

County of Marin, CA

Request for Proposal

Addendum-2

(Change in Proposal Due Date)

Administrative Technologies of Marin (ATOM) Project

Issue Date: November 15, 2013

Notice to all potential proposers:

Notice is hereby given to all potential Proposers that this is an addendum to the RFP for the purpose of extending the Administrative Technologies of Marin (ATOM) Project proposal due date to **December 20, 2013, by 12:00 noon PST**. The following language will replace in entirety pages 1, 2, 7, and Section 2.2 (pages 24-25).

Replacement language on pages 2-5 of this Addendum:

County of Marin, CA

**Request for Proposal
For**

**Administrative Technologies of Marin (ATOM)
Project**

Issue Date: October 29, 2013

**Closing Date: December 20, 2013
at 12:00 noon PST**

**Pre-Proposal Meeting
(Strongly Recommended):
November 14, 2013 11:00 a.m. - 1:00 p.m.**

**Embassy Suites San Rafael-Marin County
101 McInnis Parkway
San Rafael, CA 94903**

Proposal Submission

Proposal Due Date: December 20, 2013 at 12:00 noon Pacific Standard Time

Submit to County: 1 printed, signed, original technical proposal and signed addenda,
6 copies of original technical proposal, 1 electronic version (e.g. CD, thumb drive, etc.) of the technical proposal and any supporting documentation, including the following files:
Administrative Technologies of Marin (ATOM) Project - Specifications.xlsx
Administrative Technologies of Marin (ATOM) Project - Vendor Forms.docx

1 printed, signed, original cost proposal,
1 copy of original cost proposal, and 1 electronic version of the cost proposal (e.g. CD, thumb drive, etc.), including the following file:
Administrative Technologies of Marin (ATOM) Project - Pricing Forms.xlsx

Send to:
County of Marin
County Administrator's Office c/o ATOM
3501 Civic Center Drive, Room 325
San Rafael, CA 94903

Important Notice:

Effective immediately upon release of this request for proposal (RFP), and until notice of contract award, all official communications from proposers regarding the requirements of this RFP shall be directed to the:

County of Marin
County Administrator's Office c/o ATOM
3501 Civic Center Drive, Room 325
San Rafael, CA 94903

The County of Marin, CA (the "County"), or designee, shall distribute all official changes, modifications, responses to questions or notices relating to the requirements of this RFP. Any other information of any kind from any other source shall not be considered official, and proposers relying on other information do so at their own risk.

Anticipated Timeline Overview

Listed below are specific and estimated dates and times of actions related to this request for proposal (RFP). The actions with specific dates must be completed as indicated unless otherwise changed. In the event that it is necessary to change any of the specific dates and times in the calendar of events listed below, an addendum to this RFP will be issued.

Administrative services executive leadership will be in attendance at the Vendor pre-proposal meeting to deliver timely and pertinent information and to answer questions. Your attendance is strongly encouraged.

Vendors issuing an 'Intent to Propose' by the proscribed deadline will be assured to receive any updates to schedule, RFP design, and responses to common questions.

Milestone	Timeframe
RFP issuance	October 29, 2013
Vendor pre-proposal meeting	November 14, 2013
Deadline for clarification questions	November 19, 2013
County distributes responses to Vendor RFP clarification questions	November 22, 2013
'Intent to Propose' form due from vendors	November 22, 2013
Vendor proposals due	December 20, 2013 at 12:00 noon PST
Notification of demonstration dates	February 10, 2014 through February 14, 2014
Demonstrations of software	February 24, 2014 through March 14, 2014
Site Visits and other due diligence	Conclude by May 28, 2014
Contract negotiations and award	Estimated July, 2014

2.2 Deadline for Proposals

Proposals must conform to the requirements set forth in the RFP. Proposals not conforming to these guidelines may be rejected as non-responsive.

Proposals must be submitted by 12:00 noon, Pacific Standard Time, December 20, 2013, to:

**County of Marin
County Administrator's Office c/o ATOM
3501 Civic Center Drive, Room 325
San Rafael, CA 94903**

The Vendor must submit **One (1)** signed, completed, original, **Six (6) copies**, and **one (1) electronic copy** of the Vendor's technical proposal and **one (1) original and one (1) copies**, and **one (1) electronic copy** of the Vendor's cost proposal. The first page of the original proposals should be marked "Original" and the first page of the copies should be marked "Copy." The electronic proposals should also include the following files:

Administrative Technologies of Marin (ATOM) Project - Specifications.xlsx
Administrative Technologies of Marin (ATOM) Project - Pricing Forms.xlsx
Administrative Technologies of Marin (ATOM) Project - Vendor Forms.docx

A technical proposal and a separate sealed cost proposal must be accompanied in the same package. The electronic copy of the Vendor technical proposal response shall include the completed specification worksheets that have been provided in Microsoft Excel. The electronic copy of the Vendor cost proposal shall include the completed pricing worksheets that have been provided in Microsoft Excel.

All proposals must contain the following wording clearly marked on the outside of the envelope:

Administrative Technologies of Marin (ATOM) Project

Proposals received after the deadline will not be accepted and will be returned to the sender unopened via certified mail. Proposals may not be delivered via facsimile or e-mail. Proposals shall be sent by Federal Express (or comparable carrier) or hand delivered to the above address. The full name and address of the proposer will be clearly marked on the outside of the package that is inside the Federal Express package or comparable carrier.