



**Request for Proposal
Asset and Work Order Management System**

ADDENDUM 02

TO ALL OFFERORS:

The following items shall be incorporated as a part of the RFP for the services requested and shall be honored as such in your Proposal.

ITEM 01: REFER TO RFP SECTION: “SUBMITTAL REQUIREMENTS & PROPOSAL FORMAT”

Revise item 4.6 of TAB 4 – EXPERIENCE AND EXPERTISE with the following language:

- 4.6 Provide a list of your firms five largest **K-12 or** government contracts and include **identify the** contract you feel best compares to Pittsburgh Public Schools. Include the name, title, phone number and email address of the primary client contact for each. A complete breakdown of all fees incurred by the client during the first five years of their contract.

ITEM 02: ANSWERS TO QUESTIONS RECEIVED **PRIOR TO 4/5/2023 12:00PM EST DEADLINE FOR QUESTIONS**

Question 01: Regarding Submittal Requirements & Proposal Format – Tab 4 – Item 4.6:” Is it necessary for a software vendor to have clients specifically in the education space, or can customer references from other sectors performing similar services, such as asset management, suffice? “

Answer 01: As indicated in amended Item 4.6 above (item 01 of this addendum), Offerors should list their five largest K-12 or government contracts indicating the contract that best compares to the Pittsburgh Public School District. Offerors that have significant experience in the public sector, and in particular the education sector, will score higher in the Experience and Expertise section of the evaluation.

Question 02: Regarding Uniform Terms and Conditions Section 8.A.:” Does the Asset and Work Order Management software vendor need to comply with all of these or only applicable terms and regulations? “

Answer 02: As this contract is being subsidized with federal funds, all Offerors shall comply with Section 8 of the Uniform Terms and Conditions as indicated.

Question 03: Regarding Uniform Terms and Conditions Section 8.B.:” Is it permissible to have a software implementation team composed of both onshore and offshore resources, or does the entire team need to be located within the United States of America? “

Answer 03: As stated in this section, direct services related to any subsequent contract shall be performed within the borders of the United States. This provision applies to work performed by subcontractors at all tiers.

Question 04: Regarding Uniform Terms and Conditions Section 8.F.:” Some of the terms says "for construction contracts" do they apply to this procurement? Terms such as (M) Bonding Requirements, (D) Prevailing Wage Requirement for Construction Contracts? Please provide more details here. “

Answer 04: As this contract is being subsidized with federal funds, all Offerors shall comply with Section 8 of the Uniform Terms and Conditions as indicated. Section 8.F refers to procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. 200 (EDGAR), and Offerors are required to complete the EDGAR certification form in the proposal.

PPS legal counsel will provide further guidance on the applicability of these requirements in this section at the time of contract approval.

Offerors shall review each section of these requirements thoroughly and indicate their intention to comply with these sections should PPS deem them applicable to this contract.

For reference, the verbiage in these sections is as follows: “If the District has determined that these requirements are applicable, does Vendor agree to follow the requirements?”

Question 05: ” What is the planned start date for the project, and what is the tentative timeframe for its completion according to PPS? “

Answer 05: This contract is subject to PPS board approval. Work under this contract is intended to start May 25, 2023. Offerors are required per Submittal Requirements & Proposal Format – Tab 5 – Item 5.1 to provide a sample roll out timeline for implementation.

Question 06: ” Please let us know about your current reporting platform and do you expect those reports needs to be rebuilt in new Asset and Work Order Management software system?
- If yes, how many such reports are there?
- Are all these reports Operational Reports or Analytical reports or both?
- Has evaluation been made on how many new reports (Operational & Analytical reports) need to be built in the new Asset and Work Order Management software system? “

Answer 06: Currently reports are generated to .CSV or Excel. There will be no need to import or rebuild specific reports consistent with current functionality. PPS will place favorable consideration on the “built-in” reporting capabilities each Offeror includes in their packaged proposal.

Question 07: ” Is there a budget approved for this project. If yes, could you please provide an approximate budget?“

Answer 07: Please refer to Addendum 01 – Item 04 – Question/Answer 04

ALL OTHER ITEMS OF THE RFP REMAIN UNCHANGED.