



**RFP-20-06
ADDENDUM 1
ERP CONSULTANT SERVICES**

DATE: March 12, 2020

FROM: Jennifer Nellis, Purchasing Agent

A handwritten signature in blue ink, appearing to be "JN", is written over the name "Jennifer Nellis".

PROPOSALS DUE: THURSDAY, MARCH 19, 2020, BY 4:00 P.M. OUR CLOCK

The following information is provided to all prospective offerors and is hereby made a part of the above-referenced proposal documents. **Proposers must acknowledge this Addendum 1 with their submittal.** This addendum is a total of four pages.

CLARIFICATION, ADDITIONAL INFORMATION, CHANGES:

QUESTIONS

1. Page 3 of the RFP states that "The City will accept proposals in hardcopy format, email, or other electronic means." However, page 13 indicates that a hardcopy is required "Submit one (1) technical proposal marked "original" and five (5) additional printed copies, for a total of six (6) complete sets AND one 'original' separate/sealed Dollar Cost Bid Proposal. " Please verify that email or BidNet submissions are acceptable means for proposals as stated on page 3.

Answer: Email or BidNet proposal submissions are also acceptable as stated on page 3.

2. Is there an incumbent consultant?

Answer: No.

3. We've collaborated with large Colorado state agencies to gather and document stakeholder requirements for complex systems and write requests for information/proposal on the agencies' behalf. Is the City of Wheat Ridge only considering bids from consultants that have specific experience with Enterprise Resource Planning systems, or will it also consider responses from companies with demonstrated experience in gathering requirements for complex systems and writing RFIs/RFPs?

Answer: Both will be considered

4. Does the city have a fixed budget allotted for this project? If so, what is that budget?

Answer: The budget for the consulting portion is \$100,000. There is no budget for the RFP at this time. We hope to get the budget numbers from the RFI in order to create the RFP.

5. Will the city assign a dedicated purchasing agent who will assist the vendor by providing any city-approved RFP templates, guidance related to required language and legal disclosures to be included in the RFI and RFP, and so on?

Answer: Yes, there will be assistance provided by the City's Purchasing Agent.

6. Is the consultant responsible for writing the statement of work for the new ERP provider?

Answer: The consultant will work with the designated City representative to write the statement of work for the new ERP RFP.

And, if so:

- A. Would the city make the statement of work for the previous ERP provider available to the consultant?

Answer: No, there are no previous statements of work.

7. Will the city conduct a legal review of the statement of work prior to issuing it to the ERP finalist?

Answer: Most likely.

8. The City has described that a timeline is an essential part of submission and proposers should clearly make recommendations based on their experience. Has ADG or any other current software vendor provided the City any software support lifecycle information which would force the City to transition off components of its current ERP software?

Answer: No, we are not under pressure to migrate.

9. Can the City please clarify the milestone items identified in item 4 on page 8 of the RFP.

Does the City anticipate that the ERP Software RFP will be published for Phase 2 RFP by September 2020, or is that when the selection is completed and when the City has a contract with its future ERP vendor?

Similarly, is April 2021 when the City anticipates that implementation of its future ERP software environment will begin, or is that the targeted completion date?

Answer: Both of these dates are target dates and subject to adjustments based on findings and recommendations.

10. With regard to the module scope, are the following areas expected to be included within the selection process for the new ERP system?

Court Management & Probation

Utility Billing

Answer: Yes, to Court Management & Probation. No to Utility Billing as we do not provide that function.

11. Does the 30 page limit include the forms listed on pages 13-14 and the requested sample documents on the top of page 15?

Answer: No.

12. We understand that the City does not yet have a project budget or any preliminary estimates for its anticipated capital investment in the new ERP software solution and this budgeting activity should be part of the consulting engagement. Does the City have a project budget or any preliminary professional services fee expectations for the consultant being solicited in this RFP?

Answer: While it is true that the City does not yet have a project budget or any preliminary estimates for its anticipated capital investment in the new ERP software solution, the City has established a budget of \$100,000 for the scope of work described in this current RFP for professional services provided by the consultant. (See questions 4 and 29.)

13. What is the City's desired outcome from the issuance of the RFI? Typically we see this process used for fact-finding, budgeting, and pre-requirements gathering demonstrations, rather than a full response to required specifications and interfaces, etc.

Answer: The purpose of the RFI is to identify the potential vendors to bid on the RFI based on how many needs they can address, functions provided, cost and implementation schedule.

14. Why is the City seeking "Best of Breed" solutions as outlined in item 3.vi. on page 8, rather than an integrated ERP solution?

