Request for Proposals
ARCHIBUS 23.1 INSTALLTION, IMPLEMENTATION AND INTEGRATION
DCAM-18-NC-0001
Addendum No. 3
Issued: November 7, 2017

This Addendum No. 3 is issued by DGS on November 7, 2017. Except as modified herein, the Request for Proposals (RFP) remains unmodified and is hereby published on the DGS website.

Item No. 1	**PERIOD OF PERFORMANCE**
Delete in its Entirety:	Section C.4.5 Period of Performance
Replace with:	C.4.5 Period of Performance
	The Base Year term of the Contract shall be for a period of one (1) year from date of Award or Notice to Proceed. The Department shall have the right to unilaterally extend the term of this Contract for four (4), one (1) year option periods or successive portions thereafter.
Item No. 2	**PROPOSAL SUBMISSION**
Delete in its Entirety:	Section L.3.1 Proposal Submission
	Proposals must be submitted no later than **12:00 a.m. EST on November 13, 2017.**
Replace with:	L.3.1 Proposal Submission
	Proposals must be submitted no later than **12:00 p.m. EST on November 13, 2017.**
Item No. 3	**REIMBURSABLE SERVICES AND DEDUCTIBLE THRESHOLD**
Delete in its Entirety:	Section C.7.5 Reimbursable Services and Deductible Threshold
Replace with:	RESERVED
Item No. 4	**INVOICE PAYMENT**
Delete in its Entirety:	Section G.1.4

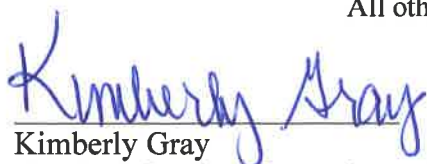|	
Replace with:	G.1.4 The Contractor will be reimbursed for costs incurred in performing Reimbursable Services **Section C.7** approved in advance in writing. The Contractor shall obtain authorization from the Department prior to commencement of a Reimbursable Service. The Contractor may complete Reimbursable Services with a cost up to $2,500.00 with written authorization from the COTR, upon the COTR's determination that the extent of the work is required and falls within the definition of Reimbursable Services. Reimbursable Services which cost more than $2,5000.00 shall require the CO's approval in advance of services performed through a written directive followed up by a Task Order duly executed by the Department within 7 days of such written directive.(email is sufficient). The Contractor shall use the hourly rates established in the Reimbursable Services Price Schedules (B.4) to bill for its performance of Reimbursable Services. Payment for Reimbursable Services shall be separate from monthly payments due under the terms of this Contract.
Item No. 5	**CONTRACTOR RESPONSIBILITIES**
Delete in its Entirety:	Section H.14.3
Replace with:	H.14.3 RESERVED
Item No. 6	**STAFF ATTIRE AND IDENTIFICATION**
Delete in its Entirety:	Section H.15.1
Replace with:	H.15.1 The Contractor's staff shall wear neat, clean, and professional attire.
Item No. 7	**H.21 RESERVED**
Delete in its Entirety:	Section H.21 RESERVED
	The Contractor shall immediately notify the COTR of any accidents on the job site arising from the performance of this SOW that involve bodily injury to Contractor's employees or District workers or both, building occupants, visitors, or other persons.
Replace with:	H.21 RESERVED

Item No. 8	**INSURANCE**
Delete in its Entirety:	Section I.8 INSURANCE
Replace with:	See Exhibit A – Insurance Provisions
Item No. 9	**ON-CALL EMERGENCY SERVICES**
Delete in its Entirety:	Section C.7.3
Replace with:	C.7.3 RESERVED
Item No. 10	**ON-CALL EMERGENCY SERVICES**
Delete in its Entirety:	Section C.7.4
Replace with:	C.7.4 RESERVED
Item No. 11	**RIGHTS IN DATA**
Delete in its Entirety:	E. Source Code Escrow
Replace with:	RESERVED
Item No. 12	**CONTINUITY OF SERVICES**
Delete in its Entirety:	Section I.13.2, Section I.13.2.1 and Section I.13.2.2
Replace with:	I.13.2 RESERVED
Item No. 13	**QUESTIONS & ANSWERS**
Add/Incorporate:	See Exhibit B – Q&A

All other terms and conditions remain unchanged.

