



**RECREATION AND PARK COMMISSION  
FOR THE PARISH OF EAST BATON ROUGE**

**Addendum No. 1  
Issued May 11, 2020  
Solicitation No. 199 – Project Management Services for Asset Management  
Software Implementation and Integration**

which is scheduled to open at 11:00 A.M. CT, May 27, 2020

BREC – Recreation and Park Commission for the Parish of East Baton Rouge

The following inquiries were received during the Inquiry Period for the above-referenced RFP and the clarification/responses are as follows:

Question #	Page #	Section   Subsection	Section Content for Clarification	Vendor Clarification/Question
1	4	1.5 Proposal Response Format C. Proposer Qualifications and Experience	History and background of Proposer, financial strength and stability, with related services to government entities existing customer satisfaction, demonstrated volume of merchants, etc.	Can BREC please further define the financial records required to demonstrate such “financial strength?” <i>Information demonstrating the Proposer’s financial strength would be financial statements, annual reports or similar data for the last three years.</i>
2	4	1.5 Proposal Response Format C. Proposer Qualifications and Experience	History and background of Proposer, financial strength and stability, with related services to government entities existing customer satisfaction, demonstrated volume of merchants, etc.	For the purpose of demonstrating “customer satisfaction,” will the BREC accept a number of references to be provided, and if so, how many? <b>3.</b>
3	19	2.6.2 Technical	Provision for customer service, including personnel assigned, toll-free number, and account inquiry, etc.	Will a local Baton Rouge 225 area code phone number suffice for the toll-free number requirement? <b>Yes.</b>

4	20	3.3 Disadvantaged Business Enterprise (DBE)	As such, if the proposer is a DBE, it should be explicitly stated within the proposal, describing how the firm meets criteria for being a DBE.	If the offeror will be subcontracting a portion of this work to a sub-contractor who is a DBE, will the offeror be able to score up the maximum allowed points (15)? <b>Maximum points will not be awarded, but partial points could potentially be awarded.</b>
5	4	1.5.1 Number of Response Copies	Each Proposer shall submit one (1) signed original response, marked original, one (1) electronic copy of the proposal (flash drive). Four (4) additional hard copies, marked copy of the proposal should be provided, as well as one (1) redacted copy marked redacted, if applicable (See Section 1.6).	In light of the circumstances surrounding the coronavirus pandemic, will BREC consider only requiring an electronic submission of proposals? <b>No.</b>
6	17	2.1 Scope of Work/Services	The project manager will also be responsible for working with BREC and applicable vendor resources to implement the project plan, keeping the implementation on time and on budget and meeting all project objectives established in the project plan. These services shall include, but not be limited to: Coordinate with appointed BREC staff to secure training rooms and work with BREC's Information Technology (IT) team to provision training rooms in advance.	Due to circumstances surrounding the coronavirus pandemic, will considerations be given for virtual training sessions and provisions for logistics therein? <b>Yes, the situation will be assessed continually and if necessary, trainings can be virtual.</b>
7	18	2.3 Price Schedule	Prices shall include delivery of all items F.O.B. destination.	What is F.O.B.? <b><i>A set of delivery terms that transfers the title of goods from the Seller to the Buyer when the goods are physically delivered to the</i></b>

				<i>Buyer. Destination also implies that the Seller pays the freight bill.</i>
<b>8</b>	18	2.5 Location	The project management services can be performed remotely with on-site visits as necessary. When on-site visits are required, they will include visits to the BREC Administrative Building and where necessary, visits to various parks and other BREC locations.	Are there any provisions to this requirement based on pandemic related circumstances? <b>Yes, the situation is being continually assessed and monitored, and there will be no unnecessary site visits.</b>
<b>9</b>	19	2.6.2 Technical	Information demonstrating the Proposer's financial stability (financial statements, annual reports, or similar data for the last three years).	Was this section intended to be part of section 2.6.1 Financial? <b>It is part of 2.6.2 Technical.</b>
<b>10</b>	20	3.3 Disadvantaged Business Enterprise (DBE)	As such, if the proposer is a DBE, it should be explicitly stated within the proposal, describing how the firm meets criteria for being a DBE.	If subcontractor is Hudson Initiative qualified, would this qualify as a DBE? <b>No.</b>
<b>11</b>	10	1.22 Use of Subcontractors	Proposers/Prospective Contractors are strongly encouraged to make positive efforts to utilize minority subcontractors for a portion of this project	If proposers subcontract to a DBE, do we receive the maximum 15 points for DBE? <b>By subcontracting to DBE's, proposers can receive partial points.</b> Is there a required participation goal (percentage) for subcontracting to DBEs to receive the 15 points? <b>By subcontracting to DBE's, proposers can receive partial points.</b>

12. Can the status of the contract with AssetWorks be confirmed? The RFP request assistance from the vendor project manager to create and finalize a project plan for the AssetWorks software implementation. Does this task include negotiating the Statement of Work with

AssetWorks or has the contract been executed? **The scope of work does not include contract negotiation. The contract is currently in the process of being signed.**

13. The Period of Agreement indicates a contract term from June 1, 2020 through December 31, 2020. Does this align with the AssetWorks implementation timeline? Are there any AssetWorks implementation phase or milestone dates that can be provided? **The contract with AssetWorks is in the process of being signed. The dates have not yet been set. It is a strong possibility, though, that the term of the project management services contract will need to be until a to be determined date in 2021.**

14. Does BREC have a requested or anticipated amount of hours per month for the vendor project manager? Are there any resource requirements for this role included in the AssetWorks proposal and/or contract that can be shared?

**BREC does not have a specific anticipated number of hours per month. The role is anticipated to be a part-time role.**

**The BREC PM requirements from the Assetworks SOW includes:**

**Will be the primary point of contact for the Commission and the Assetworks PM**

**Will be engaged in all aspects the implementation effort**

**Access and Organize BREC resources**

**Schedule workshops and meetings**

**Commit to dates and timelines**

**Facilitate completing the activities that require BREC staff participation**

15. How many candidates are you looking to hire?

**BREC will not be employing a candidate. BREC is looking for a project manager or project managers to manage the implementation in the most effective manner.**

16. Do you have any incumbent? If yes, can you please share the contract?

**No.**

17. Under the circumstances surrounding the Covid-19 Virus will you accept an email bid in lieu of sealed paper bid.

**No.**

18. Do you anticipate extending the bid due date?

**No.**

19. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid? **All details thought to be necessary were included in the RFP. Specific questions are being answered per this addendum.**

20. Was this bid posted to the nationwide free bid notification website at [www.mygovwatch.com](http://www.mygovwatch.com)?

**No.**

21. Other than your own website, where was this bid posted?

*LaPAC.*

22. Regarding Section 2.5 and visits to various parks and other BREC locations as needed – what is the farthest expected range of travel to other locations in comparison to the Administrative Center? **BREC does not anticipate that travel will be required beyond the administrative building, but if it is needed, the furthest BREC locations from the BREC Administrative Office are in Zachary.**

23. Is there any budget estimate for this project?

**Yes.**

24. Is there an incumbent who has performed similar services for BREC?

**There is no incumbent for this role, but there are firms performing similar work on other software implementations.**

This addendum is hereby officially made part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

Bid Opening Date as written.

**REVISE Bid Opening Date to reflect: January 30, 2020 at 11:00 CT.**

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to bid opening in an envelope marked with the file number, bid opening date and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

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(Name and Signature)

Date

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(Company Name)