



Macon-Bibb County Government

Procurement Department

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Franklin Lawson
Director of Procurement

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ADDENDUM # 1

To: ALL PROSPECTIVE FIRMS

Re: INVITATION FOR BIDS: 22-033-LH, Project Manager

The Invitation for Bids, referenced above, are responses to questions/modifications:

1. The RFP mentions "basic Odyssey projects." Can you please define what Odyssey projects are?

Answer: Tyler-Odyssey Case Management System.

2. Does Macon-Bibb County have a specific project in mind for this, or a list of current/potential projects for this role?

Answer: Implementation of the Tyler Odyssey Case Management System.

3. What is the County's expectations for the project manager to be on-site? Would the County accept a proposal for on-site presence on an as-needed basis?

Answer: Virtual and Physical presence is acceptable.

4. Could the County provide more information about what stage of the project it is in currently? (i.e., system selected but not started; implementation underway, in which case, what stage).

5. **Answer:** We are at the beginning of implementation, in the data conversion state.

6. What is the expected duration of this engagement?

Answer: 10-12 months.

7. Is the scope of the solicitation an IDIQ (indefinite delivery, indefinite quantity) for on-call project management services for Macon-Bibb County or is it Project Management for a certain project or set of projects (such as a SPLOST)? If it is for certain projects, are you able to disclose which projects would be included in the contract?

Answer: Implementation of the Tyler Odyssey Case Management System in the Bibb County Superior Court Clerk's Office.

8. Would the County consider allowing the services outlined to be performed remotely?

Answer: Live and Remote, as agreed upon.

9. Is this person required to work onsite or remote?

Answer: Onsite and remote, as necessary and agreed upon.

10. Do we need to obtain a business license from Macon-Bibb County before submitting the response?

Answer: No. Only if your company has a physical location in Macon-Bibb County are you required to provide a business license with your bid submittal.

11. Do we need to include the application for a business license with the response?

Answer: The application for a business license does not need to be included in your bid response. Only the business license itself if your company resides in Macon-Bibb County.

12. Do we need to include insurance certificates with the response?

Answer: No. If awarded the contract, your company will need to provide the Certificate of Insurance before a contract is executed.

13. Should the bid cost form accompany the proposal and copies or separate?

Answer: The bid cost form should be submitted in a separate envelope from the technical proposal. Please state the bid number and opening date along with company name on the envelopes. Also state, technical proposal and cost proposal to the appropriate envelope. Also, include a flash drive for the technical proposal and cost proposal.

14. What is the start date of this project?

Answer: The project kickoff was 1/21/22.

15. Has a go-live date been identified or passed?

Answer: The anticipated go-live date is the month of October. However, that may be extended to January based on certain deliverables and timelines.

16. What is the project budget?

Answer: Undetermined currently.

17. How many vendors will the project manager be expected to manage?

Answer: Two case management vendors and liaison with Macon-Bibb IT.

18. How many other stakeholders will the project manager be expected to manage?

Answer: There may be necessary collaboration between four other stakeholders.

19. Will training be a component of this project? Will the PM be responsible for this phase of the work?

Answer: If agreed upon by the Macon-Bibb County Clerk. The PM must have knowledge of the Tyler Odyssey product, in case training is necessary.

20. Was there an incumbent delivering project management before this? If so, what was the outcome?

Answer: No.

21. Has a need analysis/impact assessment been performed? Is it available for review?

Answer: No.

22. Have key stakeholder groups been identified? What is the total number of people and departments impacted by this implementation?

Answer: There are a total of five departments impacted.

23. What key meetings have been scheduled and what project updates will be needed at these meetings?

Answer: There are weekly implementation meetings until project completion.

24. Are lessons learned available from previous implementations?

Answer: No.

25. Has a change management plan been instituted for this initiative with regards to sustainability and overall project success?

Answer: Not yet.

26. What are any ADA compliance requirements for deliverable on this project?

Answer: We are unaware of ADA compliance currently.

27. What is the governance regarding approvals for this project?

Answer: Structural framework to be determined at later date for decision making approval process.