Kimberly Gray

11/7/17

Kimberly Gray

Date

Goods & Services Supervisor /Contracting Officer

- End of Addendum No. 3 -

Exhibit A

I.8   INSURANCE

I.8.1   GENERAL REQUIREMENTS. The Contractor at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A- / VII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein.

All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Contractor and its subcontractors (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its subcontractors, and not the additional insured. The additional insured status under the Contractor's and its subcontractors' Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 **and** CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the CO in writing. All of the Contractor's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Contractor or its subcontractors, or anyone for whom the Contractor or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Contractor and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee and subcontractors.

I.8.1.1   Commercial General Liability Insurance ("CGL") - The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with

coverage at least as broad and approved by the CO in writing), covering liability for all ongoing and completed operations of the Contractor, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than $1,000,000 each occurrence, a $2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a $1,000,000 personal and advertising injury limit, and a $2,000,000 products-completed operations aggregate limit.

I.8.1.2 Automobile Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor, with minimum per accident limits equal to the greater of (i) the limits set forth in the Contractor's commercial automobile liability policy or (ii) $1,000,000 per occurrence combined single limit for bodily injury and property damage.

I.8.1.3 Workers' Compensation Insurance - The Contractor shall provide evidence satisfactory to the CO of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

I.8.1.4 Employer's Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of employer's liability insurance as follows: $500,000 per accident for injury; $500,000 per employee for disease; and $500,000 for policy disease limit.

All insurance required by this paragraph 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

I.8.1.5 Cyber Liability Insurance - The Contractor shall provide evidence satisfactory to the Contracting Officer of Cyber Liability Insurance, with limits not less than $10,000,000 per occurrence or claim, $10,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. This insurance requirement will be considered met if the general liability insurance includes an affirmative cyber endorsement for the required amounts and coverages.

Exhibit A

I.8.1.6 <u>Employment Practices Liability</u> - The Contractor shall provide evidence satisfactory to the Contracting Officer with respect to the operations performed to cover the defense of claims which the District of Columbia would be named as a co-defendant in claims arising from employment related wrongful acts including but not limited to: Discrimination, Sexual Harassment, Wrongful Termination, or Workplace Torts. The policy shall include an endorsement naming the District of Columbia as a co-defendant or additional insured and shall also include the Client Company Endorsement for Temporary Help Firms and the Independent Contractors Endorsement. The policy shall provide limits of not less than $1,000,000 for each wrongful act and $2,000,000 annual aggregate for each wrongful act.

I.8.1.7 <u>Professional Liability Insurance (Errors & Omissions)</u> - The Contractor shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of $10,000,000 per claim or per occurrence for each wrongful act and $10,000,000 annual aggregate. The Contractor warrants that any applicable retroactive date precedes the date the Contractor first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services.

I.8.1.8 <u>Commercial Umbrella or Excess Liability</u> - The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Contractor's umbrella or excess liability policy or (ii) $10,000,000 per occurrence and $10,000,000 in the annual aggregate, following the form and in excess of all liability policies. All liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the "other insurance" provision must be amended in accordance with this requirement and principles of vertical exhaustion.

I.8.2 PRIMARY AND NONCONTRIBUTORY INSURANCE
The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

I.8.2.1 DURATION. The Contractor shall carry all required insurance until all contract work is accepted by the District of Columbia, and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.

I.8.2.3 LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**

Exhibit A

I.8.2.4 CONTRACTOR'S PROPERTY. Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

I.8.2.5 MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.

I.8.2.6 NOTIFICATION. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of coverage and / or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium. The Contractor will also provide the CO with an updated Certificate of Insurance should its insurance coverages renew during the contract.

I.8.2.7 CERTIFICATES OF INSURANCE. The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

Brian Carter
Contract Specialist | Contracts and Procurement Division
DC Department of General Services
2000 14th Street, NW | 8th Floor | Washington, DC 20009
Tel: 202.671.2342 | Email: brian.carter@dc.gov

The CO may request and the Contractor shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Contractor expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

I.8.2.8 DISCLOSURE OF INFORMATION. The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.

I.8.2.9 CARRIER RATINGS. All Contractor's and its subcontractors' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the in the District.

