ADDENDUM NUMBER ONE
RFQ #1-21

To: All Prospective Bidders and all others concerned

From: City of Cheyenne, Purchasing Manager, TJ Barttelbort

Date: October 7, 2020

Subject: Addendum Number One to Request for Qualification RFQ #1-21 Online Spending Transparency Database

The changes, clarifications, omissions, additions, and/or alterations in, on, and to the RFQ information and specifications shall apply to the Request for Qualifications submitted for and to the project indicated above. Except as modified by this Addendum Number One, all of the terms and provisions of the Request for Qualifications for the above listed project remain in full force and effect. This Addendum Number One supersedes all previous instructions pertaining to the items listed:

Clarifications:

C1: Firms shall include as a part of RFQ Response, whether their proposed solution is hosted on the cloud, or if the solution is hosted on premises. If firms are able to provide both options, please submit pricing for each respective hosting option.

Questions & Responses:

Q1. What is the expected delivery date for the project? Are there any business drivers we should know about in relation to the project schedule?

A1. The City expects the RFQ, and subsequent RFP process to progress through the remainder of 2020, and expects the project delivery date to occur sometime in early spring of 2021.

Q2: Please provide any seasonal constraints when your subject matter experts may not be available to participate in project activities.

A2: No seasonal constraints are anticipated at this time. Staff should be available throughout the calendar year.
Q3. Please clarify whether you require a fixed price quote, or a time and expenses quote based on hourly billing rates.

A3. Pricing shall be submitted in a fixed price quote basis.

Q4. Please clarify whether we can execute parts of the project activities from our offsite offshore locations.

A4. Work may be completed offsite as necessary.

Q5. If Onsite, how many people can you accommodate for our onsite team members in your facilities?

A5. Work may be completed onsite as necessary. The City can provide a work area for up to approximately 8 people if required.

Q6. What is the anticipated user base for the application?


Q7. Please provide the preferred technology stack that we must use to implement the project.

A7. The City does not have a preference on technology stack.

Q8. Can you provide the requirements specifications, technical design, data model, user manual, and test cases for the existing (legacy) system?

A8. A legacy system for this project does not exist, therefore this data is not available.

Q9. Please specify how much time your team will require to perform user acceptance testing.

A9. The City would request a 1 or 2 month Beta Testing period to ensure proper functionality.

Q10. Please confirm that you will provide VPN access for some of our team members who will need to access project repository remotely.

A10. VPN access can be granted if the project will be hosted On Premises.

Q11. What are your proposal evaluation criteria?

A10. Evaluation Criteria can be found on Page 11, Section 4., of the RFQ.

Q12. Are there any gate reviews that we must comply with for approving our technical design, architecture, and other project artefacts?

A12. The City would request review at 50% and 90% design completion.

Q13. With respect to training can we propose training on a train-the-trainer basis?
A13. Training shall be provided via Instruction Manual format, per Page 9, C, iii.

Q14. If end user training is required how many users do we need to train?

A14. Training shall be provided via Instruction Manual format, per Page 9, C, iii. If any trainings are going to be provides, there would be no more than 5-10 users.

Q15. Do you require any post implementation support for a period of time after the project is deployed in your production environment?

A15. If the software will be hosted On Premise, yes, post implementation support will be required until the City has determined the implementation was successful.

Q16. Please provide your application development standards and tools that we must comply with.

A16. The City of Cheyenne does not have any applicable application development standards or requirements.

Q17. Do you require us to perform load/performance testing based on the anticipated usage of the application?

A17. No, this will not be required.

Q18. Do you require us to host the application on a public cloud or will the system be hosted on-prem in your environment?

A18. Please see Clarification C1.

Q19. Is this a new application project or application modernization project? If existing application, please provide the name of the vendor who is currently supporting this application.

A19. This is a new application project.

Q20. Who developed the requirements specification included in the RFP? If it is a vendor, please provide the vendor name.

A20. The RFQ was generated in-house. A specific vendor was not contacted, but as stated in the RFQ the City is seeking a product similar to what the State of Wyoming utilizes. The platform can be found, here: http://www.wyopen.gov/

Q21. What is the expected budget for this project? An order of magnitude will help devise the right scale of solution in our proposal.

A21. The City of Cheyenne is estimating a project cost between $20,000.00 and $30,000.00.

Q22. Do you have any standard reporting interface that we must use for implementing reports included in the scope? Example, business objects, COGNOS, Power BI.
A22. The City does not have a standard reporting interface requirement. The City does have access to Power BI, if required.

Q23. Explain the reporting and dashboard requirements in this project. No of expected dashboards and reports required?

A23. The City does not have exact specifications for reporting and dashboard requirements. Generally, the City is seeking a product similar to what the State of Wyoming utilizes. The platform can be found, here: http://www.wyopen.gov/

Q24. Do you have industry standard devops tools, such as Jenkins for continuous integration/continuous development?

A24. No, the City does not.

Q25. Are your business users comfortable working in an Agile development model?

A25. No, the City is not comfortable working in an Agile development model.

Q26. For data migration, please confirm that your team will take responsibility for data cleansing since this is typically a business activity.

A26. Yes, the City is responsible for data cleansing.

Q27. What is the preferred underlying database required?

A27. The preferred database is SQL

Q28. What is the maintenance expectation for this application? How many renewals are expected?

A28. The City expects that the vendor will provide maintenance of the online spending transparency database product, as needed. The City does not know if renewals can be expected, as it is dependent on the results of the initial implementation.

Q29. For consulting part, is that fine the vendor would assess and provide recommendations report/suggestions or do we need resources to work on it?

A29. The City will rely on the chosen vendor to provide report recommendations and suggestions, with coordination from City staff.

Q30. How many internal sources are available from where the treasurer will upload the data into the application?

A30. The City believes that there will only be one source of data, that the City will upload.

Q31. Can you specify the anticipated overall data volume for this engagement?
A31. The City does not have anticipated volume.

Q32. What would be the nature of data whether structured, unstructured semi structured etc.?

A32. The City believes that the data would be semi-structured.

Q33. Any preference for the reporting tools? please lists out them

A33. The City has no preference for reporting tools.

Q34. Data visualization and reports means only the reports which would be generated from the website or do you need a separate reporting tool to do it?

A34. The City does not require a separate reporting tool. The reports shall generate from the website.

Q35. How many API to be integrated? Do vendors need to develop any RESTAPI components for integration? Please specify

A35. The City does not foresee the need to have an API integration, to sync or connect the data. The City believes that there will only be one source of data, that the City will upload.

Q36. For changing the language is that enough to integrate Google translate API or Wyoming-City of Cheyenne would provide the required language and translations?

A36. A Google Translate API integration provided by the Proposer is sufficient for the purposes of this RFQ.

ADDENDUM ONE ACKNOWLEDGED:

BY ___________________________ TITLE ___________________________
(Addendum must be signed and returned with RFQ)

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