

	SOLICITATION ADDENDUM Page 1 of 9		CITY OF PHOENIX Water Services Department 200 W. Washington Street 9th Floor Phoenix, AZ 85003
	Solicitation Number: RFQu 2021-WAD-472-05 Addendum # 2		
	Solicitation Due Date: Thursday, May 2, 2024, 2:00 pm, local Phoenix time		

RFQu 2021-WAD-472-05 Data Analytic Services

This addendum incorporates the following changes into the subject solicitation:

- I. This addendum revises the terms of the subject solicitation as follows:
 1. In Paragraph 2.15, Qualifications Criteria, Item (b), replace “Offeror's Employees” with “Offeror's Key Personnel”.
 2. In Paragraph 2.17, References, replace the first bullet with:
 - References may be public government agencies, or private companies, of similar size as the City of Phoenix, with projects of similar scope and complexity. The City of Phoenix may not be used as a reference.
 3. In Paragraph 2.18, Evaluation and Selection, 2nd paragraph, replace “limited to no more than 75 pages” with “limited to no more than 50 pages”.
- II. This addendum answers the following questions, which the City of Phoenix received from prospective bidders prior to the question-submittal deadline.

#	Offeror's Question	City Response
1	It appears, based on Section 2.8, below, that Baseform would be required to obtain authority to transact business in Arizona through the Arizona Corporation Commission in order to enter into a contract under the solicitation. Is that correct?	Refer to Solicitation RFQu 2021-WAD-472-05 Paragraph 2.8 - Business in Arizona.
2	Please guide us through the registration process.	<p>If you are referring to vendor registration with the City, refer to RFQu 2021-WAD-472-05 Paragraph 2.2; use the weblink provided to contact vendor support.</p> <p>If you are referring to registration with the Arizona Corporation Commission, refer to RFQu 2021-WAD-472-05 Paragraph 2.8 - Business in Arizona; the ACC weblink is https://azcc.gov.</p>
3	Could the City clarify if vendors who are already in the pool for RFQu 2021-WAD-472-03 need to bid again for RFQu 2021-WAD-472-05 to remain in the same pool?	Refer to RFQu 2021-WAD-472-05 Paragraph 2.1. All submitters previously awarded to the QVL for the DA RFQu remain on the QVL through the duration of the RFQu term (February 28, 2027).
4	Could the City please clarify if Paragraph 5.37 regarding the offshore performance of work prohibited applies only to RFQu 2021-WAD-472-05 or if it also applies to past RFQu's?	Each solicitation is unique; therefore Questions and Answers should pertain to RFQu 2021-WAD-472-05. Refer to Paragraph 5.37.

#	Offeror's Question	City Response
5	I am thinking about responding to this QVL but was wondering if you have the annual spend on this contract.	The requested information may be available via a Public Records Request (https://www.phoenix.gov/pio/public-records).
6	When is the meeting or pre-offer conference, as I cannot see a date for that?	Refer to RFQu 2021-WAD-472-05, Paragraph 1.3, Schedule of Events. The City does not always hold a Pre-Offer Conference or Site Visit.
7	Who would the WSD typically reach out to for an RTO - the account manager or PM?	Refer to RFQu 2021-WAD-472-05, Paragraph 2.28 - Task Order Process. The "Consultant" listed in the task order process is referring to the company placed on the QVL and its designated contact person.
8	Is there anyone in WSD you advise we could connect with to request an opportunity to bid on an upcoming RTO?	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.27 - 2.30.
9	The 'Reference' form which begins on page 49 of the solicitation provides 'Instructions for Reference which indicate the completed form should be sent to Procurement Officer Audrey Mims at audrey.mims@phoenix.gov .' Additionally, it mentions 'This reference form must be received by the Procurement Officer no later than the solicitation deadline: 2:00 p.m. Phoenix local time on, November 6, 2023'. Will the City be providing a revised 'Reference' form for completion via Addendum?	Refer to RFQu 2021-WAD-472-05 Solicitation Addendum #1 which extended the proposal submittal deadline to Thursday, May 2, 2024, at 2:00 local Phoenix time. All proposal submittal deadline extensions automatically extend the Reference Form submittal deadline. Please instruct your references of the modified submittal deadline and ensure that they complete the forms and email them to the City at wsdprocurement@phoenix.gov , Attn: Michael Happ.
10	How many vendors are active on this contract vehicle currently?	The requested information may be available via a Public Records Request (https://www.phoenix.gov/pio/public-records).
11	What is the annual utilization of this vehicle overall, for example, the number of task orders requested, spend?	The requested information may be available via a Public Records Request (https://www.phoenix.gov/pio/public-records).
12	Does the Water Services Department also utilize the City of Phoenix – IT Professional Services Qualified Vendors list for this type of work?	The Qualified Vendor List for IT Professional Services expired on January 17, 2024.
13	We have several development and delivery location including few in US and in India. We would like to offer / utilize services from all these location to execute the project effectively and competitively. Please confirm if this is acceptable.	Each solicitation is unique; therefore Questions and Answers should pertain to RFQu 2021-WAD-472-05. Refer to Paragraph 5.37.
14	Wish to request for an extension for submitting this proposal.	Refer to RFQu 2021-WAD-472-05 Solicitation Addendum #1 which extended the proposal submittal deadline to Thursday, May 2, 2024, at 2:00 local Phoenix time. All proposal submittal deadline extensions automatically extend the Reference Form submittal deadline.
15	Are consultants able to propose on just one piece of the Scope, Paragraph G to be specific, or would we need to put together a proposal for the full scope of services?	Refer to RFQu 2021-WAD-472-05, Paragraph 2.16(c). The Offeror must describe relevant project work for the disciplines the Offeror is submitting qualifications for.

