

RFQ #38475

Project Administrator

Addendum #1

Questions & Answers

Except to remove vendor names and addresses, questions are provided exactly as submitted.

#		Section	Question / Answer
1	Q		What is the length of the proposed contract? (For example: 1 yr, w/option to renew)
1	A		<i>1 Year w/ 2 one year renewal options</i>
2	Q		Does the project include all commodities and services?
2	A		Professional Services Only
3	Q		Is the contract extendible?
3	A		Yes
4	Q		The RFQ appears to be looking for one (1) project administrator. Is that the case or will the need be for multiple manager/administrators?
4	A		Only 1 Project Manager
5	Q		Is there a current Project Administrator(s) currently in place? If so, is a full time position?
5	A		No
6	Q		Is this a full time employee?
6	A		No. This individual will be contracted
7	Q		Do you have a deadline or duration for this position?
7	A		This will be determined later
8	Q	Section 7.2	<b>(8<sup>th</sup> bullet point)</b> This bullet point indicated one original and five copies along with a digital file in PDF format. But Section 9 along indicates one original and 5 copies and does not include the digital copy – can you confirm which is correct?
8	A		One original and five copies, along with a digital file in PDF format
9	Q	Section 8.3	RFQ asks for resumes for proposed project manager and staff from each participating firm. And asks for areas of expertise of all team members presented in the submittal. Our review would indicate this is a one position need. Are you looking for one person or are you looking for a team to come in to provide the leadership?
9	A		This is for 1 person only

10	Q	Section 8.5	Under approach, you refer to team members. Are these current City of Memphis employees/contractors already in place?
10	A		No
11	Q		Section "Preferred Qualifications " one of the preferred qualification is Computer Networking Certification we would like to know if the Project Administrator would be focused around IT infrastructure related projects ?
11	A		No, this is preferred but not required
12	Q		Section "Scope of Services" requesting info about " Tenure at Firm" would like to know if this tenure refers to how long the proposed project administrator has been associated with the vendor presenting to City of Memphis or the tenure with vendor's client similar to COM.
12	A		Tenure is the time worked with client listed on you resume