



CITY OF SUFFOLK

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ADDENDUM NO. 1

City of Suffolk
RFP #15087A-CN
April 2, 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 Consultants to provide a Cost Allocation Plan has been amended as follows:

The following questions and answers are incorporated in the RFP:

Section 9.0 Paragraph D.1. (Page 9)

"Submit descriptive statement on firm's software package relating to its ability to perform cost allocation, cost allocation techniques, and form of output. In addition, specify firm's willingness to share this system with the City and provide a list of all clients who currently use the system on this basis".

Q1: Please clarify the second part of this requirement. Is the City requesting use of our proprietary cost allocation software application or purchase of said system? Is the City requesting a list of current clients holding licenses for our software?

A1: The City provides the pertinent information to the consultant. The consultant inputs the information into their software and forwards to the City a completed cost allocation plan a few months later. The City does not plan to purchase any software. The City does not anticipate a need to directly use the vendors cost allocation software. The City does not require a list of current clients holding licenses for software, but does require a list of clients as specified in paragraph B(2.) on page 9.

Section 9.0 Paragraph D.2. (Page 9)

"Submit information on at least one (1) City's Cost Allocation Plan prepared using your firm's computer software package and a copy of the user manual provided to clients".

Q2: Please clarify this requirement. Based on our review of the RFP, it appears the City is interested in our consulting services rather than purchasing our proprietary cost plan,

however the items in Section D. imply the use or possibly the purchase of software. Is the City requesting a single computer software client reference? Is the City requesting a sample cost allocation plan created using our software? Or is the City requesting a list of clients for which our employees use our software to prepare a cost allocation plan? Additionally, the RFP requests a copy of our software's user manual. May we inquire to what purpose this is being requested?

A2: The City does not intend to purchase software. It is interested only in the offeror assembling the cost allocation plan. The City requests a sample cost allocation plan created using the offeror's software to review. A copy of the software's user manual is no longer requested or required.

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.