



Town of Medley
Office of Capital Projects & Development Services

Date:	March 19, 2015
Subject:	RFP FOR INFORMATION SYSTEMS
Solicitation Number:	RFP 2015-002
OCPDS Number:	GA-0110
Opening Date / Time:	April 9, 2015 at 2:00 PM
ADDENDUM Number:	2

To all interested proposers:

The Town of Medley defines a solicitation "Addendum" as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g. Invitation for Bids, Request for Proposals or Request for Qualifications), including but not limited to questions and answers, which are considered a material part of the solicitation.

Please note the following update:

Addendum 1 does the following (**additions shown in bold and underlined**, ~~deletions strikethrough~~):

1. In Section 1. Proposal Information (Page 5) it revises Item 1.2, the Schedule of Events Table to change the ~~Mandatory Pre-proposal Conference~~ to be held on April 1 at **11:00 AM, to Non-mandatory, and providing for a call in number to participants unable to travel (teleconference access number to be emailed to all registered plan holders not later than 24 hours prior to the conference time).**
2. In Section 1. Proposal Information Item 1.8, Questions/Clarifications (Page 10) is revised to read as follows "Any question or clarification regarding this RFP or any content or technical questions should be ~~directed in writing to~~ **submitted by email addressed to bidinfo@townofmedley.com.**"
3. In Section 1. Proposal Information Item 1.9, Proposal Submissions (Page 11, second paragraph from the top) is revised to read as follows "Eight (8) copies of the proposal, and (2) copies of all supporting proposer documentation, **including a CD with copies of the proposal and supporting documents in PDF and native format,** should be sealed in a..."



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4. In Section 1. Proposal Information Item 1.9, Proposal Submissions (Page 11, fourth paragraph from the top) is revised to read as follows "Eight (8) copies of the Pricing Proposal, and (2) copies of all supporting proposer documentation, **including a CD with copies of the proposal and supporting documents in PDF and native format,** should be submitted in a separate, sealed envelope..."
5. Provides for the Proposal documents in native Word format (Attachment 2.1) to facilitate the preparation of Proposal responses. ***Please note that unauthorized changes to the Terms and Conditions of the Proposal may result in the disqualification of the Proposer.***
6. Provides for responses to Questions/Clarifications requested to date (RFI's) as follows:

Item	Question/Clarification	Response
2.1	What system are you currently using for Financials, Land Based Applications, and Utility Billing?	<i>For Financials we use Great Plains, for Land Based Utopia, and for Utilities Diamond.</i>
2.2	Pre-proposal conference time?	<i>The Pre-proposal Conference has been changed to Non-mandatory and the time remains the same (11:00 AM on April 1, 2015 at Town Hall)</i>
2.3	Is it possible to attend the Pre-proposal Conference via teleconference?	<i>YES. The Town will provide a teleconference access number via email to all registered plan-holders 24 hours prior start time.</i>
2.4	How many utility accounts do you have?	<i>The Town has approximately 1,300 Water & Sewer accounts, and 900 Stormwater Utility accounts</i>
2.5	Do you bill for electricity or natural gas?	<i>No electricity or natural gas accounts</i>



1.2 Schedule of Events.

The following table outlines the Town's scheduled calendar of major events related to the RFP distribution, proposal submission, evaluation, and selection processes. All times are stated in Eastern Standard Time.

Event	Description	Date	Added Date
1.	RFP Noticed or Advertised	March 9, 2015	<i>No change</i>
2.	Non-mandatory Mandatory Pre-Proposal Conference and Site Visit (11:00 AM)	April 1, 2015	"
3.	Deadline for submission of written questions (5:00 PM)	April 3, 2015	"
4.	Proposal Submission Deadline (2:00 PM)	April 9, 2015	"
5.	Evaluation and Recommendation of Top Ranked three (3) Proposers	April 23, 2015	"
6.	Council Approval of Selected Proposer and Award of Proposal	May 4, 2015	"

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the Request for Proposals (RFP) 2015-002, remain as originally written.

Thank you,

Jorge E. Corzo, PE CFM
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Town of Medley
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