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16	Do references need to be exclusively from the public sector in the US? If we have references from large data services contracts for global private companies, will they also be accepted?	Refer to Section I, Item 2 of this addendum.
17	According to '2.5 Exceptions - Offers submitted with exceptions may be deemed non-responsive and disqualified from further consideration in the City's sole discretion', can we submit suggestions for changes to the terms and conditions for negotiation in the event of qualification? Non- acceptance of the comments would not preclude us from proceeding with the contract; they would be suggestions for future negotiation.	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.5 and 4.1. "May" indicates something that is not mandatory but permissible.
18	Is on-site professional allocation mandatory or depending on the scope of each project, would it be possible to utilize our resources remotely?	Refer to RFQu 2021-WAD-472-05, Paragraph 2.28 - Task Order Process, Subparagraph B.8. The specifications for work location, if any, will be provided in the DA RTOs.
19	What is the budget allocated for this RFP? Since the RFP commenced in March 2022, what is the overall spending till date?	The requested information may be available via a Public Records Request (https://www.phoenix.gov/pio/public-records).
20	How many new vendors will be added to this contract? What is the number of existing/current vendors?	The requested information may be available via a Public Records Request (https://www.phoenix.gov/pio/public-records).
21	Currently are there any pain points?	The requested information may be available via a Public Records Request (https://www.phoenix.gov/pio/public-records).
22	How many new positions will be created for this contract?	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.27 - 2.30.
23	Can you share some more details on your upcoming RFQ?	Refer to RFQu 2021-WAD-472-05, Paragraph 2.20 - Solicitation Transparency Policy.
24	Kindly provide the list of existing vendors in the QVL for this opportunity?	The requested information may be available via a Public Records Request (https://www.phoenix.gov/pio/public-records).
25	What is the total budget allocated for this engagement?	The requested information may be available via a Public Records Request (https://www.phoenix.gov/pio/public-records).
26	What is the volume of data to be handled by the system? What % of data growth is expected?	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.27 - 2.30.
27	With respect to data analytics, is it possible for "City of Phoenix" to share a. As-is technology tools / stack / eco-system (including tools used for Data Warehousing, BI/BA, cloud service providers - AWS/Azure/GCP, Data Lakes, etc.) and b. Technology roadmap, if available?	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.27 - 2.30.

