

EMERALD COAST UTILITIES AUTHORITY
BID 2014 01
RFP INFORMATION TECHNOLOGY
STRATEGIC MASTER PLAN
MARCH 26, 2014

ADDENDUM NUMBER 1

Prospective Bidders:

This addendum is to notify you of questions that have been received relative to this bid and the answers that have been given. There is also an addition of a new section at the end of this addendum.

1. We understand that a 5-year master plan is the main deliverable out of this contract. What is the desired timeframe for submitting this deliverable?

ECUA hopes that the product will be delivered by the start of the 2015 fiscal year (October 1, 2014). Each vendor should provide a project time line starting at the award of bid.

2. Is there a requirement that the resource(s) working on this be fully onsite or is there an option for making onsite visits as needed and performing the rest of the work offsite?

There is no requirement or expectation that the resource(s) working on this project be fully onsite.

3. What is your budget for this bid?

This project was a recommendation of a management audit and has not been budgeted. Monies will be allocated from our operating contingencies.

4. Is the bid issued under the new State Term Contract?

No, this RFP is not in any way connected to the State Term Contract.

5. Can we participate in a partial bid?

You can take exception and bid on any piece you would like.

6. Can we partner with anyone else?

Yes, but there must be one primary partner that is responsible for the project.

7. When should we submit a rough draft and when would the ECUA Board meeting happen?

Will you be sending any prior meeting notification emails?

The ECUA Board meeting generally happens on the fourth Thursday of the month. Each vendor should provide a project time line starting at the award of bid.

8. Is the rough draft due on May 1st or is that the due date for the final version?

Responses to RFP 2014 01 are due back to ECUA before 2:00 p.m., local time, May 1, 2014.

9. Item 5 Proposal Authorization of the Instruction to Proposers states, "All proposals must be submitted on the form provided by the Emerald Coast utilities Authority and must be signed by an authorized representative of the company placing the proposal. One complete set of RFP forms will be furnished each company interested in responding". Are the forms available at this time?

Strike Item 5 - Forms are not applicable for this RFP

~~5. PROPOSAL AUTHORIZATION:~~

~~ALL PROPOSALS MUST BE SUBMITTED ON THE FORM PROVIDED BY THE EMERALD COAST UTILITIES AUTHORITY AND MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY PLACING THE PROPOSAL. ONE COMPLETE SET OF RFP FORMS WILL BE FURNISHED EACH COMPANY INTERESTED IN RESPONDING.~~

10. Section 2.1 of the Request for Proposals, 2014 Information Technology Strategic Master Plan, states, "Implementation of recommendations included in the strategic master plan will be conducted in accordance with the ECUA's purchasing policies and procedures, to include subsequent request for proposals or bids as applicable". In order to ensure our proposal for the master plan meets the requirements of the ECUA's purchasing policies and procedures; would it be possible to obtain a copy of the ECUA purchasing policies and procedures?

Please refer to the ECUA website, www.ecua.fl.gov, under the tab Doing Business with ECUA. Clicking on the Vendors section will bring you to the Vendor's Guide which has many of the purchasing guidelines listed.

11. Will vendors responding to this RFP be allowed to bid on future bids related to this RFP?

Because of the generic nature expected of the responses from this RFP, there should be no reason that the vendors responding to this RFP should not be able to bid on future bids related to this RFP.

Addition of new Section:

Section 2.3.15 Recommendations on Financial Audit Comments – After reviewing the current 2013 ECUA financial audit, the Consultant is expected to make general recommendations with the objective of satisfying comments.

If you have any questions, please email me at amy.williamson@ecua.fl.gov.

Regards,

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Senior Purchasing Agent