



# REQUEST FOR PROPOSALS ADDENDUM

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| Request for Proposals Title: | Project Management Services for Asset Management SAAS Implementation                                        |
| Solicitation Number:         | #17-12                                                                                                      |
| Addendum Number:             | 1                                                                                                           |
| Solicitation Coordinator:    | Kelly Hartle, Procurement Services Coordinator                                                              |
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| Issue Date of this Addendum: | November 7, 2017                                                                                            |

## 1.0 PURPOSE OF THIS ADDENDUM

The Portland Development Commission d/b/a Prosper Portland (“Prosper Portland” or “we”) is issuing this Addendum to the Request for Proposals named-above (the “RFP”) to respond to questions Prosper Portland received about the RFP.

## 2.0 CLARIFICATION OF THE RFP

Prosper Portland’s answers in **bold blue** below.

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| 1. | <p>Question: Is experience with Yardi Systems Voyager 7S a must?</p> <p><b>Response: At a minimum, the successful Proposer will demonstrate experience with Yardi Voyager 6. Strong preference will be given to Proposers with Yardi Voyager 7S experience. See Section 3.2 below.</b></p>                                     |
| 2. | <p>Please describe the number of and type of real estate assets.</p> <p><b>Answer: Prosper Portland currently opens or operates fifty-four (54) real estate assets, although this number fluctuates up and down regularly. Our portfolio includes industrial, retail, office, multi-family, special purpose, and land.</b></p> |
| 3. | <p>Are those assets owned or leased by Prosper Portland?</p> <p><b>Answer: Primarily owned although a few are leased.</b></p>                                                                                                                                                                                                  |
| 4. | <p>Does Prosper Portland directly manage its real estate assets or are they managed by someone else?</p> <p><b>Answer: Generally property that is occupied/operating is managed by 3rd parties; vacant/land properties are managed internally.</b></p>                                                                         |
| 5. | <p>If they are managed by someone else, will that party be required to use this system</p> <p><b>Answer: Not initially although we will investigate this in the future.</b></p>                                                                                                                                                |
| 6. | <p>Does Prosper Portland manage any real estate assets strictly on a third-party basis?</p>                                                                                                                                                                                                                                    |

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|     | <b>Answer: No.</b>                                                                                                                                                                                                                                                                                                                                                                         |
| 7.  | How does Prosper Portland define success for its real estate portfolio?<br><b>Answer: A combination of financial returns and meeting mission-related goals. Please see Prosper Portland’s website for details on our strategic plan. <a href="#">Link</a></b>                                                                                                                              |
| 8.  | Can you provide a list of the requirements/needs that were used to evaluate the various software solutions that led you to pick Yardi?<br><b>Answer: A copy of the Asset Management Software RFP can be found on Prosper Portland’s website. <a href="#">Link</a></b>                                                                                                                      |
| 9.  | Can you provide a copy of the RFP response from Yardi?<br><b>Answer: Prosper Portland will provide a copy of the winning proposal to the vendor selected from this RFP.</b>                                                                                                                                                                                                                |
| 10. | Does the solution need to also support development/construction activities?<br><b>Answer: Not presently; we may explore this functionality in the future.</b>                                                                                                                                                                                                                              |
| 11. | Does the solution need to also support acquisition/disposition/financing activities?<br><b>Answer: Yes.</b>                                                                                                                                                                                                                                                                                |
| 12. | Are there any known gaps in Yardi that need to be resolved as part of this exercise?<br><b>Answer: No known gaps.</b>                                                                                                                                                                                                                                                                      |
| 13. | Has Prosper Portland recently done a report inventory of the various real estate reports used by the organization?<br><b>Answer: Informally, our current internal reporting is limited to our accounting/budgeting systems and property based Excel-spreadsheets. This is an area of needed expansion/improvement and was a significant part of the impetus to move to a new solution.</b> |
| 14. | If yes, how long ago was that and what was done with that information (i.e., has the process started to review and consolidated the number of reports in the organization)?<br><b>Answer: This will be conducted concurrently with the implementation process.</b>                                                                                                                         |
| 15. | How many departments and users will utilize the Yardi solution and where are they located?<br><b>Answer: One department will be the primary user base with 3 users initially. IT will also have access to the system with 1 user. All are located in Prosper Portland’s Portland offices.</b>                                                                                              |
| 16. | Is Yardi Voyager 7S replacing a system currently in place? If yes, what is that system?<br><b>Answer: No. Prosper Portland utilizes a variety of spreadsheets and an Access database that holds documents. We anticipate manually uploading data to Yardi.</b>                                                                                                                             |
| 17. | Other than Advanced Budgeting & Forecasting, were any Yardi Voyager 7S integrated products (Yardi Marketing Suite, Yardi Commercial Suite, Yardi Investment Suite, etc.) purchased in addition to Yardi Voyager?<br><b>Answer: No.</b>                                                                                                                                                     |
| 18. | Are there any other specific modules of Yardi that have been purchased and identified for implementation?<br><b>Answer: No.</b>                                                                                                                                                                                                                                                            |

