



Date: 11/5/2020

ADDENDUM NO: THREE

REFERENCE: RFP #2021002-FN-NP, DUE NOVEMBER 18, 2020 AT 3:00 PM EST

Pre-Proposal Conference attendees on October 29, 2020:

Jason Kraemer – Multiview Financials  
Jonathan Hales – Alfa People  
Marcus Kangro – Alfa People  
John Bergmann -TreCom Systems  
Adam Sharp – Tyler Technologies  
Jeff Payne – Tyler Technologies  
Dina Gate – Multiview Financials  
John Maher - Sparkrock  
Harmeet Gosal - Cayenta  
Patrick Harris – TCP Software

Questions and Answers from the Pre-proposal conference:

- 1) Q: Does the organization have any preferences as far as moving forward as it relates to vendors delivering on site – and does the organization have rules or policies as far as vendors visiting on site (in light of COVID-19)?

A: We currently do have some policies for vendors coming on site. There is a certification process and obviously some PPE requirements to be here. That said through the pandemic we have keep a number of large scale projects going virtually. We are not opposed to a hybrid deployment. We'll need to evaluate everything proposed, but we're pretty comfortable doing a lot remotely if need be. Barry from GFOA added: I'm a vendor working on this project and we have adjusted pretty well in doing this kind of work in this environment, but obviously no one can see into the future, but for the most part we have made the adjustment where they could easily go online and get most of what you need done. That doesn't say that in the future if you needed to be onsite and following the ACSA vendor onsite guidelines, that it couldn't be undertaken. The organization has adjusted to doing this work they way were doing this today.

- 2) Q: What are we currently using regarding time and attendance software?

A: We currently are not using time and attendance system per se. We have historically used SharePoint for our leave reporting and approval processing and that information is then being



manually being entered Microsoft Dynamics AX 2012 currently. We are looking as we noted in the RFP a Robust time and attendance reporting module.

- 3) Q: Understand the RFP was re-released because you did not receive the responses you were hoping for, given that the new RFP content and requirements is identical to the previous one, what is the plan if the responses are the same as last time?

A: One of the things we want to ensure is that we're not sure it went out into the full marketplace, we think that normally Eva is pretty well responded to, but based on where we're at and the environment we are in and it might have been a tight timeframe, maybe some people didn't get a chance to get it and respond to it, so the main thing is opening up a timeframe and trying to get a couple other entities involved. For the second question, we will have to evaluate that when the time comes. Additional response from Barry(GFOA): I'll add that we are opening it up to another questioning period to see if there was something in there that was vague or somebody felt that they couldn't respond to it based on an issue. We didn't get any real feedback that went down that avenue prior – and any intelligence we have didn't say that, but we wanted to give it a second go to see if there was something out there that could be responded to properly if there was questions on it.

- 4) Q: There are some timelines dictated in the document in terms of implementation start and anticipated go-live - Is there anything from a business perspective that are driving those timelines?

A: Yes. We are going to lose some level of support from our current platform in the near future so we are going to aggressively tackle the new ERP project.

- 5) Q: Is it possible to respond electronically or is it mandatory that we have to send hard copies?

A: We require hard copies. The specific requirements are pretty well documented in the RFP. Hard copies as well as flash drives.

Questions submitted electronically:

1. Q: Quantity of Fixed Asset? A: Approximately 1,500



2. Q: Types of Fixed Assets? A: Land, Equipment, Structures and Improvements.
3. Q: What are your key fixed asset reports? A: Our Fixed Assets are grouped by type in an excel file.
4. Q: Do you have any leases? A: Yes
5. Q: Number of leases? A: 2
6. Q: How many invoices are being processed a month? A: See RFP
7. Q: How many transactions are being processed a month? A: See RFP
8. Q: What's the total dollar amount of transactions a month? A: Varies from \$1.5M-\$2.5M
9. Q: What % of Invoices are PO backed. A: Approximately 5%
10. Q: What is the current payment process from receiving the invoice to making the payment? A: Receive invoice, approval by purchasing manager, scan/manual entry into current ERP, review entry, cut/mail check.
11. Q: How many Banks does ACSA work with? Which Banks? A: 1 for Operating, 1 for Water & Sewer, 1 for payroll, 1 for Investments
12. Q: How many Bank Accounts does ACSA have? A: 4
13. Q: How often do they perform Bank Reconciliation: Daily or Monthly? A: Monthly
14. Q: How far out does ACSA do cash forecasting? A: We do not do cash forecasting within the ERP system currently.
15. Q: How Many bank institutions and What Bank(s) institutions does ACSA work with? A: 1, Bank of America
16. Q: Are these the same banks as noted in 107? Which bank institutions? A: Yes, see above.
17. Q: What is detail tracking Requirement? Deposit per Hydrant Number? Are these leased by customer? A: Yes, leased by customer. Approx. 40 hydrant meter deposits at any given time.
18. Q: Please provide more context. (Internal/External online submission?)A: Internal



