Consolidated Q & A

May 3, 2017

Q: Does the City have preference to use the same software vendor as Clay County or neighboring Cities?
A: We do not.

Q: Has the City identified the external stakeholders with which the City expects the consultant to meet?
A: I don't believe there will be external stakeholders.

Q: Has the City participated in ERP vendor demonstrations within the past year before issuing the Request for Proposal (RFP)?
A: We have not.

Q: Would the City please comment on any additional business drivers or environmental factors that have led to initiating this project?
A: I believe that our current processes include a great amount of duplication and I would hope to increase efficiency, effectiveness and the availability of information to any and all users.

Q: What level of potential implementation assistance does the City request (e.g., full time project management, project management oversight)?
A: Depending on cost differential, preference would be fulltime project management.

Q: Has Accela/Springbrook or Blackbaud discussed upgrade options with the City?
A: Accela/Springbrook – no, but Blackbaud has tried to convince us to move to their product called Financial Edge.

May 2, 2017

Q: Will you release a listing of all respondents to the RFP?
A: We will be able to release information as it becomes public.

Q: If so, can we obtain a copy?
A: Same as previous response

Q: Also, is there a question and answer session?
A: None scheduled

Q: What is the projected start date for the project?
A: Don't have a concrete date. After all proposals have been evaluated.

Q: *I believe that I have a singular solution that will provide what you seek in two of your open requests (Financial Analysis and ERP). Would you want this provided in two separate documents or a singular document aimed at both. I see opportunity to cross utilize the implementation of our solution that would provide you with the information sought in the RFI.*
A: For comparative purposes, I would prefer two separate documents but please feel free to explain the cross utilization of your product in each response.

Q: *Municipal Utility – My recollection from my time living in the area, the City has a municipal utility for electric and water (maybe waste/storm water too). Does the Utility use the same financial system as the City or do they operate on a separate software environment?*
A: Currently they operate on a separate platform but utility billing is something we may look at adding in the future so want to take it into consideration in preparing & evaluating an RFP.

Q: *If the Utility shares the use the same system with the City are we correct in assuming we would include them in the needs assessment scope?*
A: Maybe to some degree.

Q: *If the Utility uses separate software for Financials and CIS/Utility Billing is there a need to include the requirement for identifying interface/integration needs between the Utility's system and the City's new ERP system?*
A: No.

Q: *Other Functional System Interface/Integration Needs – Since the scope of the RFP focuses on Financials and People Management (HR/Payroll), we assume there may be a need for interface/integration with other enterprise systems within the City. Can you tell us if you want to include scope to identify interface/integration needs with any of the following software applications:*
   a. *Land Management (Application or System name: Springbrook currently) which could include Planning, Permitting, Inspections, Code Enforcement, and Business/Recurring Licensing or Registration, etc.? Interface/Integration need identification to be included in the project scope (Yes/No: _____)?*
      A: Not currently interfaced.

   b. *Work Order and Maintenance Management (Application or System name: None) which would include Work Orders, Costing, Inventory Stores, etc.? Interface/Integration need identification to be included in the project scope (Yes/No: ____)?*
      A: No

   c. *Fleet Management (Application or System name: PubWorks) which could include fuel management system, parts inventory, cost of operation, etc.)? Interface/Integration need identification to be included in the project scope (Yes/No:____)?*
      A: Not currently interfaced.

d. *Park & Recreation (Application or System name: ActiveNet) which would include cash receipts and program cost information, etc.)? Interface/Integration need identification to be included in the project scope (Yes/No:_____)?*
A: Not currently interfaced

e. *Other system(s) not listed that the City would like to include in the scope of the project for interface/integration purposes with new ERP system? Please list if yes.*
A: AIMS for parking tickets and EZLinks POS for golf course activity which are also not currently interfaced. In addition, the City has several custom written applications maintained internally by the City's IT department.

Q: What has the City budgeted for the consulting services included as part of the RFP Scope of Services (items 1-8 on page 2 of 5)?
A: A budget figure has not yet been determined. It will be determined based on the RFP results.

Q: What has the City budgeted or do you have an estimate of what the City would expend for the acquisition and implementation of the new ERP system as scoped on page 2 of 5?
A: Here too, there has not been a budget yet established.

Q: What is your estimated date to have the new ERP system selected and to begin the implementation?
A: Ideally, selection and implementation would be initiated prior to December 31, 2017 as that is when support ends for our current software but I realize that that is probably not a feasible timeline so we will work from there.

April 19, 2017

Q: Please provide a list of the software modules/functionality in scope for this project.
A: Initially we are looking at financial software and payroll/HR.

Q: Please identify all departments that will be participating in this project.
A: Primarily Finance, Human Resources & Information Technology with possible input from other users of the software

Q: What is the business driver for the Needs Assessment Report?
A: To evaluate current processes for efficiency and effectiveness.

Q: What is the City's vision and expectation for the Needs Assessment Report?
A: To be used as a guide for determining scope of ERP and any recommended changes to current processes.