



CITY OF LAGUNA NIGUEL

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CITY COUNCIL

Mayor Fred Minagar
Mayor Pro Tem Elaine Gennaway
Council Member Kelly Jennings
Council Member Sandy Rains
Council Member Rischi Paul Sharma

September 16, 2021

NOTICE TO PROPOSERS

Addendum No. Two
To
Request for Proposals (RFP)
For
Citywide VoIP Phone System Upgrade

Addendum No. Two included herein is being issued to the Request for Proposals (RFP) for the Citywide VoIP Phone System Upgrade. The purpose of this Addendum is to provide the following clarification.

1. Addendum No. One explained that the City would provide responses to RFP questions by September 15, 2021. Instead, the responses to RFP questions will now be released on or before September 20, 2021. The City apologizes for any inconvenience caused by the delay in communicating this change.
2. Section II-1 (RFP Timeline) has been revised. Revised dates are listed with **red** font.

Here is the revised RFP Timeline:

Milestone	Date
RFP Issued	August 20, 2021
Due date for RFP Questions	September 2, 2021 by 10:00 a.m. PST
Responses Provided to RFP Questions	September 10, 2021 September 15, 2021 On or before September 20, 2021
RFP Submittal ("RFP Due Date")	September 28, 2021 by 2:00 p.m. PST October 6, 2021 by 2:00 p.m. PST
Vendor Interviews (Zoom) – <i>City does not intend to interview all vendors that submit a proposal</i>	October 27-28, 2021 November 9-10, 2021
Finalist Demonstrations (In-person) – <i>City does not intend to schedule a demonstration with all vendors that submit a proposal</i>	November 17-18, 2021 December 8, 2021
City Council Award of Project	January 18, 2022 (or, February 1, 2022)
Kick-Off Meeting	On or before February 28, 2022
Completion of Project	On or before June 30, 2022