DATE: March 18, 2024

TO: Interested Firms

FROM: Wendy Cox, Procurement Director

SUBJECT: Request For Proposals 39341 – Oracle WebCenter Content Upgrade

As a result of questions received from potential respondents prior to and during the Non-Mandatory Pre-Proposal Conference, please refer to the following and make corresponding changes to the subject Request for Proposals:

1. **Question:** What is the number of account workflows and their level of complexity?

   Response: There are approximately 18 project workflows with 4-5 levels.

2. **Question:** What will be the impact of the workflows referenced in the question above?

   Response: The District does not anticipate that the awarded consultant changing the workflows. The awarded consultant will maintain current workflow and address any issues or concerns that may arise.

3. **Question:** What is the timeline for this project? When it is to be completed by?

   Response: The anticipated start date would be by June 2024; however, the completion date is negotiable.

4. **Cost Schedule (page 16): Delete and replace with the attached Revised Cost Schedule. The following is provided as an example only. This is not for an actual project.**

Proposed Team Position/Title	Proposed Hourly Rate	Percentage of Time Designated to Project	SJRWMD Calculates
Database Administrator	$300.00	60%	$180.00
Java Developer	$250.00	35%	$87.50
Project Manager	$400.00	5%	$20.00
		100%	$287.50

5. **Refer to the attached list of additional questions and related responses.**

NOTE: Please acknowledge receipt of this Addendum in your submittal. This addendum does not change the Proposal Opening date of 2:00 pm, March 26, 2024.

If you have any questions regarding this addendum, contact Wendy Cox at wcox@sjrwmd.com or at (386) 329-4118.

REVISED COST SCHEDULE

Proposal to be opened at 2:00 p.m., March 26, 2024

To: ST. JOHNS RIVER WATER MANAGEMENT DISTRICT

In accordance with the advertisement requesting proposals for the Oracle WebCenter Content Upgrade, subject to the terms and conditions of the Agreement, the undersigned proposes to perform the Work for the price contained in the **Cost Schedule form submitted with the Proposal in Tab 4 – Cost Effectiveness.**

PROPOSED TEAM POSITION/TITLE	PROPOSED HOURLY RATE	PERCENTAGE OF TIME DESIGNATED TO PROJECT (column must total 100%)	WEIGHTED COST (proposed hourly rate x percentage of time designated to project)
	$		$
	$		$
	$		$
	$		$
WEIGHTED COST (SUM OF WEIGHTED COST COLUMN)	No Sum Needed	100%	$

(Add additional lines if needed)

Cost Effectiveness will be scored as follows: The District will calculate a weighted average hourly rate for the project team proposed. The Respondent whose proposal is the lowest will receive a Cost Effectiveness score of 10. All other responses will be scored proportionately using the following formula: Multiply the lowest score by 10, divide that amount by the next lowest amount to determine the Cost Effectiveness score.

Respondents are reminded to refer to "PREPARATION AND ORGANIZATION OF SUBMITTAL DOCUMENTS" for information to be included with the proposal package.

Pursuant to §287.084(2) Fla. Stat., a vendor whose principal place of business is outside the state of Florida must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts.

I HEREBY ACKNOWLEDGE, as Respondent's authorized representative, that I have fully read and understand all terms and conditions as set forth in this proposal and upon award of such proposal, shall fully comply with such terms and conditions.

