

Addendum # AD001
Informal Solicitation for Utility Database Upgrade
Solicitation # 5814

Date of Addendum: August 11, 2023

The Informal Solicitation for the above named project is amended as noted in this Addendum. This Addendum consists of 2 page(s).

This Addendum lists questions received from vendors and SHA's responses. The following is a list of questions received and SHA's responses to those questions.

Question 1. Please provide scope details so we can understand volumes of data that you need to track.

Responses:

a. What commodities (such as Electric, Natural Gas, Steam, Chilled Water, Oil, etc.) will need to be tracked?

Electricity, Water (Sewage, Garbage), Gas

b. How many total end commodity points (meters) of service will you need to track?

394 SCL (Electric), 516 SPU (WSG), & 48 PSE (Gas) accounts. Some accounts have more than one meter attached.

c. Approximately how many total buildings?

1056 Buildings, 8602 residential units, 8730 total units.

d. How many total utility vendors?

Three, with one submetering vendor.

Question 2. Should we submit a project statement of work as part of our responses?

Response: No, SOW is not required at this time.

Question 3. Can we submit license agreements as part of our responses that we would want to include in a contract?

Response: Yes, you can submit license agreements if that will let us know the cost. This does not mean that the Agency is agreeing to the license agreement. We are bound by federal and state regulations and law and our contracts will reflect those.

Question 4. Will the Authority seek assistance with any historic data migration efforts from a previous database, and if so, can the Authority provide a sample file format inclusive of sample data? Also, if so, can the Authority please provide an approximate amount of historical data to be migrated (i.e., 12-months)

Response: Nice to have, but not necessary. It would be nice to have everything including a good 4 years of historical data imported into any new system, however the existing data is already in powerBI, and we can likely merge the datasets manually through powerBI if there's a future need for the historical data.

Question 5. Will the Authority look to the vendor for assistance with Bill Entry (data acquisition)? If so, please provide the approximate number of bills the Authority receives each

month. Also, please provide the format the Authority envisions providing the data to the vendor (paper, pdf, spreadsheet, etc.)

Response: We would like any new system to be able to acquire the data directly without manual entry, and the risk of manual entry errors. Approximately 645 invoices per month on average for recurring accounts plus vacancy billing. The latter will most likely continue to be handled by an existing internal process and system. We won't consider the response for RFP if there is manual entry to billing data. The format will be either PDF or paper from each utility vendor.

Question 6. Whether companies from Outside USA can apply for this? (Like, from India or Canada)

Response: Please refer to the Vendor Fact Sheet in Attachment A "Forms Section". As long as your firm/organization/business is able to provide all the information in that form, you can apply. Please refer to the Page 7, "Section E" for the rights.

Question 7. Whether we need to come over there for meetings?

Response: No, we prefer having virtual meetings only.

Question 8. Can we perform the tasks (related to RFP) outside USA? (Like, from India or Canada)

Response: As long as the firm/organization/business is registered/based in U.S.A, tasks can be performed from USA or Canada (Pacific time preferred)

Question 9. Can we submit the proposals via email?

Response: All the proposals must be submitted before the deadline to the email provided in the Solicitation.

END OF INFORMAL SOLICITATION ADDENDUM