No.	QUESTIONS	ANSWERS
1	The FY 18 ARCHIBUS bid form does not have a line item for the TASK II: Support technical support (help desk) requirement. Should this support be 'built into' the Labor Category Rates (CLINs 1035 through 1039) or the Software Subscription costs?	The technical support requirement cost should be built into the Software Subscription cost.
2	Please clarify the statement in the Bid Form whether all labor/tasks will be performed on-site, or whether the System Administrator is required to be on-site only 3 days per week.	Not all labor will be performed on site. DGS will provide a virtual private network (VPN) access point for those task items that can be addressed at the server level. The Systems Administrator (ARCHIBUS Solutions Architect) is required to be on site 3 days a week.
3	Confirm that DGS will provide a workspace, desk, phone, computer, etc. for the awarded contractor to work at the Reeves Center location.	Yes, DGS will provide workspace for the Contractor within the DGS Information Technology suite 108 of the Reeves Center located at 2000 14th Street NW Washington DC 20009.
4	Server Hardware, Server Operating and Server Network connectivity are indicated in the table as shared responsibility between DGS and the contractor. Please clarify whether the solicitation should include any hardware provisioning.	Both the Contractor and DGS IT Division will be responsible for making sure all patches and software updates are installed on each server. The servers have been provisioned to receive and report on data within the ARCHIBUS modules and database.
5	Please clarify the period of performance for the base contract term.	The Base Year term of the Contract shall be for a period of one (1) year from date of Award or Notice to Proceed.
6	Please clarify where in Section C the District has defined the Key Personnel positions.	Please refer to Section C.3 Definitions.
7	51% of employees shall be District residents, given this requirement and the level of effort specified in Attachment J.2 (total number of devoted hours), is the Offeror to understand that the Systems Administrator IV (2080 hours, or 62% of the level of the total effort) must be a District resident. Please confirm this understanding.	In accordance with the DOES First Source requirements 51% of any "new" hires assigned to perform work under the Contract period of performance shall be a District Resident. This does not apply to the Contractor's current employees of which the Contractor intendeds to propose/dedicated for this assignment.
8	35% of the dollar volume of the contract shall be subcontracted to qualified Small Business Enterprises (SBE's). CLINS 0001 through 0035 (ARCHIBUS software subscriptions) will represent a significant proportion of the price for this project, especially as compared to the 1.5 FTE level of effort specified in J.2. If the software subscriptions portion of an Offeror's bid price is more than 65% of the total cost (and labor less than 35%), we understand that we must subcontract the software subscriptions to an ARCHIBUS license re-seller that is also a certified SBE or CBE. Please confirm this understanding.	DGS encourages as much SBE/CBE participation for all requirements; however the Department recognizes the apparent lack of SBE/CBE qualified ARCHIBUS Business Partners thus, the awarded Contractor will be required to apply for the appropriate DSLBD SBE/CBE subcontracting requirement waiver.
9	Please confirm that the specified level of effort does not include a Project Manager position, and that all Contractor effort to manage and control the Project should be executed by the level of effort specified in the Bid Form, or will be non-billable.	DGS did not include a separate labor category for a Project Manager, however it is DGS's expectation that the Contractor's effort to manage and control the Project should be executed as specified in the Scope of Work.
10	For staffing, what is the earliest date work could commence on this contract?	The anticipated start date is one week following contract award.
11	What are the current customization to your ARCHIBUS deployment? Please provide a summary list of all customizations to your current ARCHIBUS deployment.	There have been multiply customizations provide to various modules; however, at this time a complete summary of customizations is not available. This information will be provided post contract award.
12	It appears that this RFP is database specific, Is there a separate component that verifies the accuracy of buildings and site survey data?	Yes, this solicitation is for the database component only and there is a contract in place to manage the accuracy of building and site survey data.

