



OFFICE OF THE PURCHASING DIRECTOR  
1443 N. ROBBERSON AVE., SUITE 1000, SPRINGFIELD, MO 65802

BOB DIXON  
PRESIDING COMMISSIONER

RUSTY MACLACHLAN  
COMMISSIONER, 1<sup>ST</sup> DISTRICT

JOHN C. RUSSELL  
COMMISSIONER, 2<sup>ND</sup> DISTRICT

**ADDENDUM #1 TO REQUEST FOR PROPOSAL #25-11124**

**RFP NO: 25-11124**

**TITLE: ESRI Enterprise Migration & Support**

**ISSUE DATE: 12/11/2025**

**CONTACT: Shelly Williamson**

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**RFP OPENING DATE REMAINS: 1:00 P.M., CST, on December 18, 2025**

**RETURN THIS SIGNED ADDENDUM ALONG WITH PROPOSAL RESPONSE BY THE RFP OPENING DATE LISTED ABOVE TO:**

**GREENE COUNTY PURCHASING DEPARTMENT  
1443 N ROBBERSON AVE., 10<sup>TH</sup> FLOOR  
SPRINGFIELD, MISSOURI 65802**

This addendum forms a part of the RFP document for the services identified above. All remaining portions of the RFP document not specifically mentioned or otherwise revised by this addendum or previous addenda remain in full force and effect.

**Statement**

1. Form 6A Task/Personnel Breakdown has been revised, see page 8 of this addendum for Form 6A Revised Task/Personnel Breakdown.
2. Form 6B Fee Schedule has been revised, see page 9 of this addendum for Form 6B Revised Fee Schedule.
3. Form 6C Total Cost has been revised, see page 10 of this addendum for Form 6C Revised Total Cost.
4. Please return the Revised Forms 6A, 6B and 6C with your RFP Proposal. Failure to do so shall render your bid non-responsive.

**Questions/Answers**

1. Could the County provide clarification on the minimum migration time required and expected downtime for the project?

**Answer: We would like to be done by March 1, 2026; but we need to be completed by April 26, 2026. Downtime would not be expected because this would be a side-by-side replacement.**

2. Can the County confirm whether it is acceptable for certain members of the project team to work offsite during the migration process?

Answer: Yes. We expect the majority of the work to be completed remotely.

3. Could the County clarify the expected downtime for the project and any specific requirements for minimizing disruptions during this period?

Answer: See questions #1.

4. Does the county have a budget for this project that it would be willing to share? Having this information will enable us to provide a more accurate and competitive bid.

Answer: No. This information is unavailable.

5. Does the county anticipate any work needing to be performed on-site, or can all tasks be completed remotely?

Answer: Work can be done remotely, but training may need to be completed on site.

6. Since this is a hard copy submission, would the county consider extending the due date deadline to allow responders to adjust responses to more accurately meet the county's needs based on the responses to the Q&A?

Answer: No, due to the timeframe and the holidays.

7. Could the county please clarify how many copies are required for submission and if original signed documents are required?

Answer: One original signed copy via mail. Please provide paper only, no binders, etc.

8. On the submission checklist, it lists "Proposal Responder References". Could the county please clarify where this form is located?

Answer: Form is the same as Form #3 – List of References and Experience. Submitting Form #3 List of References and Experience will satisfy this requirement.

9. Does the county have an estimated start date and a desired completion date for the project?

Answer: Estimated start date around January 26th. Completion Date: See question #1.

10. On page 10, in the Vendor Qualifications section, is Esri Gold Tier membership a requirement for this project? If it is required, could the County please explain why it is required?

Answer: Yes, this is required.

11. If a firm has staff with Esri Enterprise certification, would that be sufficient for Esri Gold Tier requirement?

Answer: No.

12. On Form 6B, the Fee Schedule requests a breakdown of annual recurring costs for software licenses. Would the County consider removing this section since these prices are standardized by Esri?

Answer: Form 6B has been revised.

13. I wanted to see if you would be interested in ArcGIS Enterprise being hosted in the Cloud? Is your main expectation that this upgrade and managed services will happen in an on premise?

