

Request for Proposal (RFP)

Enterprise Resource Planning (ERP) Addendum

Following is an addendum to the RFP for an ERP system. It is comprised of questions the City has received and the responses are provided below with the date noted.

1. **Question.** Can you tell me if the City is using a consultant to assist them in this evaluation process? (4/5/2023)

Answer. The City will be evaluating in house. (4/13/2023)

2. **Question.** In consideration of environmental sensitivity and sustainable practices, will the City consider accepting an emailed submission and waiving the requirement for a mailed hard copy/electronic submission? (4/5/2023)

Answer. The City has considered how the proposals are to be submitted. The instructions are provided in Section A.13 of the RFP. 4 hard copies and 2 electronic copies of the Technical Proposal and Price Proposal each. (4/13/2023)

3. **Question.** What existing systems does the City plan to replace with the new ERP system? (4/5/2023)

Answer. As referenced in Section A.3, the City currently has systems for all the scopes requested in Section C.1 of the RFP. Currently some are stand-alone systems and some are integrated and/or imported. (4/13/2023)

4. **Question.** How many utility accounts per service does the City manage? (4/5/2023)

Answer. The City bills approximately 7,500 utility customers on a monthly basis. This are both paper/mailed and electronic billing combined. The City bills for Water, Waste Water, and Storm Water. (4/13/2023)

5. **Question.** Has the City identified a budget for this initiative, and if so, is it possible to share? (4/5/2023)

Answer. The City has not identified a budget for this. It is anticipated that the proposals will provide an estimate for the project to be included in the budget process this summer. (4/13/2023)

6. **Question.** Page 7 of 42 states: Inquiries or requests for clarification submitted prior to May 6, 2022 at 4:00 PM (CDT) will be addressed at the pre-proposal Vendor conference. The first page of the RFP states that the pre-proposal conference is May 3, 2023. Aside from there being a typo in the year, could you please clarify when questions should be received so that they can be addressed at the pre-proposal conference? (4/12/2023)

Answer. Sorry for the inconsistency, that is a typo as the rollout of the RFP was delayed. The Inquiries or requests for clarification submitted prior to April 26, 2023 at 4:00PM (CDT) will be addressed at the pre-proposal Vendor conference. We will try to address many of the questions through updates to this addendum. (4/13/2023)