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**SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT**

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**Issued By: Gina Cappa**  
**BID NO.: 18-18120**

**Date Issued: October 11, 2018**

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**FORMAL INVITATION FOR BEST VALUE BID (BVB)  
FOR AN INTRANET PLATFORM  
ADDENDUM 1**

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**Sealed bids**, one (1) Original and seven (7) copies, addressed to the Purchasing Department, San Antonio Water System, 2800 US Hwy 281 North, Administration Bldg., 5<sup>th</sup> Floor, San Antonio, TX 78212 will be received until **3:00 PM, October 19, 2018** and then publicly opened and read aloud for furnishing materials or services as described herein below,

The San Antonio Water System Purchasing Department is willing to assist any bidder(s) in the interpretation of bid provisions or explanation of how bid forms are to be completed. Assistance may be received by visiting the Purchasing Office in the SAWS Main Office, 2800 US Hwy 281 North, San Antonio, TX 78212, or by calling (210) 233-3819.

This invitation includes the following:

Invitation for Best Value Bids  
Terms and Conditions of Invitation for Bids

Specifications and General Requirements  
Price Schedule

The undersigned, by his/her signature, represents that he/she is authorized to bind the Bidder to fully comply with the Specifications and General Requirements for the amount(s) shown on the accompanying bid sheet(s). By signing below, Bidder has read the entire document and agreed to the terms therein.

Signer's Name: \_\_\_\_\_ Firm Name: \_\_\_\_\_  
(Please Print or Type)

Address: \_\_\_\_\_

Signature of Person Authorized to Sign Bid \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Please complete the following:

Prompt Payment Discount: \_\_\_\_\_% \_\_\_\_\_days. (If no discount is offered, Net 30 will apply.)

Please check the following blanks which apply to your company:

Ownership of firm (51% or more):

Non-minority  Hispanic  African-American  Other Minority (specify) \_\_\_\_\_

Female Owned  Handicapped Owned  Small Business (less than \$1 million annual receipts or 100 employees)

Indicate Status:  Partnership  Corporation  Sole Proprietorship  Other (specify) \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_

**To report suspected ethics violations impacting the San Antonio Water System, please call 1-800-687-1918.**

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\*\*\*\*\* This **Addendum 1** is issued for Bid 18-18120 to do the following:

- 1. Provide questions and responses. A second addendum will be posted to provide the responses for questions that have been received, but are not responded to in this addendum.**

**IT IS NOT NECESSARY TO RETURN THIS ADDENDUM 1 AS PART OF YOUR BID SUBMISSION**

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## **QUESTIONS AND RESPONSES**

- 1. Would SAWS consider a proposal being offered under a Managed Services DIR contract?**

Response: Yes.

- 2. Performance Deposit (Section 18) states, "...shall only apply when a performance deposit is specified as required in this Invitation for Bids." Can SAWS please confirm if Bid No. 18-18120 has a Performance Deposit requirement? If so what is the requirement and where is it located in the Bid?**

Response: A performance deposit is not required for this bid.

- 3. SAWS' answers to questions are due back on October 12, 2018 and bids are due on October 19, 2018. In consideration of that tight turn around, would SAWS be willing to grant an extension to the bid due date?**

Response: We apologize for the tight turnaround time, but will not be able to offer an extension for this bid.

- 4. What version of Active Directory is deployed? What are you using for SSO?**

Response: 2016. ADFS.

- 5. Do you have ADFS deployed? If so, what version. Is it highly available?**

Response: Yes. Redundant at BC.

- 6. What workloads of Office 365 have you deployed today? What is in process?**

Response: None in production. Currently piloting Office 365.

- 7. What is your Office 365 tenant name?**

Response: sawsoffice.onmicrosoft.com

- 8. What is your current version of Exchange?**

Response: 2013.

- 9. What version of Office client is deployed on Windows?**

Response: 2013.

- 10. What version of Office client is deployed on Macs?**

Response: None.

**11. What version of Crystal Reports do you have deployed?**

Response: Crystal Reports XI.

**12. What version of Tableau do you have deployed?**

Response: Tableau v10.2.

**13. What version of SSRS do you have deployed?**

Response: SSRS - SQL Server 2012.

**14. What version of GIS do you have deployed?**

Response: Current GIS Platform – ESRI ArcGIS Enterprise 10.2.2 and will be upgraded to ESRI ArcGIS Enterprise 10.5.1 by end of year 2018.

**15. What version of Lawson do you have deployed?**

Response: Lawson Cloud Suite 10.1.1.8.

**16. What has the business envisioned with the Intranet and technologies and integrations? Please list for each technology. An example, Salesforce is the CRM tool, what integration with the Intranet is planned?**

Response: SAWS is looking for SSO integration with most of our enterprise tools. Employee systems such as Lawson HR and Learning Management Systems should have closer integration for employee role, title and employee development.

**17. Are all integration technologies integrated with Active Directory? If not, please list.**

Response: Yes.

**18. How do users collaborate today? File shares, cloud storage? Please list products used and size of content.**

Response: File Shares 30+ TB.

**19. How many departments and business units do you plan on having a site to manage?**

Response: 75-100 business units at SAWS, however we envision only 1 organizational site for all of SAWS with defined areas for each business unit.

**20. Do you have a documented governance plan you can share? What is your current document retention policies?**

Response: SAWS adheres to the minimum retention schedule defined by the Texas State Library & Archives Commission (<https://www.tsl.texas.gov/slr/recordspubs/localretention.html>). The SAWS retention periods adopted may be longer than what these schedules identifies in some instances.

**21. Have you done a data classification exercise? Card sorting or design sessions?**

Response: No.

**22. Have you started any Intranet design mockups?**

Response: No, we are waiting for the selection of the platform.

**23. Can companies from outside the USA apply for this (like, from India or Canada)?**

Response: Yes.

**24. Do we need to come over there for meetings?**

Response: Some key meetings will require on premise visits (e.g. kick off, go-live, etc.). SAWS is very comfortable with some meetings being conducted via WebEx. Please define what meetings are on premise and which are remote in your submission.

**25. Can we perform the tasks (related to RFP) outside the USA?**

Response: Refer to the response for question #24 for on premise requirements. Yes, any work outside of onsite meetings can be done remote outside the USA.

**26. Can we submit the proposals via email?**

Response: No. Please refer to Section VI. Best Value Bid Submission Requirements on page 29 of the BVB.

**27. Can this project be executed from offshore / Nearshore / Hybrid model?**

Response: Refer to the response for question #25.

**28. Do we have any existing prototype for the intranet?**

Response: SAWS currently has an existing custom built intranet that will be retired as part of this project. This is a complete redesign but the site will be available for review once the contract is awarded.

**29. How many users do you need to access this Platform?**

Response: 1700 employees.

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