



**Ogden City Corporation
Request for Proposal
Ogden Fire Department Policy Management Solution**

Q & A

- We do not provide paper copies for bid submissions. Please advise if there is an alternative electronic submission method.
 - o *Similar to your firm, we have policies and procedures in place. Currently, Ogden City does not accept electronic bids or have a secure system to accept electronic submittals. There is no alternative process.*
- Under general terms, Section A you mentioned the insurance and bonding requirements. Can you please advise if a bond will be required for this SaaS(software as a service)project?
 - o *Please refer to Section VI. Insurance Requirements of the RFP for this particular contract. Bonding is not applicable.*
- I am reaching out in regards to the RFP for Ogden Fire Department Policy Management Solution. Can Ogden please provide:
 - o The number of full time, part time, seasonal and/or temporary employees?
→ *135 full time; 4 part time; 0 temp*
- How many pages of Fire Policy in your current manual? Leave blank pages out of the total count.
 - o *We have hundreds of policies, cannot count the pages...*
- Has your policy/procedure been updated within the last 5 years?
 - o *75% have been updated*
- Will you utilize an internal Subject Matter Experts?
 - o Yes

Purchasing Division

- Will your Legal Counsel need to be involved in the review of new policy / procedure during implementation?
 - o *Approximately 5% of our policies will require internal legal review.*
- Will your HR Department need to be involved in the review of new policy / procedure during implementation?
 - o *Approximately 5% of our policies will require HR review*
- Will your Union /CBU need to be involved in the review of new policy / procedure during implementation?
 - o *No*
 - If so, how many CBU's or Unions will be involved?