March 27, 2018

ADDENDUM No. One

SUBJECT:  RFP No. 18-002: SOFTWARE MAINTENANCE AND DEVELOPMENT ON-CALL SERVICES

The following questions have been received by the City regarding the above Request for Proposals:

1) Clarify if the team work can be conducted offsite or offshore?

City cannot dictate where the work takes place, however, all meetings will be held in person at City of Santa Ana- City Hall. Consultant shall be available from 7:00 a.m. to 5:00 p.m. (US Pacific Time), Monday through Friday and respond to City request within one business day.

2) What is the methodology for Application Development and Implementation?

A scope of work for each new application development will be established based on the City’s specific needs and workflow analysis. The Consultant shall analyse the City’s processes and make recommendations for the software application. The Consultant shall provide a cost proposal for the required work. City will issue a Notice to Proceed based on the approved scope and cost.

3) What is the suggested fee proposal format?

The fee proposal shall include a list of all positions and hourly rates required to perform the services described in Scope of Work. Fee must be inclusive of all costs, including but not limited to, direct and indirect cost for labor, overhead, incidental supplies, travel, mileage, and fuel. A more detailed scope of work will be provided when/if a specific project of task order proposal is requested of a consultant.
4) **What are the Fee Proposal requirements?**
A hard copy Fee Proposal shall be submitted concurrently with the technical proposal, but in a separately sealed envelope, clearly labeled as “Fee Proposal.” This shall include the firm’s Standard Hourly Fee Schedule. Refer to RFP Section III.B.3 Fee Proposal.

5) **For General Contract Terms and Agreement, is the not to exceed amount of $50,000 for each contract?**

Each Consultant will be awarded a Contract amount not to exceed $50,000; however, the aggregate amount per year for both firms cannot exceed $50,000 per year. Tasks orders will be assigned based on the Consultants availability and understanding of the work required.

6) **Can we include Public Agency and Private firm references?**

Yes, public agency references are highly desirable.

All other terms and conditions remain the same.

FOR THE CITY OF SANTA ANA

Edwin “William” Galván, P.E.
Acting Executive Director of Public Works