



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

**ADDENDUM NO 5**

**JUNE 14, 2016**

*Please note the following clarifications to questions submitted in response to Addendum No. 2 dated May 18, 2016:*

1. 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.  
(Reference: Addendum No. 2, #24)

QUESTION FOR CLARIFICATION: The answer above indicates purchase of the software and then maintenance renewal after the software is running and acceptable. Will a proposal be accepted and evaluated equally on a maintenance or subscription licensing model in lieu of initial purchase and then annual maintenance renewal model and under the terms specified in standard maintenance and licensing agreements? These agreements will be provided in the response. A maintenance only licensing model is standard and common in the software industry.

**ANSWER: The Town will not blindly agree to accept any maintenance agreements or subscription licensing models without conducting a thorough review of the agreements. Per SECTION IV PROPOSAL SUBMITTAL INSTRUCTIONS of the RFP, offerors taking any exception to the Scope of Work and Terms and Conditions sections of the RFP must detail those exceptions in Tab 6 of their proposal response. Please include the proposed maintenance agreements with your proposal response for the Town's review. As a reminder, all proposals will be evaluated against the evaluation criteria listed in the RFP and in accordance with the process for competitive negotiation described in Section 2.2-4302.2 of the Virginia Public Procurement Act.**