



The School District of Osceola County, Florida

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March 31, 2008

Project Management Software Solutions

RFQ # SDOC-08-P-085 NM

Addendum # 2

This addendum is issued to amend the RFP document.

The following are questions that were received on before March 26, 2008 with the District's answers to these questions:

- 1. Question:** Page 29, Section "H", how much access would the people need?
Answer: The Cost Management capabilities of the system should allow for assigned access as would the other capabilities of the system.
- 2. Question:** How would this solution connect to your Finance software (TERMs)?
Answer: The TERMS Financial System is currently connected to a SQL database on a District owned server through an ODBC connection.
- 3. Question:** What is meant by "the ability to drill down from cost information to the underlying engineering information"?
Answer: Users should have the ability to review cost information and also have the ability to view the backup documentation supporting the cost information being viewed. This would allow users the ability to view the cost of a change order and all associated documentation showing the initial RFI, CM notes, A/E notes, etc.
- 4. Question:** "Hosting"? Who will host the solution?
Answer: As stated in the RFP, page 4, the District is interested in a provider-hosted solution. On page 29, B. Hosted Solution, the Vendor must indicate if the proposed solution is a provider-hosted or owner-hosted solution.
- 5. Question:** Is there a software solution that is being replaced?
Answer: The District currently has limited project management capabilities through the use of an Access Database System.

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6. **Question:** How are you presently handling the management of this data?

Answer: Staff handles all data entry.

7. **Question:** What are the budgets in these areas:

a. District?

Answer: See page 3, section 2.02 of the RFP.

b. Capital?

Answer: See page 3, section 2.02 of the RFP.

c. For this solution?

Answer: Not identified at this time.

8. **Question:** Who designs the new construction projects:

d. In-house?

Answer: Contracted A/E firms.

e. Outside:

i. Who are the architects that you presently have under contract?

Answer: Schenkel Shultz Inc., BRPH Architects/Engineers Inc., and Harvard Jolly Inc.

9. **Question:** Under item 4.02 on page 4, we see questions are due on 3/26. However, under item 4.07 on page 6, we see, "Questions should be submitted at least seven (7) days before the closing date." Please clarify.

Answer: The deadline for questions for this solicitation is (was) March 26, 2008. Having said that, the District will take any and all questions but reserve the right not to respond.

10. **Question:** Is "Attachment 5" posted on the School District's web site the same as "Attachment K" referenced in the original RFP?

Answer: Yes.

11. **Question:** You have 33 users listed in your RFP. How many of them will need full access and how many will need just collaborative access?

Answer: The list of users is a sample list. It is the District's intent to have the proposing vendor provide the District with their recommendations based on their experience with other Owners. The solution should allow the District's System Administrator to "easily" manage user access as well as levels of access.

12. **Question:** It would appear that you might have two somewhat competing agenda's; you want a web-based, hosted solution, but you also want something that will integrate with your financial system, TERMS. How important is it that the project management application integrates with your financial system, TERMS?

Answer: The District wants a single project management solution that will interface with the District's TERMS Financial System.

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13. **Question:** Would you entertain a self-hosted solution if there were options to have it hosted on or off site?

Answer: A owner-hosted solution may be considered.

14. **Question:** Is it possible to get a list of the major contractors you work with on a regular basis?

Answer: See attached list. The District works with a long list of contractors to accomplish all projects in the District. If you need a more specific list please identify the trades.

15. **Question:** The RFP mentioned that the system should be able to manage construction projects across all phases, including planning and design. And that Architects have access to the system. Question: Does this mean that the system should have AutoCAD capabilities?

Answer: The system should have the ability to view and mark up documents that are shared on the system by all users. As an example, this feature would allow for the submission of a Request For Information that includes project areas in question to be viewed on a drawing and then allow the A/E, Owner, etc. the ability to remotely mark up the drawing on the system in order to clarify or make changes immediately.

16. **Question:** Do you see district possibly awarding the contract to a company that has no school district experience?

Answer: As detailed in the RFP, the submittal review scoring criteria that is outlined includes specific language, guiding the vendors submitting, as well as the review committee scoring:

Page 26, Tab 2, Qualifications/Experience of Prospective Firms to Provide Required: List all school district projects with similar services contracted within the last three (3) years.

Page 27, Tab 3 Ability to Provide Service/ Proposed Personnel: The Respondent shall express the general and specific project related experience and capability of in-house staff and any sub-consultants and their functions as it relates to this RFQ.

Page 28, Tab 4 Past Performance: Provide detail as to how much experience your Firm has with school district project management software solutions. Also list how much of your client base includes school districts.

Page 28, Tab 5 References: Provide a minimum of three (3) reference letters from owner representatives for projects that your Firm has provided / is providing professional services, which are similar in scope to this RFP. Firms shall list all similar projects for which a contract was signed for professional services in the past three (3) years.

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Change in Proposed Schedule of Events [Page 4, Paragraph 4.02]:

04/09/08	Release date for answers to written questions
04/23/08	Closing Date
<u>05/05/08</u>	<u>Evaluation of Written Submittals</u>
<u>05/19/08</u>	<u>Oral Presentations/Interviews</u>
06/03/08	Recommendation to School Board with request for permission to negotiate with the top ranked firm

If you have any questions regarding this Addendum please feel free to contact Neil D. McDonald, Purchasing Supervisor by phone at (407) 870-4625 or by email at mcdonaln@osceola.k12.fl.us

Please sign and include this Addendum in your submittal indicating that you have read and understand the changes listed herein.

Authorized Signature

Date