

ADDENDUM NO. 1

NAME: TNH080- 2015- Consulting Services, DoITT

DATE: June 26, 2015

TO: All Prospective Proposers

The “ADDENDUM NO. 1 RECEIPT ACKNOWLEDGEMENT FORM” on the last page of this Addendum No. 1 must be signed and dated in the spaces provided and submitted with your Proposal. All Proposers must submit this form with its Proposal regardless of the content contained in each Addendum.

This addendum is being issued to answer questions submitted by potential responders:

Questions/Answers:

- 1- When the Town requests consulting services, as per the Statement of Work in the RFP, is there a specific time requirement for vendor’s resource to begin performing the requested work (i.e. 5 days, 2 weeks, etc.)?

Answer: It depends on the project and on situation. If it is a planned project, time can be extended. If it is an emergency, then the time may be hours or days.

- 2- Are these consulting services currently being provided by an incumbent firm or firms?

Answer: No.

- 3- For the previous year, how many hours of consulting services were required for each of the five essential technology functions?

Answer: All work other than high level networking (CISCO) work was performed in-house. The hours for this function is estimated at 40 hours.

- 4- Were the majority of services required on-site or remotely? During normal business hours or after hours?

Answer: In a perfect world most work would be performed during normal business or after hours. Unfortunately Networks have a mind of their own and services may be required at any time.

- 5- Will you consider a vendor who can provide one or more of the identified five essential technology functions, or will you only consider vendors who can provide all five functions?

Answer: Vendors will be selected based on skillsets. A vendor may only apply to one or all. However, a vendor may only be selected for the ones the Town feels are the strongest skillset.

- 6- What is the anticipated spend for the duration of the contract?

Answer: The Town does not have an estimate.

7- How many vendors does the Town intend to pre-qualify from this RFP?

Answer: The answer depends on the qualifications on the vendors.

8- Could you add us to the list of prospective bidders?

Answer: This question is not germane to this RFP.

9- We would appreciate if you could share with us the average (based on past few years) budget spent or anticipated expense in absence of actuals on the IT activities which you are soliciting a bid proposal for.

Answer: Prior year work has no bearing on future projects. We are going to look to vendors to offer recommendations on improvements and help create IT projects.

10- A breakdown of past 3 year average amount spent will greatly help us prepare our bid proposal. We have attached a sample spreadsheet for your reference.

Answer: Prior year work has no bearing on future projects. We are going to look to vendors to offer recommendations on improvements and help create IT projects

ADDENDUM NO.1 RECEIPT ACKNOWLEDGEMENT FORM

TNH080-2015- Consulting Services, DoITT

By signing this Acknowledgement and submitting same with its Proposal submission, the undersigned Proposer acknowledges receipt of this Addendum No. 1. Proposer further acknowledges that it has read and reviewed the information contained herein, understands same, and that its questions, if any presented, have been answered satisfactorily. Proposer agrees that it shall incorporate/consider the information contained in this Addendum No. 1 in preparing and providing its proposal price. In addition, this Addendum No.1 Receipt Acknowledgement Form must be signed and dated and attached to the proposal submittal.

Signature: _____

Company Name: _____

Proposer Acknowledgement Date: _____

Print & Sign Company Principal Name & Title: _____
