



CITY OF SUFFOLK

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ADDENDUM NO. 1

City of Suffolk
RFP #16014-JS
September 15, 2015

Purchasing Division
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Suffolk, VA 23434-5237
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The Request for Proposal (RFP) for PCI Evaluations for the Department of Information Technology has been amended as follows:

The following questions and answers are incorporated in the RFP:

- Q1: Has the City of Suffolk already purchased the PCI software and executed a purchase contract?
- A1: Yes
- Q2: If so, what modules did the City purchase?
- A2: PCI Billing and Tax Collection
- Q3: What is the target date for the completion of the PCI implementation?
- A3: January 2016
- Q4: During the purchase, did the City document its functional requirements on a detailed checklist and evaluate the PCI software against that list? If so, approximately how many discrete requirements were identified?
- A4: Unknown
- Q5: Has a preliminary Project Plan been developed? If so, who prepared it? Has the City assigned an in-house Project Manager?
- A5: Yes.
- Q6: Is PCI, LLC managing the implementation, or are they relying on a third-party, implementation partner?

- A6: PCI is managing the implementation.
- Q7: What implementation steps have been taken, if any?
- A7: System is partially implemented (cashiering for non-receivables and miscellaneous billing).
- Q8: How many individuals are employed within the Commissioner's Office?
- A8: There are 14 individuals employed in the Commissioner of the Revenue Office.
- Q9: Page 4 of the RFP states that the City is not expecting the Offeror to develop an implementation plan. However, page 5 states that the deliverables include an Implementation Plan, a Statement of Work, Training Program, Test Plans, and a systems Acceptance Plan, including Data Conversion and final Acceptance Test and evaluation. Typically, these are elements of an Implementation Plan. Usually, the software vendor and the buying organization jointly develop these items. Please clarify these statements.
- A9: The successful offeror will act as oversight for the total project assuring that ALL of the necessary steps have been taken for successful implementation.
- Q10: We assume that the following statements in Section 5, Scope of Services, are referring to **only the implementation phases of the evaluation**. Is this true?
- Establish an initial scoping and planning period.
 - Create a work plan that identifies and describes the work to be performed at all levels of detail including implementation phases, activities and tasks.
 - Define roles and responsibilities for all participants, including Steering Committee Identify City resources needed for successful implementation.
 - Reassess and evaluate business case for implementation. Make recommendations for improvements as appropriate.
 - The services performed under this contract will be performed in accordance with the Statement for Consulting Services (SSCS) issued by the American Institute of Certified Public Accountants (AIGPA)."
- A10: The duties of the winning offeror will be assure that the items in Section 5 are adhered to and properly executed.
- Q11: The following services from Section 5, Scope of Services, appear to be software implementation tasks and not part of a typical evaluation. Therefore, we believe they are out of scope for the PCI evaluation. Is this a correct understanding of these services?
- Establish a test environment and develop test scenarios and scripts, and assist in execution and evaluation of tests.
 - Evaluate, recommend and execute strategies for electronic interface between PCI and existing City systems. Specifically, those systems that directly or indirectly affect City revenues and expenditures. Identify risk exposures and make recommendations for minimizing such exposures."

A11: See answer to Question A10.

Q12: Is the City intending to have the winning evaluation services Offeror also provide Project Management services through the implementation?

A12: No.

Q13: Is the City hosting the software on premises, or is PCI hosting the software?

A13: On premises

Q14: Do you require the winning Offeror to hold a COBIT-5 certification?

A14: It is not required, but knowledge and/or certification would be a plus.

Q15: Does the City intend to undergo a COBIT-5 audit, following the implementation of the PCI software?

A15: No.

Q16: Has the PCI, LLC software ever been subjected to a COBIT-5 audit?

A16: No.

Q17: The COBIT-5 framework and the sanctioning organization, ISACA, are well-established outgrowths of the public accounting community. Does the City prefer to have this evaluation engagement performed by a public accounting firm?

A17: No preference.

Q18: What is the budget for the project.

A18: The prices offered in the proposals will determine the budget.

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 met the specifications of all addendums in their proposal.