



**RECREATION AND PARK COMMISSION  
FOR THE PARISH OF EAST BATON ROUGE**

**Addendum No. 1**

**Issued June 19, 2020**

**Solicitation No. 203 – Project Management Services for Asset Management  
Software Implementation and Integration**

which is scheduled to open at 11:00 A.M. CT, July 9, 2020

BREC – Recreation and Park Commission for the Parish of East Baton Rouge

**The following inquiries were received during the Inquiry Period for the above-referenced RFP and the clarification/response:**

Q1. Could you please give the list of park and project locations?

A1. The project will be largely managed out of the administrative office as well as remotely. A list of BREC parks can be found at [brec.org/parks](http://brec.org/parks).

Q2. What locations / assets are planned to be included in the Asset Management Program?

A2. All of BREC's capital assets at all of its locations will be managed in the program.

Q3. How often does the BREC IT Steering Committee meet?

A3. Monthly.

Q4. What are other software platforms other than Asset Works, Tyler Munis and Aurigo Master works?

A4. This questions is not clear. However, assuming the question is asking other software that may need to integrate with AssetWorks, the answer is that there is: NOVAtime time and attendance software.

Q5. Are you looking for any software integration services as part of the project or this is just limited to Project Management Services.

A5. Project management services which will require the facilitation of integration with multiple software vendors.

- Q6. Is there budget assigned for the project, If so what is the planned amount of the budget?
- A6. **BREC anticipates the budget for this work to be approximately \$95,000.**
- Q7. How often are you expecting the project manager to visit to your location.
- A7. **Potentially not at all depending on the COVID-19 restrictions and project needs, but no more than once a quarter is foreseen to be necessary.**
- Q8. We submitted our quote for RFP – Project Management Services for Asset Management Software and Integration (RFP #199) due on May 27, 2020. Can we ask the reason for re-issuing this RFP, it will allow us to re-submit our quote accordingly.
- A8. **It was cancelled effective May 29, 2020. The cancellation was because it became apparent to BREC as for reasons unknown to BREC the Express Mail Carrier was unusually late in delivering the proposals on the day of the bid opening as a result several proposals were received beyond the deadline. Therefore, to give all proposers a fair opportunity, BREC cancelled Solicitation No. 199 and the RFP was reissued.**
- Q9. General: Is BREC seeking an individual project manager or a project management team to perform the work outlined in the RFP?
- A9. **BREC does not have a preference at this time. We are open to considering different approaches.**
- Q10. Section 3.3, Page 20: Although we are a certified DBE in 15+ states, we do not have a DBE certification in the State of Louisiana. We have done some work with local government agencies in Louisiana that did not require a DBE certification. We believe we will meet Louisiana’s DBE certification requirements. Will BREC consider our proposal as meeting the DBE criteria (15% evaluation points) if we have applied for the DBE certification (but not certified by the state) before the proposal submission date?
- A10. **If Louisiana's DBE certification requirements would be met, yes.**
- Q11. Section 2.5, Page 18: How many on-site visits are anticipated, in a scenario where the travel restrictions and social distancing guidelines currently in effect are either further extended or possibly re-imposed after a brief period of relaxation?
- A11. **For the most part, the work can be done remotely. On-site visits could potentially be needed, but BREC is following all local and state guidance related to COVID-19.**
- Q12. General: What is BREC’s budget for this contract?
- A12. **BREC anticipates the budget for this work to be approximately \$95,000.**



Q19. Do the employees affected by this project have PCs in the office and/or laptops at this time, to access the software?

**A19. Yes.**

Q20. Are AssetWorks executive dashboard and reporting needs established? Or will this be part of business analysis discovery?

**A20. This will be part of the project analysis.**

Q21. Where is your current data relevant to this project currently managed in your ERP? What software?

**A21. The current system being used for this scope is MainTrac by Vermont Systems, Inc.**

Q22. How much of your current data sets are needed to be interfaced to the new system? What level of detail? Relevant summaries per property (assuming that will be established during business analysis discovery)

**A22. These things are TBD and will be decided during implementation.**

Q23. Did AssetWorks propose a project plan? May we have the list of the key milestones and anticipated durations? What are AssetWorks contingencies? How long is the business analysis discovery slated before devising the BREC Project Plan established?

**A23. Yes. The statement of work is considered confidential proprietary information by the vendor. The project is anticipated to last approximately 290 days. This question is not clear. Business discovery occurred as part of the RFP development process. A BREC Project Management Plan would need to be developed by the Project Management contractor in collaboration with the vendor.**

Q24. Can we provide a presentation of our proposed solution and process? When may that be scheduled?

**A24. If a presentation is needed, BREC will request one.**

Q25. What is the budget for this solicitation?

**A25. BREC anticipates the budget for this work to be approximately \$95,000.**

Q26. Is it planned for the project manager to be utilized full time for the initial engagement of August 1, 2020 through December 31, 2020? What do you envision the utilization to be for the 2 optional years?

**A26. The PM will likely be a little less than full time. The 2 optional years are in case something unforeseen happens with the project**

Q27. For Appendix B-1 Pricing Schedule, do you want only an hourly rate provided for the project manager or other anticipated resources with discounts for weekly volume? Can BREC provide any additional guidance on how they would like the pricing schedule provided? As Appendix B-1 indicates since each RPF may vary, can we contact the BREC office for assistance in developing after the question and answer period?

**A27. Rates with discounts for weekly volume would be helpful.**

Q28. Regarding the Insurance Requirements, will a statement in our proposal be acceptable for demonstrating and confirming compliance that all insurance coverage will be carried and the proper certificate of insurance will be provided upon contract execution if selected?

**A28. The RFP instructions should be complied with.**

Q29. Is there any information you can share on the implementation schedule created by the software vendor, along with any level of effort estimated by that vendor?

**A29. No.**

Q30. Please find below our questions

On the cover page of the solicitation document, it is stated that proposal forms shall be submitted by the proposer excluding the specifications and contract documents. Does this mean that our complete response will be composed of two (2) separate documents - the first being the Proposal (as per section 1.5 of the solicitation) and the second containing the Proposal Forms (Attachment A, Affidavit, Appendix B-1, Bidder's Organization, Corporate Resolution, Attachment B, and the Insurance)?

**A30. Please comply with the RFP as it is written.**

This addendum is hereby officially made part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to bid opening in an envelope marked with the file number, bid opening date and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

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(Name and Signature)

Date

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(Company Name)