Answer: We believe that there is no one system that can accommodate all our needs; however, we would be open to an "integrated" or a "Best of Breed" system.

15. Based on the scope outlined on pages 7-8, it appears the City is only looking for help developing the RFI, but not the RFP. Is that correct?

Answer: No, the RFI would be the first phase and then based on the best fit, the RFP would come later in the project.

16. In section 1.A General Information, the City mentions the desire to focus on high-level requirements and bias for best practices. Can the City please on its definition of high level requirements either by description or example?

Answer: High level means functions, features and workflows are available and all meet the needs; not the specific tasks or tactics to get the work done.

17. Can proposals be delivered in person? If so, what is the appropriate process to do so?

Answer: Yes, proposals may be delivered in person to the lobby desk on the West side of the building. Sealed envelopes will be time and date stamped as they are received by the attendant at the lobby desk.

18. On page 15 under "Separate Dollar Cost Bid Proposal" the RFP mentions that this should "should contain all pricing relative to performing the audit engagement as described in the RFP." What auditing assistance is requested as part of this RFP?

Answer: There are no audit requirements. Please ignore the reference to auditing assistance.

19. Does the City wish to have an integrated (all-in-one) ERP/HRIS system, or is the City open to a best-of-breed approach with two systems which integrate together (outside of 3rd party Apps)?

Answer: We believe that there is no one system that can accommodate all our needs; however, we would be open to an "integrated" or a "Best of Breed" system.

20. Are there project examples available, which assist in illustrating the use of Job Costing functionality?

Answer: No, and we do not need Job Costing functionality.

21. Does the City consider Utility Billing to be out of scope for the system selection project?

Answer: Yes, we do not have any Utility Billing needs or requirements.

22. Is the City already taking advantage of a modern Document Management system?

Answer: Yes, the City uses LaserFiche.

23. Does the City have any software developers or highly technical resources on staff?

Answer: No, we do not have software developers. We have IT staff.

24. Would the City please elaborate on any additional business drivers or success criteria for this consulting project beyond those identified in the RFP?

Answer: The business drivers and success indicators are listed in the RFP for the consultant. However, the City would be open to discussions about the criterion for success with the winning firm and adapt accordingly.

25. Would the City please confirm that the separate references to "RFI" and "RFP" are referring to the same procurement document package that the selected consulting will develop to solicit ERP vendor proposals?

Answer: The RFI is a separate process to get specifications, functions and estimated budget costs for the project. The RFP is a separate process to solicit actual costs and functions to determine who is the best fit to implement a new software package for the City.

26. If a separate RFI and RFP process are desired, would the City please elaborate on the goals of having these be separate and distinct efforts?

Answer: The RFI's purpose is to narrow down the field of potential vendors based on function & budget cost. The RFP's purpose is to enlist actual costs and functions for implementation.

27. Would the City please confirm it desires to begin the system implementation in April 2021?

Answer: Yes, we would like to implement in April 2021, however, we will take recommendations on timelines from the contractor.

28. As it relates to item #3 in the technical proposal submittal guidelines, is the City asking for the three most complex projects, or three most similar projects?

Answer: Three most similar projects.

29. Does the City have a budget for this consulting project? If so, what is it?

Answer: There is a budget of \$100,000 at this time.

30. Would the City please provide the minimum insurance requirements for the resulting contract for review?

Answer: The awarded firm will be required to furnish a Certificate of Insurance including Professional Liability showing compliance with the following minimum types and coverage of insurance.

Type of Insurance	Minimum Limits of Liability
Standard Workers' Compensation Including Occupational Disease Coverage & Employer's Liability	Statutory in conformance with the compensation laws of the State of Colorado a) \$500,000 per person b) \$500,000 per accident c) \$50,000 each disease
Comprehensive General Liability Insurance	\$250,000 each person; \$1,000,000 each occurrence
Comprehensive Automobile	\$250,000 each person;
Professional Liability (errors and omissions)	\$1,000,000 minimum per claim and in the aggregate

General Liability and Standard Workers' Compensation & Employer's Liability policies and/or Certificates of Insurance shall include the City of Wheat Ridge as an additional named insured.

Nothing herein shall be deemed or construed as a waiver of any of the protections to, which the Agencies may be entitled pursuant to the Colorado Governmental Immunity Act, sections 24-10-101, C.R.S., as amended.

Visit the City website for bid documents, addendum, project updates at www.ci.wheatridge.co.us

POINT OF CONTACT: Jennifer Nellis, Purchasing Agent, jnellis@ci.wheatridge.co.us or fax 303-234-5924 or phone 303-235-2811. Do not contact the user department or evaluation committee.