

ADDENDUM No. 1

RFP No. 17-06

Legal Practice Management Software

Due Date and Time: March 30, 2017 at 2:00 P.M. (Local Time)

The following adjustments shall be made to the Request for Proposal for Legal Practice Management Software, RFP No. 17-03 on which proposals are to be received on/or before March 30, 2017 by 2:00 P.M. (local time).

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes two (2) pages.**

Offeror is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered nonconforming.

The following forms provided within the RFP Document must be included in submitted proposal:

- City of Ann Arbor Non-Discrimination Ordinance Declaration of Compliance
- City of Ann Arbor Living Wage Ordinance Declaration of Compliance
- Vendor Conflict of Interest Disclosure Form

Proposals that fail to provide these completed forms listed above upon proposal opening will be deemed non-responsive and will not be considered for award.

I. QUESTIONS AND RESPONSES

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Whether companies from Outside USA can apply for this? (like, from India or Canada)

Response 1: We are open to working with companies outside the USA as long as it does not hinder the progress of the project.

Question 2: Whether we need to come over there for meetings?

Response 2: We believe there may be times where we would need people on site. Training would be an example.

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

Response 3: Many tasks can be performed remotely or outside of the USA, but again, we believe there may be times where we would need people on site.

Question 4: Can we submit the proposals via email?

Response 4: No, per the RFP Document (Page 2); Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile will not be considered or accepted.

Question 5: Our software license is based on active end users. How many end users will need a license?

Response 5: 15 End Users

Question 6: The RFP indicates an expectation to be live on the selected system by 6/19/17 – can you share what is driving this deadline? In our experience and with what we know about the project at this time, to expect to get an implementation of a system, including a thorough and complete data conversion and all required training completed in 6 weeks or less, based on the calendar of events shared in the RFP, does not seem realistic. Can you please confirm that you will consider alternative project timelines in order to ensure a successful project?

Response 6: We are open to an alternative project timeline within reason.

Respondents are responsible for any conclusions that they may draw from the information contained in the Addendum.