



ADDENDUM NUMBER 2

**REQUEST FOR PROPOSAL
CITY OF SANDY SPRINGS GENERAL GOVERNMENT SERVICES**

RFP # IS-FY19 INFORMATION SERVICES

**PROPOSALS DUE:
JANUARY 31, 2019 NO LATER THAN 2:00 P.M.**

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFP.

To All Prospective Offerors:

In reference to the RFP listed above, the following answers to questions, additions, deletions and changes are hereby incorporated into the Request for Proposal:

Questions:

1. Where can we find information about the Restricted Contracts mentioned at the pre-bid meeting?
Answer: [If by restricted, you are referring to the firewalled Information Services and Financial Services contracts, please see website for more information.](#)
2. Can the COSS provide the PowerPoint presentation from the pre-bid meeting? **Answer:** [No.](#)
3. Information Services Contract for Services document, Section J – Attachment 06, page J-6-1. Are we permitted to change the position titles listed on this table? **Answer:** [Yes.](#)
4. On the Information Services Task Order, page 3, Key Personnel is highlighted in red letters. Do you require these 3 Key Personnel to be listed? **Answer:** [Yes.](#) Are we permitted to propose other positions that we feel are key personnel? **Answer:** [Yes.](#)
5. Are there any segments of the city's network that do not fall under the direct management of the Information Services contract? **Answer:** [The Public Works department utilizes a TMC network where they connect to the Georgia Department of Transportation \(GDOT\) and other agencies. This network is not managed by the Information Services contractor.](#)

6. It is understood that per-site personnel allocation is dependent upon the workload; the question is, are there any standing requirements for personnel to work at sites other than City Hall? **Answer:** [There is a standing requirement for the satellite City office located at the previous City Hall addresses where the City's Municipal Court and Police Department are located.](#)
7. Does the IT Department have a capital expenditures account to adequately plan for and execute projects and purchases that are larger in scale? **Answer:** [Yes. Projects are approved and funded as part of the annual budget.](#)
8. How can we obtain copies of the current contracts? **Answer:** [The current contracts have been revised and are not relevant to this procurement.](#)
9. What is the current pay rate per position? **Answer:** [Please use the link below to access the most recent fiscal years task orders from the June 19, 2018 Mayor and Council meeting to see the current pay rates per position.](#)

<http://www.sandyspringsga.gov/Home/Components/MeetingsManager/MeetingAgenda/HtmlView/?id=4749&published=True&includeTrash=False>

10. On the current contract, how many vendors were awarded? **Answer:** [Multiple qualified vendors were awarded contracts but only one task order was awarded per work package.](#)
11. Companies without OSHA violations, how do you want it addressed in the bid package? **Answer:** [A statement that there were no OSHA violations should be included in that section of the bid package.](#)
12. Regarding Key Personnel resumes -- If a Key Person has been with our firm for more than five years, are we correct in assuming that we would not need to provide the information requested in Attachment L-1 part 9? Part 9 reads as follows:

Previous positions (last five (5) years)
 - a. Firm and period of employment
 - b. Significant experience
 - c. Number and type of employees supervised
 - d. Specific projects
 - e. Immediate supervisor's name, address, telephone number and employer (indicate if supervisor may be contacted)
 - f. Provide two (2) customer references, including address and telephone number

Answer: [The information requested should be provided even if it is for experience with your firm.](#)

13. For a Key Person who has not been with our firm for at least five years, are we to include two customer references for the overall resume, or is Sandy Springs requesting two customer references for each of the previous positions over the last 5 years? **Answer:** [Two customer references for each of the previous positions over the last five years.](#)
14. Regarding the Fee Proposals -- We understand that we are to provide a stand-alone staffing and fee proposal for each department that we are proposing on and we will do so. However, when considering proposing on more than one department should we see an opportunity to create efficiency, if we were to be awarded more than one department would the City want to see that proposal? **Answer:** [No.](#) If so, will the City describe how it wishes to receive that proposal? **Answer:** [N/A](#)

I hereby acknowledge receipt of Addendum Number 2 for RFP #IS-FY19 City of Sandy Springs General Government Services Information Services and have incorporated the changes into my response for the above mentioned Request for Proposal.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: ____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____