



**RFP NO. 500610-FY16-20  
ASSET MANAGEMENT SOFTWARE, IMPLEMENTATION, & SUPPORT**

**ADDENDUM NO 2**

**MAY 18, 2016**

*Please note the following responses to the questions received:*

1. For the water distribution, water treatment, sewage collection, and sewage treatment, are you looking to track assets or things like meter flows, pipe locations and capacities, etc?  
*(Reference: Section III, B.1.)*

**ANSWER:** The intent is to track assets which include applicable data and information components that define each asset. The Town uses water and sewer models to determine capacity flows; however, we are open to the requested software providing analysis functionality as well.

2. For Roads/Streets, are you looking to map the roads and streets or, again, just track things like street signs?  
*(Reference: Section III, B.1.)*

**ANSWER:** Yes, we are looking to map roads and also track road composition and infrastructures found along the roads (street signs, traffic signals, storm inlets, ROW widths, etc.). The Town's GIS database currently has road centerlines data.

3. For the ESRI integration, what type of data are you looking to integrate?

**ANSWER:** All assets and existing GIS spatial data for the Town must be compatible with ESRI software.

4. Are you looking for an on premise or SaaS vendor hosted solution?

**ANSWER:** Per *Section III, A* of the RFP, the Town wishes to evaluate different hosting solutions whether on premise or SaaS. Initially selected software may be installed on premise and may later be migrated to SaaS vendor hosted solution; however, submitted cost proposals will be considered for the optimal scenario for on premise and / or SaaS based on vendor's recommendations.

5. Can companies from outside the USA (i.e. India or Canada) submit a proposal in response to this RFP?

**ANSWER: Yes. However, please be mindful of Title 13.1 or Title 50 of the Code of Virginia that states that you must be registered with the Virginia State Corporation Commission as a foreign entity. The full name of the firm or entity and the identification number issued to the offeror by the Virginia State Corporation Commission must be written in the space provided on the Offeror Submission Form. Any offeror that is not required to be authorized to transact business in Virginia shall include in its proposal a statement describing why the offeror is not required to be so authorized. Failure of a prospective and/or successful offeror to provide such documentation shall be grounds for rejection or cancellation of the award. For more information, please refer to the Commonwealth of Virginia State Corporation Commission website at: [www.scc.virginia.gov](http://www.scc.virginia.gov).**

6. Do we need to come over there for meetings?

**ANSWER: Your attendance in Leesburg, VA may not be necessary for all meetings; however, during implementation and training, your attendance will be required to ensure success of the implementation and to meet expectations.**

7. Can we perform the RFP-related tasks outside of the USA (i.e. India or Canada)?

**ANSWER: Some tasks may be able to be performed outside of the USA, but the training shall be provided on site in Leesburg, VA. (Please note the Town's normal business hours for training is Monday through Friday 8:30 AM to 5:00PM EST)**

8. Can we submit the proposals via email?

**ANSWER: No. The proposals must be submitted in accordance with Section IV PROPOSAL SUBMITTAL INSTRUCTIONS of the Request for Proposal.**

9. The Town references BPOL and SCC license requirements. Which license is required at the time of proposal submission?

**ANSWER: Firms must be registered with the Virginia State Corporation Commission (SCC), and submit evidence of registration, at the time of proposal submission. The full name of the firm or entity and the identification number issued to the offeror by the Virginia State Corporation Commission must be written in the space provided on the Offeror Submission Form. For more information, please refer to the Commonwealth of Virginia State Corporation Commission website at: [www.scc.virginia.gov](http://www.scc.virginia.gov).**

**The Town's Business Professional and Occupation License (BPOL) will be a requirement of the awarded contractor and must be obtained prior to contract award. For more information, please contact the Finance Department at 703-771-6503.**

10. How many users are expected to require licenses to use the software application?

**ANSWER: Ultimately, we anticipate approximately 50 users, however, not everyone will be logged in everyday or all day. Initially about 10 licenses will be**

**needed for super-users and end-users for the Phase I implementation with more licenses added as more departments and users are added to the workflow.**

11. I realize the Town is interested in multiple hosting scenarios (an on-premise, perpetual license and a SaaS vendor hosted (subscription)), it seems that the Town is interested **primarily** in a perpetual license/on-site hosting of the application. Is that a correct assumption?