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28	RFP Section 5.37 says "OFFSHORE PERFORMANCE OF WORK PROHIBITED: Any services that are described in the specification or scope of work that directly serve the City of Phoenix and involve access to secure or sensitive data or personal client data shall be performed with the defined territories of the United States." Could you clarify this statement and also any preferences over the defined territories / states for project execution (eg. executing the project from Arizona?) within the United States.	Each solicitation is unique; therefore Questions and Answers should pertain to RFQu 2021-WAD-472-05. Refer to Paragraph 5.37.
29	Who are the incumbent firms on the QVL?	The requested information may be available via a Public Records Request (https://www.phoenix.gov/pio/public-records).
30	How many TO's have been issued for the most recent contract and what were their project values?	The requested information may be available via a Public Records Request (https://www.phoenix.gov/pio/public-records).
31	Does the City anticipate the number of TO's increasing or decreasing with this coming contract?	The requested information may be available via a Public Records Request (https://www.phoenix.gov/pio/public-records).
32	Can you confirm who to submit the reference forms to? There is a procurement officer listed on the form that differs from the officer listed in the RFQu.	Please instruct your references to complete the forms and email them to the City at wsdprocurement@phoenix.gov , Attn: Michael Happ.
33	What is your current data architecture tech stack?	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.27 - 2.30.
34	What is your current analytics/BI architecture tech stack?	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.27 - 2.30.
35	Are you looking to migrate to a new data architecture and/or analytics/BI architecture this year?	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.27 - 2.30.
36	What are your top priorities for the year?	Refer to RFQu 2021-WAD-472-05, Paragraph 2.20 - Solicitation Transparency Policy.
37	Is there a defined budget for this contract?	The requested information may be available via a Public Records Request (https://www.phoenix.gov/pio/public-records).
38	Can the City please provide more specific examples of past challenges in data analytics that you hope to address with this RFP?	Refer to RFQu 2021-WAD-472-05, Paragraph 2.20 - Solicitation Transparency Policy.
39	The reference form states the solicitation deadline is 2:00 pm Phoenix local time on, November 6, 2023. Can the City please confirm reference forms are due by April 23, 2:00 pm Phoenix local time?	Refer to RFQu 2021-WAD-472-05 Solicitation Addendum #1 which extended the proposal submittal deadline to Thursday, May 2, 2024, at 2:00 local Phoenix time. All proposal submittal deadline extensions automatically extend the Reference Form submittal deadline. Please instruct your references of the modified submittal deadline and ensure that they complete the forms and email them to the City at wsdprocurement@phoenix.gov , Attn: Michael Happ.
40	Are the forms provided on pages 55 & 56 of the RFP considered a single form? Should they be submitted as a single form in our response?	Page 55 is the offeror's Information and Signature page; please fill in all requested information and sign the page. Page 56 is the City's Offer acceptance page; do not fill in any information on this page. All submittal pages (Section 8) are to be submitted with your proposal. Be sure to also submit a signed copy of all RFQu addenda posted.

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41	Can the City please clarify its definition of "Tab"? If we submit our complete response as a single PDF, will we be compliant if each of these primary "Tabs" are major Paragraphs in our document?	Tabs may be created as a single blank page in the PDF response and will not be considered in the page count.
42	Can you elaborate on the strategic objectives looking to be achieved with the data & analytics initiative?	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.27 - 2.30.
43	Can you provide details on any data security and regulatory compliance requirements the solution will need to adhere to?	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.27 - 2.30.
44	Are there any preferred technology platforms or tools for this project already being looked, or are we free to proposed what we believe is best suited?	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.27 - 2.30.
45	What are the expectations regarding training and knowledge transfer post-implementation	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.27 - 2.30.
46	What level of ongoing support and maintenance is expected post-implementation?	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.27 - 2.30.
47	How extensively is predictive analytics expected to be used in this project, and what specific outcomes are you aiming to achieve through decision support tools?	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.27 - 2.30.
48	If we are proposing the use of a subcontractor, is it acceptable to submit any references from our subcontractor?	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.17 – References, and to RFQu 2021-WAD-472-05, Attachment A, Paragraph 1 – Instructions to Offeror.
49	If firms have an existing contract for this solicitation, could the City please clarify if firms are requested to bid again on this solicitation?	Refer to RFQu 2021-WAD-472-05 Paragraph 2.1. All submitters previously awarded to the QVL for the DA RFQu remain on the QVL through the duration of the RFQu term (February 28, 2027).
50	Under Paragraph 2.9 "Licenses" states: "Offeror must possess all valid certifications and/or licenses as required by federal, state or local laws at the time of submittal." Could the City please clarify if firms must submit the requested documentation along with the response?	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.27 - 2.30.
51	Under Paragraph 2.15. "Qualifications Criteria," on page 7 of the RFQ, states: "Statement of Qualifications shall relate specifically to the following items, listed in general order of importance, for evaluation and selection purposes." To ensure responsiveness, could the City please clarify if firms must provide the resumes of the personnel who will provide the services to address the items enlisted under this instruction?	Refer to RFQu 2021-WAD-472-05, Paragraph 2.16 - Content of Response, Item d. For the purposes of RFQu submittals, key personnel should be identified, along with their location, availability, commitment, and a summary of their qualifications and experience. Further clarification is provided in Paragraph 8.2 - Solicitation Response Checklist, Item A. Offerors are encouraged to ensure that the information provided in their proposal relates to one or more of the RFQu SOW topics.

