



Addendum One / RFP 13-2126

ADDENDUM NUMBER ONE

RFP 13-2126 Web Professional Services

In the interest of fairness, this information is being provided to all interested proposers. Below is the pre-proposal meeting summary and who attended, followed by any questions received at the meeting and by email and the corresponding answer.

MEETING SUMMARY

Elizabeth Goetzinger, Communications business and resource coordinator, convened the meeting. Also addressing the group were Janice Larson, Lily Cool, Erik Goetze, Lia Waiwaiole, Thomas Yee and Amy Padilla. Sharon Stiffler, procurement analyst was also present. All vendors were directed to sign in on the provided form. Sharon Stiffler advised vendors that a summary of the meeting would be available on Metro's website and all known vendors would be notified when the addendum was posted.

Vendors were provided a listing of important dates related to the proposal process:

July 11, 3 p.m.: Question period closes. All questions regarding the RFP must be received by Sharon Stiffler by this time.

July 18, close of business: Proposals due to Metro, 600 NE Grand Ave. Portland, late proposals will not be accepted.

Elizabeth Goetzinger and her team reviewed the background for this project, the Proposed Scope of Work (Section III), the Service Categories/Qualifications and Experience (Section IV), the Proposal Instructions and the Proposal Contents (section VII). Vendors were then directed to review the General Proposal and Contract Conditions (Section VIII) of the RFP.

Vendors were asked to review the sample contract provided with the RFP and were reminded to provide any exceptions to that contract as part of their proposal. See Section VII, H.

Vendors were also encouraged to visit our website for more information about Metro and what we do.

MEETING ATTENDEES

Lydia Mazes	Jeff Sheltren	Dan Rehmann
Chris Bloom	Michelle Johansen	Sean Larkin
Jeremy Andrews	Catherine Veraghen	Mike Bison
Stephen Peters	Martin Rio-Ombu	Vickie Brown
Anna Chapman	Sean Kelley	Kathleen Martin
Annie Laverdure O'Brien	Delona Lang	Ryan Armstrong
Jim Robison	Clay Marshall	David Hughes
Christine Ryan	Liz Valentine	Brian Gilday
Ben Reinhardt	Paul Wille	Michael Prasahn

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CLARIFICATIONS

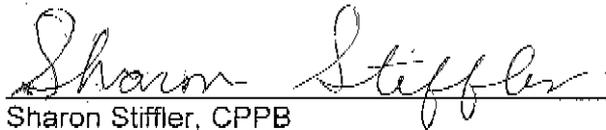
VII. Proposal Contents

- Separate proposals are required for each service category. Vendors must submit separate proposals for each service category proposer is applying. See section IV for Service Category listing. Provide two written copies and an electronic copy of each proposals. For example, if proposer wishes to apply for service categories Development and Training, they must submit a separate proposal for each category and provide two written copies and an electronic copy of each.
- The total page limit is increased. The proposal should contain no more than fifteen (15) pages of written material (excluding biographies resumes and brochures, which may be included in an appendix),

VII, D. Experience/Samples of work

- Page limit is increased to no more than six (6) pages plus work samples. All other section wording remains unchanged.

Issued June 22, 2012



Sharon Stiffler, CPPB
Procurement Analyst