

NOTICE TO ALL PROPOSERS

ADDENDUM NO. 1

TO THE REQUEST FOR QUALIFICATIONS FOR

TUCSON AIRPORT AUTHORITY PROJECT

10314609 Construction Project Management Software

February 19, 2016

The following Addendum dated February 19, 2016 shall be made a part of the Request for Qualifications (RFQ) dated January, 2016 for TAA project 10314609 Construction Project Management Software.

CHANGES TO THE REQUEST FOR PROPOSALS SCHEDULE

- 1. THE PROPOSAL DUE DATE HAS BEEN EXTENDED TO 2:00 P.M. LOCAL TUCSON TIME, WEDNESDAY, MARCH 9, 2016.**
- 2. THE LAST DAY FOR QUESTIONS WILL BE THURSDAY, FEBRUARY 25, 2016.**
- 3. INTERVIEWS WILL BE HELD ON TUESDAY, MARCH 29, 2016.**

QUESTIONS FROM PROPOSERS

1. Under Section 2 Question #3, it states "Consultants must be able to provide either hosted or self-hosted alternatives". What is TAA's preferred option of having a hosted or self-hosted solution?

ANSWER: It is TAA's preference to utilize a hosted solution.

2. Under Section 2 "Minimum Requirements" it states in 3 c) "hosted solution database must be in a Microsoft SQL environment that is segregated from other customers". Where did this requirement originated from? Is this a mandatory requirement in order for a vendor to propose?

ANSWER: This requirement developed through TAA's desire to keep its data separated from other customer's data. We want to ensure our data is secure and completely isolated from other users on the hosted environment. This requirement is preferred by TAA but the vendor shall provide detail on data security and separation.

3. Under Section 3 Question #2, there is a desire to have a Pilot Implementation. Please provide the goal and vision of TAA for rolling out a Pilot Implementation.

ANSWER: TAA desires the ability to utilize the selected project management software on a few projects within the first three (3) months after selection. It is understandable that some features may not be

available or developed within this time frame but TAA anticipates that most of the systems and attributes typical of the construction industry will be fully usable.

4. What is the desired time frame to have the Pilot Phase implemented?

ANSWER: The pilot phase shall be implemented within three (3) to six (6) months from selection/contract execution.

5. Under c), the pilot asks for a hosted solution. Is there a preference of a hosted solution over a self-hosted solution for the pilot?

ANSWER: TAA prefers a hosted solution but we are open to both formats.

6. There is a due date of Feb. 26th for the RFP. Is it possible to push the due date out by one week?

ANSWER: The proposal due date has been extended to 2:00 p.m. local Tucson time Wednesday, March 9, 2016.

7. Should there be a second document attached for each of the attachments and even more specific for attachment number "4" which looks to be a spreadsheet for each of the requirements. The other attachments seem as if we can print sign and include in our response.

ANSWER: Attachments 1 through 6 to the RFP must be completed and submitted with your proposal.

Attachment 1 to the RFP – complete, sign, and include in your proposal.

Attachment 2 to the RFP – complete, sign, and include in your proposal.

Attachment 3 to the RFP – sign and must be notarized. Include in your proposal.

Attachment 4 to the RFP – complete by responding 1, 2, 3, or 4 for each usability item and return with your proposal. There will be no electronic version.

Attachment 5 to the RFP – complete, sign, and return with your proposal.

Attachment 6 to the RFP – complete, sign, and return with your proposal.

8. Please elaborate on what is meant by "Drag and drop and visual workflow." Is this something that you currently use or have seen?

ANSWER: To minimize data input, it is desirable to have the ability to drag and drop or cut and paste information from Microsoft applications to the proposed software.

Visual workflow relates to graphically based images that end-users can utilize to design or manage workflow processes. They identify visually steps, tasks and approvals as opposed to menu driven workflow. These graphical images through their selection execute functionality within the application and provide real-time status updates about the project. TAA does not currently utilize this type of workflow. An example of this workflow type can be seen at the Digi-Spoke web-site <http://www.digispoke.com/>. Please note this information is provided as an example, this Company and or its products are not preferred solutions to the requirements identified in this RFP.

9. Please provide examples of "Customizable construction forms capable of mail merge."

ANSWER: It is the desire of TAA but not a requirement to be able to customize any form to emulate our current forms. This will include the capability to autofill from the data base and/or from our MS applications that utilize our global contact list.

10. a) In order to meet "Requirements for controlling data entry errors and ensuring data validity with hierarchy of dependent fields" are you looking for data entry to be done via selection from value lists? b) Are you looking to minimize free form data entry?

ANSWER: a) Yes in some circumstances. b) We are. It is desired that specific fields conform to standard protocol typical of form fill such as dates, phone numbers, etc. and for other fields to be populated by drop-down menus for items such as departments, building I.D. numbers, etc.

11. Please describe the role(s) of the 15 initial and then 30 additional anticipated end users of the system. Are they project managers who manage budgets, POs, invoices and outside vendors?

ANSWER: The initial 15 license holders will comprise of department VP, department directors, project managers, contract administrators, and project coordinators. All will have some involvement in managing budgets, contracts, purchase orders, etc. Invoices will be handled initially by our accounting department via our current software program.

12. Is Microsoft SQL server mandatory as the database? Are you open to other database platforms?

ANSWER: At this time we are looking to standardize with Microsoft SQL. Respond appropriately on the Software Requirements Checklist and provide narrative to any deviation.

13. A narrative response is required for many items on Attachment 4 – Software Requirements Checklist. What level of detail is desired for the narrative? Is the narrative in addition to or instead of a response of 1-4 on each line item?

ANSWER: The narrative is in addition to the 1-4 responses and is optional. It provides the respondent the opportunity to expand on what their system can provide for each subject area.

