

CHATHAM COUNTY PURCHASING DEPARTMENT

ADDENDUM NO. 1 TO RFP 15-0007-1

**FOR: ERP System Software and Implementation Services**

---

---

**PLEASE SEE THE FOLLOWING ADDITIONS, CLARIFICATIONS AND/OR CHANGES:**

1. **Question:** For each of the integrations listed, please provide the following information:
  - a. Is the integration real-time or batch?  
**Response:** Batch
  - b. Is the integration bi-directional or uni-directional?  
**Response:** Integration shall be uni-directional.
  - c. Can the County provide a record layout for the data that is transmitted between the systems?  
**Response:** The record layout should be pipe delimited CSV. More details will be provided to the selected vendor.
  - d. Is the format of the data to be XML, CSV, etc?  
**Response:** Either one is acceptable, but CSV is preferred.
  - e. What is the frequency of the interface (how many times per day or per week)?  
**Response:** At least once a day preferred near real time.
2. **Question:** For clarification, does the software need to be able to scan, or just hold and have accessible any document/file that has been scanned by a scanning device?  
**Response:** Software should be able to scan and hold. Using industry standard scanners, the software should be able to scan and hold. We would like to have the ability for the user to be able to scan from the scanner attached to their machine directly into the software. The system should have the ability for the user to attach related documents to a given item or items.
3. **Question:** What is the total number of named users for the system? Of these users, how many will be central Finance and Budget, Purchasing, how many submitting requisitions? How many managers will be approving requisitions, invoices or timesheets?  
**Response:** 263 total number of named users for the system. Finance and Budget has 25 users, Purchasing has 8 users, and Human Resources has 15 users.  
  
**Question:** The RFP specifies “improve employee productivity; improve

employee satisfaction”. Is the BPR (Business Process Re-engineering) involved, as per (in line with) ERP best practices?

**Response:** Yes

4. **Question:** Ref. Section 1.4.1 – Is there a specific format required for “transmittal letter”?  
**Response:** The transmittal letter is simply a cover letter. There is no required format. The transmittal letter should provide contact names, E-mail address, phone and fax numbers.
5. **Question:** Confirm that it is the County’s intent not to replace their current time keeping system.  
**Response:** Several departments within the County have their own time keeping system. The ERP system will not include time keeping.
6. **Question:** What funds are off the ledger that are included in the CAFR?  
**Response:** **Our GL balances to our CAFR.**
7. **Question:** For question 122 on the general ledger tab: Does this mean accrue instead of encumber payroll at year end?  
**Response:** Accrue
8. **Question:** For the questions regarding opening of closed periods: Does this actually apply to an audited closed fiscal year or just the unaudited fiscal year periods?  
**Response:** **Only periods within the fiscal year**
9. **Question:** Ref. Question 22 on the Budget Tab: Does this mean the 5 year capital plan required for budget award instead of GASB34?  
**Response:** **Ability to have multi-year capital funds.**
10. **Question:** Can the County provide more details on your billing and A/R requirement – (a.) Do you have other systems running for the same or related purposes and will they continue to be used in the future? (b.) How many locations/billing points shall be established or will this be deployed in? – How many billing sites? How many cash receipting sites?  
**Response:** The County will not be using this system to do extensive billing.
11. **Question:** Ref. General Section – Has the County seen any ERP system demonstrations in the past year prior to the RFP release? If yes, which one (s)?  
**Response:** Yes. Microsoft, Tyler and New World
12. **Question:** Ref. General Section – Is the County using a 3<sup>rd</sup> party consultant to assist with the County’s ERP RFP requirements development and procurement process? If so, who?  
**Response:** **No.**

13. **Question:** Ref. General Section – Would the County be willing to share the amount budgeted for the ERP system and implementation services?  
**Response:** No.
14. **Question:** Ref. General Section – What are the systems currently being used for: ERP (Financials, Procurement Management, Personnel, Payroll, Recruiting, Content Management and Meeting Management)?  
**Response:** Accounting, Budget, PR, HR, Purchasing and AP are Sungard Pentamation
15. **Question:** Ref. Part 4-Technical Specifications -#6 – Would the County move on this technical specification instead be “database agnostic” on the database technology?  
**Response:** No, must be Microsoft SQL server.
16. **Question:** Ref. Part4-Technical Specifications -#7 – Would the County seriously consider a cloud-hosted Software-as-a Service (SaaS) deployment model?  
**Response:** Not likely , but not completely ruled out.
17. **Question:** Ref. Section 3.14D – Required County Documents – Please clarify what percent does the County require for a bid bond.  
**Response:** Bid bond shall be 5 percent of the total fixed fee for project which is line 18 on the Cost Summary page of the Excel spreadsheet.
18. **Question:** Will the County consider waiving or considering optional the performance bond?  
**Response:** The respondent shall be willing and able to provide the performance bond. The cost for the performance bond shall be provided on schedule 10 of the Cost proposal where indicated but shall not be included in the total fixed fee on the Cost Summary.
19. **Question:** When does a vendor have to have a Business License in place?  
**Response:** A current business license must be in place at time of contract.
20. **Question:** Is there a Minority Business Enterprise participation % that the County requires?  
**Response:** There is not a set MWBE participation percentage. However, MWBE participation is part of the evaluation criteria.
21. **Question:** Ref. Section 2.17 - When does user support begin?  
**Response:** The vendor shall waive or discount the software maintenance fee for the first year (since the software is not in production yet). The County will not pay annual maintenance fees in advance of software being accepted.

22. **Question:** Ref. Question 22 on the Budget Tab – Are there multiple systems for running A/R? How is the County billing?  
**Response:** The County is currently accepting bids for the sale of our water/ sewer utility.

---

---

**BID DUE DATE REMAINS 5:00PM APRIL 2,  
2015.**

**BIDDER IS RESPONSIBLE FOR MAKING THE NECESSARY CHANGES AND MUST  
ACKNOWLEDGE RECEIPT OF ADDENDUM.\*\*\*\***

March 16, 2015

DATE

  
MARGARET H. JOYNER  
PURCHASING AGENT  
CHATHAM COUNTY