_____
Date

_____
Respondent (firm name)

_____
Address

_____
E-mail address

_____   _____
Signature   Telephone number

_____
Typed name and title

#	RFP Section	QUESTION	RESPONSE
		Request for Proposals 39341 - Oracle WebCenter Content Upgrade	
1	Project Scope and Objectives	Can you provide more details on the current architecture of the Oracle WebCenter Content (OWC) production and non production environment, including any integrations with other systems?	Webcenter software installed on RedHat Linux 5.7, content database is Oracle 12c, WebCenter is integrated with financial and contract systems for content metadata.
2	Project Scope and Objectives	What is the version that the district would like to upgrade to? 11g or 12c. There may not be a direct path for upgrade from 10g to 12c and it may involve an interim step of upgrading to 11g and then upgrading to 12c.	Upgrading to 11g is the minimum; however, our preference is to upgrade to the latest 12c version.
3	Project Scope and Objectives	We anticipate that we will perform a parallel upgrade on a new system installed from scratch, will you be able to provide another database and operating system machines compatible with 11g and 12c/19c for the upgrade to take place?	Yes, the District has the capacity and ability to provision servers as needed.
4	Project Scope and Objectives	Are there specific features or capabilities of the 12c version you are most interested in leveraging?	No.
5	Project Scope and Objectives	Besides upgrading, are there any other enhancements or functionalities you wish to implement as part of this upgrade?	No, we do not plan to add additional functionality.
6	Project Scope and Objectives	Can you specify the total volume (size of data)and types of content (documents, images, etc.) currently managed within OWC across production and non production environments?	Documents in production are mostly comprised of PDF, Word, Excel, TIFF, and JPEG. The total number of original documents in production is just over one (1) million. Along with web viewable versions of the originals, the total document count is just over two (2) million. Non production is a small sample of production content.
7	Technical Requirements	Are there detailed specifications for the custom Java components, workflows, and user interface customizations that need troubleshooting or redevelopment?	No.
8	Technical Requirements	Could you provide access to documentation for the existing customizations and integrations as this is very crucial to assess and come up with the right estimations and timeline?	No documentation is available.
9	Technical Requirements	Are there any specific data retention or archival policies that need to be considered during the upgrade?	No, we do not automate retention schedules in WebCenter.
10	Technical Requirements	What are the current backup and disaster recovery strategies in place for the OWC servers?	Documents storage file system is replicated to an off site SAN. Databases utilize RMAN and backup to the same off site SAN.
11	Project Management and Methodology	What are the preferred project management methodologies (e.g., Agile, Waterfall) and tools (e.g., JIRA, Asana)?	Any methodology may be used. The District generally follows Agile and uses Jira for its own projects.
12	Project Management and Methodology	How do you handle change requests or scope adjustments during the project?	Refer to sample agreement in the RFP document in Paragraph 13. Amendments; Emergency Changes in Work (page 30).

13	Project Management and Methodology	What are the key milestones and deliverables you expect from this project?	The Summary Schedule of Tasks in Attachment A - Statement of Work can be used as list of milestones and deliverables.
14	Security and Compliance	How is user authentication managed in the current environment?	User authentication for external users is via Microsoft Active Directory and a few local user accounts as service accounts.
15	Security and Compliance	Are there specific security, compliance, or data protection standards that the upgrade must adhere to?	No.
16	Security and Compliance	How are user roles and permissions currently managed, and will there be changes with the upgrade?	Content profile access is governed via Active Directory groups. Workflow participation is driven by user aliases.
17	Testing and Deployment	What is the expected testing and validation process for the upgraded system and can we assume that district business users can help us in this validation?	We do not have any documented testing criteria, but we can engage the business users to assist with any needed testing.
18	Testing and Deployment	Are there any specific environments or data sets available for testing purposes?	No.
19	Testing and Deployment	Can you outline the preferred deployment strategy and timeline, including any blackout periods or critical deadlines?	We anticipate an abrupt cutover transition, but we are open to other strategies. There are no formal blackout periods or critical deadlines. District normal working hours are 8-5 Monday through Friday.
20	Training and Support	Will there be a need for training sessions for District staff on the new features or changes introduced with the upgrade?	No.
21	Training and Support	What are the expectations regarding post-upgrade support and maintenance?	We anticipate being at a sufficient knowledge level to be able to self support the system after project completion.
22	Budget and Timeline	What is the desired timeline for the project completion, including the start date and key milestones?	The anticipated start date is anticipated to be by June 2024; however, the expiration date is negotiable.
23	Budget and Timeline	Are there specific milestones or phases that the district has in mind?	No. However, the Summary Schedule of Tasks in Attachment A - Statement of Work can be used as list of milestones.
24	Additional Requirements	Will Oracle or any third-party vendors be involved in the upgrade process?	No. However, the District is current with Oracle Support, if needed.
25	Additional Requirements	Do you have Oracle licenses and support in place?	Yes, the District owns licences of all Oracle software required and is current with support.
26	12c to 19c database Upgrade	What is the current version of OS	WebCenter is currently installed on RedHat Enterprise Linux 5.7. Oracle production databases are installed on Oracle Enterprise Linux 6.10 and non production are on 8.9.

