

**City of Memphis**  
**Public Works Digital Signage System**  
**RFP # SAIC CoM 2017 MC R231361**  
**Answer to Question**

	<u>RFQ Section</u>	QUESTION	Response
1	Cover	Due date is Friday, Nov 24th – day after Thanksgiving. Will there be someone at the offices to receive FedEx (City of Memphis PM-46-01 notes this a paid holiday).	Addendum #1 has been issued to extend the response date to December 1, 2017.
2		If proposal is under \$500K, is a financial annual report still required?	If the proposal is under \$500K, then the financial annual report is not required.
3	6 (3)	What is considered an “alternate proposal”?	Vendor should provide a proposal that meets the minimum requirements of the scope of work. If the vendor has other options or possibly a better solution, then this would be considered an alternate proposal or option. The alternative solution should be included in your proposal response along with the minimum requirements proposal.
4	Exhibit 5	RFP notes that Provider will provide all software and/or hardware. Who is responsible for installing the displays and mounts?	The respondent to the RFP is responsible for the install
5	Exhibit 5	Who is responsible for attaching the PC Media Players to the displays?	The respondent to the RFP is responsible for the install
6	Exhibit 5	Is this a Union facility?	There are union employees in some of the areas. These are City Facilities.
7	Exhibit 5	Is there a prevailing wage schedule?	No
8	Exhibit 5	What are the security requirements for entering facilities?	None
9	Exhibit 5	The 3rd item states that “The system should have the ability to broadcast messages from one central point of contact to all Locations and / or the option to broadcast messages specific to a Location.”  Will the City of Memphis’ existing network be used to support network access for all locations?	Yes
10	Exhibit 5	The 5th item indicates that the “system should have the ability to stream live video content.”  Does the City of Memphis’ existing network support Multicast traffic?	Yes

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11	Section 3.4	<p>In the Insurance section there is a statement that identifies that “Each certificate or policy shall require and state in writing the following clauses;” however none of the language after this statement is a clause that an insurer would add to a policy, the first statement identifies that the vendor must provide notice 3 business days after cancellation, the second statement identifies that insurance must comply with Exhibit 2, and the third says Vendor is required to provide copies of the insurance policies upon request.</p> <p>None of these seem to require any action by the insurance company, can SAIC confirm these are the correct clauses to include with a policy?</p>	<p>Vendor’s insurance shall comply with the limits and waiver requirements set forth in Exhibit 2-Proposed Contract section 8.</p>
	Section 4.7 of the RFP AND Item 27 of the contract	<p>These sections identifies that “Upon award...Supplier, whose principal business address is located within the limits of the city of Memphis, will be required to submit, ...a copy of a Memphis and Shelby County Business Tax Receipt/License.”</p> <p>Can SAIC confirm that Suppliers who are not located within Memphis do not have to obtain this license?</p>	<p>Businesses outside of the Memphis area will not need to provide a copy of a Memphis and Shelby County Business Tax Receipt/License, but this documentation will be required from the qualified City approved vendor(s) used to meet the 50% M/WBE goals. To qualify as an M/WBE firm, per the requirements of City of Memphis Ordinance #5384, a firm must be included on the City’s list of certified M/WBE firms. Vendors not registered as a M/WBE firm may team or partner with one or a combination of several M/WBEs to meet the established goal of 50%. A list of the City’s eligible MWBE firms can be found at <a href="http://www.memphistn.gov">www.memphistn.gov</a> under “Doing Business with the City”.</p>
	Exhibit 2	<p>A number of provisions incorporate terms from SAIC’s prime contract into the Subcontract.</p> <p>Will these terms be provided to the awarded Supplier? If so, when?</p>	<p>SAIC will work with the recommended awardee to provide the full Prime Contract to said company and prior to award.</p>
	Item 17 of the contract	<p>If a supplier has exceptions/edits to the Subcontract where should they be identified in the proposal response? For example, there does not seem to be a limitation of liability section.</p>	<p>Please review and either concur or redline the Exhibit 2- Proposed Schedule A in the RFP package and return with your proposal package by the RFP response date.</p>
	Exhibit 2, Section 24	<p>Can SAIC provide the referenced Schedule C and confirm Schedule A is the actual Subcontract, if not, please provide Schedule A as well as Task Order Terms and Conditions.</p>	<p>The Schedule A: Specific Terms and Conditions (Rev. 04/2014) referenced is the proposed contract.  The Schedule C: Customer Terms and Conditions is a placeholder for the vendors terms and conditions or EULA if applicable.</p>

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	General	Will SAIC or the City of Memphis consider other small businesses not located in Memphis for MWBE goal requirements?	<p>The City of Memphis through its Equal Business Opportunity (“EBO”) Ordinance seeks to provide opportunities for minorities and women in the areas of prime contracting, subcontracting, and other areas of partnering opportunities. EBO requirements are governed by City Ordinance #5384, that may be accessed on the City’s website at <a href="http://www.memphistn.gov">www.memphistn.gov</a> under “Doing Business.” The intent of the EBO Program is to increase the participation of locally owned minority-and women-owned business enterprises (“M/WBE”) in the City’s purchasing activities.</p> <p>The MWBE goal for this RFP is 50%.</p> <p>To qualify as an M/WBE firm, per the requirements of City of Memphis Ordinance #5384, a firm must be included on the City’s list of certified M/WBE firms. One or a combination of several M/WBEs may be utilized to meet the established goal of 50%. A list of the City’s eligible MWBE firms can be found at <a href="http://www.memphistn.gov">www.memphistn.gov</a> under “Doing Business with the City”.</p>