



**ADDENDUM
CITY OF AUSTIN, TEXAS**

Solicitation: RFPJTH0304 Addendum No: 1 Date of Addendum: 7/12/16

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

I. Clarifications:

1. Replace Attachment A "Austin Police Department Reports and Sales Requirements," with Attachment A.R.
2. Replace Section 0600, subsection 3 b with the following:

Evaluation Factors: **Maximum 100 points**

1. Personnel and Project Management Structure **10 POINTS**

2. Demonstrated Applicable Experience **15 POINTS**

3. Vendor Support **15 POINTS**

4. Concept and Solutions Proposed **30 POINTS**

- Grasp of the requirement and its solution(s), responsiveness to terms and conditions, completeness and thoroughness of the technical data and documentation.
- Licensing
- Reporting Capabilities
- Security Features and Data Protection
- Infrastructure and Technology
- Training/Testing
- Technical Standards/Requirements and Project Management/Implementation Requirements

5. Price Proposal **20 POINTS**

6. Local Business Presence – **10 POINTS**

Points Awarded
Local business presence of 90% to 100% 10

Local business presence of 75% to 89%	8
Local business presence of 50% to 74%	6
Local business presence of 25% to 49%	4
Local presence of between 1 and 24%	2
No local presence	0

Phase 2 Demonstrations, interviews conducted by City on Short List 20 POINTS

II. Questions:

1. Q) Is the Attachment A referenced in the RFP (sections 6.0, 7.0, etc.) the excel file provided in the RFP package "Austin Police Dept Report Sales Requirements"?
 - A) Yes, the excel file entitled "Austin Police Department Reports and Sales Requirements " is Attachment A.
2. Q) Is form "Section 0815: Living Wages Contractor Certification" required to be completed and included in our RFP response? It was not listed as a form required in tab 1.
 - A) Yes, your RFP response should include the completed Section 0815 Living Wages Contractor Certification.
3. Q) In the excel file, is the City requesting a response for tabs 2 and 3 or are they informational only? If we're expected to respond, how and where within the file?
 - A) Response is required for each of the requirements on Tab 1 and Tab 2 of the Attachment A "Austin Police Department Reports and Sales Requirements." Tab 3 is for informational Purposes. Please find updated Attachment A enclosed.
4. Q) Please confirm the City is requesting 1 hard copy and 10 electronic copies by submitting 10 CDs or flash drives?
 - A) The City is requesting 1 hardcopy and 10 electronic copies by submitting 10 flash drives.
5. Q) The RFP outlines that our response should include 9 tabs. Tab 2 is not included. Is this intentional?
 - A) Tab 2 is not included in the response. The response should include the 8 remaining tabs (not tab 2).
6. Q) How will reports be sent by Brazos, data or PDF? If data, what elements will be included?
 - A) Please specify different types of data formats from Brazos that you could accept.
7. Q) What do the letters COA refer to (item 17 on the 1st tab of the excel file)?
 - A) The letters COA in the solicitation will always reference "City of Austin" and mean City of Austin employees, staff, etc.

8. Q) Can you unlock column F of the excel file so we can enter and wrap our responses?

A) The entire Attachment A, "Austin Police Department Reports and Sales Requirements," has been replaced with a new Attachment A that has a Column F on Tab 1 and Tab 2 and allows for wrapping of responses.

9. Q) #31 of the excel file "Police Department Reports Sales Requirements" states that the "Solution shall highlight fields in error". Please define this requirement as the solution is a SaaS solution that does not have error fields.

A) This is asking "if a user enters invalid data into a field, will that field be highlighted?"

10. Q) #68 and #69 asks about how LexisNexis provides assistance regarding Credit and Debit Card charges. Given that the department requires that we use their merchant services what access would we have to issues or errors?

A) The vendor provides a platform for the solution and will not collect any sort of payment and at the time of payment, it will be routed directly to COA merchant services.

11. Q) The date on the top of the Austin Police Department Report Sales Requirement spreadsheet is April 26, 2016. Is this the most recent document?

A) That is correct

12. Q) Is the "Administrative Fee" (F020) referred to in the RFP "Report Sales Requirements" in addition to a report fee or inclusive of a report fee?

A) That would be in addition to the Report Fee.

13. Q) Is the "Administrative Fee" limited by the Texas Transportation Code: Chapter 550?

A) It is not limited by Transportation code, however APD would prefer no administrative fees in addition to the Statutory fee.

14. Q) What form will the contract take? Will there be an additional contract in addition to the Standard Terms and Conditions? If so, can we see a copy of Austin's standard contract? Will you consider reviewing the vendor's Contract?

A) This contract will consist of the following: 1. Cover page with signatures from both parties; 2. Statement of Work (Excel Spreadsheet)/Vendor's Proposal; 3. City's Standard Terms 0100,0200, 0300 and City's Supplemental Terms 0400. The Terms and conditions have been included and/or are referenced at the City's Vendor Connection. City will look at Vendor's contract but must have some minimum terms and conditions addressed.

15. Q) Are the insurance requirements in Supplemental Purchase Provisions listed in the RFP the terms that apply from 0040? In other words, are the insurance requirements in the RFP combined with Section 32 of 0300 the only insurance requirements?

A) The insurance requirements listed in the Section 0400 and in the 0300 are the only insurance requirements.

16. Q) Can we use an exception sheet that differs slightly from the form in the RFP, ensuring that the same information is included as requested on the exception form?

A) Any exception sheet presented must substantially and specifically address exceptions taken. Alternate formats will be considered but must not have generalizations within them.

17. Q) Where can Section 0300 of the City's Terms and Conditions be found?

A) They can be found at the following link:

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS

18. Q) What is the average number of report requests per month from the public?

A) 7 thousand reports/year on the high end

19. Q) What is the current cost for a report?

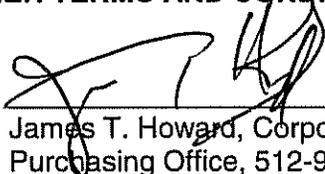
A) The statutory amount of \$6, no additional fees.

20. Q) Please verify that the application will be hosted at the vendor's location.

A) Vendor to host the application and redirect the entire payment transaction to COA's financial institution as we are only authorized to collect the payment from the consumer.

III. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY:



James T. Howard, Corporate Purchasing Manager
Purchasing Office, 512-974-2031

7/12/16

Date

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.