



CITY *of* CALABASAS

August 26, 2024

Distribution/Proposer

SUBJECT: ADDENDUM #1 FOR THE REQUEST FOR PROPOSALS (RFP)
for WEB-BASED PROCUREMENT SERVICES

Attached is the Addendum # 1 for the Request for Proposal for Web based Procurement Services.

If you have any further questions, please feel free to email or call Anna Ford of the Public Works Department at aford@cityofcalabasas.com or at (818) 224-1671.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Ford".

Director of Public Works



CITY *of* CALABASAS
ADDENDUM No. 1

FOR THE REQUEST FOR PROPOSAL FOR WEB BASED PROCUREMENT SERVICES

PROPOSAL DUE: 2:00 p.m. Thursday September 26th

THE FOLLOWING CHANGES, ADDITIONS, AND CLARIFICATIONS ARE HEREBY MADE PART OF THE PROPOSAL FOR WEB BASED PROCUREMENT SERVICES.

The Request for Proposals (RFP) is modified as follows:

The original submittal deadline of September 12, 2024 shown on the cover page and page 3 has been revised. The new submittal deadline is **September 26, 2024 at 2:00 p.m.**

The inquiries received in regards to the RFP are addressed as follows:

- Question: In the scope of services, will the 10 named departments have unique processes or workflows for their procurements? Or will those departments follow the same process with potentially unique templates, and approvers only?
Answer: Each department may have unique workflows, but they will all follow the city's procurement guidelines (refer to 3.40.040 – Purchasing Guidelines in the city's municipal code).
- Question: For the 20 identified staff requiring training; Is that count a fully inclusive number for the solution? **OR** does the City require 20 full user licenses in addition to any of the following (or some combination?)? Read-Only users, approver users, collaborators, requestors.
Answer: The City may require up to 20 full users, two from each department. This is only estimate and subject to change.