

ADDENDUM No. 3

Covering

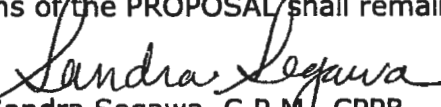
CHANGE IN SPECIFICATIONS AND/OR PLANS

Date Issued: July 24, 2017
Date Effective: July 24, 2017
RFP No: S-1225
Contract: Provide an Enterprise Resource Planning (ERP) Solution and Implementation Services.

INTENT

1. This addendum is issued prior to receipt of proposals to provide for modifications in plans and/or specifications. Acknowledgment of this addendum shall be made and cost for work included in proposer's submittal.
2. The City is requesting a confirmation of attendance from those who plan to participate in the mandatory telephone conference call scheduled for July 25, 2017 at 1:30 p.m., local time. *Please send an email with the following information to Sandra Segawa at sandras@garden-grove.org by the close of the business day on July 24, 2017. The conference call is mandatory and attendance will be verified.*
 - a. Company Name
 - b. Names and titles of those who will be participating in the conference call.
3. Please see the attached "Telephone Conference Call Information and Guidelines" for more information on the conference call which will take place on July 25, 2017.
4. The contractor is hereby notified that Addenda 1, 2 and 3 must be acknowledged and submitted as part of the proposal. Failure to do so could result in the City designating said proposal as "Non Responsive". All the terms and conditions of the PROPOSAL shall remain the same.

Issued by:


Sandra Segawa, C.P.M., CPPB
Purchasing Agent, City of Garden Grove

The undersigned acknowledges receipt of this Addendum No. 3.


CherryRoad Technologies Inc.

Jeremy Gulban, Chief Executive Officer



RFP No. S-1225

ERP SOLUTION AND RELATED IMPLEMENTATION SERVICES

TELEPHONE CONFERENCE CALL INFORMATION AND GUIDELINES

In order to make conference calls productive for all participants, the City has established the following guidelines for conference call facilitators and participants.

1. Conference Call Information

- a. Date and Time: 07/25/2017 01:30 PM - (Pacific Time)
- b. Dial-in Number: United States (712) 770-4010
- c. Access Code: 330961

2. Confirmation of Meeting Attendance

- a. At the beginning of the conference call, the facilitator will read off the names of those companies that are expected to be in attendance. A response allows the facilitator to know who is on the conference call.
- b. Before the conference call concludes, a final list of attendee will be confirmed.
- c. Participants should not leave the mandatory conference call before its conclusion.

3. Meeting Preparation

- a. Participants should read and familiarize themselves with the RFP document prior to the conference call.
- b. Prepare questions prior to the meeting.
- c. Participants should read all addenda posted to date. As of July 24, 2017 three addenda have been posted.

4. Materials Needed

- a. Please have a copy of the City's RFP document handy to reference during the conference call.
- b. Please call from a LAN line and avoid using cell phones. The potential for reception issues, static and interference can be very distracting to other participants.

- c. Please keep a notepad and pen handy for taking notes and recording thoughts so they do not escape you as you listen to other speakers.

5. Standards of Behavior

- a. Please refrain from holding sidebar conversations, typing on a computer keyboard, shuffling papers, etc. since it can be very distracting to other participants.
- b. Avoid talking over or interrupting other speakers.
- c. Please state your name and your company name each time you wish to ask a question or make a comment.
- d. When referencing the RFP document, please provide the page number and section being addressed.
- e. Professional language is expected.

6. Questions During the Conference Call

- a. City staff will make best effort to answer questions that are asked during the conference call. There may be times when City staff may need to utilize the mute button to hold internal discussions during the meeting.
- b. For those questions that City staff may need to discuss or research, the participants will be asked to email those questions to Sandra Segawa at sandras@garden-grove.org. Responses to any unanswered questions during the conference call will be posted in the form of an addendum on the City's website.

Please email any questions regarding the mandatory conference call to Sandra Segawa at sandras@garden-grove.org.