No.	QUESTIONS	ANSWERS
13	What is the scope of the ARCHIBUS database? Either in the number of records or total square footage.	The schema is the operational template for data storage and retrieval in an ARCHIBUS project. In database work, the schema is the design of the database--a set of table definitions and rules that delineate the structure of the data within the database and the aspects of the relational integrity of the data that must be maintained. Additionally, the schema includes the database tables that define how the ARCHIBUS program and applications work: tables that define the Process Navigator, workflow runes, and so on. There are thousands of records on both Development and Production environments.
14	Are position descriptions available, or should bidders user their own relevant position descriptions when identifying qualified staff?	Position descriptions are not available. It is the expectation of DGS that the Offeror proposed staff are qualified to perform the services as specified in the Scope of Work.
15	Please confirm that this is a best value procurement, with price as a significant factor per the formula described in the evaluation criteria of the RFP. In other words, if the award is made based on the scoring system, the lowest priced proposal may not necessarily be the winning bid. Is that accurate?	Yes this is a best value procurement, contract award is not based on price alone. Please refer to Section M of the RFP for more details.
16	Please provide any rules for subcontractors. For example, what is the maximum mark up allowed on hourly rates or fees for subcontractors?	In accordance with Section B.4 of the RFP; These rates shall be the Offeror's sole method of compensation and as such shall be sufficient to cover all of the costs necessary to provide services including, but not limited to, labor, supplies, material, repair parts, tools, vehicles, transportation, travel to and from work sites, per diem, subcontractor costs, home office overhead, profit and all else necessary to perform all work related to providing the District with safe and proper provision as described herein. This would include any of the Contractor's associated subcontracting cost.
17	Please confirm there is no waiver for SBE participation.	The Department recognizes the apparent lack of SBE/CBE qualified ARCHIBUS Business Partners thus, the Department will support the awarded Contractor as they apply for the appropriate DSLBD SBE/CBE subcontracting requirement waiver.
18	Please confirm the submission deadline time. Page 1 of the SOW says 12:00 pm on November 13, but page 62 says 12:00 am. Can we assume 12:00 am is a typographical error?	Please refer to Addendum No. 3, Item No. 2.
19	To meet the requirement of the solicitation, how does an offeror show that they are an ARCHIBUS Business Partner? What documentation will suffice?	All potential Offerors should submit with its proposal, their valid ARCHIBUS Business Partner agreement.
20	How confident is DGS with the quality of the data currently in the system?	DGS is 65% confident that the data is accurate. DGS is currently working with a vendor to update the quality of the data within the system.
21	Where does DSG think the degraded data quality comes from? Integration points? Manual entry?	DGS believes the root cause of inaccurate data derives from two points (i) manual data entry error (ii) ineffective data maintenance.
22	In Cost Schedule B3 – Reimbursable Services, does the text "Subject Matter Expert I Update from v21.2 to v23.1" represent the intended use of the Reimbursable Services or is this a typographical error?	Please see Addendum No. 1, Item No. 2 "Revised Bid Form"
23	In Section B4 – Cost Schedule – Pricing, it is stated that the type of contract is "firm-fixed price." Is it the intent of DGS to allow for monthly progress payments following a firm-fixed price level of effort contract model? Please clarify.	DGS will compensated the Contractor monthly, in accordance with Section G.1
24	Section C.4.1.1.2 says the DGS SOW calls for two environments to be supported, i.e., Development and Production. The document also refers to a "Test" environment. Does this call for 2 or 3 environments: Dev/Prod or Dev/Test/Prod?	There are only two (2) environments; Development and Production. DGS also refers to the Development environment as the "Test" environment.

