



PROPOSITION A 2016 BOND PROGRAM  
INFORMATION TECHNOLOGY SERVICES  
REQUEST FOR QUALIFICATIONS  
DECEMBER 23, 2016

ADDENDUM NO. 02

RFQ Questions:

1. Could you please let us know name of current vendor providing the same services along with last year expenditure.
  - a. There is no current vendor providing the same services, this is a new consultant contract.
2. Is there any not to exceed budget limitations for this project?
  - a. No, the fee will be negotiated once the Firm is selected based on its qualifications.
3. What is the duration of this project?
  - a. The duration of the project will last for the duration of the 2016 Bond Program, roughly 5 years. The first year or so will be more intense while developing assessments and standards.
4. Is it single award or multiple?
  - a. One IT Firm will be selected to perform the services outlined in the RFQ.
5. Could you please provide us bill rate & pay rate for consultants working under current contract.
  - a. See response to #1 above.
6. While the RFQ schedule indicates the SFUSD Board Approval for this project is in March, 2017 (and we assume this project will start immediately thereafter), we could not find a timeline on how long we have to complete this work. Have you established a timeline for each of the four phases?

- a. The specific timelines for each of the phases will be determined and agreed upon after consultant selection, but the consultant will be part of the team through the duration of the Bond, per answer to Question #3.

7. Can you clarify what systems we are to include in our master plan and budgets for each site:

- a. Data Cabling
- b. LAN Electronics
- c. Wireless Systems
- d. Audio Visual Systems
- e. Hearing Impaired Systems
- f. Mass Notification Systems
- g. Intercom/Paging Systems
- h. Master Clock Systems
- i. Telephone (VoIP) Systems
- j. Burglar Alarm Systems
- k. Surveillance Camera Systems
- l. Data Storage Systems
- m. UPS/Battery Backup Systems
- n. Data Centers
- o. Card Access Systems Interactive Whiteboards
- p. Low Voltage Charging Stations
- q. Other systems not listed above?

- a. This information will be determined once the IT consultant is selected.

8. Page 5 (Phase IV) – This implies, once our master plan and District Standards and Specifications are published and given to the District, we will be on call to make sure contractors adhere to the standards and we will be inspecting their work. Is this correct? If so, what's the timeframe for this portion of work? Since Items 3 and 4 (Page 5 of 11) are for inspection services and site inspections, how do you want us to indicate our cost and pricing to do this scope of work since you indicate you "MAY" include this in our scope of work?

- a. This is correct. See responses to Questions #2 and #3.

9. So you can see the quality and samples of our work at other California school districts, is it possible to provide a separate thumb drive of some master plans we did for other school districts, District Standards and Specifications in our proposal response?

- a. Yes, you can provide this information in a separate flash drive.

10. Question about, "Fees shall be generated based on the Firm's standard billing rates as submitted in the proposal and shall be negotiated and a fixed fee for the entire scope of work described." Along with providing our hourly rates for each position, are we to include our fixed fee for this project in our proposal response?

- a. No. See response to Question #2.

11. You indicate, "The selected consultant will be precluded from producing design documents meant for construction for any sites associated with the services of this contract." We want to

confirm this means, if we are awarded this project, we CANNOT do any design work for any of the architects or other design professionals who may choose to bid on the school architectural projects? This is our interpretation but wanted to confirm.

a. This interpretation is correct.

12. Do we need to comply with DVBE requirements for this project?

a. No, but you must demonstrate your commitment to the items listed in Section 5 of the RFQ.

13. Are we to fill in EXHIBIT "A" Scope of Services and EXHIBIT "D" – Schedule of Work or will this be supplied by District staff? Please clarify.

a. No, we will provide this information.

14. Roofing Contract Financial Interest Certification Form – Does this form apply to this project?

a. This does not apply to this project.

15. We see that in the RFQ there is a statement on page 3 of 11, that states "hand deliver to:..." with the address. Does this mean we cannot deliver via Federal Express but rather by one of our employees?

a. You can deliver by Federal Express or other mailing services as long as the package is delivered in our hands by or before the submission time and date.

16. If selected under this IT procurement, is the firm precluded from being selected for and work under the upcoming procurement for Construction Management Services?

a. No, you will not be precluded from being selected for Construction Management Services.

17. Will SFUSD DoT staff and school site staff be available for interviews during assessment and standards development phases?

a. Yes

18. Will technology be incorporated separately at each site, or as part of general modernization?

a. IT work will occur as part of those modernization projects listed in the Bond. There will also be standalone IT projects at sites which need upgrades and are not listed as one of the general modernization sites.

19. Does this scope include developing a program/standard to be applied throughout the district?

a. Yes

20. Is the goal to make the entire district wireless?

- a. The entire District is already wireless. Need to revisit first phase of schools for possible wireless upgrades, being mindful of how to address flexibility.
21. Does this only include tech equipment or other aspects such as HVAC, electrical, etc?
- a. Coordination between IT systems and HVAC, electrical will be necessary; consultant will help support so that the systems are interconnected. Heavy equipment rooms will likely need HVAC; we will need to create standards for how this is done
22. What about security?
- a. The District has standards for general security, such as security cameras and alarm systems. The IT consultant would focus on security in terms of technology, i.e. standards on how to secure technology rooms, devices and equipment.
23. Page 5 - assumes this will be in the range of 75-90 sites. Will we go out and sample, or touch each site?
- a. The IT consultant will in fact assess technology needs for all District sites.
24. What is the timeframe for the assessment?
- a. We would look to the consultant to determine appropriate timeframe for assessments, considering SFUSD priority list.
25. Does the IT department already know what equipment, cabling we want?
- a. Yes, and we are looking for a consultant to bring in expertise and knowledge from other districts to inform how we modify our standards.
26. Is it a requirement that the firm be located within 60 miles?
- a. It is not a requirement, but if so, additional points will be awarded.
27. Is building out the new server rooms part of the scope or are we finding areas that already have the needed conditions (AC, etc)?
- a. The larger schools already have these rooms, but if room is too small, we may need to expand. This is part of the assessment needed. Standards will be developed for ideal MDF/IDF and assessment of existing rooms is needed to evaluate whether standard can be applied.
28. The reference list asks for at least 1 from the Bay Area. Would we be deducted points or not able to respond?
- a. Points may be deducted, but you are able to respond.
29. Regarding project implementation, what will the timeline look like?

- a. Standalone IT projects will wait for the assessment phase and standards development to be completed. Bond modernization projects will start right away; may need to play some catch up to add in the IT standards as they are developed.

30. **When will the 2 new schools start?**

- a. We do not know as they will have complicated timelines; however, new IT standards will be applied.

31. **Will we use Prop 51 funds?**

- a. No

32. **Will our staff be given an office space in the Bond or Facilities office or will we be responsible to rent an office close to District staff?**

- a. This will be discussed with consultant once selected.

-- End of Addendum No. 2 --