



**ADDENDUM
CITY OF AUSTIN, TEXAS**

Solicitation: EAD0301

Addendum No: 1

Date of Addendum: 1/7/16

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

1.0 Clarifications

1.1 Section 0510 Exceptions as referenced in Section 0600 Response Preparation Instructions Tab 3 has been hereby added as it was accidentally omitted from the solicitation packet.

1.2 Section 0600 Response Preparation Instructions has had the following changes:

Strike items B., C., D., under Tab 1. These documents are not required.

Section 2, Part II Local Business Presence has been struck entirely and is not applicable to this solicitation.

An updated 0600 has been included with this addendum to show the changes.

2.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

APPROVED BY:

Erin D'Vincent, Senior Buyer Specialist
Purchasing Office, 512-974-3070

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.



**CITY OF AUSTIN
PURCHASING OFFICE
EXCEPTIONS**

Solicitation Number: RFQS EAD0301

The City will presume that the Offeror is in agreement with all sections of the solicitation unless the Offeror takes specific exception as indicated below. Complete the exception information indicating each exception taken, provide alternative language, and justify the alternative language. The City, at its sole discretion, may negotiate exceptions that do not result in material deviations from the sections contained in the solicitation documents. Material deviations as determined by the City may result in the City deeming the Offer non-responsive. The Offeror that is awarded the contract shall be required to sign the contract with the provisions accepted or negotiated.

Place this attachment in Tab 3 of your offer. Copies of this form may be utilized if additional pages are needed.

Indicate:

- 0300 Standard Purchase Terms & Conditions**
- 0400 Supplemental Purchase Provisions**
- 0405 Supplemental IT Cloud Purchase Provisions**
- 0500 Scope of Work**

Page Number	Section Number	Section Description
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Alternative Language:

Justification:

**CITY OF AUSTIN
PURCHASING OFFICE
RESPONSE PREPARATION INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: EAD0301**

1. QUALIFICATIONS STATEMENT RESPONSE FORMAT

Submit one original paper copy and an electronic copy of the original Response in PDF on six separate flash drives. The original Response shall contain ink signatures and shall be typed on standard 8 ½" X 11" paper, double-sided, and have consecutively numbered pages.

The Response itself shall be organized in the following format and informational sequence. Use tabs to divide each part of the Response and include a Table of Contents:

Tab 1 – City of Austin Purchasing Documents - Complete and submit the following documents:

- A. Signed Offer Sheet
- ~~B. Section 0605 Local Business Presence Identification Form~~
- ~~C. Section 0700 Reference Sheet~~
- ~~D. Section 0835 Non-Resident Bidder Provisions Form~~
- E. Section 0900 Minority and Women-Owned Business Enterprise (MBE/WBE) Procurement Program No Goals Form

Tab 2 - Authorized Negotiator: Include name, address, and telephone number of person in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.

Tab 3 - Exceptions: List any exceptions that your company is making to the Solicitation on form 0510 of the Solicitation packet. Exceptions not listed on the form may not be considered. Be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the Response.

Tab 4 - Response Acceptance Period: All responses are valid for a period of one hundred and eighty (180) calendar days subsequent to the Solicitation closing date unless a longer acceptance period is offered in the Response.

Tab 5 – Executive Summary: Respondent shall provide an Executive Summary of three (3) pages or less, which gives in brief, concise terms, a summation of the Response.

Tab 6 - Business Organization: State full name and address of your organization and identify parent company if you are a subsidiary. Specify the branch office or other subordinate element which will perform, or assist in performing, work herein. Indicate whether you operate as a partnership, corporation, or individual. Additionally, specifically include the following:

- A. Is your firm legally authorized, pursuant to the requirements of the Texas Statutes, to do business in the State of Texas?
- B. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against your firm, its parent or subsidiaries, predecessor organization(s), or any wholly owned subsidiary during the past five (5) years. Include in the description the disposition of each such petition.
- C. List all claims, arbitrations, administrative hearings, and lawsuits brought by or against your firm, its predecessor organization(s), or any wholly owned subsidiary during the last five (5) years. The list shall include all case names; case, arbitration, or hearing identification numbers; the name of the project over which the dispute arose; a description of the subject matter of the dispute; and the final outcome of the claim.
- D. List and describe all criminal proceedings or hearings concerning business related offenses in which your firm, its principals, officers, predecessor organization(s), or wholly owned subsidiaries were defendants.
- E. Has your firm ever failed to complete any work awarded to you? If so, where and why?
- F. Has your firm ever been terminated from a contract? If so, where and why?