**ANSWER: Please refer to the answer to Question 4 of this addendum and Section III, A of the RFP.**

12. Are the Town's assets barcoded? Does the Town use RFID technology to track/inventory assets? Does the Town own handheld barcode/RFID scanners?

**ANSWER: No, the Town assets are not barcoded. Currently barcoding is only used for parts and supplies inventory tracking.**

13. Are spare parts, supplies and materials stored in / distributed from a single / primary warehouse?

**ANSWER: As a town, no; but as a department, yes. Each department stores its spare parts and supplies in their respective warehouses. Please note the RFP encompasses multiple departments within the Town.**

14. Are the "pre-collected asset data for up to 10,000 assets" already linked / attached to the asset record?

**ANSWER: Some assets have populated asset information recorded in GIS attribute tables and Munis databases. Data collection and updating attributes will continue as part of our daily operations.**

15. Are you requesting pricing quotes to be included for all of:

1. ESRI ArcGIS
2. CCTV (Wincon)
3. Innovyze
4. Dossier
5. Paver
6. Munis

OR

Do you simply want the interface pricing per Application and separately as "Optional – Interface Pricing?"

*(Reference: Section III, A. Technical Specifications)*

**ANSWER: The Town will continue to operate and maintain these applications and simply wants the interface pricing per application as Optional – Interface Pricing. Interface pricing should be included on the pricing sheet on Page 16 of this addendum. The pricing sheet should be included in Tab 5 of your pricing proposal.**

16. Does “Initial” mean that your requirements are only Water Distribution, Water Treatment Plant Management, and Wastewater? Does “Potential Future” mean that this requirement is optional? Would you prefer Phase I (for initial) and Phase II (for future) pricing approach?  
(Reference: Section III, B.1.)

**ANSWER: Yes, separate pricing is preferred. Phase I (Initial) will be for the Utility Department and Phase II (Future) will be for Public Works and other Town departments. Pricing should be included on the pricing sheet on Page 16 of this addendum. The pricing sheet should be included in Tab 5 of your pricing proposal.**

17. “Able” to interface or provide interface pricing for everything Section A above?  
(Reference: Section III, C.4.)

**ANSWER: Yes. The proposed software solution should be able to interface with existing applications as described in Section II, A. Technical Specifications. Interface pricing should be included on the pricing sheet on Page 16 of this addendum.**

18. Are you expecting history to be included? This is a lot of work and therefore the pricing will be higher.  
(Reference: Section III, E. Implementation Services)

**ANSWER: Existing electronic data should be able to be transferred. Each offeror needs to demonstrate how existing electronic data can be transferred into their product. The Town’s intent is to have a complete asset management system managed by Town personnel with initial guidance and training provided by the successful offeror.**

19. Our standard training is 5 days onsite. Are you requesting training to be done in 2 separate trips and schedules? Or is this additional training at a later time of 2 days with a follow-up 2 days a week later? Please clarify.  
(Reference: Section III, F. Training)

**ANSWER: Based on Town regular schedules and work load, we will require vendor to provide end users with 2 days of full day intense training, while the super users may require 5 days of training as per your standard. Vendor may need to repeat the training in 2 weeks (or at a time agreed upon) if not all Town users receive training in the initial 2-day and 5-day sessions because of Town workload and scheduling conflicts.**

20. Regarding the other software systems we will need to integrate with can you please tell me the following information: Version #? Hosted or on premise? Does it have an API? If not, is there a SQL back end? One way or bi-directional integration? Can you describe some of the daily workflows or cases the integrations will be used?

