May 19, 2020

Addendum No. 1
HEALTH & SAFETY PROGRAM MANAGEMENT SOFTWARE
RFP No. 20-05-1171

It is the responsibility of the Respondent to assure and guarantee by <u>acknowledging</u> the receipt of this Addendum in the Proposal that the Respondent has received the Addendum in its entirety, and that the Respondent accepts all conditions contained herein.

Question 1:
Are emailed bids acceptable? Do we need to submit our proposal response as hard copies via mail / UPS / Fedex and as soft copies via email or just over an email?
Answer 1:
Proposals shall be emailed to Clarissa.Cabrera@Brazos.org as stated on page 1 of the solicitation.

Question 2:
Would an active shooter communication application (app) for desktops, laptops and mobile devices fall under this RFP?
Answer 2:
No.

Question 3:
Would it be possible for you to provide an approximate number of unique SDS you have across the deployment scope for Brazos?
Answer 3:
Safety Data Sheets (SDS) will be provide at the time the bid is awarded.

Question 4:
from a process standpoint, if we have some requested modifications to any of the terms included, where in the submittal would it be best to make note of the changes?
Answer 4:
Please refer to the Section 10. Contract for modifications to terms.

Question 5:
Custom solutions are very difficult to provide a fixed cost bid for , would you be open to a time and materials bid estimate?
Answer 5:
No. The Brazos River Authority is not seeking a customized 'built-from-scratch" software solution, but a common off-the-shelf software product that existing features can be customized to meet our needs.

Question 7:
Is there a preference of the cloud provider such as AWS, Azure or Google?
Answer 7:
Azure.

Question 8:
Is Brazos River Authority a Microsoft shop? If so, is Microsoft Business suite used by employees?
Answer 8:
Yes.

Question 9:
Does Brazos River Authority have a rough budget in mind for this solution?
Answer 9:
Not available at this time.

Question 10:
The current delivery for response is paper form Tab A & B. Understanding there are many fluid changes within the State currently…. Is there any thought to delivery RFP responses via email only?
Answer 10:
Please refer to the answer for Question 1.

Question 11:
If print is still required - How many copies should we provide?
Answer 11:
Please refer to Question 1.

Question 12:
What is the Total Square Feet of BRA buildings within the 16 sites/approximately 18 separate facilities?
Answer 12:
The Brazos River Authority will provide basic facility footprints to the awarded vendor.

Question 13:
Do you have the breakdown by:
      a. Site Names
      b. Building Quantity per Site
      c. Floors per Building
Answer 13:
      a. Site Names will be provided to the awarded bidder.
      b. Building Quantity per Site
Site 1: Two buildings, single story (CO)
Site 2: One building, single story (Annex)
Site 3: One building, single story (Georgetown)
Site 4: Two buildings, single story (Sandy Creek)
Site 5: Six buildings, one two-story (Clute)
Site 6: Thirteen buildings, all single story (TB/WW)
Site 7: Fifteen buildings, all single story (EWC)
Site 8: Sixteen buildings, two two-story (PK)
Site 9: Eight buildings, single-story (LG)
Site 10: Five buildings, single-story (LL)
Site 11: Five buildings, single-story (Doshier)
Site 12: Two buildings, single-story (Hutto C.)

Site 13: Two buildings, single-story (Hutto S)
Site 14: Four buildings, single-story (Sugerland N.)
Site 15: Three buildings, single-story (Sugerland S.)
Site 16: Two buildings, single-story (Sugerland NT)
Site 17: Two buildings, single-story (Sugerland GW)
Site 18: One building, two-story (Stillhouse Intake)
   c. Floors per Building; (See above)

Question 14:
What are the total users counts for the approximately 266 employees?
   a. Power users =
   b. Mobile users =
   c. End users/Base Requestor =
Answer 14:
Power users = approx. 10 users
Mobile users = approx. 200-300 users
End users/Base Requestor = 200-300 (number will vary).

Question 15:
Do you have an estimated quantity of attendees per class for training sessions?
Answer 15:
Approximately ten (10) training attendees.

Question 16:
Do you require an HSP to be completed for RFP?
Answer 16:
No.

Question 17:
Can you explain in more detail your requirement around the asset mapping tool?
Answer 17:
The mapping tool will consist of facility footprints (provided by the BRA). Icons for safety related equipment (i.e. fire extinguishers, AEDs, medial kits, etc.) will be inserted onto the facility footprints indicating the safety equipment's location. A descriptive box will appear when the cursor is placed over specific safety equipment icons containing specific data previously entered into the software. As an example, when placing the cursor over a specific fire extinguisher icon, a descriptive box would appear, extrapolating such information as the type, size, category, date last inspected, and expiration date for that fire extinguisher.

Question 18:
Will you be using this just to map your assets, or are you planning to drive workflow based off of the geospatial awareness?
Answer 18:
The mapping tool will be used for asset tracking only.

Question 19:
RFP reference - Page 10 - Proposal form - Does your company have ten (10) or more full time employees? Does this have to be a prime contractor only or both prime and sub together?
Answer 19:
Prime Contractor only.

Question 20:
Are you currently using any software for this purpose and what's the name?
Answer 20:
No.

Question 21:
Are you particularly looking for Health, Safety related program management software or any other Program Management software that meets your requirement would be ok?
Answer 21:
No

Question 22:
In case per user license doesn't work, what's the employee count shall we consider?
Answer 22:
Please refer to the answer provided in question fourteen (14).

Sincerely,

Clarissa Cabrera, CTPM, CTCM

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Purchasing Manager, Administrative Services