



## **ADDENDUM NO. 1**

**This addendum consists of 2 pages**

**TO:** All Bid Packet Holders

**FROM:** City of Kenai IT Manager

**DATE:** September 9, 2021

**SUBJECT:** Request for Proposals - 2021 CITY OF KENAI SOFTWARE ANALYSIS

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**Bidders must acknowledge receipt of this Addendum in the appropriate place on the Bid Form. Failure to do so may result in the disqualification or rejection of the bid.**

Note: Information in this addendum takes precedence over original information. All other provisions of the document remain unchanged.

### **01-01 Plan Holder Question**

"On the Cost Proposal Form, should the Base Bid Total amount be the amount for one department or all 12 departments total?"

*Response: The base bid should be for a single department.*

### **01-02 Plan Holder Question**

"Could you provide a list of the 12 departments that will participate in the analysis?"

*Response: The number of departments that participate will depend on available budget. The list of possible departments include City Manager, Human Resources, Police Department, Communications, Public Works, Fire Department, Finance, Parks & Recreation, Senior Center, Planning, Library, and Airport.*

### **01-03 Plan Holder Question**

"Can you share your budget for this project?"

*Response: The budget for this project is \$35,000.*

### **01-04 Plan Holder Question**

"We would like to request for change to the RFP 2021 Software Analysis. The change we are requesting is the delivery of the proposal from hard-copy to email response please. Due to the circumstances the U.S. and the world is facing with COVID-19, we feel it is best for an email submission which will help curb the spread of the virus from handling any package for face-to-face delivery. In addition, due to the pandemic, fires and storms across the U.S. there may be limited and potential delays in delivery services.

Will the City please consider this request for change and allow for an email submission?"

*Response: The City will allow email submissions of bids to [dcastimore@kenai.city](mailto:dcastimore@kenai.city). Please include the cost proposal form as a separate attachment. The City cannot guarantee that bids submitted via email will remain confidential as email is not a secure transmission method.*

### **01-05 Plan Holder Question**

"Will the client allow for email response"

*Response: Please see response to Plan Holder Question 01-04.*

### **01-06 Plan Holder Question**

"Will client allow remote work"

*Response: The City will allow remote work but prefers on-site interviews as outlined in section 4.5 of the RFP. If a proposer is unwilling or unable to provide on-site interviews, please note this in your proposal, and on the cost proposal form by indicating \$0.00 for the deductive alternate.*

### **Attachments:**

*Current Plan Holders List*

***End of Addendum 1***

Planholders List  
Project: 2021 CITY OF KENAI SOFTWARE ANALYSIS  
Date: September 9, 2021

Name	Company	Email	Phone
Natalie Martin	Resource Data	<a href="mailto:salesandmarketing@resourcedata.com">salesandmarketing@resourcedata.com</a>	503 704-0773
Christine Panian	SoftResources LLC	<a href="mailto:cpanian@softresources.com">cpanian@softresources.com</a>	425-216-4030
Nisha Luthra	Estrada Consulting, Inc (ECI)	<a href="mailto:bids@estradaconsultinginc.com">bids@estradaconsultinginc.com</a>	916 238-6020