

City of Seattle Request for Proposal # ITD-170017  
Addendum

**Dated: 01/27/2017**

The following is additional information regarding Request for Proposal # ITD-170017, titled "Consolidation and Integration Plan for the Applications Division Organization & Project Management Office Organization" released on 01/23/2017. The due date and time for responses will remain as 02/03/2017 @ 2:00PM (Pacific). This addendum includes both questions from prospective proposers and the City's answers, and revisions to the RFP. This addendum is hereby made part of the RFP and therefore, the information contained herein shall be taken into consideration when preparing and submitting a proposal.

Item #	Date Received	Date Answered	Vendor's Question	City's Answer	RFP Revisions
1	1/24/17	1/27/17	Can proposals be submitted in bound formats other than 3-ring binders, for example with Spiral/Coil Binding or Comb Binding	Yes, other types of binding are acceptable.	None.
2	1/24/17	1/27/17	What expenses does the City foresee might be incurred beyond the hourly rate of the consultant(s)? Is there any expectation that the contracted firm will provide any materials or equipment that will be charged back to the City?	None, no.	None.
3	1/24/17	1/27/17	Can a firm submit a team who will work together to deliver on a scope of work (i.e. a prime consultant leading other SMEs – working as a "consulting team"), or does the City require that the entire scope be performed by a single individual covering all needs ("staff augmentation")?	Yes, team is fine.	None.
4	1/24/17	1/27/17	Can a firm submit more than one candidate for the role if only a single resource will be engaged in "staff augmentation" mode?	Yes.	None.
5	1/24/17	1/27/17	With four days between the close of the question submittal period and the proposal deadline, when will the final Q&A document with answers to the submitted questions be published?	The questions will be answered in an addendum on an ongoing basis. Questions will be answered as quickly as possible. Please check the website that the RFP is located for the latest Addendum.	None.
6	1/24/17	1/27/17	Given that the proposal requests fixed price bids and the desired project	We would negotiate a change based upon modifications to scope or issues	None.

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			timeline is somewhat aggressive, how would the contract address unknown factors causing the project to extend beyond April 30?	caused by City of Seattle.	
7	1/24/17	1/27/17	Can experience successfully executing these deliverables with non-profits, or with public utilities be substituted for working with public agencies if the firm / resource has other project management experience with public agencies?	Non-profits cannot be substituted. Public utilities yes.	None.
8	1/26/17	1/27/17	What (if anything) is driving the tight turnaround time for proposal responses?	Nothing is driving the tight turnaround; the City is excited to get started.	None.
9	1/26/17	1/27/17	Would the City be willing to extend the proposal submission due date back one week?	Unfortunately, no.	None.
10	1/26/17	1/27/17	What are the overlaps between this RFP's scope of work and the scope of work performed for the RFP #SIT-160105 released back in June 2016?	The prior RFP was to define the processes and develop the operating model for Business Relationship Management and Project Portfolio Management. This RFP is initiated to integrate the applications and the Project Management Office teams while developing an operating model for Applications.	None.
11	1/26/17	1/27/17	Would the winner of this work be excluded from any managed services work going forward?	No.	None.