



## QUESTIONS & RESPONSES #02

RFP or RFQ / TITLE 070082 | Real Estate Management System

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Q&A ISSUE DATE March 13, 2015

PROPOSER QUESTIONS	PORT RESPONSES	RFP/ RFQ Section
Is there a budget number that is locked in?	First year, costs budgeted at not to exceed \$100,000, inclusive of recurring and one time charges.	
Can the Port purchase off of GSA Schedule 70 or GSA Advantage?	The Port is capable of using GSA schedules but has chosen not to in this particular procurement; hence the issuing of the RFP.	D4
Will the Port provide Attachment D in a Word or Excel format?	Yes, see Addendum #1.	D2
Is the six-page Attachment D document to be counted within the 25 page limit for the response, or may it to be submitted as a separate document?	Yes, it should be included in the 25 pages.	D
Per the RFP, responses are to be submitted as "one electronic copy in Adobe PDF format, including all appendices". However, the RFP also states that "compensation information MUST be provided separately from the proposal, in an individual PDF document". Will it be permissible to submit the response and the compensation information as two separate documents within a single email?	Yes, please submit 2 separate PDFs in one email, proposal and compensation.	D and D4

Does the 25-page limit include the compensation information document?	No, the compensation is not counted towards the 25 page limit.	D
Please confirm that the Port already has a budgeting system in place, Prophix, which will not be replaced.	Yes, the Port uses Prophix software as its primary budgeting system, and it is not intended to be replaced.	Attachment D - Budgeting
It appears that this section is trying to lay out the requirement of being able to budget future income streams based on existing leases (including escalations and CPI income). Is this correct?	Yes.	Attachment D - Budgeting
I was wondering if we could receive a Microsoft Word version of the PDF file given.	Yes, see Addendum #1.	