

CITY OF NEWTON, MASSACHUSETTS
PURCHASING DEPARTMENT
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April 14, 2023

ADDENDUM #2
REQUEST FOR PROPOSAL #23-78

PARKING VIOLATION PROCESS AND COLLECTION SERVICES

THIS ADDENDUM IS TO: CHANGE THE PROPOSAL OPENING DATE AND TIME AND ANSWER THE FOLLOWING QUESTIONS:

THE PROPOSAL SUBMISSION DATE AND TIME IS CHANGED TO

APRIL 27, 2023 at 12:00 NOON

THE QUESTION DEADLINE DATE AND TIME IS NOT CHANGED

Q1. What system does the City currently use for permits?

A1. The City currently utilizes in-house staff to issue permits, including in-house printing for paper placards and an external vendor to create stickers.

Q2. Does the City want to purchase a parking permit system in this RFP. If so, do you want pricing?

A2. No, the City is not looking to purchase a parking permit in this RFP.

Q3. Evidence of financial solvency. What kind of evidence do you require?

A3. Examples would include: Financial Statements, including a Balance Sheet and Income Statement for the most recent year reviewed by an accountant (if available), copy of most recent business tax return, or any other document that establishes the proposer's business assets are greater than its liabilities.

Q4. How many cashiering workstations is the City requesting?

A4. The Treasury Department needs one (1) cashiering workstation for collecting parking tickets.

Q5. What type and quantity of permits does the City issue per year?

A5. The City issued approximately 1,000 resident visitor placards (free), 250 resident stickers (\$25), 200 business permits with various fee structure (127 Newton Centre (free), 46 Auburndale (\$25), 27 Highlands \$200) and 220 special permits (\$10).

Q6. How are permits identified – hang tag, sticker or virtual (plate based)? If hang tag or virtual who provides the physical permits?

A6. There are plate based Stickers issued and numbered placards that are displayed on the dash boards of vehicles. The placards are for any vehicle except the Special Permits that are vehicle specific. The Police Department provides all permits.

Q7. We would like to request an extension considering the questions are due on March 31, and a hard copy of the bid is due April 6th. This does not take into consideration the amount of time to print and ship the bid (3 days).

A7. As noted above, the proposal submittal date has been extended to April 27, 2023.

Q8. Passport appreciates the answers the City has already given regarding the REQUEST FOR PROPOSALS: PARKING VIOLATION PROCESS AND COLLECTION SERVICES RFP #23-78. Please see below for follow-up on the addendum.

Clarification of question Q13:

- If a vendor does not have an account based-system but can correctly assign tickets to the license plate owner who is responsible for the issuance, will this be acceptable?

A8 (Part 1). If a vendor can achieve the same results as an Account Based System, then it would be acceptable to the City of Newton.

Regarding the answer to Q5: *“If proposers wish to suggest alternative approaches, please provide a detailed description of the suggested alternative in writing to the Purchasing Department on or before the deadline for asking questions. If the City agrees that the suggested alternative provides added value, the City will then issue an addendum to the RFP to incorporate the suggested alternative into the Request For Proposals (RFP); thus giving all proposers the ability to offer proposals that include such alternatives.”*

It seems there is a high interest in responding to this procurement judging by the long list of potentially eligible vendors that have downloaded the RFP, and it seems the City is receptive to having competitive responses. With that being said, each vendor may have a feature or process to accomplish the City's goals that is unique. While Passport could respond with how we ourselves would propose to meet the City's requirements if the bid is altered to accept a singular vendor's proposed alternative, it could then again block out additional vendors.

Passport has included the sections below where it would like to offer alternative responses to be evaluated by the City that could still meet the functional and technical requirements. We would like to request the ability for all vendors to provide an alternate proposal in the form of a narrative response—proposing recommendations in response to the requirements listed in the following sections:

- **Section: PAYMENT PROCESSING**
 - Subsection: Point of Sale Payment
 - Processing System
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- **Section: REQUEST FOR VEHICLE OWNER INFORMATION**
- **Section: LICENSE AND REGISTRATION**
- **NON-RENEWAL**
 - Subsection: License Plate Trace (Swap)
 - Program
- **Section: EQUIPMENT SUPPLIES AND MATERIALS**
- **Section: MANAGEMENT REPORTING REQUIREMENTS**
 - Subsection: Management Information
 - System
- **Section: HAND-HELD TICKET WRITING**
- **DEVICES (HHDs)**
 - Subsection: HHD Capabilities for
 - Turnkey System
- **Section: OTHER REQUIREMENTS**
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If Passport's, or other respondent's, proposed recommendations are explained in a narrative format that benefits the City of Newton but does not meet all the specific functional and technical requirements, including those listed in the RFP, will Passport's bid still be considered? And if so, in order for all vendors to provide such a narrative, would the City also be open to offering one additional extension?

A8 (Part 2). Any alternative provisions must be limited to the plan of services. All functional and technical requirements listed in the RFP must be met.¹ As noted above, The City is extending the deadline for the submission of proposals to April 27, 2023 at 12:00pm.

All other terms and conditions of this bid remain unchanged.

**PLEASE ENSURE THAT YOU ACKNOWLEDGE ALL ADDENDA ON YOUR
BID FORM. FAILURE TO ACKNOWLEDGE ALL ADDENDA COULD
RESULT IN REJECTION OF YOUR BID AS NONRESPONSIVE.**

Thank you.

A handwritten signature in black ink that reads "Nicholas Read". The signature is written in a cursive, slightly slanted style.

Nicholas Read
Chief Procurement Officer

¹ “If you required a plan, you may condition the contract award on the successful negotiation of any revisions to the proposer’s plan that the evaluator(s) identified during the evaluation phase of the process. The scope of these negotiations is limited to the plan. That is, the RFP specifications, scope of services and contract terms are nonnegotiable.” Massachusetts Inspector General, *The Chapter 30B Manual Procuring Supplies, Services, and Real Property* (8th ed.)(11/16), p. 64 (emphasis added).