

EMERALD COAST UTILITIES AUTHORITY
BID 2014 01
RFP INFORMATION TECHNOLOGY
STRATEGIC MASTER PLAN
April 14, 2014

ADDENDUM NUMBER 2

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. No other questions will be answered prior to receipt of the proposals.

1. The Risk Management Policy and Standards for Agreements, Contracts and Leases defines Other Party as “any subsidiaries or affiliates, officers, employees, volunteers, representatives, agents, contractors, and subcontractors.” This attachment goes on to state under Payment on Behalf of Organization that, “The Other Party agrees to pay on behalf of the Organization all claims described in the above "Hold Harmless" paragraph, and to pay the reasonable costs and fees of the attorneys selected by the Organization, at trial and on appeal, to defend the Organization and its officers and employees against such claims.” **Question:** What does this attachment actually mean? Are our employees required to buy and maintain insurance to cover the ECUA? Please provide a detailed explanation of this entire requirement and its impact on our employees.

It simply means and refers to them “Other Party” providing a defense and cost of that defense to ECUA for claims against ECUA related to their actions or negligence as it relates to their operation and carrying out the contract. It is standard contract language.

2. The question we have is regarding the duration and timing of the execution of the project referenced by the RFP. The RFP specifies the preparation of a Strategic Master Plan. We are interested to know if you have some expectation or internal requirement for completion of the plan by a certain date. If so we may need to adjust our approach to ensure sufficient resources are engaged.

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.

3. Discussion: In Section 3.2.3, Bidders are asked to provide financial statements as part of the proposal response. Then, in Section 1.5 proposed are encouraged to avoid including trade secret information in the proposal. Section 1.5 further states that cost or pricing information is not considered a “trade secret” and the proposal will be opened publically. However, as a

small, privately-held company, we consider our financial statements company confidential and proprietary.

- a. Will ECUA consider allowing bidders to provide financial statements that will not become available to the Public?

Financial statements of a prospective bidder or proposer are exempt from Florida's public records law.

- b. Are bidders allowed to take exception to making the financial statements available to the public?

Yes; however, these statements are already exempt from Florida's public records law.

- c. Will the entire proposal become public or only the extended prices?

All portions of the proposal not specifically exempted from Florida's public records law become available after the award has been made.

4. Discussion: Section 3.2.6 Cost Proposal states, "Propose an all-inclusive, not to exceed cost estimate for the engagement." **Question:** Please describe your "not to exceed" pricing methodology.

The ECUA is looking for a fixed and firm price to complete the project. If bidder is proposing a per unit price then they must also submit the number of units for the project so that ECUA staff can calculate a fixed cost.

5. Discussion: Amendment 1 adds section 2.3.15 that states, "After reviewing the current 2013 ECUA financial audit, the Consultant is expected to make general recommendations with the objective of satisfying comments." **Question:** Does this mean that the Consultant is expected to make general recommendations to satisfy all audit comments or only those pertaining to IT?

The consultant is expected to make general recommendations of satisfying comments pertaining to I.T.

6. Discussion: In Amendment 1, bidders were directed to the Vendor's Guide to Doing Business with Emerald Coast Utilities Authority. Item 8 under Helpful Tips on Doing Business with ECUA, page 8, instructs the bidder to sign all amendments and include with bid response; however, the RFP does not include this guidance. **Question:** Is the bidder required to include signed amendments in the bid package?

No, acknowledgement of the amendments will suffice,

7. What apps/tools do you have onsite to provide information on IT hardware/software/configuration for resources (SolarWinds, Microsoft SCCM, storage tools, network tools, network security tools, etc.)?

We have a variety of tools that are used for a variety of purposes. The two primary applications we use are Enterasys Netsight Manager and Hyena.

8. Please provide the make/model of your telephone PBX system.

Siemens HiPath 4000

9. Please provide any asset inventory of network and network security hardware and software that you can provide? A full inventory of assets can be provided upon award of the bid.

Current network hardware/software assets include products from Symantec, Enterasys (Extreme), Cisco, Barracuda, and Smoothwall.

10. Can you share a list of Server and Enterprise Applications (including any current Help Desk or Reporting Applications)?

The primary applications in use are Sungard's HTE and ERSI's GIS products. For reporting, particularly custom and one off reports, COGNOS is the primary application used. There are other applications used within the organization, but those above are the primary applications used.

11. Will we be allowed to interview more than 1 person per group, specifically IT?

Representatives from each of the 13 departments will be designated by the Department Directors' and will consist of managers, supervisors, and key employees who deal with technology.

12. Pertaining to Section 2.3.15 (Recommendations on Financial Audit Comments), are these recommendations to be made regarding IT comments in the Audit or Overall Financial Comments not specifically related to IT?

The consultant is expected to make general recommendations of satisfying comments pertaining to I.T.

Thank you for your interest in ECUA's RFP.

Regards,

Amy Williamson, CPPB, FCCM
Senior Purchasing Agent