



Purchasing Department  
530 Water Street  
Oakland, CA 94607

May 5, 2017

## ADDENDUM No. 1

### RFP No.: 16-17/12, Ground Transportation Management System

This Addendum modifies the original RFP Documents for the above mentioned RFP. **Acknowledge receipt of this addendum in the space provided on the RFP Acknowledgement and Signature Form (Attachment 3). Failure to do so may disqualify your proposal.**

The following corrections have been made to the above referenced RFP:

#### A. Questions about the Proposal and Proposal Due Date:

- Questions and/or Requests for Information (RFI) including the RFP Proposal Due Date have been extended to the dates shown below:

<b>Primary Contact</b>	Nickulaus Sioson Fax: (510) 893-2812 Email: <a href="mailto:nsioson@portoakland.com">nsioson@portoakland.com</a>
<b>Question/RFI Due Date</b>	<del>May 2, 2017 until 4:00 p.m.</del> <b>May 9, 2017 until 4:00 p.m.</b> Please submit questions as soon as possible. No questions regarding the specifications will be responded to after the above date. All pertinent questions will be responded to and answered in writing no later than the Response Date listed below.
<b>Response Date</b>	<del>May 5, 2017</del> <b>May 12, 2017</b> All pertinent questions will be responded to <b>via addendum</b> faxed (or emailed) to all prospective proposers and placed on the Port's website. Proposers who did not receive a copy of the addendum should download it from the Port's website. See the "How to Obtain Proposal Documents" section for our web address. All addenda must be acknowledged on the RFP Acknowledgement and Signature form.
<b>Proposal Due Date</b>	<del>May 18, 2017, until 11:00 a.m.</del> <b>May 25, 2017 until 11:00 a.m.</b>

**The following questions were submitted before May 2, 2017 and are answered in this addendum. Any additional questions will be answered on the date stated above:**

1. Question: Will the Port accept proposals from companies outside the USA? (for example, from India or Canada)

*Answer: Yes*

2. Question: If a meeting is required for this project, will the Port require a representative of the company to come over in-person?

*Answer: While not all meetings will require a face-to-face meeting, some meetings (such as training and set-up) will need to be conducted in-person at the Airport or other location the Port may require.*

3. Question: Can we perform the tasks (related to RFP) outside USA? (for example, from India or Canada)

*Answer: Some, but not all, tasks related to the RFP can be performed outside the USA. The Port will require that some tasks, such as training, set-up, and testing will need to be onsite.*

4. Question: Can we submit the proposals via email?

*Answer: No.*

5. Question: Would \*\*\* be allowed to participate in this solicitation?

*Answer: All qualified vendors are allowed to participate in this RFP.*

6. Question: Is it possible to obtain the list of firms that have downloaded the solicitation? Would it be possible to automatically incorporate this feature for all future solicitations?

*Answer: Yes, see enclosed file with this addendum. No, the Port cannot automatically incorporate it but will provide the solicitation list upon request.*

7. Question: Page Limit. Section IV. Submittal Format includes a limit of 16 pages for the RFP response. Does this limit include the attachments required by the Port of Oakland and does it include any "attachments or exhibits" that are included in the proposal by the proposer?

*Answer: The Port required attachments do not count toward the 16-page limit but proposers should limit the number of attachments or exhibits.*

8. Question: Schedule. Section II.E Projected Time Line. This section includes a request for the proposer to provide a more detailed schedule for the project compared to the Anticipated Schedule provided by the Port. Are the "days" included in the schedule to be calendar days or work days?

*Answer: The "days" represented in Section II.E refer to calendar days.*

9. Question: Sensitive Information Policy. Please provide a copy of the Port of Oakland policy and practice document identified in Section III.3 on page 4 of 10.

*Answer: The Port does not have a specific document on SSI but rather follows federal rules of Title 49 CFR 1542 and 1520. Bidders will be required to follow Title 49 CFR 1542 and 1520 with respect to the handling of Secure Sensitive Information (SSI) as it pertains to the project at OAK.*

10. Question: Accounting System. Please provide the name and manufacturer of the accounting system referenced in Section II.A.7 on page 2 of 10.

*Answer: We are currently on Oracle eBusiness Suite R12.1.1, with plans to upgrade to R12.2.x.*

11. Question: Credit Card Processor. Please provide the name and contact information for the firm used by The Port of Oakland for processing credit card transactions and to be used by the system being proposed for this project.

*Answer: Due to the confidential nature of this information, Credit Card processing information cannot be released at this time however, proposers should propose their best practices for processing credit card transactions and provide cost details on how that process works.*

12. Question: Describe Integration Required. The requirements stated in Section II.A.7 includes a requirement for the proposed system "...should be able to integrate with the Port's existing accounting system." Please describe in more detail the integration functionality required/desired by the Port.

*Answer: The idea of Section II.A.7 is for the proposed software to be able to have the billing and charging capability similar to toll pass systems used for bridges and roads.*

13. Question: Invoice Generation. Section II.A.1.v states a requirement for the proposed system to include the functionality to create and track invoices for fees generated by the system. Please provide additional information regarding invoicing and payment process:

- a. The approximate number of companies to be invoiced on a monthly basis,
- b. The approximate number of companies anticipated to use credit cards for payment of fees.
- c. Does the Port require all companies to use "credit card on file" or does the Port wish to provide an optional on-line payment process for customers.

*Answer:*

- a.) Approximately 300 companies*
- b.) The Port anticipates all companies using the credit card system.*
- c.) The Port does not keep "cards on file" however if the vendor has a PCI compliant method for automatic billing of customers, proposers should include that in the proposal.*

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