



SOLICITATION ADDENDUM

Solicitation Number: **RFP 16-34** Addendum No. 1 Page 1 of 5
Solicitation Due Date: March 30, 2016 2:00 P.M. (Local Time)

CITY OF GLENDALE
Materials Management
5850 W. Glendale Avenue
Suite 317
Glendale, AZ 85301
Phone: (623) 930-2866

RFP 16-34

CITYWIDE E-PROCUREMENT SYSTEM ADDENDUM NO. 1

As a result of the pre-proposal conference conducted on March 9, 2016, the following clarifications have been made to Request for Proposal No. 16-34:

1. Bidders' questions and the City's responses are as follows:

1.1 **QUESTION:** Approximately how many vendors does the City currently work with?

RESPONSE: There are approximately 1,842 subscribed vendors in the City of Glendale.

1.2 **QUESTION:** Approximately how many solicitations (formal and informal) will the City have annually?

RESPONSE: There are approximately 50 formal solicitations and an unknown number of informal solicitations issued annually by the City.

1.3 **QUESTION:** Approximately how many users will the City have?

RESPONSE: The City currently has users broken down as follows:

Level 00 (\$0 to \$4,999.99 approvers)	49
Level 10 (\$5K to \$24,999.99 approvers)	80
Level 20 (\$25K to \$49,999.99 approvers)	41
Level 30 (\$50K or greater approvers)	16
Preparers	144

1.4 **QUESTION:** Approximately how many contracts does the City have?

RESPONSE: There are approximately 234 contracts created by the City purchasing office. There are unknown number contracts that were created outside of the purchasing office.

1.5 **QUESTION:** Has a budget been allocated to this initiative? If so, can you share what that is?

RESPONSE: Yes. An overall budget of \$1.5M is allocated to the whole City ERP system upgrades (a portion of that budget is earmarked for the E-procurement system).



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1.6 QUESTION: If the offeror is an LLC, how should offeror answer questions asking whether offeror is a proprietorship, partnership, or corporation?

RESPONSE: An LLC can be treated as a corporation or a partnership depending on the business members'/owners' election.

1.7 QUESTION: What will be the contracting process? A sample Services Agreement is attached, but it is not clear how a final agreement will be reached. Will there be an opportunity for negotiation of terms that are not addressed by the RFP and Offer?

RESPONSE: The contracting process starts through the City's solicitation process. A committee will evaluate and score the proposals received. The City may request interviews or other follow up information. The City may request Best and Final Offer pricing after discussions and or clarifications to the scope of work. The committee will recommend award of a contract to a single vendor and a draft contract based on the sample provided will be drafted. Any exceptions or exclusions to the sample contract should be noted in the vendor's proposal. There is opportunity to negotiate the terms that are not addressed in the RFP. You may include it in your proposal and the City may review and subsequently negotiate your proposed terms. After terms have been agreed to, the City Council must approve the award of a contract.

1.8 QUESTION: How can offeror take exceptions to the language in the Sample Services Agreement?

RESPONSE: Please see Special Instructions to Offerors, Section 2.7, ALTERNATE OFFERS / EXCEPTIONS.

1.9 QUESTION: Is there an opportunity to propose licensing terms for software that is consistent with a software as a service solution?

RESPONSE: Yes. Please see Special Instructions to Offerors, Section 2.7, ALTERNATE OFFERS / EXCEPTIONS.

1.10 QUESTION: Please explain the purpose of Section 11 Financing Assignment in the Sample Services Agreement and how it would apply to this RFP.

RESPONSE: This is just our Legal Department's boilerplate language in all City agreements. This does not apply to this RFP.



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Solicitation Number: **RFP 16-34 Addendum No. 1** Page 3 of 5
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1.11 QUESTION: The link for SAVE is not working. Can you please provide an updated link? RFP quote reference: For a list of SAVE members click on the following link:
<http://www.maricopa.gov/materials/SAVE/SAVE-members.PDF>

RESPONSE: The correct link is: <http://www.maricopa.gov/procurement/PubDocuments/SAVE-members.pdf>

1.12 QUESTION: Are the required forms available in Word or Excel format?

RESPONSE: Yes.

1.13 QUESTION: Section 2.3 suggests a specific order for the forms to be submitted. Section 2.5 suggests a specific order of presentation of information, including the price form in 2.5.1.3. Can you please clarify whether all forms need to be submitted in the specific order or simply be submitted as part of the proposal?

RESPONSE: Section 2.3 refers to the preparation of your offer package. It requires the forms to be submitted in the specific order for ease in the evaluation process. Section 2.5 refers to the required submittals. Please arrange your responses according to the order presented in that section.

1.14 QUESTION: Can you let me know what authentication protocol you use for PeopleSoft security?

RESPONSE: The City of Glendale uses Active Directory (LDAP) for our user security/login for PeopleSoft.

1.15 QUESTION: How many people on your purchasing team would be running/managing bids & RFx?

RESPONSE: There will be five people in the purchasing team who will be running/managing bids/solicitations.

1.16 QUESTION: In reviewing the sample services agreement in RFP 16-34 for a Citywide eProcurement System we understand that this is just an example of the resultant contract but would like to clarify whether the following terms are negotiable by the City.

8.3 Indemnification - Will the City negotiate to define mutual indemnification?



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5.2 Payment:

- a. Will the City agree to an annual subscription fee (common for SaaS based solutions) paid annually upfront initially and on each anniversary date of the agreement?
- b. Will the City agree to an annual subscription fee paid monthly upfront initially and on an on-going monthly basis for the term of the agreement?
- c. Will the City agree to an upfront services mobilization fee to begin project services?

6.1 Termination for convenience - will the City agree that a contract could not be terminated for convenience during the defined contractual term?

RESPONSE: The City's Legal Department does not generally negotiate the Indemnification and Termination for Convenience languages. Our Legal Department will have to see the Offeror's proposed language prior to allowing any changes.

Also, paying fees up front is not preferred by the City.



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All other solicitation provisions, terms and conditions and scope of work shall remain the same. Offerors must acknowledge receipt and acceptance by returning this addendum with their proposal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____