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| 19. | Is Yardi Advanced Budgeting & Forecasting replacing a current system in place? If yes, what is that system?<br><b>Answer: No, currently all modeling is done in Excel.</b>                                                                                                                                                                                                                                                                                    |
| 20. | Besides Microsoft Dynamics AX, are there other applications that will need to be integrated with Yardi?<br><b>Answer: No.</b>                                                                                                                                                                                                                                                                                                                                 |
| 21. | Will data conversion from existing systems be required as part of this project? If so, from what existing systems?<br><b>Answer: No. All Prosper Portland data will be manually uploaded to Yardi during implementation.</b>                                                                                                                                                                                                                                  |
| 22. | Do you have a specific date when you want to be live on the system?<br><b>Answer: No hard date although Yardi estimates a six month process beginning on December 1, 2017.</b>                                                                                                                                                                                                                                                                                |
| 23. | Are any Yardi resources or resources from any other firms already contracted to be part of the solution implementation team?<br><b>Answer: Part of our contract with Yardi is implementation services.</b>                                                                                                                                                                                                                                                    |
| 24. | If so, who are those resources and what are their roles?<br><b>Answer: This will be discussed with finalist Proposer(s).</b>                                                                                                                                                                                                                                                                                                                                  |
| 25. | Are any other related projects (business process design, etc.) underway or going to be underway at the same time as the implementation? If so, what are these projects and which resources are responsible for completion of those projects?<br><b>Answer: We are also in the process of revising our capital budgeting process and reserve studies for our real estate portfolio. We will be contracting with a 3rd party firm for much of that process.</b> |
| 26. | Section 7.3 of the RFP references a “performance schedule” defined in Section 6. Is “performance schedule” intended to be synonymous with the qualifications listed in section 6? If not, can you please provide more information about the “performance schedule”?<br><b>Answer: The reference to section 6 is in error. Please see Question 21 in this Addendum.</b>                                                                                        |
| 27. | Does Prosper Portland desire to have the work product delivered onsite, remotely or by combination of onsite and remotely?<br><b>Answer: Preference is toward onsite or a combination of onsite and remote. We would consider proposals with limited onsite interaction if the proposal is otherwise compelling.</b>                                                                                                                                          |
| 28. | Are you looking for one Project Manager or an implementation team?<br><b>Answer: We would consider either but need one point person.</b>                                                                                                                                                                                                                                                                                                                      |
| 29. | If you are looking for one Project Manager, may we submit more than one key person?<br><b>Answer: Yes; per section 7.0 of the RFP, Proposers may propose up to three (3) different key personnel for Prosper Portland’s consideration.</b>                                                                                                                                                                                                                    |
| 30. | If we can submit more than one candidate, do we have to send in completely separate proposals?                                                                                                                                                                                                                                                                                                                                                                |

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|     | <b>Answer: No. Vendors may submit alternative scenarios or individual candidates. Allow two extra pages for each additional scenario or individual and include such in your proposal.</b>                                                                                                                                                                                        |
| 31. | How detailed did you want the number of hours for the project broken out? Not sure there are enough details to go very deep.<br><b>Response: Provide as much detail as possible given the information provided. Much of the scheduling will be dictated by Yardi's implementation team.</b>                                                                                      |
| 32. | Will we be held firm on the number of hours presented?<br><b>Response: Prosper Portland will view the number of hours proposed as an initial estimate based on the proposers' experience with similar implementations and other information known to them. Ultimately though, it will take as many hours to successfully implement the system as required. Short answer: No.</b> |
| 33. | Question: Since we are sending in our response via email, can it be 12 pages long, assuming that you could print it double sided for six pages?<br><b>Response: The six-page limit will remain, but Prosper Portland has expanded the types of materials that are not counted toward the page limit in Section 3.2 below.</b>                                                    |

### 3.0 CHANGES TO THE RFP

The RFP is modified as follows:

- 3.1 The first sentence in Section 6.0 of the RFP is amended to read (with changes in bold underline): **“Prosper Portland will give preference to Consultants that have demonstrated experience with Yardi Systems Voyager 7S. Minimally, the Consultant must have experience with Yardi Voyager 6.”**
- 3.2 The “Page Limit” requirement in Section 7.0 of the RFP is amended to read (with changes in bold underline): **“Excluding the title page, cover letter, summary of key personnel’s experience (e.g., résumé), and pricing information, please keep your proposal to no more than six (6) pages in length. For purposes of this RFP, each side of a piece of paper is considered one page.**
- 3.3 Since the mandatory requirement for Yardi Voyager 7s experience has been modified, the timeline for the Procurement Schedule is adjusted as follows (changes in bold underline):

| Procurement Activity                           | Date                                                 |
|------------------------------------------------|------------------------------------------------------|
| Request for Proposals Issued                   | October 31, 2017                                     |
| Deadline for Questions                         | November 6, 2017                                     |
| <b>Proposal Due Date and Time**</b>            | <b><u>NOVEMBER 16, 2017 BY 2:00 PM (PACIFIC)</u></b> |
| Evaluation Period, Ending ( <i>tentative</i> ) | <b><u>November 22, 2017</u></b>                      |
| <b>Finalist Interviews</b>                     | <b><u>Week of November 28-30, 2017</u></b>           |
| Contract Effective Date ( <i>anticipated</i> ) | <b><u>December 11, 2017</u></b>                      |

#### **4.0 GENERAL INSTRUCTIONS**

This Addendum constitutes an integral part of the RFP and is to be read in conjunction with the RFP. Unless specifically changed by this Addendum, all other requirements and provisions of the RFP remain unchanged. Capitalized terms used in this Addendum without definition have the same meaning ascribed to those terms in the RFP. It is the responsibility of all Proposers to conform to this Addendum and modify their proposals accordingly.

**END OF THIS ADDENDUM**