



## CITY OF ATLANTA

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Mayor

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DEPARTMENT OF PROCUREMENT  
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP,  
CIPC, CISCC, CIGPM, CPPC  
Chief Procurement Officer  
[asmith@atlantaga.gov](mailto:asmith@atlantaga.gov)

November 17, 2016

Dear Proponents:

**Re: FC-9303, Electronic Document Management Solution at  
Hartsfield-Jackson Atlanta International Airport**

Attached is one (1) copy of **Addendum No. 1**, which is hereby made a part of the above-referenced project.

For additional information, please contact Mr. Philippe Jefferson, Contracting Officer, at (404) 865-8565 or via e-mail at [pejefferson@atlantaga.gov](mailto:pejefferson@atlantaga.gov).

Sincerely,

Adam L. Smith

ALS:pej



**Addendum No. 1**

**Re: FC-9303, Electronic Document Management Solution at  
Hartsfield-Jackson Atlanta International Airport**

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This Addendum forms a part of the Request for Proposal and modifies the original solicitation package and any prior addenda as noted below:

- **RESPONSES TO 7 QUESTIONS RECEIVED FROM INTERESTED PROPONENTS.**
- **ADDITION TO EXHIBIT “A.1” APPENDIX 2, DOCUMENT CONTROL COVER SHEET.**

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Proposals are due **Thursday, December 1, 2016**, must be time stamped in no later than 2:00 p.m., and must be delivered to the address below:

Adam L. Smith, Esq., CPPO, CPPB,  
CPPM, CPP, CIPC, CISCC, CIGPM  
Chief Procurement Officer  
Department of Procurement  
55 Trinity Avenue, S.W.  
Suite 1900  
Atlanta, Georgia 30303

\*\* All other information remains unchanged \*\*



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**Acknowledgment of Addendum No. 1**

Proponents must sign below and return this form with Proposals to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of Addendum No. 1 for **FC-9303, Electronic Document Management Solution at Hartsfield-Jackson Atlanta International Airport** on this the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Legal Company Name of Proponent

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## Addendum No. 1

### Re: FC-9303, Electronic Document Management Solution at Hartsfield-Jackson Atlanta International Airport

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The following questions and /or clarifications were requested by various proponents:

1.	Question	Can you please elaborate on what aspects of a Digital Asset Management component you would be using?
	<b>Response</b>	<b>DAM will consists of management tasks and decisions surrounding the incorporation, annotation, cataloguing, storage, retrieval and distribution of digital assets.</b>
2.	Question	When asking about sharing parts of documents, could you please provide a business scenario in which this would be performed?
	<b>Response</b>	<b>Creating and amending lease agreements is one example where several business units are responsible for different components of the document.</b>
3.	Question	Is DOA wanting the vendor to install the hardware and support it as well?
	<b>Response</b>	<b>The vendor will install the hardware with DOA supervision. Manufacturer support and maintenance is acceptable.</b>
4.	Question	Will DOA be expected to maintain the hardware and warranties after implementation, or the vendor?
	<b>Response</b>	<b>DOA will take over maintenance after the initial 3 year O&amp;M period as stated in the Scope of Services.</b>
5.	Question	RFP Part 1, 4. Minimum Qualifications; Authority to Transact Business in Georgia, 4.3. Proponent must have an office located within 50 mile radius of the Airport to support the necessary labor and materials needed to meet the SLA provided in Appendix 4. Question: - Can the Contractor requirement to have an office within 50 miles of HJAIA be established upon award of contract? Please explain.
	<b>Response</b>	<b>Yes it can be established upon award of contract but must be established prior to contract execution.</b>
6.	Question	Concerning the proposal format requirement for double spacing, does this apply only to the responses we provide for each requirement or does this apply to the entire proposal document?



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	<b>Response</b>	<b><i>The proposal format applies to the proposal document.</i></b>
7.	Question	The requirement for the proponent to purchase the HP hardware is a deal breaker. Is there a way to split this off as a separate item and have another entity to do the hardware purchase?
	<b>Response</b>	<b>A separate vendor can be contracted to purchase the hardware but they must be part of a joint venture/partnership agreement.</b>



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1. **Addition:** Exhibit "A.1", Appendix 2, Document Control Cover Sheet (see attached)



Document Control Personnel

File Type:

File Code

Division:

### Document Control Cover Sheet

**BUSINESS UNIT**

**Project Name:**

**FC NUMBER**

**To:**

**From:**

**Document Date:**

**Date Transmitted:**

**Document Tracking#**

**Subject:**

**Description:**

**Special Notes:**

**Signature:**

**Document Control Date Received Stamp**

#### Business Unit

- C01 Commercial Development
- C10 Retail & Concessions Unit
- C11 Properties & Airline Affairs Unit
- C12 Marketing & Business Development Unit
- C13 Parking Unit
- C14 Customer Service Unit
- C15 Executive Conference Center Unit
- D01 DOA
- E01 Executive
- E10 General Manager's Office
- E11 Legislation Unit
- E12 Human Resources Unit
- E13 Internal Audit Unit
- E14 Public Affairs Unit
- E15 Training, Safety, & Organizational Dev. Unit
- E16 Legal Unit
- F01 Finance
- F10 Procurement/Purchasing Unit
- F11 Finance Unit
- F12 Accounting Unit
- F13 Oracle Unit
- I01 Information Services
- I10 Chief Information Officer Unit
- I11 Application Services Unit
- I12 Technical Services Unit
- I13 Information Security Unit
- I14 IT Project Information
- O01 Operations Security
- O10 Airport Operations Unit
- O11 Airport Maintenance Unit
- O12 Security Services Unit
- O13 Airport Transportation Units

## File Category

C001 Retail & Concessions

C002 Properties & Airline Affairs

C003 Marketing & Business  
Development Unit

C004 Parking Unit

C005 Customer Service Unit

E001 General Managers Office

E002 Standard Planning / Project  
Management

E003 Financial

E004 Contractual

E005 Legislation Unit

E006 Human Resources Unit

E007 Internal Audit Unit

E008 Public Affairs Unit

E009 Training, Safety & Organizational  
Development Unit

E010 Legal Unit

F001 Procurement/Purchasing Unit

F002 Finance Unit

F003 Accounting Unit

I001 Chief Information Officer Unit

I002 Application Services Unit

I003 Technical Services Unit

I004 Information Security Unit

I005 IT Project Information

O001 Airport Operations Unit

O002 Airport Maintenance Unit

O003 Security Services Unit

O004 Airport Transportation Unit

O005 Fingerprinting / Badging