



May 22, 2024

Solicitation Name
RFP #354-PD24-39
Addendum No. 1

The purpose of this addendum is to answer questions received during the open question and answer period. All other terms and conditions given in this Request for Proposals are in full force and effect.

QUESTIONS & ANSWERS

Vendor Question: can you clarify the number of references to be provided? Page 5 states, “A list of five (5) references...and the list shall include all similar contracts performed by the Proposer in the past three years” and Page 11 states, “Offeror must supply (3) three...references in that have been performed during the past (5) five years.”

Answer: Typographical error. Proposers are required to provide a list of three (3) references (including contact persons and telephone numbers) for which similar work has been performed. These references must reflect similar contracts performed by the Proposer within the past five (5) years.

Vendor Question: The RFP requests: “A list of five (5) references (including contact persons and telephone numbers) for which similar work has been performed shall be included, and the list shall include all similar contracts performed by the Proposer in the past three years.” Please clarify the information to be provided: Are we to provide 5 projects including information for a reference/contact, in addition to a list of all projects performed in the past three years (without information for a reference/contact)?

Answer: Proposers are required to provide a list of three (3) references (including contact persons and telephone numbers) for which similar work has been performed. These references must reflect similar contracts performed by the Proposer within the past five (5) years.

Vendor Question: There is no #3 (after 2. Corporate Background and Experience, it goes directly to 4. Project Understanding, Approach and Schedule).

Is this a matter of simple misnumbering, or is there supposed to be an Item 3? If so, what information do we need to provide?

Answer: Misnumbered.

Vendor Question: Does the Town have a schedule for when it would like the project to be completed?

Answer: We anticipate that awarded consultant has CAD vendor recommendations completed by early 2025.

Vendor Question: Does the Town have a budget for this project?

Answer: Prior to bidding the Town's cost estimates for public contracts are confidential. Budgets are not disclosed during an RFP solicitation.

Vendor Question: The RFP lists the following desired feature for the new CAD system: "CAD system must integrate with Records Management System (RMS) systems." Please confirm that the scope of work does not include specification/procurement of a new RMS. What RMS is currently used by each participating agency?

Answer: This project does not include needs assessment nor procurement of a new Records Management System (RMS).

We are currently in the process of adopting a new RMS system for the participating agencies. That RMS system has not been confirmed at this time.

Vendor Question: The RFP lists the following desired feature for the new CAD system: "Ability to collaborate with CAD in other jurisdictions, counties and other CAD vendors." Please confirm that the Town desires a stand-alone CAD system to support the designated agencies from the three communities, as opposed to an integrated CAD-2-CAD solution.

Answer: Yes, we seek a stand-alone CAD system to support the designated agencies in the RFP. We do have a unified CAD-2-CAD solution already in place.

Vendor Question: The RFP includes a form requesting three references. Are these separate from the five references requested in Section 2? Can these three references be the same as references included in Section 2?

Answer: These are the same references. Proposers are required to provide a list of three (3) references (including contact persons and telephone numbers) for which similar work has been performed. These references must reflect similar contracts performed by the Proposer within the past five (5) years.

Vendor Question: Will the awarded vendor be able to enter in mutual contract negotiations after award?

Answer: As noted in Section 2.4 Final Selection, Cary's standard terms and conditions as defined in the RFP will become part of the contract documents. If selected, a vendor will have an opportunity to enter contract negotiations; however, Cary's contract templates are vetted and compliant with its obligations as a municipality.