

**CITY OF CHARLOTTESVILLE**  
Procurement and Risk Management Services

325 4<sup>th</sup> Street NW (zip 22903)  
PO Box 911  
Charlottesville, VA 22902

Phone: (434) 970-3860  
Fax: (434) 970-3069

[Purchasing@charlottesville.gov](mailto:Purchasing@charlottesville.gov)  
[www.charlottesville.gov/purchasing](http://www.charlottesville.gov/purchasing)



December 4, 2020

**ADDENDUM NO. 1 TO ALL OFFERORS:** Three (3) Pages Total

Reference - Request for Proposal: 21-16

Title: ENTERPRISE LAND MANAGEMENT SOFTWARE  
SYSTEM AND IMPLEMENTATION

For Delivery To: City of Charlottesville, Charlottesville, VA

Bids Due: December 18, 2020

This addendum is issued to address the following questions:

**1. How many total users?**

- ~51 users

**2. Has the team seen demos prior to the issuance of the RFP?**

- No

**3. Is there a defined budget for the project?**

- \$1,250,367

**4. Define “Cloud” Products?**

- Vendor Hosted Solution, vendor handles infrastructure/maintenance

**5. What is the City’s current VPN?**

- Cisco AnyConnect Secure Mobility Client

**6. Are international references acceptable?**

- Yes

**7. Does the City want a custom-built solution?**

- No – the City is looking for a “commercial off-the-shelf” solution, not a custom-built solution.

**8. How much legacy data is going to be migrated?**

- Approximately 1.6 gigabytes.

**9. What is the project deadline?**

- Please propose your own deadline for implementation.

**10. Is integration required with other current/future systems?**

- System proposed needs to be flexible to integrate with other systems in the future.

**11. Is the stated budget for year 1 or 5-year cost of ownership?**

- 5-year cost of ownership

**12. Should they include costs for 5 years of support?**

- Yes

**13. Is the City expecting staff to be able to access full system functionality from a smart phone or is that more intended for field inspectors?**

- Mobile access is intended primarily for field inspectors.

**14. The definition of mobile – do you mean phone application and/or laptop?**

- The City does not consider laptops as mobile. The City expects to utilize the solution on phones as well as tablets on a regular basis. If your application is only browser based, please outline that in the proposal.

**15. Should comments be provided for “No” responses on the RTM?**

- Yes, please provide additional information if applicable.

**16. How many field inspectors?**

- There are three (3) users that are “just” field inspectors

**17. Are there any SWAM Participation Requirements?**

- There are no SWAM participation requirements, however, the solicitation includes Attachment H that must be completed and returned with your proposal.

**18. What payment processing vendor is the City is currently using for online payments?**

- The City currently only accepts cash, check, and credit card. There is no 3rd party payment system.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Respectfully,  
*Vernice Grooms, CPPB, VCO, VCA*  
Procurement Manager

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Name of Bidder/Offeror

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Signature & Title

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Date