



## **ADDENDUM I**

**SUBJECT:** Alarm Fee Collection and Permit Services (RFP 23-091, RFx# 6100016961), Scheduled to Open: August 17, 2023; Date of Issue: July 3, 2023.

**FROM:** Denise Gómez Esquivel, C.P.M., CPPB  
Procurement Administrator, Finance Department

**DATE:** July 25, 2023

### **THIS NOTICE SHALL SERVE AS ADDENDUM NO. I TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS**

#### **QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE**

On July 11, 2023, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Alarm Fee Collection and Permit Services RFP. Below is a list of questions that were asked at the pre-submittal conference. The City's official response to questions asked are as follows:

**Question 1:** What CAD system is the City currently using?

**Response:** Central Square Enterprise – Version 21.2.2 Patch 11.

**Question 2:** Does the City want a specific person designated to help the citizens and answer questions?

**Response:** No, we do not want a specific person; however, we want the Respondent's company to be the primary point of contact to help San Antonio residents with questions about Alarm permitting and billing.

**Question 3:** Do we need to submit a reference name or a reference letter?

**Response:** The firm must provide 3 reference letters from 3 separate organizations that Respondent has provided services to within the past 3 years.

**Question 4:** Does the P.O. Box to mail payments in need to be located in San Antonio?

**Response:** Yes.

#### **QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011 RESTRICTIONS ON COMMUNICATION:**

**Question 5:** The P.O. Box that would be located within the City for mail in payments, would this be an actual P.O. Box, or would this be a lock box at the bank of the City's choice with mail forwarding services?

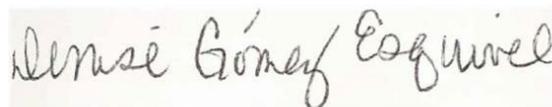
**Response:** The P.O. Box must be a Lock Box at the bank of the City's choice. A P.O. Box within the City will help provide confidence for our Citizens that they are corresponding about CoSA Alarm Permit Business even if we are contracting some of our services.

**Question 6:** Regarding the Point-of-Sale system mentioned in section 1.8, we understand that we would be responsible for connecting to the system, but it also states that we would manage the Point-of-Sale system. Can you clarify the definition of manage?

**Response:** The Point of Sale (POS) system the responder utilizes is the responder's system, NOT a CoSA POS system. CoSA Staff would need to access the system to make cash payment entries, adjustments, etc., but CoSA would not manage the POS system.

**Question 7:** What version of the Central Square CAD/RMS system is the Police Department currently utilizing?

**Response:** See Response to Question 1.

A handwritten signature in black ink on a light-colored background. The signature reads "Denise Gómez Esquivel" in a cursive script.

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Denise Gómez Esquivel, C.P.M., CPPB  
Procurement Administrator  
Finance Department – Purchasing Division