**ANSWER: Please see Attachment No. 3 of this addendum.**

21. Can you describe some of the daily workflows or cases the integrations will be used?

**ANSWER: Please see Attachment No. 1 for some examples of current work flows.**

22. The RFP mentions 10,000 asset classes. What do you consider an asset class?

**ANSWER: Asset class is a type or category (ex: - manhole, hydrant, valve, pump, signs, storm inlet, etc.). Exact numbers are unknown, design for all assets. Refer to asset hierarchy Attachment No. 2.**

23. The RFP mentions perpetual licensing. Will you look at any other type of licensing option, such as per user?

**ANSWER: Open to consider all. Fully explain all options in the cost proposal.**

24. The RFP has the following wording: 'Vendor shall waive or discount the software maintenance fee for the first year after the software has been COMPLETELY installed and implemented by the Town.' What do you mean by completely installed and implemented? That time frame is hard to define.

**ANSWER: The maintenance fee implies the vendor will be providing software updates and technical support after the purchase, implementation, and integration of the selected software into the Town's workflow and business processes. The Town will not pay a maintenance fee until such time that the selected software is up and running to the Town's satisfaction.**

25. How many users do you think will have in the system?

**ANSWER: Please refer to the answer to Question 10 of this addendum.**

26. Is the preference a hosted or on premise deployment?

**ANSWER: Please refer to the answer to Questions 4 and 11 of this addendum.**

27. The RFP mentions 10,000 asset classes and the data behind them. What format is that data in and where is it located?

**ANSWER: Databases and spreadsheets (Munis, ArcGIS, Excel) located in various end-user files and folders on the Town's network.**

28. Is the possession of a Certificate of Good Standing mandatory for this solicitation? Is this a pass/fail requirement?

**ANSWER: Yes. Pursuant to Title 13.1 and Title 50 of the Code of Virginia, any offeror shall be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity. Firms must be registered with the Virginia State Corporation Commission (SCC), and submit evidence of registration, at the time of proposal submission. The full name of the firm or entity and the identification number issued to the offeror by the Virginia State Corporation**

**Commission must be written in the space provided on the Offeror Submission Form. For more information, please refer to the Commonwealth of Virginia State Corporation Commission website at: [www.scc.virginia.gov](http://www.scc.virginia.gov).**

29. All of the items listed in Section III Scope of Work, subsections B (Application Software Functional Requirements) and C (Operating Environment Requirements) are echoed in the required SPECIFICATION OF QUESTIONNAIRE FORM except for B16 “Ease of use custom reporting in addition to providing standard reports loaded at time of implementation”. Should B16 also be included in the questionnaire table?

**ANSWER: Yes, please include B16 in the questionnaire table responses.**

30. B14 is included in the questionnaire table twice (see pages 23 and 25). Was this intentional?

**ANSWER: No, please disregard one or repeat your answer for the second entry.**

31. Would you like a narrative written for each item in Sections III B and C as well as filling out the questionnaire table? Or is filling out the table adequate?

**ANSWER: At a minimum, completing the questionnaire table is adequate to meet the proposal, but any narrative provided will also be accepted and reviewed.**

32. When does the Town of Leesburg expect work to commence on the project?  
(Reference: Section I.)

**ANSWER: We expect to award and execute the contract by August 1, 2016 and commence implementation of the software within the next 30 days thereafter, but no later than September 1, 2016.**

33. Which Departments will be utilizing the system?  
(Reference: Section II)

**ANSWER: Phase I – Utilities: Water, Sanitary Sewer, and treatment plants  
Phase II – Public Works: Storm, Signs, Streets, Fleet Maintenance  
Phase III – Airport, and Parks and Recreation**

34. Are any systems currently hosted off premise?  
(Reference: Section III, A. Technical Specifications)

**ANSWER: Yes. Please see Attachment No. 3.**

35. What reporting technologies are currently in use?  
(Reference: Section III, A. Technical Specifications)

**ANSWER: No integrated reporting system is in use. Reporting capabilities are specific to the current programs, Excel, Munis, etc.**

36. What integration or middleware technologies are currently in use?  
(Reference: Section III, A. Technical Specifications)

