

**City of Dublin, Ohio**

**ADDENDUM #1  
ERP System and Implementation Services**

**February 18, 2014**

**The following changes/clarifications have been made to the original request for proposal.**

1. **Question:** Is it fair to assume that that the City will not be fully dedicated (50/50 split) between staff resources and vendor as far as participation because of other duties?

***Response: The City views the ERP Implementation Project as critical and is willing to make sure the resources needed for this project will be available. The Finance and Human Resource Departments do not plan to have staff 100 percent dedicated to this project at this time.***

2. **Question:** How many staff members are in HR and Finance?

***Response: HR has 7, Finance has 1, IT has 13. The Payroll group is part of the Finance Department. Taxation is also part of the Finance Department and has eight employees (not included in the 11 indicated above). It is not expected that the Taxation staff will be heavily involved in the project and will not be using the ERP system as much as other Finance staff.***

3. **Question:** Has there been any discussion within the City on a preferred implementation methodology. Would the City prefer to go live on everything at once (big bang) or would the City prefer a phased approach?

***Response: There is not a preferred approach at this time. The City is looking to each Vendor to leverage their experience providing solutions to other Cities of similar size/complexity to City of Dublin to provide their suggested approach and reasons why their approach would work well for the City.***

4. **Question:** Please differentiate between Core versus Expanded modules. Are expanded modules considered optional?

***Response: Please refer to section 1.1 of the RFP for a definition of each. Core modules are viewed as required modules, while Expanded modules are modules that the City is interested in possibly purchasing. If Vendors, choose not to propose an expanded module, they would still be considered.***

5. **Question:** Clarify whether Fund accounting is in scope for this project.

**Response:** The City does utilize fund accounting. This should be covered as part of the General Ledger module.

6. **Question:** Does Ohio operate on a cash basis?

**Response:** *The general ledger and operating budget is done on cash basis. The City handles the CAFR internally (including the preparation of the financial statements) and manually converts data to an accrual basis, which is then audited. The City is not expecting a system to be able to convert from cash to accrual.*

7. **Question:** Will demos be scripted and when will the scripts be available for viewing?

**Response:** *The demo presentations will be timed and scripted. Demo scripts will only be provided to Vendors who are elevated to the next round of the selection. The City will distribute the demo scripts in a manner to ensure that Vendors participating in the demonstrations receive an equal amount of time to view and plan for their respective session.*

8. **Question:** What are the demo dates?

**Response:** *Specific demonstration dates have not been identified however, the City is planning on having demos take place in April.*

9. **Question:** How many vendors will participate in the demos?

**Response:** *This has not been determined.*

10. **Question:** Has Dublin seen any demos?

**Response:** *Prior to the City's system selection/RFP initiative, the City performed some basic research and review of solutions available from its current ERP software provider, SunGard Public Sector as well as from other vendors that the City has worked with. The City is very interested in using this RFP/selection process to learn and understand the marketplace and solutions available to best meet the City's needs.*

11. **Question:** Is the general staff experienced with integrated solutions?

**Response:** *The City is continuing to learn and have uncovered a lot of duplicated processes during this project. Currently, the City's HR and Finance systems are not integrated with each other.*

12. **Question:** Is there budget set for the ERP?

**Response:** *At this time, there is not a budget for this project. The City plans to develop one based on the proposals received through this RFP.*

13. **Question:** Can the City provide an estimate on the number of core or heavy system users?

**Response:** *The City anticipates around 40-50 heavy users of the system, where heavy is defined as users who would access the system on a daily basis.*

14. **Question:** For a hosted solution, would it be okay to not include hardware costs and instead just provide hardware specs?

15. **Response:** *The City is open to proposals for hosted solutions. For hosted solutions, the City will accept proposals that do not include hardware pricing but instead include hardware specs.*

16. **Question:** With respect to data warehousing and existing Cognos reporting, is the City considering a full time warehousing solution?

**Response:** *The City is open to data warehouse solutions.*

17. **Question:** Who will be the Project Executive Team?

**Response:** *Tim Wagner (Director of Human Resources), Peter Husenitza (Director of Information Technology), and Angel Mumma (Director of Finance) are the Project Executive Team, but other City staff will also be participating in the selection process.*

18. **Question:** Is there a predetermined implementation team?

**Response:** *The City has a defined team for implementation that may change based on the finalized Statement of Work and project plan.*

19. **Question:** Will the City be hiring a third party to assist with the implementation?

**Response:** *The City is not planning to bring in a third-party to assist with the implementation. However, there is a possibility that the City may decide to contract with Plante Moran for implementation project management.*

20. **Question:** Has the City participated in any on-site visits?

**Response:** *Yes, the City has visited Westerville, OH to look at Kronos and NeoGov Applicant Tracking.*

21. **Question:** During the pre-proposal conference, the City mentioned that they planned to implement a mobile system for the City. What Departments does this apply to? What activities does this apply to? Will there be a separate RFP for a mobile vendor or does the City have a specific system in mind?

**Response:** *The City is implementing two mobile solutions. One for our Building and Code Enforcement Inspectors and the other for our Police Officers. The City has already selected these solutions as they were part of an integrated system presently being implemented.*

22. **Question:** Could you please provide further information for the description of the codes used in the ‘ERP Availability\*\*’ column of the table in Section 1.3 – Current Application Environment on pages 9 – 12 of your RFP.

**Response:** *The definitions are provided in the table below.*

<b>**Application Availability in the ERP Market</b>		
<b>Legend Code</b>		<b>Description</b>
G	Generally Available	The module is generally available from most / many providers of ERP solutions to similar size entities
B	Best of Breed	The module is not generally available from most / many providers of ERP solutions to similar size entities and is typically selected and implemented as a separate best of breed system, then later integrated to ERM, as feasible, based on available funding and skills.
E	Expanded ERP	The module is available from certain, select providers of ERP solutions to similar size entities and if not selected and implemented as part of the integrated ERP system, would need to be obtained by the City from a separate best of breed system, then later integrated to ERP, as feasible, based on available funding and skills.

23. **Question:** How will confidential and proprietary information be handled?

**Response:** *Please refer to sections 2.10 and 2.11 (Page 25) of the RFP regarding the handling of confidential information.*

24. **Clarification:** Item 41 on Page 11 of the RFP has an “I” under the “ERP Availability” column. This is a typo and should be a “B”.

Any bid received after stated closing time on the RFP will be returned unopened. If bids are sent by mail to the City, the bidder shall be responsible for actual delivery of the bid to the designated contact before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of the City of Dublin beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be returned unopened.

**\*\*\*THIS ADDENDUM MUST BE RETURNED WITH THE ORIGINAL BID \*\*\***

PLEASE COMPLETE THE INFORMATION BELOW:

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SIGNATURE DATE

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PRINTED NAME TITLE

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COMPANY

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MAILING ADDRESS

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PHONE NUMBER FAX NUMBER E-MAIL ADDRESS