



592-2013 ADDENDUM 2

RFP FOR CONTENT MANAGEMENT AND AGENDA MANAGEMENT SOFTWARE TO REPLACE THE CITY'S REPORT INFORMATION SYSTEM (RIS) AND DECISION MAKING INFORMATION SYSTEM (DMIS)

ISSUED: February 27, 2014
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URGENT

PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE REQUEST FOR PROPOSAL

THIS ADDENDUM SHALL BE INCORPORATED INTO THE REQUEST FOR PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

Template Version: Ar20131129

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 9 of Form A: Proposal may render your Proposal non-responsive.

PART B – BIDDING PROCEDURES

REVISE: B21. EVALUATION OF PROPOSALS AS FOLLOWS:

B21. EVALUATION OF PROPOSALS

B21.1 Award of the Contract shall be based on the following evaluation criteria:

- (a) compliance by the Bidder with the requirements of the Request for Proposal or acceptable deviation therefrom: (pass/fail)
- (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B15: (pass/fail)
- (c) Form B: Prices 40%
- (d) Form N: Questionnaire 40%
- (e) **Experience of Bidder and the Subcontractors** 3 %
- (f) **Experience of Key Personnel Assigned to the Project** 7 %
- (g) **Work Schedule, Project Understanding and Methodology** 10%

B21.5 Further to B21.1(d), Form N: Questionnaire shall be evaluated considering the information submitted in response to B7.1 and **B13**.

B21.6 Further to B21.1(e), Experience of Bidder and the Subcontractors will be evaluated considering your firm's understanding of the City's Project, project management approach and team organization.

B21.7 Further to B21.1 (f), Experience of Key Personnel Assigned to the Project will be evaluated considering your firm's understanding of the City's Project, project management approach and team organization.

B21.8 Further to B21.1(g), Work Schedule, Project Understanding and Methodology will be evaluated considering the experience and qualifications of the Key Personnel and Subconsultant personnel on Projects of comparable size and complexity.

B21.8 Further to B13, Optional Live/On Demand Video Streaming and hosting option will be evaluated considering the Bidder's ability to comply with the requirements of the Project.

B21.9 Notwithstanding B21.1(d) to B21.1(g) where Bidders fail to provide a response to B7.1(a) to B7.2(c), the score of zero may be assigned to the incomplete part of the response.

- B21.10 If, in the sole opinion of the City, a Proposal does not achieve a pass rating for B21.1(a) and B21.1(b), the Proposal will be determined to be non-responsive and will not be further evaluated.
- B21.11 Proposals that do not achieve at least 60% of the available points in B21.1(d) and **B21.1(g)** may be determined to be non-responsive.