



REQUEST FOR PROPOSALS NO.23-01
ENTERPRISE RESOURCES PLANNING (ERP) SOFTWARE AND IMPLEMENTATION SERVICES (ERP SYSTEM)

Response to Follow-up Questions

1. Question:

To provide more accurate pricing information to our implementation partners and ultimately to the City through their responses to your RFP, would you be willing to break down your stated user count by the following:

- a. Total of Core Finance users (Entry of data into either of these modules: GL, AP, AR, Fixed Assets, Bank Rec and/or Projects/Grants - any user with access to multiple modules only count as one user):
- b. Total of Travel expense entry/P-card users and/or reporting-only users:
- c. Total of Core Procurement/Purchasing users (entry of data into either of these modules: Purchase Orders, Solicitations, Contract Creation, Supplier Performance):
- d. Total of Self-Service Procurement users (requisitions, contract updates and/or reporting-only):
- e. Total budgeting users (budget preparation and/or budget book preparation):

Answer:

- a. Total of Core Finance users:
 - i. 19 Core Finance Users (Finance, Payroll, AP, AR, FA, GL, etc.) The current licensing does not breakout by area.
 - ii. 3 Administrators
- b. Total of Travel expense entry/P-card users and/or reporting-only users:
 - i. P-card users: 129 P-card holders + 31 reporting only
 - ii. Travel expense entry – (Not in our current ERP, but interested).
- c. Total of Core Procurement/Purchasing users:
 - i. Purchasing and Vendor Maintenance (~4, currently)
 - ii. Solicitations and Contract Creation (Not in our current ERP, but interested) The current contract management system is by total number of contracts not users. (There are approximately 50 users creating contracts, maintenance, and reporting).
- d. Total of Self-Service Procurement users (requisitions, contract updates and/or reporting-only): 109 Requestors & 140 Approvers
- e. Total budgeting users (budget preparation and/or budget book preparation): Currently between 75 and 80 users

2. Question:

You mention Business Licensing as an optional scope area. There are no requirements listed for Business License in the RFP, nor is there a pricing matrix included. Please confirm whether this was intentional and whether you have any additional instructions for vendors. Also, would you please provide an estimated user count for the Business License module?

Answer:

This was a mistake in the creation of the RFP. Business Licensing functionality is not needed as part of the ERP system; we use Cityworks PLL for Business Licensing.

3. Question:

It is our intent to submit a response for RFP #23-01 for an Enterprise Resource Planning software and Implementation Services System. Our solutions are offered as an annual subscription. Customers typically are charged a setup fee, and training fee. Annual license is billed every 12 months at the end of the current license term and is based on headcount (full-time, part-time, seasonal, temporary). Please let us know if there is any additional information required prior to our final submission.

Answer:

No additional information required prior to final submission.

4. Question:

As a follow-up to you making the Excel version of Exhibit C available (thank you!) I want to confirm the instructions for completing it as they seem to relate more to the previous (non-Excel) format of the document. Now that the Exhibit is in Excel and there is a specific column for the response rating, I am wondering if the City can clarify the format required for the response, as the current instructions are not consistent with the Excel document.

Answer:

Utilizing the rating system provided on pg. 20 of the RFP, evaluate each key functional and technical requirement in Exhibit C – Vendor Requirement Grading tab. Use the “Vendor Response Grading” column of the excel worksheet to evaluate each requirement. If the requirement does not pertain to the proposal being submitted, enter “N/A”. Each rating must include a brief explanation on how the requirement is supported. Use the “Vendor Note” column of the excel worksheet to provide the comments for each requirement.