**ANSWER: None.**

37. What integration points are currently in production use?  
(Reference: Section III, A. Technical Specifications)

**ANSWER: None.**

38. What additional integration points are requested to be created as part of the project?  
(Reference: Section III, A. Technical Specifications)

**ANSWER: Please refer to the answer to Questions 15 and 20 of this addendum.**

39. What automatic notifications are currently in place?  
(Reference: Section III, B.8.)

**ANSWER: The Munis work order module has reminder notification capabilities, but notices are not sent automatically and end-user must query the work orders to manually retrieve reminders. End-users typically set up reminder notifications in Outlook Calendar and Excel, and view and retrieve manually.**

40. What condition based automatic notifications are desired?  
(Reference: Section III, B.8.)

**ANSWER: No automatic condition based notifications are currently in use. End-users typically set up reminder notifications in Outlook Calendar and Excel, and view and retrieve manually. Vendor should indicate software's capabilities with regard to automatic notifications.**

41. Will labor costs be imported one time as part of data conversion; or will this be an ongoing integration point to support your business process?  
(Reference: Section III, B.13.)

**ANSWER: Not currently tracking. We will like to understand how to implement labor costs into our business processes.**

42. What methods of calculating depreciation, replacement cost and remaining asset value are currently in use?  
(Reference: Section III, B.14.)

**ANSWER: Munis asset module, but it's not specific to calculating individual asset depreciation, replacement cost and remaining asset value. Assets are lumped into groups and depreciation, replacement cost and remaining asset values are assigned to the entire group regardless of the type of assets within.**

43. What scope of integration is desired between the new EAM system and GIS (Bi-Directional/One Way, estimated number of fields)?  
(Reference: Section III, C.3.)

**ANSWER: Bi-directional, with about 30 to 50 fields per asset.**

44. What hours and service level agreements are expected by the Town of Leesburg; how will coordination of support be performed by your staff?  
(Reference: Section III, D. Software Licenses and Maintenance)

**ANSWER: For regular business hours see response to question # 7. Response should include the options of service agreement the vender offers.**

45. How are assets currently grouped and are they aligned with Feature Classes in GIS?  
(Reference: Section III, E.2.)

**ANSWER: For the Utilities Department, our linear assets are grouped under water and sanitary sewer categories. Town GIS layers follow ESRI guidelines with regard to utility layer feature classes for local governments.**

46. How many assets are in a typical group?  
(Reference: Section III, E.2.)

**ANSWER: Number varies depending on each group. See the Attachment No. 2 hierarchy for approximate counts. New assets are added routinely as new infrastructure is constructed with land development projects.**

47. Approximately how many active assets are there total?  
(Reference: Section III, E.2.)

**ANSWER: Undetermined exact total. See Attachment No. 2 hierarchy for approximate totals.**

48. What will be the availability of Subject Matter Experts from the Town of Leesburg staff to work with our team?  
(Reference: Section III, G.1.)

**ANSWER: Ready and available. Staff involvement will depend on their roles within the program, super users and occasional users**

49. Will the Town of Leesburg team members be on the project full or part time?  
(Reference: Section III, G.1.)

**ANSWER: No full time person has been solely assigned to asset management but various super users will be available at all times during business hours.**

50. Does the successful bidder have to be registered with the State Corporation Commission before submitting or can they register if offered the contract to meet V.C.?  
(Reference: Section IV, C.1.)

**ANSWER:** Pursuant to Title 13.1 and Title 50 of the Code of Virginia, any offeror shall be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity. Firms must be registered with the Virginia State Corporation Commission (SCC), and submit evidence of registration, at the time of proposal submission. The full name of the firm or entity and the identification number issued to the offeror by the Virginia State Corporation Commission must be written in the space provided on the Offeror Submission Form. For more information, please refer to the Commonwealth of Virginia State Corporation Commission website at: [www.scc.virginia.gov](http://www.scc.virginia.gov).

51. Expected number of users in the new system?  
(Reference: Section IV, C.4.)

**ANSWER:** Please refer to the answer to Question 10 of this addendum.

52. When is this provision terminated?  
(Reference: Section VII, A.19.)

**ANSWER:** The provision requiring the use of other localities to use the contract formed as a result of this RFP, terminates at the end of the contract term. The term of this contract shall consist of one (1) year with four (4) one-year renewal options beginning at a mutually agreed upon date shortly after the contract award.

