



Addendum #3
RFP # 20-24, Cayenta UMS Database and Report Migration Services
February 9, 2024

NOTICE IS HEREBY GIVEN that the following addendum serves to provide clarification and to answer the questions received on RFP # 20-24, Cayenta UMS Database and Report Migration Services.

Question 1: Could the City of Clearwater please kindly grant an extension for the due date submission?

Answer to Question 1: The City has extended this solicitation. Reference Addendum 2-RFP 20-24 Cayenta UMS on the City's website.

Question 2: Could the City please clarify if there is a performance bond for this contract?

Answer to Question 2: Reference i.6 INSTRUCTIONS, page 2 of the solicitation.

Question 3: Can Firms provide commercial references?

Answer to Question 3: Providing it falls within the requirements under TAB 4 – References, page 21 of the solicitation.

Question 4: Can firms provide ongoing contracts as references?

Answer to Question 4: Reference Answer to Question 3 above.

Question 5: Under TAB 2 Quality/Range of Experience and Services, point a, Could the City of Clearwater please clarify what information vendors have to submit to suffice the Financial Capability of the firm?

Answer to Question 5: The City is looking for detailed information from Vendors identifying their qualifications and experience with providing the required services.

Question 6: Under TAB 2 Quality/Range of Experience and Services, point a. Could the City of Clearwater please clarify if vendors have to provide financial statements to suffice the financial requirement?

Answer to Question 6: No, financial statements are not required.

Question 7: Under TAB 2 Quality/Range of Experience and Services, point a. Could the City of Clearwater please clarify if a written statement is enough to suffice the financial requirement?

Answer to Question 7: Yes, this will be acceptable.

Question 8: Under TAB 2 Quality/Range of Experience and Services, point b. Could the City of Clearwater please elaborate on what they mean by "Assessment" and how they want vendors to address this requirement?

Answer to Question 8: Clarify your ability to perform the required services.

Question 9: Under TAB 3 Program Description AND Method of Approach, point 3. Could the City please elaborate on what type of sample reports they want vendors to provide?

Answer to Question 9: Provide examples of forms and reports from previous Actuate-to-Cognos migrations.



Question 10: In the Evaluation Criteria section, point b states "A proposer must at all times have financial resources sufficient, in the opinion of the City, to ensure the performance of the contract and must provide proof upon request." Could the City please clarify what information vendors have to submit to suffice the financial requirement?

Answer to Question 10: Reference Answer to Question 8 above.

Question 11: Under TAB 1 Letter of Transmittal, point 3, could the City please confirm that vendors have to provide only the names and not the qualifications and responsibilities of the key persons?

Answer to Question 11: Qualifications and responsibilities do not have to be include under Tab 1.

Question 12: How many years of data does the City have in various data systems?

Answer to Question 12: The city has 20+ years of data.

Question 13: What are the different data sources and types of data in each source system apart from the ORACLE database?

Answer to Question 13: All UMS data is currently stored in ORACLE database. The selected vendor will analyze the type of data for migration.

Question 14: How would you rate the quality of data for each of the data source systems?

Answer to Question 14: The quality of data is good and accurate.

Question 15: Does CLEARWATER have an ER diagram explaining current Data models/systems?

Answer to Question 15: No.

Question 16: From a governance perspective, how many years of Data, does the City want to migrate to the new SQL Server platform?

Answer to Question 16: The city wants to migrate all data.

Question 17: What is the total size of source data that needs to be migrated?

Answer to Question 17: This is to be determined.

Question 18: What is the expected source-wise data growth rate in terms of % on a yearly basis? **Answer to Question 18: This is to be determined.**

Question 19: Does the City have a presence in cloud technologies? If so, is it hosted on a Commercial Cloud or a Government Cloud?

Answer to Question 19: No, the City does not have a cloud presence.

Question 20: Do any of the existing data systems reside in a cloud environment (Azure, AWS, GCP, etc.), or are they all on-premises?

Answer to Question 20: All are on-premise.

Question 21: Is the City looking for an on-premise solution or a cloud solution for the SQL Server platform? If yes, is there any preference for a cloud platform (Azure/AWS/GCP)?

Answer to Question 21: No preference for on-premise or cloud during this project.

Question 22: Is the City looking strictly for a Cognos reporting tool or a vendor who can suggest other tools (Power BI/Tableau)?

