

**City of Roswell
Purchasing Division**

**Gary Palmer
City Administrator**

**Lori Henry
Mayor**

ADDENDUM NUMBER 1

Request for Proposals # 18-207-G

**City of Roswell Police Department Gap Analysis
August 7, 2018**

To All Prospective Offerors:

In reference to the RFP listed above, the following Changes and Answers to Questions are hereby incorporated into the Request for Proposals:

Changes:

The RFP Response due date and opening date are hereby changed to 8/17/18.

The questions deadline will not be extended. Any questions received after the questions deadline may be considered, but will not be responded to directly.

Questions and Answers:

#	QUESTION	ANSWER
1.	In section 1.5.1 , page 7, we are wondering if the inked signature means that the signature cannot be electronic. If that is the case (that it's signed, not electronic), can the inked signatures be scanned version for the original version of our proposal?	A scanned version is acceptable.
2.	In section 4.2 , page 12, can we submit a USB drive in lieu of a CD or zipped drive?	Yes.

3.	In section 4.3.9, page 13, what are the necessary, valid and current licenses to do business in the State of Georgia (as issued by the respective State Boards and Government Agencies responsible for regulating and licensing the services to be provided and performed)?	Guidance from the State of Georgia regarding what is required to do business in the state can be found here: http://sos.ga.gov/admin/files/First_stop_business_guide.pdf
4.	In section 4.4 , page 14, the handling of the budget is described. Is only one copy of the budget supposed to be provided?	One cost proposal should be submitted in a separate envelope contained within the same overall submittal packet.
5.	In section 3.2.2, on page 11, reference is made to Best Practice utilization analysis (in Section 3.1). We are unclear about this reference. What does the best practice utilization analysis refer to?	Using the Final report of the president’s Task Force in 21 st Century Policing as a guide for “Best Practice”, the consultant should analyze if there is a “gap” between that group of ‘best practices’ embodied in the Final Report, and where the department standards are now, and where the standards and practices need to be in the future.
6.	What counts toward the 25 page limit (e.g., resumes, letter of transmittal, forms)?	The entire proposal must be provided within the 25 page limit.
7.	The specific items listed in the scope of work are clear as well as the general objective of a 21st Century Policing gap analysis – but does ‘top down’ refer also to staffing and deployment levels too?	Yes – staffing and deployment levels need to be included in the analysis.

All other terms, conditions, and deadlines remain the same.

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFP to:

**City of Roswell – Purchasing Division
Roswell City Hall
38 Hill Street, Suite 130
Roswell, GA 30075**

I hereby acknowledge receipt of Addendum 1 and have incorporated the changes into my proposal response for the above mentioned RFP.

COMPANY NAME: _____ CONTACT PERSON: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____