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**MEMORANDUM**

TOWN OF PEMBROKE PARK  
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PEMBROKE PARK, FL 33023  
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To: Bidders  
From: Town of Pembroke Park  
Date: July 10, 2018  
Project: ERP System Selection RFP  
Subject: ADDENDUM No. 1

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Proposers are required to acknowledge receipt of this ADDENDUM on Page A-4 of this Document. Proposers are also required to include this ADDENDUM with your submitted Proposal. Failure to do so may cause the Proposal to be considered informal or irregular, and subject to rejection.

The Proposal Documents are hereby amended as follows:

A. RESPONSES TO SUBMITTED QUESTIONS:

1. Are you interested in an “off-the-shelf” or more custom software solution?

*Response: The Town is interested in procuring an “off-the-shelf” solution.*

2. Is there an approved budget for this RFP?

*Response: Not at this time. It is yet to be determined.*

3. How much is the budget?

*Response: To be determined.*

4. Is there an incumbent competing? Is there an internal team currently working on the development, or are you outsourcing current development?

*Response: No.*

5. How long after the submission due date will you issue an award?

*Response: Please refer to section 1.9 of the RFP, Anticipated Timeline Overview.*

6. What is the priority of this project?

*Response: High.*

7. When are you expecting to engage with the vendor after the award has been given?

*Response: Please refer to section 1.9 of the RFP, Anticipated Timeline Overview.*

8. What is the expected/needed "go-live" date of the project?

*Response: There is no hard date set, but we would like this to be as soon as possible.*

9. We're base in Plantation w/ 13 Int'l offices; do you accept offshore development services for this project?

*Response: Where the product is produced is not an issue, we are interested in product and service.*

10. Will onsite visits be required during development?

*Response: Yes, the Town expects Vendor staff to be on-site at the Town as necessary throughout the software implementation.*

11. Is the project scope listed in the RFP finalized?

*Response: Yes.*

12. To the best of your knowledge, are there any circumstances that will cause you to:

a. Cancel the RFP?

*Response: Not to our knowledge*

b. Not move forward with the winning bidder?

*Response: To be determined.*

c. Lower the budget for the project?

*Response: Budget not set.*

d. Prolong the evaluation process or reissue the RFP?

*Response: Based on the bid results and analysis the Town could rebid or look at other options if no acceptable bids are presented.*

ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM

I hereby acknowledge receipt of ADDENDUM No. 1 to the Proposal Documents (consisting of four (4) pages) for the Town of Pembroke Park ERP System Selection RFP.

Name of Bidder: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_