform, and detail CMS features with a WBS and sprint plan, maintenance plan etc.?</p> <p>c. In response is it expected supplier/consultant propose an AOC CLJ – CMS solution, and with impact analysis?</p>	<p>Par b – Solutions Architecture decisions are not intended to be the result of this engagement. The expectation is that the vendor would be able to identify ranges in cost for the various platforms being considered including high and low range.</p> <p>Part c. -- Yes</p>	
13	9/1/2017	9/5/2017	Is there a tentative timeline that City wants its consultant(s) to complete options analysis?	The City is interested in a quality, responsive work product and prefers the consultant(s) tell us how long it would take to complete such.	N/A
14	9/1/2017	9/5/2017	Is this work entirely to be done from onsite i.e., from City's premises OR can this be done onsite/offsite/offshore (a nearby consultants office location)?	Consultant(s) should plan to be on site sufficiently as needed to engage with necessary court leadership and staff to gather necessary information. Touchdown space may be provided if specified as necessary on site. However, consultant is not expected to perform all work on site at the Court. Offshore work would be less desirable; offsite work (consultant office or work location) is fine.	N/A
15	9/5/2017	9/5/2017	Will interviews be onsite?	Per Section 8 – Round 3: Interviews (Page 15) of the RFP, interviews may be in person in Seattle or by Skype.	Section 8, under 'Round 3: Interviews': "Interviews may be in person in Seattle or by <b>video capable</b> Skype".
16	9/5/2017	9/5/2017	Is one electronic (flash drive) copy required, or five?	One.	Section 6, under 'Hard Copy Submittal': "...and <b>(1)</b> electronic (flash drive)..."
17	9/5/2017	9/5/2017	Is there a compelling deadline or event driving the completion of this project?	No, there is no specific event driving this timeline. The current CMS is an	N/A

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				aging technology that must be addressed.	
18	9/5/2017	9/5/2017	Is there any information to share about the CMS chosen by the AOC?	Yes, AOC has recently selected Journal Technologies as the CMS for CLJ and is currently in contract negotiations with this vendor. More information can be found on the Washington State AOC website.	N/A
19	9/5/2017	9/6/2017	Is Skype the only system acceptable for video based interview, or could we use WebEx or GoToMeeting with the video option?	Skype is the only system acceptable for a video based interview.	N/A
20	9/5/2017	9/6/2017	How many days in advance will you notify the consultant for the September 25 interview?	Interview announcements will be made on Friday, September 22. Interviews will occur the week of September 25 <sup>th</sup> .	N/A
21	9/5/2017	9/6/2017	Could the references requested in section (e) of the Proposal Response include work by the proposed consultant before joining our firm?	Yes.	N/A
22	9/5/2017	9/6/2017	How is the payment for the services structured? Is it paid monthly based on the number of hours, or is it based on deliverables?	It will be based on the deliverable.	N/A
23	9/5/2017	9/6/2017	What is the criteria for acceptance of the analysis deliverables?	Project Steering Committee approval.	N/A