



CITY OF SUFFOLK

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ADDENDUM NO. 2

City of Suffolk
RFP #15075-JS
March 30, 2015

Purchasing Division
442 Market Street, Room 1086
Suffolk, VA 23434-5237
Phone: (757) 514-7520 / Fax: (757) 514-7524
<http://www.suffolkva.us/purchasing>

The Request for Proposal (RFP) for ERP Consulting Services has been amended as follows:

The following questions and answers are incorporated in the RFP:

Q1: Do we need to submit resumes for the positions we offer to the City?

A1: For the purposes of responding to this RFP, the City desires a job description of positions offered by the offeror. Once a contract is executed, if the City requests a temporary employee, a resume may be required for the specific position to be filled. Offerors shall submit resumes for the vendor's employees who will be managing the City's account.

Q2: Does the hourly rate for every position include travel, food, etc.?

A2: Yes.

Q3: Do we need to provide a detailed description of the similar services we have provided, along with the references?

A3: As stated in the RFP, the proposal will be evaluated on quality of prior work and the firm's demonstrated capacity to provide the services, including references.

Q4: Do we need to submit any Past Performance? If yes, how many?

A4: The offeror shall provide at least five references and address the evaluation criteria as stated on page 10 of the RFP.

Q5: Do we need to submit to volumes 1) Proposal Response 2) Quality Control Program?

A5: The offeror will submit a proposal that conforms to the requirements in the RFP, including quality control.

Q6: Are there any formatting or page limitations associated with the proposal response?

A6: There are no page limitations. If the proposal is especially large, the offeror may wish to send the proposal in separate emails. However, all sections must be received by the time and date stated in the RFP. ZIP files are not accepted.

Contract Officer:


Jay Smigielski, Purchasing Agent

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent at jsmigielski@suffolkva.us

It is the responsibility of the offeror to ensure that they have read and incorporate all addendums in their proposal.