

Investing in Portland's Future

PDC

PORTLAND DEVELOPMENT COMMISSION

**ADDENDUM NUMBER 1
TO
REQUEST FOR PROPOSALS # 09-01**

Request for Proposals (RFP) Title: Information Technology Project Management Services:
Applicant Tracking System

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PURPOSE OF THIS ADDENDUM

The Portland Development Commission ("PDC") is issuing this Addendum to the above-referenced Request for Proposals ("RFP") to respond to questions raised by potential proposers.

GENERAL INSTRUCTIONS

This Addendum constitutes an integral part of the RFP and shall be read in conjunction with the RFP. Where inconsistent with the original RFP, or any previous Addendum to the RFP, this Addendum shall govern. Unless specifically changed herein, all other requirements and provisions of the RFP remain unchanged and can only be modified in writing by PDC. It is the responsibility of all Proposers to conform to this Addendum.

CLARIFICATION OF THE RFP

Question 1. Given that all vendors in Gartner's Magic Quadrant and over 70% of the ATS market delivers their product(s) via Software as a Service ("SaaS"), it is unclear why it is mandatory that proposing PMs need be an expert on one or more products listed in Exhibit A of the RFP. Please clarify. Will PDC reject vendors not meeting this requirement?

PDC Response: PDC is not requiring proposed Key Personnel be an expert in one or more of the products listed in Exhibit A of the RFP; rather, PDC is requesting information to determine the

level of experience proposed Key Personnel have with those products. The mandatory requirement is that the proposal addresses this question in some manner. Proposals will not be rejected if proposed Key Personnel are not experts (or have limited or no experience) with the products listed in Exhibit A of the RFP; however, preference will be given to Key Personnel that have experience in those products. Per Section III (B) of the RFP, "PDC would like the applicant tracking system to interface directly with PDC's Enterprise Resource Planning (ERP) system, Lawson Software."

Question 2. The RFP identifies "Planning and managing organization wide application build, test and deployment projects" as a mandatory PM qualification (Section V (C) (3) of the RFP). Since PDC is likely acquiring a Commercial-Off-The-Shelf ("COTS") solution (which is likely delivered via SaaS), it seems more appropriate to have experience planning and managing organization-wide application "configuration" instead of "build". Will configuration experience successfully meet this requirement?

PDC Response: As stated in Section III (B) of the RFP, PDC has not yet selected an ATS product (e.g. whether it will be COTS or not). About Section V (C) (3) of the RFP, the proposal must address this submittal requirement in some fashion, and yes, discussion around the proposed PM's experience with configuration would be sufficient for this requirement.

Question 3. Does the mandatory "Promotion of M/W/ESB Firms in Subcontracting Opportunities" submittal requirement (Section V (F) of the RFP), dictate that proposers have a corporate policy to contract with M/W/ESB firms, or that we must dedicate a portion of our proposed work to M/W/ES?

PDC Response: Neither a corporate policy regarding the use of M/W/ESB firms, nor the mandatory utilization of M/W/ESB firms are required. Proposers who most effectively address RFP Sections V (F) (1) – (3) will receive more points in evaluation than Proposers who provide a weak response to this evaluation criterion. Essentially, PDC seeks to understand your firm's past and present contracting efforts with these firms. Note that proposers who omit submission of this (or any other) mandatory submittal requirement will be deemed non-responsive per the terms of the RFP and will be rejected (see the first paragraph in Section V).

This Addendum does not change the Proposal due date.

END OF THIS ADDENDUM