



April 2, 2020

To: Prospective Proposers
From: Lida Delos Santos, Contracts Administrator
Subject: RFP S19257 Addendum No. 5
SAP Enterprise Asset Management Enhancement

The following revision is hereby incorporated into the Request for Proposal (RFP) Documents. Each Proposer shall acknowledge receipt of this Addendum using the attached ACKNOWLEDGEMENT FORM and submit it with their proposal.

1. Reference Section 1. **INSTRUCTIONS TO PROPOSERS**, Paragraph A. PROCUREMNT SCHEDULE is revised to read as follows:

Table 1

ACTIVITY	DATE/TIME
Issue RFP	February 20, 2020
Pre-Proposal Conference	March 18, 2020 at 10:00 a.m.
Deadline to Submit Questions	March 20, 2020 at 4:00 p.m.
Deadline to Submit Proposal	April 24, 2020 at 4:00 p.m. May 4, 2020 at 4:00 p.m.
Interviews	May 8, 2020 May 18, 2020

2. Reference Section 1. **INSTRUCTIONS TO PROPOSERS**, Paragraph F. SUBMISSION OF PROPOSALS is revised to read as follows:

F. SUBMISSION OF PROPOSALS: All Proposals shall be submitted to the Designated Point of Contact no later than the date and time stated in Table 1.

The Proposer shall submit one (1) copy of the Proposal in an electronic format in the form of a flash drive or by email to the Designated Point of Contact.

If sending by email, please note that email file size **should not exceed 25MB**.

Email submissions and flash drive package submissions must bear the Proposer's name and address, and be clearly labeled as follows:

“RFP S19257 SAP Enterprise Asset Management Enhancement”

All responses, inquiries, and correspondence related to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the Proposer submitted as part of the Proposal will become the property of VTA when received by VTA and may be considered public information under applicable law. Any proprietary information in the Proposal should be identified as such. VTA does not typically disclose proprietary



information to the public, unless required by law; however, VTA cannot guarantee that such information will be held confidential.



ATTACHMENT A
ACKNOWLEDGMENT FORM

Proposer must sign this ACKNOWLEDGMENT FORM to indicate receipt of Addenda in order for the proposal to be accepted. Please list each Addendum received, sign, and submit this form with your proposal.

Acknowledgment of Addendum No: _____

Acknowledgment of Addendum No: _____

Acknowledgment of Addendum No: _____

Acknowledgment of Addendum No: _____

Acknowledgment of Addendum No: _____

Proposer's Signature

Date

Name and Title

Firm Name