



Addendum 1
City of Mobile
Request for Proposals
RFP Number: 2018-001

**Hosted Voice-Over-Internet-Protocol (VOIP)
Telephone Services**

This **Addendum 1** amends City (“City”) of Mobile RFP 2018-001 to change the date and time of the Pre-Proposal Conference and the Proposal submission due dates, and to remove the requirement for “hotlinking” from paragraph 4.01.3.

The cover page is amended to read:

**Pre-Proposal Conference: 10:30 a.m. CST, Wednesday, ~~January 3, 2018~~
January 10, 2018**

Location: City of Mobile Technology Department, 651 Church St, Mobile, AL 36602
Proposers that cannot attend in person may call in for this Conference.
~~For call in information, contact: Sue Farni, Executive Director of Technology, (251) 208-7830, sue@cityofmobile.org.~~ **Proposers may dial into the Conference call at
Call-in Number - (800) 309-2350, Conference ID - 322-5043**

Proposals Due: 10:30 a.m. CST, Thursday, ~~January 18, 2018~~ January 25, 2018.

Mailing address

RFP 20018-001
City of Mobile
Procurement Department
PO Box 1948
Mobile, AL 36633

Hand Delivery:

RFP 2018-001
City of Mobile
Procurement Department
205 Government Street
4th Floor South Tower, Room 408S
Mobile, AL 36644

Submit Questions to: Purchasing@CityofMobile.org

Estimated Timeline: Pre-Proposal Conference	January 3-10, 2018
Proposals due:	January 18 25, 2018
Notification of intent to award:	January 25 February 1, 2018
Contract award	February 22 March 1, 2018
Performance begin	February 22 March 1, 2018
Performance completion	July 1, 2018



Proposals must be submitted in a sealed envelope with at least one signed original and one electronic copy (CD or thumb-drive). The outside of the envelope must be marked “City of Mobile RFP 2018-001.” Proposals submitted after the due date and time will not be considered. The proposing party accepts all risks of late delivery of mailed proposals regardless of fault.

The full contents of the Request for Proposal (RFP), and any subsequent Addenda to this RFP may be found at <http://www.cityofmobile.org/bids/>

A non-mandatory pre-proposal conference call will be held at **10:30 am CST, Wednesday, January 3 10, 2018**, to discuss the specifications and proposal process. Call-in information may be obtained by submitting an email to: sue@CityofMobile.org. Failure to participate in the call is not disqualifying, but proposers are responsible for any information communicated during the call.

Paragraph 1.05 is changed to read:

1.05 Preliminary Schedule

These dates are estimates and are subject to change by the City.

Event	Date
Optional Pre-Proposal Conference Call	January 3 10, 2018
Questions (if any) Due	January 8 15, 2018
Response to Vendor Questions	January 12 19, 2018
Proposal Responses Due	January 18 25, 2018
Proposal Evaluation Complete	January 25 Feb 1, 2018
Announce Apparently Successful Party	January 25, Feb 1, 2018
Complete Contract Negotiations	February 8 15 ,2018
New Contract in Place	February 22 Mar 1, 2018

Paragraph 1.08 is changed to read:

1.08 Proposal Response Date and Location

Proposals must be submitted in a sealed enveloped marked on the outside with “**City of Mobile RFP 2018-001**”. Proposals must be received in the City of Mobile Procurement Department no later than **1030 a.m. CST, January 18, 2018 January 25, 2018**. The Official Clock for submissions is located at the Procurement Department (address listed below). All proposals and accompanying documentation will become the property of the City and will not be returned. Faxed proposals will not be accepted. The



proposing party accepts all risks of late delivery of mailed proposal regardless of fault. All submissions will be publicly opened at the City of Mobile Procurement Department, 205 Government Street, 4th floor, South Tower, at the appointed submission time.

Paragraph 2.01 is changed to read:

2.01 Questions/Clarifications Regarding the RFP

No oral interpretation or clarification will be made as to the meaning of RFP Final documents except as provided for in Section 1.05 of this RFP. Vendors who request a clarification of the RFP requirements may submit written questions by electronic mail to the City of Mobile Procurement Department at Purchasing@CityofMobile.org, or by mail to the submission address. **Questions must be submitted by 10:30 a.m., CST January 8, 2018 January 15, 2018**, for response prior to the submission due date. An electronic copy of all questions and answers will be available from the Procurement Department.

Paragraph 4.01.3 is changed to remove the word “hotlinking” and read:

4.01 Overview

The City of Mobile is seeking proposals for Hosted VoIP solutions that accommodate standard business requirements of Voice over Internet Protocol services. The quantities described in this RFP are estimates only. The City shall not be obligated to purchase any particular quantity of services detailed herein. The City has identified the following needs:

1. The need for a highly-available Hosted VoIP solution that is feature-rich, can be flexibly configured, incorporates portability of existing call numbers, and allows flexible assignment of telephones. The system should scale to the City’s growing communications needs.
2. The need for four-digit dialing within the City’s organizational structure, including remote office locations.
3. The need for integrated “soft phones” to support teleworking, hotlinking and disaster recovery/business continuity needs.
4. The need to integrate Android and iPhone apps into the phone system.
5. A list of current sites participating is provided in **Attachment 1** and includes current voice communications services at each location.