

**ADDENDUM No. 1**

August 18, 2011

ADDENDUM TO: Software, New Accounting System  
REBID NUMBER: 11-08  
REBID DUE DATE: Thursday, August 25, 2011 by 10:00 a.m.

TO BIDDER: This addendum is an integral part of the bid file under consideration by you as a bidder in connection with the subject matter identified above. For the purpose of clarification the following additions, changes, modifications and replacements noted below have been made to the bid and have been made to the bid file which bears the above title.

Bids submitted shall conform to these additions and modifications noted herein and including all issued addendums.

**QUESTIONS/RESPONSES/CLARIFICATIONS:**

1. Question: Is there an estimated CAP on the Proposal Bid? What is the Budget Ceiling?  
TSA Response: Software, installation, travel, staff training and troubleshooting must not exceed \$75,000 - 80,000 total cost for the vendor.
2. Question: General Terms and Provisions - Page 11 - Item 24. BID SECURITY (If Applicable):  
Is this applicable?  
TSA Response: This is not applicable.
3. Question: Are you requiring a Bid Bond in the full amount of the proposal?  
TSA Response: This is not applicable.
4. Question: General Terms and Provisions - Page 11 - Item 26. SECURITY FOR FAITHFUL PERFORMANCE (If Applicable):  
Is this applicable?  
TSA Response: This is not applicable.
5. Question: Are you requiring a Performance and Payment Bond, each in the full amount of the proposal?  
TSA Response: This is not applicable.

6. Question: Insurance Requirements - Page 16 - Item 5. INSURANCE REQUIREMENTS:  
Must the changes in our insurance policies be done by the time of the BID or only necessary if we are selected the Winner of the Bid?

TSA Response: Only, if your company is selected as the lowest responsive bidder, and prior to the start of any work on the property.

7. Question: Specifically the instructions state “All Liability Policies shall provide that the Authority, the City of Tampa and Hillsborough County are additional insured”  
Must these changes in “additional insured” be made and in force at the time of the Bid itself?

TSA Response: No. Only, if your company is selected as lowest responsible bidder.

8. Question: Specifications/Scope of Services “New Accounting System” - Page 22 - item 6.L Special Test Code  
Can we get further clarification of this requirement?

TSA Response: Change “Special Test Code” to read “Special Text Code”.  
A Special Text Code is a field that is comprised of 3 or more characters that lets you store standard and repetitive paragraphs/language of text on the “Control File” or system so that the user does not have to reenter repetitive information on each PO or RFQ. Please note that this is an optional request that would be great to have on the new system.

9. Question: Are you interested in knowing WHAT software is being offered, the details of the pricing of the products and services we are offering and/or the Spec Sheets” or documentation about the solution being proposed?  
Should this be included with the sealed Bid?

TSA Response: Yes, please include all of this information with your bid package.

10. Question: Are you interested in company information, website references or Bio information on the persons who will be performing the work?  
Should this be included with the sealed Bid?

TSA Response: Yes, please include all of this information with your bid package.

..... End of first set of questions

**QUESTIONS/RESPONSES/CLARIFICATIONS:**

1. Question: Is the Authority discontinuing use of PMX? If not, how does the Authority intend to continue using? How will this application be used once the system is migrated to one which integrates a purchasing module?

TSA Response: Yes, PMX will be discontinued upon successful export of data to new system.
2. Question: What type of items is the Authority planning to track in the Inventory module?

TSA Response: Capital assets, stadium equipment, vehicles, hardware, etc.
3. Question: What level of detail and at what frequency would you like data exported from the POS system and imported in to the accounting system?

TSA Response: Sales, cash, payout, void and transaction details to be exported daily.
4. Question: Could you please elaborate on what information is needed from the Project Estimating module? Is continuing to use this same method entry acceptable?

TSA Response: Project estimate for each event set up in the month the event occurs. In succeeding months, as revenue and expenses are determined, the estimate is adjusted by the actual expenses or revenues. These adjustments occur in the month the event occurred. When the event estimate is finally closed out, the final closeout amount hits the General Ledger in the month of closing. The key factor is that the project estimate module estimate for a given event and month flows through to the General Ledger at the GL Account level.
5. Question: What type of A/R integration would you like to have with the PO module?

TSA Response: Accounts receivable updates the PO module and creates an invoice option.
6. Question: Please clarify 6.I (page 22) – Is the Authority requesting one database per organization?

TSA Response: One database with (4) four separate companies or we are open to suggestions. The four organizational units must be accounted for separately, but are all a part of the Tampa Sports Authority.

7. Question: Is the purpose of Number 10 (p. 22) to allow for an approval process? If not, please clarify.

TSA Response: Yes.

8. Question: Why did the Authority decide to re-bid this opportunity?

TSA Response: No Response.

9. Question: What has been budgeted for this project?

TSA Response: Software, installation, travel, staff training and troubleshooting must not exceed \$75,000 - \$80,000 total cost for the vendor.

10. Question: Would the Authority be available for a face-to-face meeting to discuss your current needs further?

TSA Response: Only after bid selection.

..... End of second set of questions

Note: To qualify your bid, of which this addendum becomes a part, this form must be completed and returned to this office with the bid.

Date: \_\_\_\_\_

\_\_\_\_\_  
*Authorized Signature of Company Rep.*

\_\_\_\_\_  
*Printed Name of Company Rep.*

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact's Email : \_\_\_\_\_