



February 15, 2012

Addendum #3:

RE: Citywide Asset and Logistics Management (CALMS) RFP

PIN: 017P0001

Dear Potential Proposer:

The New York City Office of Emergency Management (OEM) is issuing **Addendum #3** to the Citywide Asset and Logistics Management System (CALMS) Request for Proposals, PIN: 01712P0001. Applicants should acknowledge receipt of this addendum by using the Acknowledgment of Addenda (Attachment D). **Please be advised that this addendum supersedes any information provided by OEM at the Pre-Proposal Conference held on 02/03/2012 and in the original RFP.**

The purpose of this addendum is:

- to clarify subcontracting and additional proposal options, two topics discussed at the Pre-Proposal Conference held on 02/03/2012;
- to answer any remaining questions OEM has received thus far.

Please note that the bid due date of this RFP remains Tuesday, February 21, 2012 at 5:00 pm EST.

AMENDED SECTIONS OF THE RFP:

The following section of the RFP has been amended as follows (changes have been highlighted in **bold blue font**):

SECTION II: SUMMARY OF THE REQUEST FOR PROPOSALS:

I. Subcontracting

Subcontracting is permissible under the following conditions:

- The proposer is encouraged to identify any proposed subcontractor in the proposal.
- **NYC OEM will consider subcontractors for tasks at the Agency's discretion on a case by case basis with the exception of site hosting, server maintenance, and project management, all of which must be accomplished by the awarded prime contractor.**
- Agency assumptions regarding provider approach as set out in the Scope of Services and other sections of this RFP apply equally to any proposed subcontractor.
- **Subcontractors must be available to speak and assist the CALMS Project Manager at any time as OEM operates 24 hours a day, seven days a week.**
- All contractors and subcontractors shall be subject to OEM approval before expenses are incurred and payments made.





RFP CLARIFICATIONS:

The following information has been clarified:

Additional Proposal Options:

At the CALMS Pre-Proposal Conference, a question was asked whether or not vendors should propose additional options and pricing in their proposals.

After internal discussions and review, OEM has determined that it will not accept and evaluate options other than those specified in the RFP and listed in the price proposal form. Proposers should only compile and provide information that OEM requests as the agency will evaluate proposals solely on the criteria set forth in Section III: Scope of Work.

ANSWERS TO QUESTIONS OEM RECEIVED THUS FAR:

1. The award amount listed below appears larger than the current budget amount for this RFP. Please explain the difference between these two amounts.

OFFICE OF EMERGENCY MANAGEMENT

■ AWARDS

Services (Other Than Human Services)

CALMS MAINTENANCE AND ONGOING

DEVELOPMENT – Intergovernmental Purchase –

Available only from a single source - PIN# 01705OEM1A –

AMT: \$489,568.00 – TO: Ecology and Environment Inc.,
368 Pleasant View Drive, Lancaster, New York 14086.

The amount listed in the notice above is for a previous contract with the incumbent vendor for hosting and maintaining CALMS. The aggregate contract value did not exceed \$489,000 and was over a seven year period. The term was from July 19, 2004 through June 30, 2011. For this RFP, the budget shall not exceed \$100,000 and is anticipated for a period of thirteen months as indicated in the solicitation.

2. What is the current contract? When does it expire? What are the maintenance costs?

The existing contract term with Ecology and Environment began on July 1, 2011 and will expire on June 30, 2012. The contract amount is \$97,000, which includes hosting and maintaining CALMS. The current annual hosting and maintenance cost with the incumbent vendor is \$5,000.





3. The RFP asks for a copy of audited financial report or a certified financial statement. As a privately held company, we do not audit our finances. Can you please define what would constitute an acceptable certified financial statement to OEM? Alternately, would OEM accept a signed copy of page 1 of our IRS 1120 income tax form which shows total receipts, costs, and profitability?

The IRS 1120 form is not an equivalent document to a financial statement. OEM will not accept the IRS 1120 form. A potential proposer should have a certified financial statement if it does not have an audited financial report. A certified financial statement, containing a balance sheet, cash flow statement, and income statement, must follow Generally Accepted Accounting Principles or GAAP and is reviewed and endorsed by an outside accountant.

4. When submitting financial statements and/or tax returns to OEM, does OEM keep this information confidential?

If a vendor wants certain financial information to remain confidential, it should label that information as such.

5. Should a signed Appendix A, General Provisions Governing Contracts for Consultants, Professional and Technical Services be included in the submitted proposal?

Appendix A describes the City of New York's general provisions governing contracts. Proposers are not required to include a signed Appendix A in their proposal. However, the awarded vendor will be required to fill out, sign, and return Appendix A to OEM.

6. Does the OEM or DOITT own the licenses for the software on the current primary server? If so, can the licenses be used by the winning vendor? If the licenses for the current primary server are owned by the current vendor, how are they charging the OEM for these costs?

Due to the changing costs of software, OEM does not have updated costs of licenses. It is the responsibility of the selected vendor to already own or purchase each of the licenses listed in the "CALMS Software Specification Table" in Addendum #2. OEM owns the licenses for the DOITT server, which is the agency's backup server. However, in order to host CALMS, the selected vendor will have to already own or purchase each license. These licenses should be factored into the maintenance and hosting of CALMS.

7. What does the current vendor have that can be transferred to the selected vendor to help maintain costs?

During the transfer period, the selected vendor will receive a bak file of the SQL database and all the files that comprise the web application for the site migration.

8. On page 4 of Addendum #2, it states "The backup server is expected to be functional no more than (5) minutes after the main server goes down." Is the backup server hosted by DOITT currently configured for active failover or is it only used for data replication?

The backup server hosted by DOITT is configured for active failover.





9. During the Pre-Proposal Conference on 02/03/2012, Ms. Conroy stated “So we are actually just putting into place a lockout after three attempts or is it five. It’s three or five attempts, at which time an e-mail will be sent to the e-mail address of the account holder saying, you know, you’ve been locked out, follow this link, reset your password. So we want to make that as automated as possible.” Is this an enhancement that is currently being put into place by the current vendor? If so, will it be completed by the time a new vendor would take over?

Yes, this is an enhancement that is currently being put into place. The incumbent vendor will fully institute this feature by the end of the existing contract on June 30, 2012.

10. At the top of page 4 of Addendum #2, it states “In light of new projects that have been started since the drafting of the RFP, it is now believed that CALMS could grow to between 4 and 5 GB over the next year.” Are these new software enhancement projects to the CALMS website? If so, will these be completed by the time a new vendor would take over? If they are enhancements to CALMS and will not be completed by the time a new vendor would take over, who will be responsible for completing those projects?

The growth of CALMS is ongoing. The 4 to 5 GB estimate considers growth in the amount of data and software enhancements. Any anticipated growth of CALMS could occur during the new contract term. The new vendor will be responsible for continuing the growth of the system.

If you are responding to this RFP, please remember to list this Addendum on Attachment D and submit it with your full proposal. The deadline to submit a proposal is **Tuesday, February 21, 2012 at 5PM (EST)**. Thank you for your interest in OEM.