53. How is probability of failure currently determined?  
(Reference: Supplemental Information, Capital Improvements, #4)

**ANSWER:** Not applicable to this RFP.

54. Please describe how CIP projects are currently prioritized and provide additional information on desired functionality of the new system.  
(Reference: Supplemental Information, Capital Improvements, #6)

**ANSWER:** Not applicable to this RFP.

55. Can you provide a list (comprehensive or at least sample) of the 10,000 unique asset groups?

**ANSWER:** See Attachment No. 2 hierarchy for samples.

56. Can you provide a matrix/list of the desired attributes per asset group?

**ANSWER:** Same as Esri local government templates for water and sewer utilities

57. Is there a need for the ability to create unique fields/attributes by permissioned users?

**ANSWER:** Yes. See RFP III. Scope of Work, Item B. 18.

58. Can you provide a sample asset hierarchy?

**ANSWER: See Attachment No. 2 hierarchy for samples.**

59. Does Leesburg require remote management of asset and work order records via tablet or handheld device running a mobile app?

**ANSWER: Yes. We want to migrate to this functionality.**

60. Does Leesburg require the capability to take photos and attach them to asset records using a mobile app?

**ANSWER: Yes. See RFP III. Scope of Work, Item B. 11.**

61. Is there a need to track check in/out of tools; track chain of custody?

**ANSWER: No.**

62. Must the system enable user configurable permission levels for roles?

**ANSWER: Yes.**

63. Do you require a system that can generate and print barcode labels?

**ANSWER: No.**

64. If the Town of Leesburg is using a current CMMS/EAM Solution, what is the current solution?

*(Reference: Section III, A. Technical Specifications)*

**ANSWER: Munis work order module, limited implementation and not all assets.**

65. How many total users will be updating records with the tool?

*(Reference: Section II. Background)*

**ANSWER: Please refer to the answer to Question 10 of this addendum.**

66. How many total users may make request within the tool

*(Reference: Section II. Background)*

**ANSWER: Please refer to the answer to Question 10 of this addendum.**

67. How many total users may need to conduct approvals within the tool?

*(Reference: Section II. Background)*

**ANSWER: About 5 – 10 users. See response to Question # 10.**

68. How many total users may need access to via or simply look at records in the tool?

*(Reference: Section II. Background)*

**ANSWER: About 50. See response to Question # 10.**

69. What are the integration points for Munis?  
(Reference: Section III, C. Operating Environment Requirements)

**ANSWER: Not all the integration points have been determined and evaluated we will require the input from the selected system on what is most suitable to the selected platform.**

70. What are the integration points for Info Water?  
(Reference: Section III, C. Operating Environment Requirements)

**ANSWER: Not all the integration points have been determined and evaluated we will require the input from the selected system on what is most suitable to the selected platform.**

71. What are the integration points for Info Sewer?  
(Reference: Section III, C. Operating Environment Requirements)

**ANSWER: Not all the integration points have been determined and evaluated we will require the input from the selected system on what is most suitable to the selected platform.**

72. What are the integration points for Dossier?  
(Reference: Section III, C. Operating Environment Requirements)

**ANSWER: Not all the integration points have been determined and evaluated we will require the input from the selected system on what is most suitable to the selected platform.**

73. What are the integration points for Paver?  
(Reference: Section III, C. Operating Environment Requirements)

**ANSWER: Not all the integration points have been determined and evaluated we will require the input from the selected system on what is most suitable to the selected platform.**

74. Standard licensing agreements will be provided with the proposal and it will be expected that the city will be able to sign those agreements and the terms in will not be the governing agreements. Question: Will standard agreements provided by the software vendor be accepted as the binding terms and not by bound by the terms in this section of the RFP?  
(Reference: Section III, D. Software Licenses and Maintenance)

