



ADDENDUM NO. 2

REQUEST FOR PROPOSAL (RFP) No. 24-03 TOWN OF CUTLER BAY INTEGRATED ENTERPRISE SOFTWARE SOLUTION

Addendum No. 2 form shall be part of the original RFP No. 24-03 INTEGRATED ENTERPRISE SOFTWARE SOLUTION document and modifies the original RFP as noted below:

REVISION TO ORIGINAL RFP DOCUMENTS BELOW: “GREEN”

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I.IV SCHEDULE OF EVENTS

Part II, Project Approach Proposal. Shortlisted Firms will be provided with instructions on the submittal of a Part II, Project Approach Proposal and an opportunity to provide oral presentations and demonstrations of the Solution before the Town Selection Committee.

No.	Event Title	Date*	Time* (EST)
1.	Advertisement/Distribution of Request for Proposals (“RFP”) Cone of Silence Begins	Sunday May 26, 2024	9:00 AM
2.	Mandatory Pre-RFP Part I- Response Meeting (Virtual or in-person) 10720 Caribbean Blvd., Council Chambers, Cutler Bay, Florida 33189 Zoom Meeting ID: https://us06web.zoom.us/webinar/register/WN_jcBqbE3DT6WCV4uM2p8OAA	Tuesday June 18, 2024	10:00 AM
3.	Deadline for Proposers to Submit RFP Part I Questions	Friday June 21, 2024	1:00 PM
4.	Deadline for Town to Provide Responses to RFP Part I Questions	Tuesday June 25, 2024	5:00 PM
5.	Deadline for Proposers to Submit Part I, Initial Proposals	Tuesday July 16, 2024	3:00 PM
6.	Evaluation of RFP Part I Submissions/Shortlist Firms Identified	Friday July 26, 2024 August 2, 2024	8:00 AM— 5:00 PM 1:00 PM
7.	RFP Part I Shortlist Announced	Monday July 29, 2024 August 5, 2024	3:00 PM 1:00 PM

8.	Mandatory RFP Part II Meeting (Shortlisted Firms) (Virtual or in-person) 10720 Caribbean Blvd., Council Chambers, Cutler Bay, Florida 33189 Zoom Meeting ID: https://us06web.zoom.us/webinar/register/WN_4Yj7mE77T12kRrlp6WVUeQ	Monday August 5, 2024 Thursday August 8, 2024	10:00 AM
9.	Deadline for Shortlisted Firms to Submit RFP Part II Questions	Friday August 9, 2024 Monday August 12, 2024	1:00 PM
10.	Deadline for Town to Provide Responses to Shortlisted Firms RFP Part II Questions	Tuesday August 13, 2024 Thursday August 15, 2024	5:00 PM
11.	Deadline for Shortlisted Firms to Submit Part II, Project Approach Proposal (Shortlisted Firms)	Wednesday August 21, 2024 Monday August 26, 2024	3:00 PM 1:00 PM
12.	Oral Presentations/Demonstrations from RFP Shortlisted Firms (held over three days) (Virtual or in-person) 10720 Caribbean Blvd., Council Chambers, Cutler Bay, Florida 33189 Zoom Meeting ID: TBA	Tuesday September 3, Thursday September 5, 2024 Friday, September 6, 2024, and Monday, September 9, 2024	9:00 AM— 4:00 PM 1:00 PM
13.	Recommendation of Intent to Award for Town Council Approval and Authorizing Contract Negotiations with Selected Firm – Cone of Silence Ends	Wednesday October 16, 2024	6:00 PM
14.	Participation in Discovery Sessions and Finalize Negotiations of Contract with Selected Firm	Friday October 18, 2024	TBA
15.	Execution of Negotiated Contracts with Selected Firm	Friday November 1, 2024	TBA

***The Town reserves the right to change the scheduled dates and times.**