Answer to Question 22: Strictly Cognos and Cayenta built-in reporting.



Question 23: How many reports/dashboards does the City currently have?

Answer to Question 23: The selected vendor will determine the count, but approximately 50-100.

Question 24: At present, does the City use any ETL tool to process data that feeds internal or external reports?

Answer to Question 24: All ETL processing is individually managed.

Question 25: Does the City possess the necessary documentation outlining the current systems and business processes?

Answer to Question 25: No.

Question 26: What is the current skillset of the incumbent team? Are there data scientists, analysts, developers?

Answer to Question 26: Existing City team consists of two Business Systems Analyst and one Systems Programmer.

Question 27: Does the City expect the vendor to deploy any on-site resources to complete any tasks in the project or it is possible to go for completely remote resources?

Answer to Question 27: The selected vendor should be prepared for any on-site needs that might exist.

Question 28: Can firms utilize a hybrid resource model (on-site, remote, off-shore) to accomplish the project?

Answer to Question 28: Reference Answer to Question 27 above.

Question 29: What is the duration of the entire project?

Answer to Question 29: Reference MILESTONES, 1. ANTICIPATED BEGINNING AND END DATE OF INITIAL TERM, page 20 of the solicitation.

Question 30: Does the City have any specific budget for the whole project or phases?

Answer to Question 30: A specific budget as not been established.

Question 31: How many environments does the City have in the present technology stack?

Answer to Question 31: Not relevant to the RFP.

Question 32: Does the City use any Project Management or Version controlling tool such as Azure DevOps, JIRA, etc.?

Answer to Question 32: No.

Question 33: Is there any preference for a development framework such as Agile/Scrum?

Answer to Question 33: No.

Question 34: Could the City please kindly grant an extension for the due date submission? **Answer to Question 34: Reference Answer to Question 1 above.**



Question 35: Can the City kindly confirm there is no PROPOSAL SECURITY and PERFORMANCE SECURITY requirement for this project?

Answer to Question 35: Reference INSTRUCTIONS, i.6 PROPOSAL SECURITY, pages 2-3 of the solicitation.

Question 36: Can the City kindly confirm that electronic responses are allowed?

Answer to Question 36: Reference RESPONSE ELEMENTS, 1. PROPOSAL SUBMISSION, page 21 of the solicitation.

Question 37: Can the City kindly confirm that physical responses are optional and not mandatory?

Answer to Question 37: Reference Answer to Question 36 above.

Question 38: Could the City kindly clarify the exact number of attached files needed for the electronic response?

Answer to Question 38: Reference Answer to Question 36 above.

Question 39: Is the utilization of subcontractors permitted by the City for this project?

Answer to Question 39: Yes, but subcontractors will need to meet all requirements of this RFP.

Question 40: Is it allowed to use a subcontractor for 100% of the completion of this project?

Answer to Question 40: Reference answer to question 39 above.

Question 41: Can the City please clarify if firms can use a subcontractor to comply with the requested experience with Cayenta?

Answer to Question 41: Reference Answer to Question 39 above.

Question 42: Can the City please clarify if firms can use a subcontractor to comply with the requested experience with Cognos?

Answer to Question 42: Reference Answer to Question 39 above.

Question 43: Can the training be provided remotely?

Answer to Question 43: The vendor should be prepared for any on-site needs that might exist.

Question 44: Is it allowed to use subcontractor references?

Answer to Question 44: References should be provided by the responding vendor as well as its subcontractors if applicable.

Question 45: Could the City please clarify if it is allowed to use digital signatures?

Answer to Question 45: Yes, the City will accept electronic signatures however, Scrutinized Companies form(s), and the E-Verify Eligibility form must also be notarized.

Question 46: Does the City require wet ink signatures?

Answer to Question 46: Reference Answer to Question 45 above.

Question 47: Could the City please clarify if there is a mandatory set-aside goal?

Answer to Question 47: No, there is not.



Question 48: Could the City please clarify how many vendors will be awarded?

Answer to Question 48: It is the City's intent to award to one Vendor however, the City reserves the right to award in a manner that is in the City's best interest.

Question 49: Is it required to provide the Good Standing Certificate alongside the proposal response?

Answer to Question 49: This is not a requirement of this bid.

Question 50: Is there any incumbent associated with this project? If so, please disclose the name.

Answer to Question 50: No, other than the current relationship with Cayenta there is not.

