



ADDENDUM NO. 2

to

Information Technology Managed Services

To: All Interested IT Firms
From: Art Ziyalov, IT Systems Administrator
Date: February 1, 2024
RE: IT Managed Services 2024 RFP

Below is the revised RFP Timeline which incorporates the **RFP Due Date Extension**.

RFP TIMELINE

Milestone	Date
RFP Issued	Friday, December 8, 2023
Mandatory Job/Site Walk Registration:	Interested firms that want to submit a proposal, must register to attend the Mandatory Job Walk: https://conta.cc/47WDS04
Mandatory Job/Site Walk:	Thursday, January 18, 2024 at 10:00 AM PST
Proposal Upload Link Provided:	At the time of the Mandatory Job/Site Walk
Question Submissions for RFP Start Date:	Monday, January 16, 2024
Addendum No. 1 Published on Website:	Thursday, January 18, 2024
Deadline for RFP Question Submissions:	Monday, January 22, 2024 by 5:30 PM PST
Responses to Questions Uploaded to Website:	Friday, January 26, 2024 by 5:00 PM PST
Addendum No. 2 Published on Website:	Thursday, February 1, 2024
RFP Due Date:	Friday, February 9, 2024 by 5:00 PM PST
Consultant Interviews (Zoom or Microsoft Teams)*	March 18, 2024
City Council Award of Contract**	April 1, 2024
Kick-Off Meeting & Introduction to Staff***	On or before July 1, 2024
Start of Services	July 1, 2024

* Not all Consultants who submit a Proposal will be invited to an Interview.

** Consultants that submit a Proposal but are not awarded a contract will be notified after the City Council Award of Contract.

*** If the award is given to the City's current IT firm, a kick-off meeting will not be required. Kick-off meeting will be held only with newly awarded IT firm.