#	Offeror's Question	City Response
52	Under section 2.15. "Qualifications Criteria," on page 7 of the RFQ, states: "The City prefers the Offeror's employees have a bachelor's degree in one or more of the fields below (...)." Could the City please clarify if by "employees" they mean the personnel who will manage the execution of this contract or those who will be assigned to perform the requested services under this contract? Do we have to provide proof of the education of our employees at the time of proposal submission, or will this be required at the task order level?	Refer to Section I, Item 1 of this addendum. Refer to RFQu 2021-WAD-472-05, Paragraph 2.11 – Submission of Offer, Paragraph 2.14 – Special Requirements, Paragraph 2.15 – Qualifications Criteria, Paragraph 2.16 – Content of Response, and Paragraph 8.2 – Solicitation Response Checklist, Item A.
53	Under Paragraph 2.16. "Content of Response," in point c, states: "Offeror must describe relevant project work for the disciplines the Offeror is submitting qualifications for." Could the City please clarify if firms are requested to discuss their capabilities or past performances in these areas?	Refer to RFQu 2021-WAD-472-05, Paragraph 2.16(c). The Offeror must describe relevant project work for the disciplines the Offeror is submitting qualifications for.
54	Under Paragraph 2.16. "Content of Response," in point c, states: "Offeror must describe relevant project work for the disciplines the Offeror is submitting qualifications for." Could the City please clarify if firms can provide the requested experience information from projects from the private sector? Can firms provide the requested information from ongoing projects? Are firms requested to provide only information from completed projects to provide their experience?	Refer to RFQu 2021-WAD-472-05, Paragraph 2.16(c). The Offeror must describe relevant project work for the disciplines the Offeror is submitting qualifications for.
55	Under Paragraph 2.16. "Content of Response," under point d, the following is requested: "Identify the location of the lead firm's principal office and the home office location of Key Personnel on this project." Could the City please clarify if they are looking for the key personnel to be located in Arizona?	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.27 - 2.30.
56	Can firms provide references from ongoing projects?	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.17 – References, and to RFQu 2021-WAD-472-05, Attachment A, Paragraph 1 – Instructions to Offeror.
57	Could the City please confirm the page limit number for the proposal?	Refer to Section I, Item 3 of this addendum and RFQu 2021-WAD-472-05, Paragraph 2.11 - Certifications, Item g.
58	Is the City looking for vendors to provide Staff Augmentation services for the Data Analytics Services or a vendor to provide "in-house" personnel to perform the services?	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.27 - 2.30.
59	Can the City confirm if only government references are allowed? If not, could vendors provide commercial references?	Refer to Section I, Item 2 of this addendum.
60	Is the City looking for vendors that perform all proposed types of work?	Refer to RFQu 2021-WAD-472-05, Paragraph 2.16(c). The Offeror must describe relevant project work for the disciplines the Offeror is submitting qualifications for.

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61	For a vendor to submit a response are they required to have experience in all proposed types of work?	Refer to RFQu 2021-WAD-472-05, Paragraph 2.16(c). The Offeror must describe relevant project work for the disciplines the Offeror is submitting qualifications for.
62	Is this contract for deliverable-based task orders?	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.27 - 2.30.
63	Could the City please clarify if firms must provide the price/cost with the proposal submission?	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.27 - 2.30.
64	How many hours are the consultants expected to work?	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.27 - 2.30.
65	Could the City please clarify if they are only looking for vendors who can perform all the types of work mentioned under Paragraph 3.2. Proposed Types of Work or for vendors who can perform some of the types of work mentioned under Paragraph 3.2. Proposed Types of Work?	Refer to RFQu 2021-WAD-472-05, Paragraph 2.16(c). The Offeror must describe relevant project work for the disciplines the Offeror is submitting qualifications for. Also refer to RFQu 2021-WAD-472-05, Paragraphs 2.27 - 2.30.
66	Could the City please clarify if by "key personnel" they mean the personnel who will manage the execution of this contract or the personnel who will provide the services requested under this contract?	Refer to Section I, Item 1 of this addendum.
67	In the references section, it states the following: "This reference form must be received by the Procurement Officer no later than the solicitation deadline: 2:00 p.m. Phoenix local time on November 6, 2023." Could the City please confirm if this deadline is correct?	Refer to RFQu 2021-WAD-472-05 Solicitation Addendum #1 which extended the proposal submittal deadline to Thursday, May 2, 2024, at 2:00 local Phoenix time. All proposal submittal deadline extensions automatically extend the Reference Form submittal deadline. Please instruct your references of the modified submittal deadline and ensure that they complete the forms and email them to the City at wsdprocurement@phoenix.gov , Attn: Michael Happ.
68	Could the City please confirm if the SUBMITTAL SECTION must be submitted with the proposal response?	<p>Per RFQu 2021-WAD-472-05, Paragraph 8.2 - Solicitation Response Check List, submittal to include a tab for each of the following:</p> <p>A. Offeror's Proposal - A detailed proposal describing the firm or individual's qualifications and experience, description of relevant project work, and specifics about key personnel. Your submittal emphasis should be on addressing the solicitation requirements and evaluation criteria.</p> <p>B. Submittal Forms - All submittal forms are completed and signed.</p> <p>C. Addenda - (if applicable) Signed copies of all published addenda.</p> <p>Note: References must be returned by email from the Offeror's References directly to the Procurement Officer no later than the Offer Due date and time shown on Page 3 or as modified by addendum.</p>
69	If a vendor does not have an Arizona Sales Tax Number, Use Tax Number for Out-of-State Suppliers, City of Phoenix Sales Tax Number, and Arizona Corporation Commission File Number, could they fill out the OFFER form with N/A?"	Refer to Solicitation RFQu 2021-WAD-472-05 Paragraph 2.8 - Business in Arizona and Paragraph 4.9 - State and Local Transaction Privileges Taxes.