**ANSWER: Where the terms of this contract and the contractor's quote (standard licensing agreements) are at variance, the provisions of this contract shall prevail.**

75. "The successful offeror shall grant the Town a perpetual, nontransferable, nonexclusive site license to use the application software on its network or cloud

platform.” Question: Will a non-perpetual software agreement based on annual software maintenance licensing be acceptable?  
(Reference: Section III, D. Software Licenses and Maintenance)

**ANSWER: Please refer to the answer to Question 23 of this addendum.**

76. “The successful offeror shall waive or discount the software maintenance fee for the first year after the software has been completely installed and implemented by the Town (since the software is not in production yet). The Town will not pay annual maintenance fees in advance of software being accepted.” Question: Software licensing is required at the beginning of the project and not at acceptance or Go-Live and use of the software in production. This is the standard practice in the software industry. The software vendor offers important technical support and upgrades during the project. Will proposals be accepted and evaluated equally if not complying to these terms?  
(Reference: Section III, D. Software Licenses and Maintenance)

**ANSWER: The reference is in regard to software maintenance and support fees not for the software licensing cost. Also, please refer to the answer to Question 24 of this addendum.**

77. Regarding the capability of ultimate integration with Esri ArcGIS architecture, Can the Town provide us the details on the Integration specification of the ArcGIS and expected functionalities in eFACiLiTY/ EAMS application?

**ANSWER: Review Section III, B and C. all assets must have a spatial reference and relationship, and able to be located geographically on a map.**

78. Regarding the ability to integrate with other engineering, maintenance and inspections software, Munis, Info Water, and Info Sewer, Dossier, and power, Can the Town provide details on expected functionality in eFACiLiTY/ EAMS application through integration and Integration specification of the user's 3rd party application?

**ANSWER: Ensure the currently used software's data can be shared and exported into the new asset management software.**

79. Can we know if the Town requires the licensing for named users or concurrent users and for how many?

**ANSWER: Please refer to the answer to Question 10 of this addendum.**

80. RFP mentions that proposed solution should be “Capable of ultimate integration with Esri ArcGIS architecture.” Please clarify.  
(Reference: Section III, C. Operating Environment Requirements)

**ANSWER: Please refer to the answer to Question 77 of this addendum.**

81. RFP mentions that proposed solution should be “Able to integrate with other engineering, maintenance and inspections software, Munis, Info Water, and Info Sewer, Dossier, and Paver?” Question: What are the specifications of this integration e.g. real time, batch update? Does the aforementioned systems have ability to capability interface through

API, SDK, Web Service etc.? Will town provide subject matter expert on aforementioned software that need to be integrated with proposed asset management solution?  
(Reference: Section III, C. Operating Environment Requirements)

**ANSWER: Please refer to the answer to Question 78 of this addendum.**

82. Has town seen any Demos in the last 3 years for any asset management solution?

**ANSWER: Yes.**

83. Is there an incumbent on this contract or is it a new requirement?

**ANSWER: This is a new requirement.**

84. Is there a budget set allocated for this procurement? If yes, would town disclose the amount?

**ANSWER: \$100,000 including implementation and training costs.**

85. How many users are anticipated to use the proposed solution? Please specify total number of users by department/group etc.

**ANSWER: Please refer to the answer to Question 10 of this addendum.**

86. Are certificates of Insurance required to be submitted with the proposal or at the time of contract award?

**ANSWER: The certificate of insurance will be a requirement of the awarded contractor and must be provided at the time of contract award.**

87. Do you require 2-way interfaces, meaning import and export, to all the listed systems (i.e. Munis, Aclara, Dossier, Paver, Innovyze, etc.)?

**ANSWER: No. Please refer to Attachment No. 3.**

88. What type of interface(s) would be acceptable? ASCII would seem logical, but we want to make sure we understand the expectations.

