

Project: MICROSOFT DYNAMICS GREAT PLAINS AND PARAMOUNT WORKPLACE SOFTWARE MAINTENANCE SERVICES

Date: September 22, 2020

RE: Addendum #1

of Pages: 2

The following revisions and/or clarifications are to be made to the RFP for Microsoft Dynamics Great Plains and Paramount Workplace Software Maintenance Services dated August 24, 2020. They are a result of all questions received by 4pm EDT on September 16, 2020.

Questions: (answers are shown in *italics* immediately after the question):

1. One of the requirements is that the Proposer is lawfully authorized to do business and to perform Services in the State of New York. Can you please elaborate on this requirement? We have clients throughout New York, and have never had any issues. However, we do want to ensure we are in compliance with your requirements. Is there some special certification or designation required from New York?

Proposers can see if its' entities are qualified to do business in the State of New York here:

https://appext20.dos.ny.gov/corp_public/corptest.entity_search_entry

2. Although we are a minority company, we are not registered with New York's Division of Minority and Women's Business Development. I noticed in the RFP that a link was provided in order to create an account. Is this required for consideration?

Proposers are not required to be M/WBE firms (see Section IV.A of the RFP). However, to be considered as an M/WBE firm, your entity must be certified with the State of New York. Please contact Justin McLaughlin-Williams (Justin.mclaughlin-williams@bpca.ny.gov) to confirm certification status or for other questions regarding certification.

3. Does it matter if the MWBE or SDVOB contractor(s) has a physical office in NYS? Or is this not a factor as long as they are on the NYS certified list that I found on a section of this page: <https://ny.newnycontracts.com/?TN>

A physical office in NYS is not a requirement of the RFP (see Section IV.A of the RFP).

4. Cost proposal – how should be present a range of hourly rates for a specific task. For example, in response to Great Plains Window Modification Support – depending upon the type of modification that would be requested at that time, we would have one of three different individuals working on that service and they have different hourly rates. If we can only enter one rate for the table, can we list the range of hourly rates based on requirements?

Please provide one (1) hourly rate for each type of service listed in the cost proposal table. These rates will be included in the contract, and will be the only rates Proposer will be able to charge for the term of the contract.

By signing the line below, I am acknowledging that all pages of the addendum have been received reviewed and understood, and will be incorporated into the bid price submitted. This document must be attached to the proposal for consideration.

_____ Signature _____ Date

Number of pages received: _____ <fill in>

Distributed to: All present and all prospective Proposers