No.	QUESTIONS	ANSWERS
25	Section C.4.1.1.10 says, "The Offeror shall upgrade current scripts and produce new and approved scripts." How many custom scripts exist today?	There are currently 21 custom scripts.
26	Section C.4.2 states, "DGS is requiring the Offeror to provide Technical Support for the ARCHIBUS Application as needed through a toll-free Help Desk…" Does the toll-free Help Desk number have to be dedicated to DGS only or can it be a number that is shared with other customers who also pay for Help Desk support?	The helpdesk support line for end-user or technical support can be a shared initiative with other customers.
27	What kinds of questions should the Help Desk expect to receive? Who would be making these calls, i.e., engineers or everyone? How many calls does DGS forecast support for?	Help Desk Support can expect to receive request for password changes, info on how to navigate through modules and etc. There will be a combination of end-users and engineers making calls but mostly end-users. DGS cannot anticipate the range of support calls per week.
28	On Page 12 of the solicitation, there is a chart of "Assumptions – Project Roles and Responsibilities." Within that chart, there is a line entitled, "PC Workstations – Client Software." Is this line intended to address the requirement of the offeror to install, configure, and maintain the ARCHIBUS WebCentral application that is defined in CLINS 001 through 0034 (as well as subsequent option years) in the Bid Form?	Correct.
29	Please clarify the Reimbursable Services described under Section C.7.5 It appears that there is a deductible amount of $1,500 per reimbursable event. Does this mean that the offeror does not get paid for the first $1,500 of work performed per reimbursable event, the offeror invoices for the first $1,500 under the base contract, or something else entirely?	Please refer to Addendum No.3 Item No. 3.
30	Section C.7.3 states, "The Contractor shall not be reimbursed for related service calls or repairs, which require a technician to return after Normal Occupant Working Hours." Does this mean that the offeror/contractor won't be paid for these service calls or repairs or that the hours will be invoiced under the base contract?	Please refer to Addendum No.3 Item No.9.
31	Section C.7.4 states that "DGS reserves the right to acquire the services from sources other than the Contractor when it is considered in the best interest of the District Government to do so, price and other factors considered." Can you please cite an example of when you could envision utilizing this clause on the contract? How would you indemnify the offeror/contractor against any issues brought about by the use of this third party?	Please refer to Addendum No.3, Item No. 10.
32	Due to the size of the contract and the use of primarily part-time personnel, does the 51% District Residents New Hires Requirements and the First Source Employment Agreement apply?	Yes, the First Source requirement is applicable under the proposed Contract with respect to any "new" hire assigned to perform work under the Contract period of performance.
33	As all equipment required for the performance of the work on this contract are furnished by DGS, does Section H.14.3 apply?	Please refer to Addendum No. 3, Item No. 5
34	Section H.15.1 states, "The Contractor's staff shall wear neat, clean, and professional attire. The attire shall include distinctive apparel identifying staff as Contractor's employees." Does this mean that employees are required to wear clothing with company logos on them?	Please refer to Addendum No. 3, Item No. 6.
35	Section H.15.2 states, "The Contractor's staff shall wear identification badges at all times. The identification badges shall provide company logo, employee's name, and employee photograph." Is DGS going to provide these badges or will they have to be provided by the contractor?	DGS will provide a Badge to on-site staff assigned to this project.

No.	QUESTIONS	ANSWERS
36	Section H.21 is entitled "RESERVED," but it contains the requirement for reporting of on-the-job accidents. Shouldn't this section be re-titled?	*Please refer to Addendum No. 3, Item No. 7.*
37	Section I.5.E requires that the "Contractor shall furnish to the District, a copy of the source code with such rights of the scope as specified in section B.2 of this clause." ARCHIBUS provides source code escrow through a service provided by Iron Mountain. The costs are as follows: a. $7,410.00 one-time setup fee. b. $4,000.00 escrow registration fee. c. $1,600 annual administration fee. Please alter the contact documents and bid form to reflect these software costs.	*Please refer to Addendum No. 3, Item No. 11.*
38	Section I.8.1.2 states, "The contractor shall provide automobile liability coverage insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance on this contract." Is this to be interpreted to mean that Personally Owned Vehicles (POVs) used to commute to work and/or support the project have to be included in and covered by the automobile insurance policy of the contractor?	*This clause is applicable to the Contractor's company registered vehicles.*
39	Section I.13.2.1 states that the contractor shall "Furnish phase-in, phase-out services for up to ninety (90) days after this contract expires…" As this is beyond the period of performance for the work, how will the contractor be reimbursed for this work? Will a separate purchase order be negotiated and issued?	*Please refer to Addendum No. 3, Item No. 12.*
40	Section I.14.5 states, "The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting Agency, setting forth the provisions in subsections I.14.3 and I.14.4 concerning non-discrimination and affirmative action." Since the vast majority of this work is to be performed on site, will DGS allow these notices to be posted in the on-site work areas of the contractor's staff?	*No, this clause refers to the Contractor's place of business.*
41	Must bidders complete Attachment J.4, the EEO Policy Statement, and return it with their proposal package?	*Yes, Offerors are required to provide DGS with a EEO Policy Statement and shall submit with their proposal.*
42	Must bidders complete Attachment J.11, the Credential Identification Request form, and return it with their proposal package?	*The Credentialing Procedures and Forms will only apply to the Contractors who are awarded the contract. You do not need to submit forms at this time.*
43	Section L.2 states that the price proposal is to be submitted in MS Excel format. Which Excel format would you like to receive the document in? The most recent is ".xlsx	*DGS requires the vendor to use any version of MS Excel between MS2010 through MS2016.*
44	Per section L.2.2, should customers return completed past performance evaluation forms directly to DGS or should the forms be returned to bidders for inclusion in their proposal packages?	*DGS requires the vendor submit past performance in the proposal packages.*