**ANSWER: ASCII is correct**

89. In SCOPE OF WORK, Section B, Item 15 – Application Software Functional Requirements, it is mentioned that the software shall have a ‘Robust parts, supplies and materials inventory system/module that supports bar coding and generates reorder reports on specified inventory levels/volumes.’ However, in Section A – Technical Specifications (page 4, paragraph 2) it is mentioned that Munis is used as the Financial and Inventory Management platforms. Is it the Town’s intention to replace the current

Munis Inventory Management system with the selected EMS/CMMS or retain that functionality in Munis and integrate the two platforms?

**ANSWER: Minus will continue to be used as the Town's financial and inventory management platform. Ideally Munis will have bi-directional integration with the new asset management software. Also, please see Attachment No. 3.**

90. In EVALUATION CRITERIA AND AWARD, Section C – Contract Award, when does the Town anticipate moving into contract negotiations with the selected vendor? Is the Town currently operating under an award schedule for this RFP?

**ANSWER: Hoping to complete demos and selection by mid-August 2016. Please refer to the answer to Question 32 of this addendum.**

91. Will you please describe the types and number of users you anticipate interacting with the new Asset Management / Maintenance Management solution?

**ANSWER: Please refer to the answer to Question 10 of this addendum.**

92. Would the Town like residents to be able to enter service requests into the system?

**ANSWER: Not at this time. (Could be extended in future workflow and functionality enhancement)**

93. What method(s) / solution(s) are used today to manage assets and maintenance throughout the various departments (not including those that you mentioned for Fleet and Pavement management)?

**ANSWER: Assets are tracked in Munis, GIS, Microsoft Office document folders**

94. The RFP identifies a several applications that the CMMS/EAMS should have the ability to interface. Does the Town intend for these application interfaces to be live, real time exchanges of data, periodic data synchronization, or some combination thereof?

**ANSWER: The Town is open to discuss what the vendor offers for best practices.**

95. How many users does the Town envision that will be working with the various aspects of the CMMS/EAMS system, such as entering and maintaining asset information, working tickets, entering work requests, system administration, etc.?

**ANSWER: Please refer to the answer to Question 10 of this addendum.**

96. Will Town employees and/or citizens be submitting work requests for the CMMS?

**ANSWER: Initially, only Town employees will submit work order requests. Please refer to the answer to Question 92 of this addendum.**

97. How are the Town's linear assets segmented?

**ANSWER: GIS feature classes and layers. Please refer to the answer to Question 45 of this addendum.**

98. For the training, how many users does the Town anticipating would need training?

**ANSWER: About 15 super users and 35 end users. Please refer to the answer to Question 10 of this addendum.**

99. Does the Town have defined PM procedures for the equipment in the asset inventory already?

**ANSWER: Some assets have PM procedures, but PM procedures are not defined for all assets**

100. For an on-premise solution, what level of support does the Town envision from the vendor in the out-years?

**ANSWER: Standard maintenance, trouble shooting and support for software systems and solutions. Please refer to the answer to Question 24 of this addendum.**

*For the Town of Leesburg,*

*Octavia Andrew  
Chief Procurement Officer  
[oandrew@leesburgva.gov](mailto:oandrew@leesburgva.gov)*

## PRICING SHEET

<b>Item No.</b>	<b>Description</b>	<b>Price</b>
1	Phase I (Initial) – Public Utilities	\$ _____
2	Phase II (Future) – Public Works	\$ _____
3	Phase III (Potential Future) – Airport and Parks & Recreation	\$ _____
4	Interface Pricing <ul style="list-style-type: none"> <li>• ESRI ArcGIS           \$ _____</li> <li>• CCTV (Wincan)       \$ _____</li> <li>• Innovyze                \$ _____</li> <li>• Dossier                 \$ _____</li> <li>• Paver                    \$ _____</li> <li>• Munis                    \$ _____</li> </ul> <p style="text-align: center;"><i>(Please provide pricing to interface with each application in this column and provide a total sum in the "Price" column)</i></p>	\$ _____ <i>(total price to interface with all applications)</i>
5	Implementation and Training	\$ _____
6	Annual Maintenance Fee to include software updates and technical support (after the first year of the implementation of the system)	\$ _____
<b>TOTAL PRICE (Items 1 – 6)</b>		\$ _____