#	Offeror's Question	City Response
70	Could the City please clarify if it is required to fill out the ACCEPTANCE OF OFFER form?	The ACCEPTANCE OF OFFER form (Attachment E) is for the City to execute after selection. Offerors should include the form with the other submittal forms in their proposal.
71	How many vendors does the City anticipate giving the award to?	The City has no defined minimum or maximum number of vendors for the DA QVL. Per Paragraph 2.1, approximately every 6 months, the City re-releases the RFQu to permit additional vendors the opportunity to submit proposals and be added to the DA QVL.
72	Is the COI required with the response?	Not at this time.
73	Are electronic signatures allowed?	Electronic signatures are permitted. If signed electronically, it must be signed from a verifiable source, such as AdobeSign, DocuSign, or a similar, verifiable software program.
74	Is there any subcontracting goal for this solicitation?	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.27 - 2.30.
75	Does the reference attachment need to be signed by the references we are providing?	Refer to RFQu 2021-WAD-472-05, Attachment A, Paragraph 1 – Instructions to Offeror, and Paragraph 2 – Instructions to Reference.
76	Can the submittal forms be filled out electronically?	Electronic signatures are permitted. If signed electronically, it must be signed from a verifiable source, such as AdobeSign, DocuSign, or a similar, verifiable software program.
77	How many licenses are required, or how many users are expected to use the platform?	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.27 - 2.30.
78	What level of security should the users should have (view data, change data, etc.).	Refer to RFQu 2021-WAD-472-05, Paragraphs 2.27 - 2.30.
79	We are a staffing firm and we wanted confirmation whether we can participate in the RFQ.	Refer to RFQu 2021-WAD-472-05, Paragraph 2.16(c). The Offeror must describe relevant project work for the disciplines the Offeror is submitting qualifications for.
80	We would not be able to provide all three references from public sector organisations in the field of Data Analytics. Will this work or is there any alternative to this?	Refer to Section I, Item 2 of this addendum.
81	We wanted to enquire if we could submit sample resumes or actual candidates.	Per Paragraph 2.16 - Content of Response, item d, for the purposes of RFQu submittals, key personnel should be identified, along with their location, availability, commitment, and a summary of their qualifications and experience. Further clarification is provided in Paragraph 8.2 - Solicitation Response Checklist, Item A. Offerors are encouraged to ensure that the information provided in their proposal relates to one or more of the RFQu SOW topics.
82	Do you require sample candidate's projects as well.	Refer to RFQu 2021-WAD-472-05, Paragraph 2.16(c). The Offeror must describe relevant project work for the disciplines the Offeror is submitting qualifications for.

#	Offeror's Question	City Response
83	When can we expect the release of addendum.	RFQu 2021-WAD-472-05 Solicitation Addendum #1 was issued on April 11, 2024. This is Addendum #2. Addenda are release as soon as possible, pending compliance with City Code, WSD procedures and management approvals.
84	Could you provide information regarding the previous incumbents and their budgets.	The requested information may be available via a Public Records Request (https://www.phoenix.gov/pio/public-records).

III. Per the solicitation, Section 2, Paragraph 2.4, offerors should monitor the Procurement Website <https://solicitations.phoenix.gov/> for posting of any additional addenda prior to submitting their offer.

All other terms and conditions remain unchanged.

Offeror is required to sign and return this addendum with their offer.

Name of Company: _____

Address: _____

Print Name and Title: _____

Authorized Signature: _____