

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)

7. **Question.** Whether companies from Outside USA can apply for this? (like, from India or Canada) (4/22/2023)

Answer. Yes any company can apply for this. (4/24/2023)

8. **Question.** Whether we need to come over there for meetings? (4/22/2023)

Answer. The preproposal meeting on May 3rd will be held via Zoom. Up to three proposers will be elevated to provide demonstrations. These are to be in person as noted in the RFP section A.11.1 & A.11.2. (4/24/2023)

9. **Question.** Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada) (4/22/2023)

Answer. The preproposal meeting on May 3rd will be held via Zoom. Up to three proposers will be elevated to provide demonstrations. These are to be in person as noted in the RFP section A.11.1 & A.11.2. (4/24/2023)

10. **Question.** Can we submit the proposals via email? (4/22/2023)

Answer. As noted in response #2. 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. (4/24/2023)

11. **Question.** Is it possible to get Forms 1-11 in Word format? There isn't enough space to respond in the PDF version and when we try to save it in a word format it doesn't format correctly.? (5/8/2023)

Answer. Please see the attachments 1-11 in word format on the City's website. (5/8/2023)

12. **Question.** How many total employees need to be tracked on the system for time and attendance and/or sick vacation day tracking? (please consider your busiest month of the year when answering) (5/15/2023)

Answer. 412. (5/16/2023)

13. **Question.** How many supervisors, managers, administrators will need access to the system to make approvals, or edits to time sheets? (5/15/2023)

Answer. 25. (5/16/2023)

14. **Question.** How many time clocks should we include in our proposal? (5/15/2023)

Answer. We want no time clocks, just app or devices otherwise we would be looking at 9. (5/16/2023)

15. **Question.** Is it desired for the time clocks to be Biometric Finger, Biometric Facial Recognition, or HID proximity (Card Swipe)? (5/15/2023)

Answer. Finger or biometric. (5/16/2023)

16. **Question.** If proximity is preferred will the new Vendor provide the HID cards? or will we be asked to work with the City's existing HID cards? (5/15/2023)

Answer. N/A – don't want cards. (5/16/2023)

17. **Question** Will Advanced scheduling be included in this scope of work? (Advanced scheduling is defined as employees who need to do Shift swaps, vacation bidding, or having scheduling rules in the system which automatically assign the correct employees to open shifts)? (5/15/2023)

Answer. Yes. (5/16/2023)

18. **Question.** If Advanced scheduling is needed, how many employees will need to be licensed for it? (5/15/2023)

Answer. ~300. (5/16/2023)

19. **Question.** Is FMLA Case Management required? Defined as the new time & attendance system automating the process of requesting FMLA leave, allowing employees to fill out required forms directly in the new Time & Attendance system, and tracking the open case, automatically alerting employees/managers when an employee is due back or running out of FMLA time? (5/15/2023)

Answer. Yes. (5/16/2023)

20. **Question.** Is it desired for employees to punch in/out from a computer or smart phone? (5/15/2023)

Answer. Yes. (5/16/2023)

21. **Question.** Will any employees be allowed to either fill out their timesheets online, or have their timesheets auto populate based on their schedules? (these groups of employees would not punch in/out) (5/15/2023)

Answer. Auto populate for salaried unless vacation or sick etc. (5/16/2023)

22. **Question.** Is it desired for employees to request time off electronically at a computer or smart phone? (5/15/2023)

Answer. Yes. (5/16/2023)

23. **Question.** Do employees need to be able to view timesheets, view schedules, or request time off from the time clock? or will the ability to do these functions at a computer /smartphone suffice? (5/15/2023)

Answer. Through app, computer, devices, etc. (5/16/2023)

24. **Question.** The Functionality Requirements – Benefits Tab. On the top, it has a Summary but it looks to be calculating off E and not D. I think E is supposed to be hidden but somehow it is the calculating column but D has the drop downs in it. (5/16/2023)

Answer. Attachment 15 has been corrected on the website. If a proposal is submitted with the incorrect formula on the benefit tab the City will modify it for final submission. (5/16/2023)

25. **Question.** Wondering if you could elaborate on the Special Assessments area? Wondering what the special assessment is referring to (e.g. property tax?) (5/17/2023)

Answer. The City levies special assessments to property taxes for road improvements, unpaid utility balances, and other miscellaneous charges for services. These are amortized over a certain amount of years with a specific interest rate. Special assessment module is to calculate amortization schedules, track these levies per parcel and via fund, provide payoff amounts, automation of payment through cash receipting module and on-line payment processes, etc. These are assessed to the County and included on property tax statements but are separate from the property tax levy. (5/18/2023)



Pre-proposal Zoom conference will be May 3, 2023 at 11 am CDT.

The only questions received to date have been included in this Addendum.

Questions will be taken until April 26th at 4:00 PM CDT.

Zoom pre-proposal conference details are as follows:

Join Zoom Meeting

<https://us02web.zoom.us/j/81010325154?pwd=YlF2SWFPZFwvZjZlWUxU2p4MXdKdz09>

Meeting ID: 810 1032 5154

Passcode: 703166

One tap mobile

+13017158592,,81010325154#,,,,*703166# US (Washington DC)

+13052241968,,81010325154#,,,,*703166# US

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

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Meeting ID: 810 1032 5154

Passcode: 703166

Find your local number: <https://us02web.zoom.us/j/kenpF4mBLw>