27	12c to 19c database Upgrade	OS should be on OEL7 or 8 for 12c/19c(if Linux)	The District utilizes Oracle Enterprise Linux for Oracle software installations. Either OEL7 or 8 will be the desired operating system.
28	12c to 19c database Upgrade	Is the database Real Application Clusters (RAC)?	No.
29	12c to 19c database Upgrade	What is the current size of database?	370 GB
30	12c to 19c database Upgrade	Is Standby database configured?	No.
31	12c to 19c database Upgrade	How many non-prod databases do we have?	One, we recently consolidated non-production databases into a single database.
32	12c to 19c database Upgrade	Is database configured with Transparent Data Encryption (TDE)?	No.
33	12c to 19c database Upgrade	Is database on OCI?	No, all existing installations are on premise and will remain that way for the foreseeable future.
34	General	Please specify the validity of the proposal	The committee is unsure of this question and what information is requested.
35	PROPOSED SUBCONSULTANTS	Do the subconsultants requirement is mandatory?	The District is unsure of this question and what information is requested.
36	PREPARATION AND ORGANIZATION OF PROPOSAL	Is the bidder need to sign the entire bid documents?	The authorized representative of the respondent/bidder is required to sign all signature areas of the required documents.
37	18. DIVERSITY OPPORTUNITY	We are City of Chicago certified M/WBE organization. We would like to submit the same along with the proposal. Please confirm	The District encourages participation by diverse/disadvantaged companies, such as small businesses, minority-owned businesses, women-owned businesses and veteran-owned businesses. However, since the District has not gone through a diversity study and it does not have a diversity program, preferences are not given.
38	General	What would be the tentative project start date	The anticipated start date would be by June 2024, however, the completion date is negotiable.
39	8. MINIMUM QUALIFICATIONS	As per the eligibility criteria, We presume to submut sample resumes along with the proposal? Also suggest in which tab we need to submit the same	Respondents must submit resumes for their proposed project team under TAB 2 - SKILLS AND COMPETENCIES OF PROPOSED PROJECT TEAM.
40	ATTACHMENT B — INSURANCE REQUIREMENTS	We presume that all the insurance requirements as per the "ATTACHMENT B — INSURANCE REQUIREMENTS" to be submitted upon award of the project. Please confirm	Correct. Proof of insurance, as required in Attachment B, is to be submitted by Contractor/Respondent after contract award and prior to work performed by the awarded Contractor.
41	8. MINIMUM QUALIFICATIONS	Our understanding is sample resumes will be submitted along with the proposal, actual resumes will be submitted during contract finalization stage. Please confirm	The District expects to review actual resumes of the proposed team members.

42	ATTACHMENT A — STATEMENT OF WORK	To offer optimized cost solution, we would like to provide resources in Onsite-Offshore (Stationed in India) model. Please confirm	Paragraph 25 of the Draft Agreement titled "EMPLOYMENT ELIGIBILITY, on Page 35 of the RFP, it requires that the awarded Consultant meet the requirements of F.S. 448.095 (Florida Statutes) for their E-Verify and this includes sub-contractors. Those proposing off-shore work must include assurance that this term will be met. Additionally, the Respondent must meet the terms of Paragraph 30 of the Draft Agreement, entitled " Permits and Licenses; Compliance with Law" and comply with the laws of the United States of America and those of the State of Florida.
43	AFFIDAVIT AS TO NON-COLLUSION AND CERTIFICATION OF MATERIAL CONFORMANCE WITH SPECIFICATIONS	Our understanding is that the said document need to Notarized. Please confirm	Yes, you are corect.
44	CERTIFICATE AS TO CORPORATION	Our understanding is that the said document need to Notarized. Please confirm	Yes, you are correct.