

# City of Cambridge

## PURCHASING DEPARTMENT

795 Massachusetts Ave. • Cambridge, Massachusetts 02139-3219

Amy L. Witts  
Purchasing Agent

**To:** All bidders

**From:** City of Cambridge

**Date:** June 30, 2015

**Re:** File No 6893- Request for Proposals for Parking Management Information System- Addendum No. 1

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1. Please disregard Section 4.04, Price Proposal in the RFP package and submit the Revised Price Proposal attached. The Revised Price Proposal shall be **submitted in a sealed envelope marked Price Proposal, separate from the proposal.**
2. Per the Evaluation of Proposals section on page 4 of the RFP, the City is providing the following additional information regarding the onsite interview and in person presentations to the Evaluation Committee.

In attendance for the City will be the evaluation committee and a representative from the City's Purchasing Department. Presentation slots are scheduled on Tuesday July 14<sup>th</sup> at 10AM, 1PM, and 3PM and the same times on Wednesday, July 15<sup>th</sup>. The number of presentation slots will be determined based on the number of proposals received, and the City intends to fill the slots on Tuesday, July 14<sup>th</sup> prior to using any of the slots on Wednesday, July 15<sup>th</sup> (i.e., if three or fewer proposals are received, all interviews will take place on Tuesday, July 14<sup>th</sup>).

The meeting with each proposer will be no more than 90 minutes, consisting of a presentation of no more than 45 minutes by the proposer to be followed by questions from City staff. Your presentation should include discussion of the following topics.

- Your company's approach to delivering the proposed PMIS services.
- What is unique about your company and your approach that the City should consider in evaluating your proposal.
- Why your company is well-suited to manage the City's PMIS including discussion of your company's most relevant experience in other cities.
- Proposed conversion process including milestones and timeframe.
- Proposed staffing and organization of your PMIS program with a focus on the variety of proposed personnel and their experience providing PMIS services.
- Proposed additional services including a description of each service, an explanation of how the City will benefit from the service and a discussion of why you chose to propose these particular services.

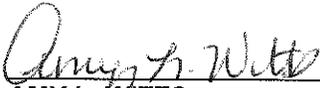
- Other items in your written proposal that you wish to highlight and/or think are important for the City to focus on in evaluating your proposal.

**3. Please note the following change:**

The heading on each page of the RFP reads File 6848 replace with File No. 6893.

**See Revised Price Proposal Attached.**

All other details remain the same.



AMY L. WITTS  
PURCHASING AGENT

**ADDENDUM NO. 1**

**SECTION 4.04 REVISED PRICE PROPOSAL ADDENUM NO. 1**

This Price Proposal form must **be submitted in a sealed envelope marked Price Proposal, separate from the proposal.** Failure to adhere to this instruction will result in automatic disqualification of your proposal. Price must remain firm for the entire contract.

The activity levels contained in the bid summary are the City's estimates based upon activity from July 1, 2013 to May 31, 2015. The vendor shall submit a monthly invoice. The vendor will be paid the unit costs contained in its bid submission for the actual level of activity that takes place each month. Payment to the selected vendor will begin once the vendor's conversion is complete, if applicable, and accepted by the City and the vendor begins operating the City's PMIS.

**Page 1 of PRICE SUMMARY FOR 9/1/2015 – 8/31/2018  
for all baseline products and services required in the PMIS RFP**

<b>A. Cost of processing handheld tickets in the PMIS</b>	Unit Cost _____ x 909,000 (Number of handheld tickets projected to be issued) = \$ _____
<b>B. Cost of entering paper tickets in the PMIS</b>	Unit Cost _____ x 27,000 (Number of paper tickets projected to be issued) = \$ _____
<b>C. Cost of ticket payment processing</b>	Unit Cost _____ x 900,000 (Number of tickets projected to be paid) = \$ _____
<b>D. Cost of sending notices regarding unpaid tickets</b>	Unit Cost _____ x 540,000 (Number of dunning notices mailed regarding unpaid parking tickets) = \$ _____
<b>E. Cost of sending adjudication system correspondence</b>	Unit Cost _____ x 50,100 (Number of correspondence letters mailed regarding disputed parking tickets) = \$ _____
<b>F. Cost of sending resident and visitor parking permit renewal notifications</b>	Unit Cost _____ x 114,000 (Total number of letters and postcards mailed notifying residents about renewing their resident and/or visitor parking permits) = \$ _____
<b>G. Conversion cost (Conversion from current to new vendor)</b>	\$ _____
<b>TOTAL PRICE PROPOSAL AMOUNT (A+B+C+D+E+F+G)</b>	\$ _____

**Total Price Proposal Amount in words:**

\_\_\_\_\_

**SIGNATURE OF BIDDER:** \_\_\_\_\_

**See next page.**

**Page 2 of PRICE SUMMARY FOR 9/1/2015 – 8/31/2018 for prices for  
Additional Products and Services as described in Section 1.31 of the  
RFP.**

**This Price Proposal form must be submitted in a sealed envelope marked Price Proposal separate from the proposal.**

For each additional product or service included in Section 6.01, response to the scope of services, proposers should list the name and lump sum or per unit price of that product or service on this page of the price proposal. Proposers should note that the cost of these additional services will not be considered in the evaluation of price proposals. The availability of these services will be considered in the evaluation of the technical proposals. Proposers are therefore encouraged to include information about additional products or services as part of their RFP Technical Non-Price Proposal.

Name of Additional Service or Product	Price (unit or lump sum)