
SAN ANTONIO WATER SYSTEM PURCHASING DEPARTMENT

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

Date Issued: October 12, 2018

**FORMAL INVITATION FOR BEST VALUE BID (BVB)
FOR AN INTRANET PLATFORM
ADDENDUM 2**

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., 5th 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.

***** This **Addendum 2** is issued for Bid 18-18120 to do the following:

- 1. Provide clarification on the Source Code.**
- 2. Provide additional questions and responses. Addendum 1 included 29 questions and responses and was issued on October 11, 2018.**

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

CLARIFICATION

Source code delivery or escrow is not a requirement of this bid, but if that option is available, please include price. SAWS has no preference on open source technologies.

QUESTIONS AND RESPONSES

- 1. Could San Antonio Water System please confirm if the preferred technical environment is weighted within the evaluation? (Section 10.1)**

Response: Compliance with SAWS technical environment is a component of Software Compliance with SAWS Functional Requirements. The score for this area is comprehensive with the other requirements in that criteria area.

- 2. Would San Antonio Water System consider an intranet solution that operates outside of the preferred environment? Our platform is hosted on Amazon Web Services. (Section 10.1)**

Response: It will be considered. Also see response to question #1.

- 3. Could San Antonio Water System please elaborate on the preferred technical requirements for integration? Would providing links to 3rd party systems, such as Jira or WebEx, meet the integration requirements? (Section 10.1)**

Response: SAWS would like to evaluate the various out of the box integration capabilities with commonly used platforms and software; such as JIRA, WebEx, Salesforce, and etcetera.

- 4. Of the functional requirements listed, are any considered to be mandatory or critical? (Attachment D)**

Response: No. SAWS will evaluate the comprehensive response.

- 5. Could San Antonio Water System please confirm the estimated usage levels, including:**

- **Total number of users**
- **Number of daily active users**
- **Number of content publishers and administrators**
- **Number of daily page views**
- **Size of required file storage for documents**

Response: Estimate usage levels:

- Total number of users: 1700 employees.
- Number of daily active users: 1200 users.
- Number of content publishers and administrators: All users should be able to provide some level of content contribution. 5-10 administrators.
- Number of daily page views: Depends of platform/design.
- Size of required file storage for documents: Depends of platform/design/capabilities.

6. Could San Antonio Water System please share the vision and business objectives for this project? How will success be defined?

Response: SAWS plans to replace the current legacy intranet with a modern intranet portal, which is easy to use, leverages latest technologies, and provides more collaboration & opportunities of communication between departments and employees. SAWS intends to increase productivity of employees as corporate knowledge is more accessible and the data is more accurate.

7. Could San Antonio Water System please confirm what analytics or metrics will be tracked to measure the success of the intranet?

Response: SAWS will work on developing specific metrics with selected vendor that reflect increased productivity and access to corporate knowledge.

8. Could San Antonio Water System please share any known project risks (dependency on concurrent projects, stakeholder alignment, etc.) that may impact the delivery of the intranet platform?

Response: None.

9. To meet source code requirements, could San Antonio Water System confirm if open source technologies are preferred? (Section 10.2)

Response: Source code delivery or escrow is not a requirement but if that option is available, please include price. SAWS has no preference on open source technologies.
