



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

August 2, 2016

ADDENDUM #3

RFP No.:0349

Receipt Date: August 12, 2016

For: Provide Computer services for the MIS and GIS Divisions of the Electronic Information Systems Department for Jefferson Parish

CLARIFICATIONS:

1. What is the total Budget of this RFP?

Answer: *The past contract that resulted from this RFP was capped at an amount not to exceed \$1.7 million.*

2. Is it a single or multiple awards?

Answer: *The requesting department wishes for a single award; however the Council has purview in awarding this contract to multiple vendors, which is unlikely but permissible.*

3. Is there any service provider of the same services in the past?

Answer: *Yes, see below.*

4. If yes then please share the details of the service provider along with the last year outlay?

Answer: *The current service provider is New Era Information Technologies. This entity obtained the contract in 2012. Further details regarding outlay can be obtained via public records request.*



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5. Is this a staff augmentation RFP?

Answer: *Yes this is a staff augmentation RFP.*

6. How do you define deliverables, are deliverables – block of hours of approved work by our staff?

Answer: *The contractor staff is assigned tasks and projects, which is compensated on an hourly basis.*

7. **Special Project:** There is a resource request for Special Projects. What is the notice period that would be given to Proposers to onboard these resources on such projects?

Answer: *Special projects are usually multiple or complex tasks requiring some time to complete. After adequate discussion, the vendor submits a scope of work, which is either approved, revised, or rejected. Certainly, adequate notice is involved in the process. Software application creation is not within the scope of the contract to be awarded.*

8. **Deliverables:** The successful proposer should provide a high level of expertise and should introduce innovative concepts to make parish operations more efficient. How will Jefferson Parish measure this deliverable?

Answer: *Innovative concepts presented in proposals submitted will be evaluated based on ability to simplify and speed processes, add functionality, and/or generate cost savings.*

9. **Transportation:** Would the customer provide / arrange all transportation required for resources to travel to any other location other than Joseph S. Yenni and General Government building?

Answer: *No, the vendor is obligated to provide own transportation. There is no travel reimbursement for daily tasks. If there is a need to fly in a resource, that would be negotiated as part of a scope of work.*



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10. **Performance Measurement / Evaluation:** In a typical staff augmentation project, the service provider will only provide skilled resources as requested in the RFP. However, transformation of the environment and introduction of new technology is something not expected of them, though they can be consulted for such transformation and innovation. How will the ownership of such things be handled in this project?

Answer: Please read the last paragraph of section 1.3. The parish owns any result of work produced by the vendor for which payment is made.

11. **Price:** The customer has requested price for the roles mentioned in the page number 26. However, when I read the description for each of these roles they are not fulfilling all the technologies needed to support the environment mentioned in the page number 3 of the RFP.

Answer: As in most organizations, technicians and programmers perform multiple duties. A server tech could also be expected to manage CommVault backup processes. As well, we have frequently used more than one of the types of techs or programmers listed on page 26. The Price Profile is intended to provide a method of comparison of cost for each proposal. It is not intended to determine the total cost of all work provided.

12. **Onshore/Offshore:** On the call today, it was mentioned that some resources can be offsite/offshore. What resources would Jefferson Parish require onsite versus offsite?

Answer: Referencing page 26, it is possible that remote support can be provided by all but a PC Tech (or PC Techs), however, that method of support has never been attempted here.



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13. Do all subcontractors (regardless of the amount of anticipated work) need to submit financial information? Or just the prime/lead for the bid?

Answer: *Only the primary contractors are required to submit their financial information.*

14. Can all corporate financial information be provided in a separate sealed envelope (not the Cost Proposal envelope) for confidentiality and records request purposes?

Answer: *Financial information will be scored as part of the technical evaluation. All information submitted is subject to Louisiana public records law. As an aside, Financial information is in large not protected from release under the public records law.*

15. Is there an estimate in either dollar terms or percentage – as to the amount of funds spent on the seven positions of support outlined in the RFP?

Answer: *No, Allocation of funding for needed positions would be at the discretion of the successful proposer.*

16. I understand there is no guarantee of hours but a general estimate of the current usage would very helpful to everyone. Even a guesstimate would be appreciated.

- Network and server Technician
- Microsoft Support Technician
- Server Technician
- PC Technician
- Oracle Database Technician
- Programmer/ Analyst
- Project Manager



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Answer: *The general estimate is clearly noted next to each position on page 26, Attachment "A" Price Profile.*

17. What is the named insured – name and address for the Insurance binder... Does the parish require being a named insured?

Answer: *Yes, the parish requirement is to be named the insured as follows:
THE PARISH OF JEFFERSON, ITS DISTRICTS, DEPARTMENTS AND
AGENCIES UNDER THE DIRECTION OF THE PARISH PRESIDENT AND
THE PARISH COUNCIL.*

➤ *Please list the department and their address and the RFP number.*

Sincerely,

Sidney Duffy

Ms. Sidney Duffy, Buyer II
Jefferson Parish Purchasing Department

RFP SUBMISSION:

Proposer must acknowledge all addenda on the signature page. Proposer acknowledges receipt of this addendum on the signature page by entering the number that has been assigned to this addendum

This addendum is a part of the contract documents and modifies the original RFP documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.