



## ADDENDUM #1

**To:** All Companies Interested in Submitting a Bid  
**From:** Heather Mell, Purchasing Agent  
**Bid:** RMS/JMS Specification Consultant (RFQ #PUR0620-206); Dated: June 10, 2020  
**Subject:** Addendum #1 (2 pages)  
**Date:** June 16, 2020

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The following questions and/or clarifications were asked relative to the above-listed Request for Qualifications. This memo is sent for clarification to all companies to whom the RFQ was sent.

**Question:** Please confirm that respondents are expected to provide only an hourly rate schedule (no other pricing information).

**Answer:** Contractor shall submit schedule of rates as stated in 4.5.

**Question:** Please clarify how and when during the process the rate schedule will be evaluated.

**Answer:** Rate schedule will be part of the evaluation process as stated in 4.5.

**Question:** Please clarify where to include the rate schedule: Section 6.1 implies a separate Financial Submittal, but Section 6.2.2 implies the Rate Schedule should be included in Tab 4 of the Technical Submittal.

**Answer:** Contractor shall submit schedule of rates as stated in 4.5.

**Question:** Please confirm that, although several sections of the RFQ include instructions for preparing and submitting paper copies, the only requirement is to email a PDF of our response to Heather Mell.

**Answer:** Email submittals only to Heather Mell at this time.

**Question:** Section 4.4 System Specifications: May we confirm that the City does not consider computer-aided dispatch (CAD) functionality as part of the project scope?

**Answer:** Primary CAD functionality is not within the scope of the project. Only CAD to RMS interface documentation should be included (for example – replacement of the existing I/Leads link which transfers CAD data from CAD to RMS).

**Question:** Section 5.5: May we confirm the title and/or department of individuals serving on the RFQ Evaluation Team?

**Answer:** Evaluation team is being developed at this time and will include members from multiple departments.

**Question:** What is the budget for this consulting engagement?

**Answer:** Budget has not been determined.

**Question:** How is this project funded?

**Answer:** Information Technology Operational Budget.

**Question:** Is the follow-on implementation project funded?

**Answer:** Yes, Capital Improvement Project Budget.

**Question:** What are the time constraints and expected timing for the RFP release, vendor selection, and systems implementation?

**Answer:** Timeframe to be determined. The expected timeframe is dependent on the results of the RFQ process.

**Question:** Describe the governance structure for this project, including executive ownership, key stakeholders, and project management.

**Answer:** Governance has not yet been determined.

**Question:** Does the City intend to let a single contract to a single vendor for all software solutions, or will it consider a mixed brand solution?

**Answer:** All options will be considered.

**Question:** Please provide a list of current RMS and JMS interfaces.

**Answer:** Refer to Sections 4.3 of the RFQ document.

**Question:** Will the future RMS solution be shared by only two agencies? Name any additional agencies to be supported.

**Answer:** The RFQ as written, applies to the City of Cedar Rapids and the Linn County Sheriff's Department.

**Question:** Will the City consider a software as a service (SaaS) cloud-based solution?

**Answer:** All solutions will be evaluated.

**Question:** Does the City desire to include data conversion in the solicitation deliverable?

**Answer:** All options will be considered.

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All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (page 17). The deadline for RFQ submittal is Tuesday, June 23, 2020 at 3:00pm CDT.