Answer: We are only interested in an on-site solution at this time.

14. Can you provide the current infrastructure supporting Esri/ArcGIS Enterprise and specify how many power users would need to edit the Enterprise Geodatabases?

Other helpful considerations include:

- a. Number of Feature Services/Map Services that would need to migrated
- b. Number of Web Maps Number of Web Apps
- c. Number of Enterprise Geodatabases

Answer:

a: We have about 100 web maps services

b: We have 7 web maps

c: Around 160 data layers; and one SDE Enterprise Geodatabase

15. The RFP states that proposal submissions must be delivered in a sealed package and that faxed or emailed responses will not be accepted. Can the County please confirm whether submission via email is permissible under any circumstances, or if sealed hard-copy delivery is the only acceptable method of submission?

Answer: No, see page 1 of the RFP for submittal instructions.

16. Can the County clarify the current hosting environment for its ArcGIS Enterprise deployment? Specifically:

- Is the existing environment hosted on-premise, in the cloud, or in a remote data center?

Answer: On Premise.

- Will the upgraded environment be deployed in the same location?

Answer: Yes; but as a side-by-side replacement.

- Is the current ArcGIS Server/Enterprise deployment operating on virtual machines (VM-based infrastructure)?

Answer: Yes.

17. What qualifies as acceptable evidence of “familiarity with the project location” for evaluation purposes?

Answer: Proposal should follow all statutory requirements for Greene County; now and in the future.

18. Does the county have DEV, QA and PROD environments or only PROD?

Answer: Currently we have only PROD; but would like to also have DEV.

19. The RFP states "**proposal responder references**" on page 4 of section 3.0. This section also states "**Form No. 3: List of References and Experience.**" How are these two checklist items different from each other?

Answer: Form is the same as Form #3 – List of References and Experience. Submitting Form #3 List of References and Experience will satisfy this requirement.

20. On page 13, form no. 1, 8.2 states, "Please list the number of persons by discipline that your Firm/Joint Venture will commit to the County's project or the services to be provided". What does the term by discipline mean for Form 1?

Answer: Title or position of the person(s).

21. On page 16, Form No. 4 states, "Current Registration(s)". What does current registration mean? Are we referring to the certifications that individuals hold? For example: Esri technical certifications, Azure Certifications, or AWS Certifications?

Answer: Certifications or Special Licensing.

22. Could you provide overall counts of GIS data for the following?
- a. Layers
  - b. Web maps/scenes
  - c. Apps

Answer: See questions #14.

23. Can we get this as word doc to facilitate filling out you Forms in an Aesthetically pleasing way? Many questions leave very little room for a thorough answer, such as this big one: *Project schedule and detailed approach are reasonable/responsive to the County's needs.*

Answer: Please submit the forms specified in the RFP, additional pages may be submitted as needed.

24. On any of the forms will you accept our own format? For instance, staff CV's can these be provided in the documents we already have them in?

Answer: No

25. Several places you state you want the vendor to upgrade the version of the Enterprise \*database\* to 11.5, and implement Portal for ArcGIS. But are you saying you want the vendor to upgrade the version of ArcGIS Enterprise Software itself from 10.8.1 to 11.5 (including Server, Portal, Data Store etc.)? I think this is what you're effectively saying but too important not to ask for clarification. You're running Enterprise (and all of its components) on 10.8.1 and you want to move to 11.5, correct?

Answer: Yes; or newest current version.

26. As to this point: *Integrate Portal with existing GIS services, databases, and user authentication systems.* How many existing services need to be brought over, and how many spatial databases are involved here?

Answer: See question #14.

27. As to these points: *5.2.1.1 Assess the current ArcGIS Enterprise environment and dependencies. 5.2.1.2 Develop and execute a migration plan from version 10.8.1 to 11.5.* Does this involve us making HW/Server/Spec recommendations and will this be deployed onto new server HW per our recommendations?

Answer: Yes; we would like recommendations but reserve the right to any final decisions.

28. As to this: *5.2.3 Transition from ArcMap to ArcGIS Pro.* How many users? How many MXD files are there? Are all users completely new to Pro? What types of specialized workflow in which departments are involved (for instance Address Mgmt. or Parcel Fabric)?

