



**ADDENDUM  
PURCHASING OFFICE  
CITY OF AUSTIN, TEXAS**

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**Solicitation: RFP 1100 PAB3005**

**Addendum No: 1**

**Date of Addendum: 9/1/2020**

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This addendum is to incorporate the following changes to the above referenced solicitation:

**I. Change:**

**The Table of Contents in the Statement of Work is hereby changed to remove this item:**

**2.6 Training / Knowledge Transfer**

**II. Questions and Answer:**

1. Has the appropriate software already been procured, or does the respondent need to include that in its response?

No. Software has not been procured. The RFP is for purchase of software, licenses, maintenance and support.

2. What is the volume and file count of the Austin Energy file shares in scope for this RFP?

The software licensing allows for a specific number of files and the amount of licensing purchased will determine the number of files to be ingested into the software. The scope of this project is set within each deliverable as to the number of rules and content items.

3. Does Austin Energy currently use any other records management solutions? For example, Office365 records management.

No

4. If Austin Energy does not currently use any other records management solutions, does Austin Energy plan to use another records management solution in the future (aside from Records365)?

No

5. Does Austin Energy already have licenses to Records365?

No. The City is requesting the information to be included in the pricing on the proposal.

6. How many departments, or functional groups, are in the scope for this RFP?

This RFP is to support the Corporate Compliance Programs division. Additional departments maybe added at a later time.

7. Will records management potentially be extended to other areas e.g. OneDrive for Business, SharePoint Online, Teams, etc.?

Not under the scope of this SOW.

8. Are there any established Retention Policies for Austin Energy?

Austin Energy follows the City's information Management Program established by the Office of the City Clerk in accordance with the City Code Chapter 2-11.

[https://library.municode.com/tx/austin/codes/code\\_of\\_ordinances?nodeId=TIT2AD\\_CH2-11INMA](https://library.municode.com/tx/austin/codes/code_of_ordinances?nodeId=TIT2AD_CH2-11INMA)

9. Has Austin Energy completed any work with regards to Taxonomy development? If so, what work has been completed?

Some work has been done but there is not a completed taxonomy.

10. Will Austin Energy require approval from the Austin City Council for any portion of this RFP?

Yes

11. When does Austin Energy plan to start the project described in this RFP?

Within the next six months.

12. What is the desired completion date of the project described in this RFP?

Within 6-8 months of contract signing.

III. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

ACKNOWLEDGED BY:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.**