Question 51: Is it required to provide the Certificate of Insurance (COI) alongside the proposal response?

Answer to Question 51: No. This will be required from the awarded vendor once an Intent to Award is made.

Question 52: Is the COI a post-award requirement?

Answer to Question 52: Reference Answer to Question 51 above.

Question 53: If we are using a subcontractor, is it required for the subcontractor to provide the COI alongside the proposal response?

Answer to Question 53: Reference Answer to Question 52 Above.

Question 54: If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could we replace them with equally qualified resources?

Answer to Question 54: Reference RESPONSE ELEMENTS, TAB 2, Item 2, page 21 of the solicitation.

Question 55: Could the City please confirm that we can fill out proposal forms electronically? **Answer to Question 55: Reference Answer to Question 36 and 45 above.**

Question 56: Does the City accept remote resources to work on the project?

Answer to Question 56: Reference Answer to Question 27 above.

Question 57: Does the City prefer on-site resources to execute the project?

Answer to Question 57: Reference Answer to Question 27 above.

Question 58: Could the City please clarify if there is a mandatory set-aside goal?

Answer to Question 58: Reference Answer to Question 47 above.

Question 59: Is there a page limit for the proposal response?

Answer to Question 59: No.

Question 60: Could the City please clarify, if we can provide references of ongoing contracts? **Answer to Question 60: Reference Answer to Question 3 above.**

Question 61: Are there any format margins that we need to consider when writing our proposal?

Answer to Question 61: No.

Question 62: What is the suggested font size and type for the proposal?

Answer to Question 62: The solicitation does not require a certain size or type font.



Question 63: Does the City accept offshore resources to execute the project?

Answer to Question 63: The selected vendor should be prepared for any on-site needs that might exist.

Question 64: In case firms are submitting confidential information in the response, is it required to provide a redacted version?

Answer to Question 64: No, the City will not accept any submittals that are redacted. Reference RESPONSE ELEMENTS, 2. PROPOSAL FORMAT, page 21 of the solicitation.

Question 65: Could the City kindly confirm whether it's seeking a COTS solution or a custom solution?

Answer to Question 65: Reference RESPONSE ELEMENTS, TAB 5. Cost of Services and Schedule, page 21 of the solicitation.

Question 66: Can the City please clarify if the correct start date is April or May 2024?

Answer to Question 66: Reference Answer to Question 29 above.

Question 67: Can the City kindly clarify if there is a page limit for the resumes?

Answer to Question 67: Reference Answer to Question 59 above.

Question 68: TAB 5 -Cost of Services and Schedule. Does the City have a preferred pricing format? If not, can we use an Excel spreadsheet detailing milestones and the cost of each? **Answer to Question 68: Reference Answer to Question 65 above. The City does not have a preference providing all the information requested is included.**

Question 69: Is it mandatory to provide the W-9 in the proposal response?

Answer to Question 69: This is a requested document as part of the submittal under TAB 7 – Other Forms, page 22 of the solicitation.

Question 70: VENDOR INFORMATION form. Can the City please clarify if a firm is not a Certified Small Business and/or Certified Minority, Woman or Disadvantaged Business Enterprise, is it allowed to add N/A in those sections of this form?

Answer to Question 70: Yes, this is allowed.

Question 71: If a firm is Certified Small Business and/or Certified Minority, Woman or Disadvantaged Business Enterprise, can the City please clarify if is mandatory to add the certification in the proposal response? If yes, in which section?

Answer to Question 71: Yes, supporting documentation will be required, reference VENDOR INFORMATION FORM, Page 24 of the solicitation.

Question 72: Can the City please clarify if the forms, table of contents, pricing, resumes, cover page, etc., would count toward the page limit?

Answer to Question 72: Reference Answer to Question 59 above.

Question 73: Can you please expand on the scope of what the discovery process entails? i.e. is this gathering development and testing requirements for all reports or just reports that have yet to be scoped?

Answer to Question 73: The selected vendor will work with the City to determine the scope of work. The vendor should be prepared to gather all necessary requirements to successfully migrate the database and all reports.



Question 74: Given internal goals/drivers or bandwidth restrictions, is there an estimated timeline for this project?

Answer to Question 74: The selected vendor will propose an estimated time, but initial expectations are 6-18 months.

End of Questions and Answers

All other dates and terms and conditions remain the same in this Request for Proposal.

End of Addenda