
MEMORANDUM

TOWN OF PEMBROKE PARK
3150 S.W. 52ND AVENUE
PEMBROKE PARK, FL 33023
TEL (954) 966-4600
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To: Bidders

From: Town of Pembroke Park

Date: February 27, 2018

Project: RFP for Enterprise Resource Planning Software Consultant Services

Subject: ADDENDUM No. 2

Bidders are required to acknowledge receipt of this ADDENDUM on Page A-3 of the BID Documents. Bidders are also required to include this ADDENDUM with your submitted BID. Failure to do so may cause the BID to be considered informal or irregular, and subject to rejection.

The BID Documents are hereby amended as follows:

A. SUBMITTED QUESTIONS:

1. Would the Town please elaborate on any additional business drivers for this project, beyond what is indicated in the RFP?
Response: Please utilize the functional areas listed in Attachment "A" of the RFP.
2. Does the Town have target milestone dates for this project?
Response: We would like the RFP completed and ready for advertisement by July, 2018.
3. Does the Town desire status reports as part of this project? If so, at what frequency? (i.e., monthly, bi-weekly)
Response: Yes, we would like to have a monthly project update report.

4. Does the Town desire that the selected consultant give and/or facilitate presentations during the project? If so, at what milestones and to what audiences?

Response: Yes, the consultant would be giving a final presentation to the Town Commission during a special Commission meeting. The consultant will also present a detailed explanation of the evaluation and scoring each respondent received, as well as answering any questions posed by the Commission.

5. Can the Town clarify the number of cities that the Town expects the selected consultant to benchmark?

Response: We would like to have a minimum of three (3).

6. What systems are currently in use by the Town?

Response: The Town is currently using INKforce (for Building, BTR, Code, Planning and Zoning, Public Works) and Denali (for Finance).

7. Would the Town please clarify whether the functional area listed as document management is intended to mean an enterprise-wide document management solution or document management as it relates to ERP?

Response: This would be an enterprise-wide document management System for the Town.

8. Would the Town please clarify whether an enterprise-wide Parks & Recreation Management System is desired or instead the management of financial aspects as it relates to ERP?

Response: The Town desires the System to be an enterprise-wide resource for the Parks & Recreation Department.

9. Has the Town determined a budget for this project? If so, can it be shared?

Response: No, we have not yet determined a budget.

10. Does the Town have a preference for contracting a local firm for this work? If so, what weight will this have in the evaluation process?

Response: No, the Town does not have any local firm preference.

ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM

I hereby acknowledge receipt of ADDENDUM No. 2 to the BID Documents (consisting of three (3) pages) for the Town of Pembroke Park RFP for Enterprise Resource Planning Software Consultant Services.

Name of Bidder: _____

By: _____

Title: _____

Date: _____