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Tab 7 – Applicable Experience including Personnel Qualifications: Provide a narrative describing past experience performing services related to those described in the Scope of Work. Describe only relevant experience for personnel who will be actively engaged in the project. Do not include experience unless personnel assigned to this project actively participated. Do not include experience prior to 2000. The narrative should include:

- A. Client/agency name
- B. Contact name (agency project manager)
- C. Contact telephone number and email
- D. Project name
- E. Year project took place and length of project
- F. Budget/award amount of project
- G. Was project completed on time and in budget?
- H. Project description, including scope and magnitude of project
- I. If available, copy of the report/study or excerpts from the report/study.

All client reference information must be supported and verified. Reference contacts must be aware that they are being used and agreeable to City interview for follow-up.

Include names and qualifications of all professional personnel including the Project Manager who will be assigned to this project. State the primary work assigned to each person and the percentage of time each person will devote to this work. Identify key persons by name and title. Provide a brief explanation of each proposed staff's experience and qualifications including years of experience in their current position, educational background, certifications/accreditations they hold, and how resource time, work quality, and other priorities are managed.

Tab 8 – Work Plan & Approach: Describe in detail your understanding of the City's requirements, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. This section shall include a discussion and justification of the methods proposed for each task identified in the Scope of Work and the technical issues that will or may be confronted at each stage of the project. Additionally, provide evidence that this approach has resulted in successful projects in the past. Provide all details as required and any additional information you deem necessary to evaluate your Response.

Tab 9 – Schedule: The schedule shall include a detailed proposed project schedule by dates, a list of tasks, activities and/or milestones that will be employed to administer the project. Refer to the Scope of Work for the City's desired timeline.

2. **Part I – Compliance:** A statement of your compliance with all applicable rules and regulations of Federal, State and Local governing entities. The Respondent must state his compliance with terms of this Solicitation.

~~**Part II – Local Business Presence:** The City seeks opportunities for businesses in the Austin Corporate City Limits to participate on City contracts. A firm (Respondent or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years, currently employs residents of the City of Austin, Texas, and will use employees that reside in the City of Austin, Texas, to support this contract. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation. Points will be awarded through a combination of the Respondent's Local Business Presence and/or the Local Business Presence of their subcontractors. Evaluation of the Team's Percentage of Local Business Presence will~~

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~~be based on the dollar amount of work as reflected in the Respondent's MBE/WBE Compliance Plan or MBE/WBE Utilization Plan. Specify if and by which definition the Respondent or Subcontractor(s) have a local business presence.~~

Part III - Proprietary Information: All material submitted to the City becomes public property and is subject to the Texas Open Records Act upon receipt. If a Respondent does not desire proprietary information in the Response to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

Part IV – Compensation: Actual fees for the services will be submitted and negotiated after a Consultant has been selected based on the evaluation factors below. The Contract amount shall not exceed \$200,000.

3. RESPONSE PREPARATION COSTS

All costs directly or indirectly related to preparation of a response to the Solicitation or any oral presentation required to supplement and/or clarify a response which may be required by the City shall be the sole responsibility of the Respondent.

4. EVALUATION FACTORS AND AWARD

A. **Competitive Selection:** This procurement will comply with applicable City Policy. The successful Respondent will be selected by the City on a rational basis. Evaluation factors outlined in Paragraph B below shall be applied to all eligible, responsive Respondents in comparing responses and selecting the Best Respondent. Award of a Contract may be made without discussion with Respondent after responses are received. Responses should, therefore, be submitted on the most favorable terms.

B. **Evaluation Factors:**

i. 100 points.

(1) Demonstrated Applicable Experience including Personnel Qualifications (reference Tab 7)
– 35 Points

(2) Work Plan and Approach (reference Tab 8) – 35 Points

(3) Schedule – 30 Points (reference Tab 9)

ii. Interviews, Optional. Interviews may be conducted at the discretion of the City. The City will score responses based on the items listed above. The City may select a “short list” of Respondent based on those scores. Short listed responses may be invited for interviews with the City. The City reserves the right to rescore short listed responses as a result of the interviews and to make an award recommendation on that basis. The City reserves the right to negotiate the actual contract scope of work and price after submission. Maximum 25 points.