28. Given the current pandemic does a hybrid approach of meeting meet the 25 hours per week requirement stated in the bid?

Answer: Yes.

29. Will part of the scope of services is to facilitate an RFP for new software or assist with implementation of current software?

Answer: Implementation of a new software.

30. In reference to the scope of services, has a new software been previously chosen and what is the name of the software?

Answer: The new software is Tyler-Odyssey.

31. May we receive a sample list of Odyssey projects anticipated for this role?

Answer: Information will be addressed upon award to the successful respondent.

32. What type of vendors will the Project Manager engage with? GC's, Architects, IT, Furniture?

Answer: The project manager will be working with Software, IT professionals with Cott and Tyler and Macon-Bibb.

33. In reference to the submittal format requirements, do forms, table of contents, covers, and tabs count in the 20-page.

Answer: Yes, with exception of tab counts.

34. Is it a new project or was there project management support prior to this RFP?

Answer: New Project

35. What are the onsite requirements for this project? We've successfully managed and facilitated projects virtually with periodic visits. I would like to understand the requirement prior to submitting a response.

Answer: Both Virtual and Physical visits are acceptable.

36. What system is being implemented?

Answer: Tyler Odyssey.

37. Is there a preliminary schedule in place that can be shared?

Answer: The implementation schedule is being developed at this time.

38. How many maximum awards you intend to give?

Answer: Only 1 award will be made.

39. Can you provide us with an estimated or NTE budget allocated for this contract?

Answer: Undetermined currently.

40. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name?

Answer: This will be a new contract and there are no incumbents.

41. If there is an incumbent for this contract, is the incumbent eligible to submit the proposal again?

Answer: Not applicable.

42. Are there any pain points or issues with the current vendor (s)?

Answer: None.

43. Could you please share the previous spending on this contract, if any?

Answer: There is no previous spending to report.

44. Is there any mandatory subcontracting requirement for this contract? If yes, is there any specific goal for the subcontracting?

Answer: No.

45. What is the total number of resources who are currently working on this project? Please let us know their position name and hourly rate?

Answer: Not determined.

46. Considering the current COVID-19 pandemic situation, if the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets? Are hourly rate ranges acceptable for proposed personnel? Is it entirely onsite work or can it be done remotely to some extent/Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

Answer: Candidates need to be available at the time of award. Both remote and live/onsite performance is acceptable. A set hourly rate for each proposed personnel type is required.

47. Do we need to submit the actual resumes for proposed candidates, or can we submit the sample resumes?

Answer: Submit the actual resume.

48. How many candidate resumes can we submit?

Answer: Up to five.

49. How many people are currently working onsite and offsite?

Answer: None for this project.

50. Could you provide a list of holidays?

Answer: 5/30 Memorial Day; 6/20 Juneteenth; 7/4 Fourth of July; 9/5 Labor Day; 11/11/ Veteran's Day; 11/24 and 11/25 Thanksgiving; 12/24 and 12/25 Christmas; 12/30 New Year.

51. Are there any mandated Paid Time Off, Vacation, etc.?

Answer: No.

52. On page 5, Section V under References states, "provide at least three (3) current and former clients for whom the Proposer has provided services similar to the requirements." Are at least three (3) references to be entered under the reference section of Attachment "A" required Submission Documents: bidder qualification form? And, does completion of this section meet the requirement for a list of references?

Answer: There are two locations where references requirements must be met. First on Attachment A. Second, meeting the requirements as stipulated on Page 5 of the RFP Submission Requirements.

53. As a registered vendor in your system, are we required to provide copies of the Macon-Bibb County Vendor Application, Form W-9, and E-Verify Affidavit with submission? I do see where you state, "if needed." Please confirm.

Answer: You must complete and submit all documents.

54. Does Attachment "A" Required Submission Documents count towards the 20-page maximum?

Answer: No.

55. Are we able to drop off the proposals in person?

Answer: Yes.

Please incorporate this change into the Invitation for Bid and acknowledge receipt of this addendum on your bid form.

Sincerely,

Laura Hardwick

Senior Procurement Officer