

Request for Proposals for Recreation Management System for the City of South San Francisco

(RFP issued November 3, 2016)

~ Responses to Questions and Comments ~

(Updated December 5, 2016)

Responses to questions received as of December 2, 2016

1. **We are interested in learning more about the need for the insurance requirements. As a company providing online registration systems, we're curious about the RFP's inclusion of insurance and liability requirements that seem tailored for vendors of more physical products.**

***Answer:** Vendors contracting with the City of South San Francisco are typically required to meet the insurance provisions listed in RFP Attachment 3 – Sample City of South San Francisco Consulting Services Agreement, Section 4, particularly if the Vendor is performing any type of work on City property. Bidders may request waivers or reductions in the amount of coverage when negotiating the language of the final contract but any such waivers or reductions would have to be approved by the City's Risk Manager.*

Responses to questions received as of November 17, 2016

Could you please help me with the following questions:

2. **Whether companies from Outside USA can apply for this? (like, from India or Canada)**

***Answer:** The RFP does not specify whether or not companies from outside the USA can apply.*

3. **Whether we need to come over there for meetings?**

***Answer:** The RFP does not specify a requirement to attend meetings in-person. It is up to the proposer to determine the best method to respond to the requirements as described in this RFP.*

4. **Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)**

***Answer:** The RFP does not specify whether or not tasks may be performed outside of the USA.*

5. **Can we submit the proposals via email?**

***Answer:** As stated in RFP section 1.11.1, "Proposers are required to submit **ONE (1) original, signed master, EIGHT (8) hard copies, and ONE (1) electronic copy** via email or file sharing system (such as Dropbox or Google Drive)..." Please refer to the RFP for more information.*