



# CITY OF SUFFOLK

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## ADDENDUM NO. 2

City of Suffolk  
RFP #16014-JS  
September 21, 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:

### Page 1

### DELETE

Proposal Closing Date: 3:00 p.m., September 24, 2016

### REPLACE WITH:

Proposal Closing Date: 3:00 p.m., September 24, 2015

### The following questions and answers are incorporated in the RFP:

Q1: Section 1: The RFP requests that the selected consultant “evaluate PCI software including the use of Information Technology General Controls (ITGC) and System Development Life Cycle (SDLC) controls.” Does the City desire that the consultant evaluate the software with respect to these controls, PCI’s use of these controls in developing the software, or both?

A1: Both

Q2: 3. Section 5: The RFP requests that selected consultant “ensure that the PCI system is fully compatible with existing systems, compliant with federal, state and local statutes, and adheres to the City’s goals and requirements.” Would the City please:

a. Elaborate on its goals and requirements

The implementation of the City's billing and collection of tax revenues

b. Specify which statutes its system must be compliant with

The PCI system must integrate with Vision, the City's property assessment system and New World, the City's financial system.

Q3: Section 5.C: Does the City have a Steering Committee in place or does it desire that the selected consultant help it establish one?

A3: Steering Committee is already established.

Q4: Section 5.E: Can the City provide the formal business case for its implementation?

A4: No

Q5: Section 5.F: Can the City elaborate on the selected consultant's role in testing and development of test scenarios and scripts?

A5: The selected vendor will review the current test plans and make recommendations for improving them to assure a smooth and accurate cutover.

Q6: Section 6.B: Section 5 states "This is not an implementation plan." However, an Implementation Plan is listed as a desired deliverable. Can the City please explain?

A6: The implementation has already begun. The selected vendor will be required to assure the City that the implementation proceeds following standard requirements.

Q7: Section 6.C: Does the City expect that the selected consultant will develop a training plan or evaluate and make recommendations for improving an existing training plan provided by PCI?

A7: The selected vendor will evaluate and make recommendations for improving the plan provided by PCI.

Q8: Does the City desire that the consultant develop recommendations for improvements to the software, the implementation approach, or both?

A8: The implementation approach only.

Q9: Can the City elaborate on the process used to select the PCI system and the business drivers behind this project?

A9: The selection process is unknown.

Q10: What is the City's implementation timeline and at what point in the project is it now? Has implementation begun?

A10: A new implementation plan is being determined by the City and PCI. The project is about 60% complete. Yes, the implementation has already begun.

Q11: Does the City have documented goals and requirements for the PCI system or should this be included in the offeror's PCI implementation assessment?

A11: The goals and requirements are already documented.

Q12: What is the City's timeline for completing the implementation of the PCI system?

A12: The target date for completion is January 2016. Other dates are TBD.


Q13: Is the City seeking information system security assessments as part of the testing and evaluation of the PCI system?

A13: No. The City is looking to confirm that the user security of the PCI is described in the plan and implemented as described.

Q14: Is the offeror responsible for developing an electronic interface to integrate PCI and existing systems' data?

A14: No

Contract Officer:

  
Jay Smigielski, Purchasing Agent

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