



**RFP NO. 100181-FY18-35
STRATEGIC INFORMATION TECHNOLOGY PLAN**

ADDENDUM NO. 1

MAY 1, 2018

Please note the following responses to the questions received:

1. Question: Does the Town has a budget for this project? If so, can it be shared?

Response: The Town's budget for this project is approximately \$45,000.00.

2. Question: Is there a timeframe within which the Town wants this work completed by?

Response: The Town would like the work completed around Thanksgiving so that the information can be used in the FY 2020 budget process. Additionally, the awarded firm is required to present the final report to the Technology and Communications Commission at their monthly meeting December 4, 2018.

3. Question: Vendors are required to provide a certificate from the State Corporation Commission stating that your firm is authorized to transact business in the Commonwealth of Virginia. Can this be provided after the vendor is selected?

Response: Yes; however, pursuant to Virginia Public Procurement Act § 2.2-4311.2, any offeror that fails to provide the required information shall not receive an award.

4. Question: Are there any minority, disadvantage or HUB-zone business goals or requirements for this project?

Response: While the Town encourages participation from these disadvantaged businesses, there are no goals or requirements for this project.

5. Question: Was the 2013 Strategic Plan prepared in-house or with the help of a consultant? If with a consult, will that consultant be allowed to submit a proposal for this opportunity?

Response: The 2013 Strategic Plan was prepared in-house.

6. Question: If an award is made, what is the projected award date? In order to determine schedule and resources (i.e. personnel), we need to know when the contract starts and ends. The RFP provides the end date of December 4, 2018, but a start date isn't mentioned.

Response: Pursuant to the Special Terms and Conditions listed in Page 9 of the RFP, the contract period of this contract shall be from the date of contract award until December 4, 2018. The Town anticipates awarding this project in June 2018.

7. Question: Does the Town have a budget for the Strategic Technology Plan project that can be shared?

Response: Please see #1 of this addendum.

8. Question: Does the Town currently have a total cost of ownership (TCO) financial model in place or is the Town looking for the Consultant to provide and/or develop one as part of this strategic planning engagement?

Response: All offerors shall be mindful that the Town would like to add a TCO financial model to the Five-year Road Map Deliverable listed on Page 5 in Section III Scope of Work.

9. Question: The RFP mentions a final presentation to the Technology and Communications Commission on December 4, 2018. Does the Town have an expectation on timing for the start of the project.

Response: Please see #6 of this addendum.

10. Question: Does the Town have an assigned budget for this project? This information will assist us in determining the on-site vs. remote resources required for the proposal.

Response: Please see #1 of this addendum.

11. Question: What date does the Town anticipate for a start date for this project, with the understanding that the Consultant will need to be on site for the December 4th meeting?

Response: Please see #6 of this addendum.

12. Question: The RFP references the transition from LCD IT off of their internet and security services. Will the remaining services in Exhibit C continue to be provided by the County?

Response: The Town will eventually have to replace all of the services provided by the County by 2021.

13. Question: Arlington County awarded a 5-year IT Services Contract in 2017. Would the Town of Leesburg consider using Arlington County's contract vehicle to satisfy the needs identified in RFP No. 100181-FY18-35?

Response: The Town is interested in evaluating all qualified offers received for this solicitation. Should the Town determine that there are insufficient qualified offers, consideration to riding a contract may be evaluated, provided it carries appropriate cooperative procurement contract language and meets the requirements of the Town.

14. Question: Are we correct to assume that IT office space and data center facilities (HVAC, square footage, work space, access, and physical security) are to be assessed to identify risks, gaps, and to develop recommended improvements?

Response: Yes. Keep in mind that the Town may choose to use its funds on a subset of the deliverables rather than on all of them.

15. Question: Is the Town anticipating that a full IT operational review of job descriptions, skills assessment, and operational costs be conducted for comparison to other similarly sized organizations, followed by development of risks, gaps, and recommended improvements?

Response: Yes.

16. Question: It would seem appropriate that the assessment of technologies, applications, and systems would result in a separate report to encapsulate the findings and recommendations, is that the approach anticipated by the Town?

Response: Yes.

17. Question: If the answer to Question 16 is yes, does the Town expect the results from Questions 14 and 15 in that report?

Response: Yes.

18. Question: Is the Town looking for the services or staffing costs to externally support achievement of the two-year tactical plan?

Response: We are looking for a recommendation on how best to apply taxpayer dollars to the challenges IT faces, whether it is by contracting for services or adding staff. To this end, we seek to leverage a vendor's knowledge of market prices for recommended services, rather than pay a vendor to develop detailed quotes.

19. Question: Is the Town looking for the proposing vendor to provide an estimate of the contract costs, and support services to transition the Town to Office365?

Response: Please see #18 of this addendum.

20. Question: Is the Town seeking to identify the infrastructure improvements, devices, and costs to appropriately expand the network architecture to accommodate the identified technologies listed in this section? Does the Town also expect proposing vendors to estimate the costs relating to implementation of those enhancements?

Response: Please see #18 of this addendum.

21. Question: Is there a maximum number of references that the Town would like? (Reference: Proposal Submittal Instructions, Section C.2)

Response: Four.

For the Town of Leesburg,

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