



## **ADDENDUM NO. 3**

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

Addendum No. 3 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: “PURPLE”**

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### **ADVERTISEMENT: TOWN OF CUTLER BAY NOTICE OF REQUEST FOR PROPOSALS RFP NO. 24-03 “INTEGRATED ENTERPRISE SOFTWARE SOLUTION”**

The Town of Cutler Bay (“Town”) is requesting proposals from qualified professionals for the selection of a Professional Software Developer/Integrator/Firm (“Firm”) for an integrated enterprise software solution (“Solution”). The RFP is structured in two (2) phases: Part I, Initial Proposal and Part II, Project Approach Proposal. Only Proposers that are shortlisted after review and evaluation of Part I, Initial Proposals shall proceed to submission of Part II, Project Approach Proposals. Interested Firms should visit the Town’s website at [www.cutlerbay-fl.gov](http://www.cutlerbay-fl.gov) to obtain the Request for Proposals (“RFP”) package. Proposal packages may also be collected at the following location, during normal business hours:

Town of Cutler Bay  
10720 Caribbean Blvd., Suite 105  
Cutler Bay, FL 33189

Sealed submittals for the Part I, Initial Proposal must include one (1) original and three (3) bound paper copies of the submittal, and one (1) USB flash drive completely duplicating the original proposal of the submittals. Sealed submittals for Part I, Initial Proposals must be received by Mr. ~~Mauricio Melinu, CMC Town Clerk~~, **Daniel Goldberg, CMC, Deputy** Town of Cutler Bay, 10720 Caribbean Blvd., Suite 105, Cutler Bay, Florida, 33189, no later than **3:00 PM on Tuesday, July 16, 2024** and be clearly marked on the outside, RFP No. 24-03, Integrated Enterprise Software Solution.

Late submittals and facsimile/electronic submissions will not be considered. The Firm shall bear all costs associated with the preparation and submission of the proposal.

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.	<b>Mandatory Pre-RFP Part I- Response Meeting (Virtual or in-person)</b> 10720 Caribbean Blvd., Council Chambers, Cutler Bay, Florida 33189 Zoom Meeting ID: <a href="https://us06web.zoom.us/webinar/register/WN_jcBqbE3DT6WCV4uM2p8OAA">https://us06web.zoom.us/webinar/register/WN_jcBqbE3DT6WCV4uM2p8OAA</a>	Tuesday June 18, 2024	<b>10:00 AM</b>
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.	<b>Deadline for Proposers to Submit Part I, Initial Proposals</b>	Tuesday July 16, 2024	<b>3:00 PM</b>
6.	Evaluation of RFP Part I Submissions/Shortlist Firms Identified	Friday <del>July 26, 2024</del> <b>August 2, 2024</b>	<del>8:00 AM—</del> <del>5:00 PM</del> <b>1:00 PM</b>
7.	RFP Part I Shortlist Announced	Monday <del>July 29, 2024</del> <b>August 5, 2024</b>	<del>3:00 PM</del> <b>1:00 PM</b>
8.	<b>Mandatory RFP Part II Meeting (Shortlisted Firms) (Virtual or in-person)</b> 10720 Caribbean Blvd., Council Chambers, Cutler Bay, Florida 33189 Zoom Meeting ID: <a href="https://us06web.zoom.us/webinar/register/WN_4Yj7mE77T12kRrlp6WVUeQ">https://us06web.zoom.us/webinar/register/WN_4Yj7mE77T12kRrlp6WVUeQ</a>	<del>Monday</del> <del>August 5, 2024</del> <b>Thursday</b> <b>August 8, 2024</b>	10:00 AM
9.	Deadline for Shortlisted Firms to Submit RFP Part II Questions	<del>Friday</del> <del>August 9, 2024</del> <b>Monday</b> <b>August 12, 2024</b> <del>Monday</del> <del>August 19, 2024</del>	1:00 PM
10.	Deadline for Town to Provide Responses to Shortlisted Firms RFP Part II Questions	<del>Tuesday</del> <del>August 13, 2024</del> <b>Thursday</b> <b>August 15, 2024</b> <del>Wednesday</del> <del>August 21, 2024</del>	5:00 PM
11.	<b>Deadline for Shortlisted Firms to Submit Part II, Project Approach Proposal (Shortlisted Firms)</b>	<del>Wednesday</del> <del>August 21, 2024</del> <b>Monday</b> <b>August 26, 2024</b>	<del>3:00 PM</del> <b>1:00 PM</b>

12.	Oral Presentations/Demonstrations from RFP Shortlisted Firms (held over three days) <b>(Virtual or in-person)</b> 10720 Caribbean Blvd., Council Chambers, Cutler Bay, Florida 33189 Zoom Meeting ID: TBA	<del>Tuesday September 3</del> <del>Thursday September 5, 2024</del> <b>Friday, September 6, 2024, and Monday, September 9, 2024</b>	<del>9:00 AM– 4:00 PM</del> <b>1:00 PM</b>
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.**

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I.XXVII PUBLIC RECORDS LAW

**SECTION 119.0701(2)(A), FLORIDA STATUTES**

IF THE FIRM HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE FIRM’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS.

**Custodian of Records:** [Mauricio Melinu, Town Clerk, CMC](#)  
[Daniel Goldberg, Deputy Town Clerk, CMC](#)

**Mailing address:** 10720 Caribbean Boulevard  
Suite 105  
Cutler Bay, FL 33189

**Telephone number:** (305) 234-4262

**Email:** [mmelinu@cutlerbay-fl.gov](mailto:mmelinu@cutlerbay-fl.gov)  
[dgoldberg@cutlerbay-fl.gov](mailto:dgoldberg@cutlerbay-fl.gov)

**I.XXIX POINT OF CONTACT**

Any inquiries concerning clarifications of solicitation or for additional information regarding Part I, Initial Proposals shall be submitted in writing to ~~Mauricio Melinu, CMC Town Clerk,~~ **Daniel Goldberg, CMC, Deputy** Town Clerk via e-mail to [mmelinu@cutlerbay-fl.gov](mailto:mmelinu@cutlerbay-fl.gov) on or before **Friday, June 21, 2024 at 1:00 PM (EST)**.

Any inquiries concerning clarifications of solicitation or for additional information regarding Part II, Project Approach Proposals shall be submitted in writing to ~~Mauricio Melinu, CMC Town Clerk,~~ **Daniel Goldberg, CMC, Deputy** Town Clerk via e-mail to [mmelinu@cutlerbay-fl.gov](mailto:mmelinu@cutlerbay-fl.gov) [dgoldberg@cutlerbay-fl.gov](mailto:dgoldberg@cutlerbay-fl.gov) on or before ~~Friday, August 9~~ **Thursday, August 15, 2024 at 1:00 PM (EST)**.

The Town shall not be responsible for oral interpretations given by any Town employee or its representative.

**\*END OF DOCUMENT\***