14. Have you seen demonstrations from vendors?

A During our discovery period, we did have three vendors demonstrate their product with a clear understanding that TAA will conduct a fair and competitive selection process.

15. Is it possible to provide the RFP document in MS Word format for us to edit directly?

ANSWER: The RFP will not be made available in Word format.

16. TAA has indicated that they would open to a self-hosted or hosted solution, but is there any preference?

ANSWER: See question 1.

17. We understand that TAA currently uses another solution for finance, accounting and asset management. However, in Section III – Scope of work it is the expectation of TAA that the solution provide asset management capabilities. Could TAA clarify as to what is the expectation from the new system in terms of asset management? Does TAA intend to use the new system as their asset management solution as integration with the current system is not in scope within the initial contract term?

ANSWER: The initial use of the software will be for project management. Later we may consider migrating our asset management into the program should we see benefits. It is understood that some systems may not have asset management as an attribute but this will not disqualify the respondent.

18. We understand from the RFP that TAA may have some data migration requirements. In order for us to provide the right solution, could TAA provide additional details on the data migration requirements (file type, systems, complexity, size etc.)?

ANSWER: Currently, the expected data migration is limited. Any migration data would be provided by TAA in an Excel or CSV file.

19. Could TAA also clarify if there is an Integration Requirement for this phase of the procurement? One of the requirements in Attachment 4 (Section 3 – Requirement #3.2) is Integration with Finance, Human Resource and other COTS application. Page 2 of the RFP states that TAA does not anticipate any integration with the existing Oracle application (currently managing finance, accounting and asset management). Is there an expectation that the vendor provide a solution and cost for integration that may be performed at a later stage in this procurement? If so, could TAA provide additional details on the applications that need to be integrated with and the stage when TAA expects this integration to be functional.

ANSWER: See Question 18. Section 3 of Attachment 4 allows the respondent to provide information to their data migration protocol. For cost of migration, see answer to question 20.

20. For Integration and data migration, will it be acceptable if we provide a cost for an estimated block of hours for data migration and integration? The block of hours will include a due diligence which will help us determine the exact cost for integration and data migration.

ANSWER: It will be acceptable to provide an estimate block of hours for data migration.

21. Could TAA share an excel/word/editable copy of Attachment 4? The file we received is an image which makes it difficult to reproduce for responding.

ANSWER: See question 1.

22. Attachment 4 mandates that the vendor provides a narrative for each category. Do we need to provide a narrative as part of Attachment 4 or should that be referenced separately in the RFP response? Is that section exempted from the page limit?

ANSWER: The narrative is voluntary and will provide the opportunity for the respondent to elaborate on any particular section. See question 13. The page count does not include attachments 1,2,3,4,5, and 6 but will include the provided narratives. See Section V, 4- Form of Proposal, page 8.

23. Attachment 4 – Section 2: Requirement # 2.22: Could TAA provide additional details on the functionality that is intended to be achieved?

ANSWER: The intent is to minimize data entry if it can be shared between the proposed software and Microsoft products.

24. Do appendix/addendums also get added to the 50 Page limit?

ANSWER: Attachment 1 will acknowledge receipt of addendum and will not be part of the page limitation. See Section V, 4- Form of Proposal, page 8.

25. Do the copies of the Subscription Agreement and Terms and Condition also get added towards page limit? If so, can we share the same as appendix/addendums?

ANSWER: Respondent's proposed project budget will be part of the page count.

26. Will Tucson Airport Authority consider awarding a vendor that offers a proven multi-tenant SaaS hosted solution which has been deployed at hundreds of public agencies including airports? If multi-tenant SaaS hosted solution is acceptable, will Tucson Airport Authority please revise RFP item #3 in Section II Minimum Requirements and remove: "c) hosted solution database must be in a Microsoft SQL environment that is segregated from other customers."?

ANSWER: The intent of this requirement is not to exclude any vendor from participating in the RFP but to address security and performance issues. TAA then requests for the respondent to provide a narrative addressing the security of data on a multi-tenant platform.

Replace item #3c in Section II Minimum Requirements of the RFP with the following: c) hosted solution database must have security in place that ensures TAA data will not be accessed by other customers on a multi-tenant platform.

27. In RFP Section II item #3, it states "Consultants must be able to provide either hosted or self-hosted alternatives". Does TAA have a preference for either hosted or self-hosted?

ANSWER: See question 5. Hosted or self-hosted solutions are acceptable.

28. In RFP Section III item #2, there is a requirement for a Pilot Implementation Phase. Please provide additional detail for TAA's goal, vision and expectations of the Pilot Implementation Phase before moving to the Full Implementation Phase. What is the time frame for having the Pilot implemented after award and how long will the Pilot last?

ANSWER: See answer to Question 3.

The RFP says "Pilot Implementation Phase (Hosted)". Is the Pilot Implementation Phase only required for vendors who offer a hosted solution?

ANSWER: No. Hosted or self-hosted systems will provide and implement a pilot phase program. See answer to question 5.

29. In RFP Section V item #5, the submission deadline is February 26, 2016. To provide a quality and accurate Proposal, vendors need at least 10 working days after responses to questions are posted. This is software industry standard practice. Please extend the deadline accordingly.

ANSWER: See question 1.

30. In RFP Section V item #5, the submittal requirement is for five (5) copies of the Proposal. Should the original signed Proposal also be submitted? Is an electronic version of the Proposal needed?

ANSWER: One (1) original and four (4) copies of the Proposal should be submitted by the deadline of 2:00 p.m. local Tucson time on March 9, 2016. Proposals submitted orally, by telephone, by electronic mail or other means of electronic submission, or by facsimile will not be accepted and will not receive consideration.