



**Finance Department**  
Purchasing Division

**REQUEST FOR PROPOSALS (RFP)**  
**Specification No. 25-11710-C Re-Issued**  
**FOR**  
**PCI DSS AUDIT AND COMPLIANCE SERVICES**  
**PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY**

**ADDENDUM "A"**  
1/12/2026

Dear Proposer:

Questions received from proposers along with answers are attached.

**Proposals/bids must be received no later than 2:00 pm, on Thursday, January 22, 2026** All responses should be sent via email to [Solicitations@berkeleyca.gov](mailto:Solicitations@berkeleyca.gov) and have **"PCI DSS AUDIT AND COMPLIANCE SERVICES"** and **Specification No. 25-11710-C Re-Issued** indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal. Corresponding cost proposal shall be submitted as a separate PDF document.

Proposals will not be accepted after the date and time stated above.

We look forward to receiving and reviewing your proposal.

Sincerely,

Henry Oyekanmi  
Finance Director

## **Addendum “A”**

### **Questions and Answers for Specification No. 25-11710-C Re-Issued PCI DSS AUDIT AND COMPLIANCE SERVICES**

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 25-11710-C, PCI DSS AUDIT AND COMPLIANCE SERVICES**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

#### **Scope Questions:**

Q: Has a PCI Assessment been done previously? If so, can copies of the previous ROC be provided at the start of the engagement?

A: Yes, and prior attested SAQ(s) will be available for review at the start of a new engagement.

Q: Roughly how many credit card transactions are processed annually?

A: The City of Berkeley is a Level 2 Merchant.

Q: Does the City of Berkeley utilize any significant third parties in the PCI environment? For example, cloud service providers, managed detection and response, or software vendors with access to Cardholder Data.

A: Yes, Third Party Service Providers include payment processors, various software system providers that offer payment gateways, parking management equipment providers, and other third parties that may support payment processing.

Q: What is the target date of completion of the assessment?

A: The current target date is March 31.

#### **RFP Questions:**

Q: Scope of Services #1 mentions PCI DSS Self-Assessment Questionnaire training. Could you clarify what the intent and purpose of the training is? Are any Self-Assessment Questionnaire (SAQ) currently completed?

A: This will be an optional item the City may ask from the successful proposal vendor, to keep relevant staff trained on PCI-DSS security requirements. The City completes an annual SAQ to our merchant services provider.

Q: Scope of Services #2 mentions PCI validation against the CDE. Does this include Penetration Testing services to meet PCI requirements or are these currently performed either internally or by another vendor?

A: Penetration testing is not included in the scope of this solicitation.

Q: Scope of Services #11/12 mentions PCI DSS training materials. Can a list of desired training materials be provided? Are these intended to meet PCI requirements, for example secure coding training, or are they intended to educate internal users about the PCI assessment?

A: This refers to educational materials for internal users to ensure compliance with PCI-DSS requirements.

**Except as provided herein all other terms and conditions remain unchanged.**