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County Manager

ADDENDUM #1
RFP# 2021-0089-PW/KE
CAPITAL AND PROJECT MANAGEMENT
SOFTWARE PROGRAM

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

CLARIFICATION:

This is a qualification based Request for Proposal. Santa Fe County is not looking for you to provide a solution or software at this time. The evaluation committee will evaluate each proposal on how well each proposal answers the evaluation questions on page 22 using the criteria provided on page 5 in the Scope of work. Pricing is not part of the requirement at this time.

1. Does this RFP require vendors to be registered with the County?

ANSWER: No.

2. Dropbox submittal. Are hard copies required? Is there a certain labeling required? Should we follow up with hard copies?

ANSWER: No. The Dropbox file name should include your company name and the RFP number. Please do not submit hard copies if you have already submitted through the Dropbox. If submitting responses electronically via Dropbox, only one copy should be submitted.

3. Page requirements: Double-sided documents are required and there is a limit of 15 pages. Does this afford respondents 15 double sided pages for their response?

ANSWER: The number of pages required are 15. Other information such as resumes can be added in the appendix. The response to the Specifications cannot exceed 7.5 pages double-sided for a total of 15 pages. (See Item C on page 20.)

4. Is the County expecting pricing to be included in the response?

ANSWER: This is a qualification based RFP, please do not include pricing at this time.

5. Are contractors required to procure the necessary insurance before submitting a proposal and receiving a contract?

ANSWER: Yes, as indicated in the RFP on page 20 a copy of your insurance certificate is one of the documents required.

6. How flexible is Santa Fe County regarding exceptions to the sample contract agreement?

ANSWER: The Offeror must include any exceptions in their transmittal letter, before they will be considered by the County Attorney.

7. What is the anticipated number of internal and external users?

ANSWER: The anticipated number of users, internal and external is 50, all though we would revisit this with the selected Company.

8. How many different divisions/departments will require implementation and training?

ANSWER: We anticipate 11 or 12 initial divisions/departments will require implementation and training. The County will identify super-user(s) that can support additional training needs.

9. Will the intended uses have subscriptions of Microsoft Office 365? Is Microsoft Teams in current or intended use? Is Microsoft SharePoint in current use?

ANSWER: This will be addressed with the Offerors that are shortlisted.

10. Is the County using any type of project scheduling software (Primavera P6, Microsoft Project, etc.)?

ANSWER: No.

11. What tools have been reviewed formally or informally for this new function?

ANSWER: This will be addressed with the Offerors that are shortlisted.

12. Please describe in more detail about your asset management needs.

ANSWER: This will be addressed with the Offerors that are shortlisted.

13. How would you estimate the organization's project management capability maturity (Level 1: initial/ad hoc; Level 2: managed/repeatable; Level 3: defined; Level 4: quantitatively managed; Level 5: optimizing)?

ANSWER: This will be addressed with the Offerors that are shortlisted.

14. Is resource over allocation resolution needed?

ANSWER: This will be addressed with the Offerors that are shortlisted.

15. Describe the current Operating environment of the County's deployment of the Central Square/Superion software? How does the County use the software as a public interface, what modules and or features are used by the County?

ANSWER: IBM iSeries platform with a DB2 back-end. Modules include GMBA, Accounts Receivable, Purchasing & Inventory, Payroll/Personnel, Planning and Zoning, Tax Billing and Land Management. We utilize Web Enablement and Fusion Web Services to facilitate integration, as well as file uploads to third-party vendors.

16. What are the expected data, variables, views and/or workflows has the county designed for the interface between the two integrations, Central Square/Superion, Kronos) and the operational future state represented by the goals of the RFP? Have current state/future state logic diagrams, or other methods of documentation, been completed for this expected interface?

ANSWER: This will be addressed with the Offerors that are shortlisted.

17. How much does Santa Fe invest annually in its CIP related to this RFP?

ANSWER: Cost is unknown and is not relevant at this phase of the RFP.

18. How many portfolios are used for planning, evaluating, funding, prioritizing, constructing and analyzing projects?

ANSWER: This will be addressed with the Offerors that are shortlisted.

19. Is the intention of the Public Portal to collect unsolicited Project Candidates from unregistered or registered users? Will this portal interface with Central Square? Does the County have details on the specifications per feature and functionality of this Portal?

ANSWER: This will be addressed with the Offerors that are shortlisted.

20. What is the Capital spend per a year?

ANSWER: This will be addressed with the Offerors that are shortlisted.

21. To what degree is the county requiring a solution that has already been customized versus one that is customizable?

ANSWER: The County is seeking a system that will meet their needs.

22. Is there a specific need date for implementation to be completed in order to support the annual capital planning process?

ANSWER: Offeror should provide a schedule of implementation. (See V. B. 3, page 22).

23. Can you provide a brief summary of how the county has prioritized and selected projects in the past?

ANSWER: The County has an internal evaluation tool that follow the County's four strategic goals.

24. Does the County plan to utilize federal funds or federal grants in the procurement of services or goods under any contract resulting from this RFP?

ANSWER: Yes, federal and grant funding is possible, the County utilizes all different funding sources.

Please add this Addendum #1 to the original proposal documents and refer to proposal documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect.

Offerors are reminded that any questions or need for clarification must be addressed to Karen K. Emery, Senior Procurement Specialist at kkemery@santafecountynm.gov.