



# ESSEX COUNTY OFFICE OF THE MANAGER

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**TO:** All Bidders

**FROM:** Linda Wolf, CPA, Purchasing Agent

**DATE:** February 27, 2023

**SUBJECT:** Addendum #3 RFP ASSET MANAGEMENT PROGRAM

This Addendum, issued to bid document holders of record, indicates changes to the bid documents for the *Asset Management Program RFP Opening March 29, 2023*.

**PLEASE SEE THE FOLLOWING ADDITIONAL QUESTIONS AND ANSWERS:**

**QUESTION: Does the same EAM software need to be used for each CLIN group?**

*ANSWER: As a baseline, and for the purposes of this RFP, one EAM must be commonly used per CLIN group as a matter of matching the appropriate levels of complexity for each CLIN group. However, the EAM software proposed by CLIN awardees may be additionally reviewed for commonality across all Towns/CLINs; if this occurs, all CLIN awardees will be part of that discussion at a later time to discuss software commonality and compatibility.*

**QUESTION: Who is responsible for the purchase of the EAM software to be used?**

*ANSWER: The Towns/County will purchase the EAM software, and the awarded consultants will be responsible for configuration.*

**QUESTION: Of the existing AMPs that exist, what EAM software programs were used previously for asset management by the municipalities?**

*ANSWER: Most existing AMP's are in the EPA's CUPSS software.*

**QUESTION: Will award of multiple CLIN groups to a consultant be considered or will each consultant only be awarded one CLIN?**

*ANSWER: Multiple awards will be considered; however, consultants must demonstrate capacity to accomplish all proposed work within time specified.*

**QUESTION: Of the 5 existing AMPs, will any revisions be required to adhere to the DEC guidance?**

*ANSWER: Not at this time.*

**QUESTION: Will the County provide the database for hosting all data collected per Task #2?**

*ANSWER: Yes; Essex County utilizes a database/project management software called Smartsheet that can be utilized to store and access project materials that is no charge to all project stakeholders.*

END OF ADDENDUM # 3