Answer:

We have 8 current ArcMap users. 3 are basic users who only do parcel line editing and would be completely new to Pro, and 5 users do advanced work and all have a basic understanding of using Pro. Training would be necessary for all users.

We are looking at converting about 150 mxd's to Pro.

We are not utilizing any specialized workflows.

29. Form 6B

Why are you asking for software and maintenance recurring costs for ArcGIS and SQL etc.? You didn't ask the bidder to supply such software elsewhere in the RFP, and as you know, Esri sells these items directly to you so they need to provide these costs. Esri's BPs don't resell ArcGIS.

Answer: Form 6B has been revised.

30. Just as important; you asked us to provide annual support contract costs for year 1, but:
- where would we put the annual costs for the same in this Form 6B? There's no spot for it.
  - Are we required to give this cost as a simple annual fixed fee? Do we not have any way to engage with you on how many staff we're supporting, what kinds of support they really need, etc.? So as to gauge and properly price this?

Answer:

- Form 6B has been revised
- No; See Question #28

**Each bidder shall acknowledge receipt of this Addendum #1 of Request for Proposal #25-11124 titled ESRI Enterprise Migration & Support with his/her signature affixed hereto; and shall submit this signed acknowledgement and any attachments provided herein with their original bid submittal. Failure to do so shall render your bid non-responsive.**

Addendum #1 acknowledged by:

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**Bidder Name**

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**Title**

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**Company Name**

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**Date**

**FORM NO. 6A:**  
**REVISED TASK/PERSONNEL BREAKDOWN**

Task No.	Description of Tasks for Upgrade or Migration Services	Personnel Classification Responsible for Task Estimated Total Hours to Complete Task	Estimated Hours Per Personnel Classification by Task	Hourly Rate	Total Cost
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
TOTAL					



**FORM NO. 6B: "Fee Schedule"****REVISED SCHEDULE OF BILLABLE HOURLY RATES FOR TERM CONTRACT**

- Provide a complete breakdown of billable hourly rates for services.
- Provide billable hourly rates for Consulting, Training, General Maintenance and Support after initial Migration and/or upgrade.
- Minimum of 100 hours per year for General Maintenance and Support.
- Provide billable rates for additional services your company may offer.
- Rates in Form 6B may be renewed as per Section 4.14 of the RFP.

Item No.	Description of Billable Hourly Rates for Services	Hourly Rate
1.		\$_____/hr.
2.		\$_____/hr.
3.		\$_____/hr.
4.		\$_____/hr.
5.		\$_____/hr.
6.		\$_____/hr.
7.		\$_____/hr.
8.		\$_____/hr.

**FORM NO. 6C: Revised Total Cost**

Overall total project cost includes all related costs associated with the proposed project or scope of services, including but not limited to: Personnel, total hours, and service-related expenses.

- Note: Points for cost shall be calculated by the Purchasing Department utilizing Cost Form 6C: Total Cost.

Item No.	Description	Amount
1.	Total Cost (Form 6A): <b>Migration and Upgrade</b>	\$ _____
2.	Total Annual Recurring Costs for 100 Billable Hours for General Maintenance and Support (Form 6B): 1st One-Year Renewal Term	\$ _____
3.	Total Annual Recurring Costs for 100 Billable Hours for General Maintenance and Support (Form 6B): 2nd One-Year Renewal Term	\$ _____
4.	Total Annual Recurring Costs for 100 Billable Hours for General Maintenance and Support (Form 6B): 3rd One-Year Renewal Term	\$ _____
5.	Total Annual Recurring Costs for 100 Billable Hours for General Maintenance and Support (Form 6B): 4th One-Year Renewal Term	\$ _____
6.	Total for Line Items #1 through #5	\$ _____

The pricing quoted above will be effective until contract execution or at least 120 days.

**Additional Purchases by Other Public Agencies:**

If awarded a contract via this solicitation, will you or your company agree to extend the utilization of said contract and its pricing to other public entities?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Bidder's Name \_\_\_\_\_

Company \_\_\_\_\_