



ADDENDUM NUMBER THREE

DATE: December 21, 2016

TO: ALL PROPOSERS OF RECORD

FROM: LYN MAJESKI, ACCOUNTING DIVISION MANAGER

PROPOSAL: FINANCIAL MANAGEMENT AND UTILITY BILLING SOFTWARE AND IMPLEMENTATION SERVICES

This addendum forms a part of and modifies the proposal specifications for the above item currently due by January 19, 2017 at 2:00 P.M. (local time, EST) at the City of Oak Ridge, Central Services Complex, 100 Woodbury Lane, Oak Ridge, Tennessee.

ITEM 1 – Questions/Requests received from Potential Proposers

1. How many estimated concurrent users may be online daily actually using a proposed document management system?

Approximately 50 employees on any given day may be **USING**, but would need **ACCESS** for up to 200 employees, depending on the application.

2. Is there going to be an opportunity to do a study of the paper document systems?

An in-depth discussion of document management systems would be part of the Vendor Demonstrations, currently scheduled for February 2017.

3. Can the deadline for questions be extended from Friday, January 6, 2017?

The deadline for submitting questions to lmajeski@oakridgetn.gov is being extended to Tuesday, January 10, 2017 at 12:00 p.m. E.S.T.

4. We would like to request an extension of two weeks for the proposal due date to February 2nd, 2017. We wish to provide a comprehensive proposal that meets your complex requirements and are working with two software vendors to architect a solution. We want to present the best solution possible to the City and this requires extensive collaboration which means that we need additional time to prepare our response. We understand your desire to keep with your current time lines but hope that you can see the need for extra time to provide a suitable proposal.

Thank you for your interest in the software RFP. The current schedule was developed with considerable thought given to the holiday schedule, which is why the deadline is several weeks into the New Year. Unfortunately, the City's timetable to meet our budgetary goals does not allow for an extension of the January 19, 2017 deadline.

5. Would it be possible to do a site visit? If so what dates are good?

A site visit to Oak Ridge prior to the January 19, 2017 deadline for responses to the RFP is not possible. Staff selection for vendor demonstrations, the vendor demonstrations, and reference site visits are currently planned for February-March 2017. Refer to Page 9 of the RFP for the complete schedule of events.

******* Acknowledge receipt of this addendum with your Proposal *******