



## SOLICITATION ADDENDUM

Solicitation Number: AVN RFP 22-014 Addendum #1 Page 1 of 3

Solicitation Due Date: Friday March 4, 2022 at 2:00pm Local Phoenix Time

**CITY OF PHOENIX**  
Aviation Department  
Contracts & Services  
2485 E Buckeye Rd  
2<sup>nd</sup> Floor  
Phoenix, AZ 85034

### COI MONITORING

#### **QUESTIONS AND RESPONSES:**

The following questions were submitted by interested Offerors and represented as they were received.

<b>Question 1:</b>	Is there any flexibility on Pre-Award Qualification 16.1 of the offeror must have been in operation for a minimum of 5 years?
<b>Response 1:</b>	<b>No, there is no flexibility as Aviation has determined a minimum of 5 years to be a requirement for this solicitation. Please refer to Section I – Instructions, paragraph 16, subparagraph 16.1.</b>
<b>Question 2:</b>	How many accounts require tracking? (By accounts we mean number of vendors/suppliers/subs/etc. who provide a COI to you)
<b>Response 2:</b>	<b>This solicitation will require 500 contracts to be monitored. Please refer to Section V – Scope of Work, paragraph 10.1 – Overall Qualifications and Experience of the Vendor and Key Personnel.</b>
<b>Question 3:</b>	Would the City be open to an alternative method of integration with SAP? For example, would the City be interested in SOAP?
<b>Response 3:</b>	<b>Not at this time, vendors must meet current method of integration for SAP.</b>
<b>Question 4:</b>	Please clarify 4.5. Scope of Work: What is the purpose of the automatic notification to Vendor in this scenario?
<b>Response 4:</b>	<b>The automatic notification to the Vendor’s staff is to have a system in place by the Vendor to review the COIs in order they are received.</b>
<b>Question 5:</b>	Please clarify 4.7 Scope of Work: What is intended by “adjust compliance status of the account”?
<b>Response 5:</b>	<b>If an insurance requirement is waived, the system must have the ability to allow the compliance status to be changed to the correct non-compliant or compliant status.</b>



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<b>Question 6:</b>	Please clarify 4.8. Scope of Work: Is this feature desired after the insurance is submitted by vendor?
<b>Response 6:</b>	<b>4.8 requires the Vendor to have a system capable of modifying a contractor's Insurance Requirements to ensure the COI is evaluated based on the correct requirements.</b>
<b>Question 7:</b>	Do you receive and track separate endorsements and waiver of subrogation also? In addition to the 'description' box on the certificate, do you request separate endorsements and WOS? If yes, does that apply to all vendors/suppliers/subs or only a few? An actual estimate will be really helpful.
<b>Response 7:</b>	<b>All endorsements that are required (waiver of subrogation, primary and non-contributory and additional insured) can be listed in the 'description box'. They can also check the 'ADDL INSR' and 'SUBR WVD' boxes on the COI. The City does not require the actual endorsements to be sent in. At times they are sent in with the COI, but again the City does not require or track the physical endorsements.</b>
<b>Question 8:</b>	Along with follow-ups done via notices (to request a COI, manage renewals, etc.), would you also need an outbound phone follow-up?
<b>Response 8:</b>	<b>Outbound phone follow-up may only be necessary in unique situations the contractors may need someone to contact with questions for assistance but not in the event to obtain the COI or renewal.</b>
<b>Question 9:</b>	As a part of your insurance requirements, do you also request 'Property Insurance' coverage? If yes, how many accounts provide this coverage out of the total count?
<b>Response 9:</b>	<b>Some contracts require property insurance if the tenant is leasing the entire building. Unfortunately, there isn't a way to filter through our current insurance tracking system to pull only the contracts that have property coverage as a requirement.</b>



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**The balance of the specifications and instructions remain the same. Respondent must acknowledge receipt and acceptance of this addendum by returning the *entire addendum signed with the proposal submittal.***

Name of Company:

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Address:

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Print Name and Title:

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Authorized Signature:

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