REQUEST FOR PROPOSAL
Addendum # 2

King County

Department Of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-684-1681 TTY RELAY: 711

DATE ISSUED: June 1, 2006

RFP Title:	**Quantifiable Business Case & Recommendation of a Replacement Solution for King County property Based Systems**
Requesting Dept./ Div.:	**King County Department of Assessments**
RFP Number:	**130-06RLD**
Due Date:	**June 8, 2006 - 2:00 P.M.**
Buyer:	Roy L. Dodman, *roy.dodman@metrokc.gov* (206) 263-4266

This addendum is issued to revise the original Request for Proposal, dated May 11, 2006 as follows:

1. The proposal opening date remains the same: Thursday, June 8, 2006 no later than 2:00 p.m. exactly.

The following information is provided in response to questions received:

Q1: Is there a vendor the County has used to develop and/or document information systems serving the business areas in scope?

R1: All existing systems have been developed in house.

Q2: Does the County have products and vendors in mind to meet the business needs identified in the RFP?

R2: No

Q3: Does the County require samples of each deliverable in a vendor's response or only examples of type of deliverable?

R3: The County requires samples of each deliverable type. If a single sample format is suitable for multiple deliverables it may be submitted once and referenced multiple times.

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TO BE ELIGIBLE FOR AWARD OF A CONTRACT, THIS ADDEMDUM MUST BE SIGNED AND SUBMITTED TO KING COUNTY

Sealed proposals will only be received by:
King County Procurement Services Section, Exchange Building, 8th floor, 821 Second Avenue, Seattle, WA 98104-1598. Office hours: 8:00 a.m. - 5:00 p.m., Monday - Friday

Company Name		
Address		City / State / Postal Code
Signature	Authorized Representative/Title	
Email	Phone	Fax

This Request for Proposal – Addendum will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities upon request.

Q4: Regarding Financial disclosure (pg. 15, #3) - We are a privately held firm and do not publish our financials. However, we would provide the name of our banker and accountant to verify financial information. Is that acceptable?

R4: In response to the RFP, it is the responsibility of each proposer to show that the current financial condition of the company supports the level of resources required to complete the work as defined in the RFP. In the course of the proposal review process, King County may request additional proof of adequate financial resources. Additional requests for financial information may include but is not necessarily limited to:

- *Audited financial statements such as balance sheets, statements of income, statements of cash flow and stockholders' equity for each of the three most recently completed fiscal years, including notes to financial statements, independent accountant reports and annual reports to stockholders.*
- *Documentation of an open line of credit or other arrangement with an established bank under which adequate financing would be made available for completion of the proposed work.*
- *Certification by the principal financial officer or an independent accountant for the Proposer, stating that the Proposer has adequate financial resources for the completion of the proposed work.*
- *The names, addresses and telephone numbers of at least one contact in the company's principal financial or banking organization and its independent auditor.*
- *Acceptable evidence of its ability to perform, such as firm commitments by subcontractors, equipment, supplies, facilities, and the Proposer's ability to obtain the necessary personnel.*

Q5: Have any other consulting firms been working with the county on any earlier phases of this project?

R5: In an initial and previous PBS Replacement project phase, King County contracted to an independent business consulting firm to perform a high level Risk Exposure Analysis of a subset of the same Business Processes and Business Systems which fall within the Business Scope of this Quantifiable Business Case effort.

Q6: The RFP asks for information on replacement systems, including:

- Features that differentiate it from the other 19+ products considered
- Whether or not it is recommended for King County's use
- The logical and physical placement of the system within an overall solution platform
- Quantitative and qualitative benefits to be expected after implementing the solution
- Estimated costs of implementation, including software, hardware, implementation and associated services, ongoing maintenance, support and upgrades costs
- Risks likely for implementation and mitigations, including costs

In order to select products to meet the needs of King County - and for detailing the attributes above, it is necessary to know the business requirements a product or group of products must meet. The RFP includes for a study of the business process and current systems architecture, but not the business requirements. Does the County expect the vendor to document business requirements as well as business processes?

R6: In this phase of the project, the County expects the consultant to evaluate our current environment and identify components in the current systems infrastructure which should be replaced. Alternative replacement options should be researched and documented based on their ability to satisfy the basic business functions that we have outlined. If the replacement of one or more of the system components has been justified as a result of the Quantifiable Business Case, detailed business requirements will be defined in the next phase of this project. At that time we intend to do a thorough mapping of the County's detailed requirements with various replacement options in the market place.

Q7: If the County does not expect the vendor to document business requirements during this project, can the County provide documentation of business requirements for all subject areas consistent and adequate

enough by which to evaluate candidate systems for individual and overall fit to the County's business needs? Can the requirements, if documented, be provided to the vendors now to assist with their proposals?

R7: King County is not requiring the consultant to point to vendor specific solutions in the recommendation deliverable.

Q8: In our experience, determining current costs of information systems requires detailed multi-layer information on clients' operational IT usage and charges as well as percents of staff time and staff costs. Is the County prepared to provide detailed information on those usages, expenditures and costs?

R8: Yes

Q9: Will the County permit adjusting the timeline at contract signing, based on findings and research subsequent to the proposal submittal?

R9: The County has defined a target for the duration of work in the RFP. Actual duration of work will be based on acceptable work plans and detailed project plans submitted as a part of the vendor's proposal and finalized in the course of contract negotiation.

Q10: How many interviews does the County anticipate being required to determine business processes?

R10: The County has provided a list of Functional Areas and processes within those functional areas in Part B of the RFP. This list is relatively standard across taxing jurisdictions, particularly in the State of Washington. While an estimated number of interviews may be derived based on the functional area list, the actual number of interviews will be dependent on the consultants effectiveness in the interview process and their previous background and experience specific to this industry.

Q11: What information systems serve the business areas in scope of the RFP and what information does the County have on them?

R11: The Assessor and Treasurer Operations currently utilize a legacy mainframe system which supports over 300 batch jobs and 35 online transactions. In addition, the Assessor Information Systems group supplements the legacy system with 44 business applications 3 batch jobs and 152 SQL jobs. The level of documentation on any of these applications, jobs, or queries varies. It is expected that both DOA IS and ITS staff will work with the consultant to provide the assistance needed as they complete their review of the existing systems.