19. Q: Please provide more context on default chart of account (Vendor profile/group?) A: the default segments that the vendor will be charged to.
20. Q:Are you referring to email message? What is meant by broadcast messages? A: Specific information that Purchasing wants vendors or a set of vendors to know.
21. Q: Please provide more context on Potential capitalized assets A: Purchases that may be specified as capital assets in the fixed asset module.
22. Q: What data is to be adapted? A: Commodity coding.
23. Q: Can you provide a business case for this? A: No, it should be part of the proposed software’s capabilities.
24. Q: EAM interface via CSV file. What is included in the interface? Spare Parts Inventory? Spare Parts purchase requirements? Assets only for financials and depreciation? Or anything else? A: Both. Asset related data and inventory data.
25. Q: Is the BillMaster Interface only sending financials data? What Data is necessary from BillMaster interface? A: Yes, financial data only.
26. Q: Your published budget for FY2021 shows a forecast of \$400,000 (\$200,000 under water system and \$200,000 under wastewater system) for ERP transition in FY2022. Please elaborate on what constitutes this \$400K - is this licenses only? License and implementation services? A: Budget to be determined based upon proposals received.
27. Q: You have indicated implementation beginning in February 2021 with an anticipated go live of August 2021 for financials – is this full financials including budgeting and employee expense reporting? What is the anticipated go live for HR/Payroll? A: We are motivated to begin the implementation early in Calendar 21. Please propose a recommended “go-live”/scheduling for different modules.
28. Q: How many ACSA staff will need to access the Personnel/Salary component of the budgeting system? A: Approx. 5 staff members.
29. Q: How many ACSA staff will need to access the Capital Improvement Planning (CIP) component of the budgeting system? A: Approx. 8 staff members
30. Q: Attachment 12 – Conversions - For budgeting data conversion, does ACSA want to have historical budgets converted? If yes, how many years of history is to be converted? A: Yes, 5 years.
31. Q: How many weeks each year does ACSA spend preparing the annual budget? A: Performed over the course of November-February.



32. Q: How many employees are involved in preparing budgets (including department managers, etc. for distributed budgeting)? A: Approx. 15 staff members.
33. Q: For all employees involved in budget preparation, what is the average percentage of work hours devoted to budget preparation during this period? A: Varies depending upon staff and tasks required.
34. Q: How many work hours are there per week in your organization? A: 40 hours
35. Q: What is the average cost per-hour of the employees involved in the budget preparation process? A: Prefer not to disclose at this point.
36. Q: How many weeks per year does ACSA spend managing the budget? A: Cannot quantify.
37. Q: How many employees are devoted to managing the budget throughout the year? A: Approx.. 8 employees
38. Q: For all employees involved in budget management, what is the average percentage of work hours devoted to budget management? A: 1-2 hours/month.
39. Q: What is the average cost per-hour of the employees involved in managing the budget? A: Prefer not to disclose at this point.
40. Q: Legacy - MS Dynamics AX - data migration to new ERP (HS proposes SAP HANA) - how many years history to be loaded into ERP? A: Depends upon which module/area. All of Human Resources, all open items such as purchase orders, and all vendor files.
41. Q: Please provide details of the Fuel master bought into the GL, is there a need to just upload the entries or there is a need to manage the related budgeting as well. A: The fuel charges.
42. Q: Please provide details of the Bill master and the nature of financial data which needs to be uploaded. A: The summary A/R billing data.
43. Q: Please provide further information on the nature of changes envisaged for a closed period, SAP although provides an option to open the closed period, there could be implications on the already published financials. A: Vendor should respond with comment/process.
44. Q: Automatic Bank Reconciliation: Please provide the nature of bank statements passed into the system. Is there a banking interface available, which would pass this information along with the

- checks cleared information? A: Vendor should ensure the banking information will interface with their solution. We currently bank with Bank of America.
45. Q: Are there any specific formats in which the cash flows need to be prepared based on the various cash flow projection methods. A: Vendors to respond with a solution/process.
46. Q: Budget requests refer to Mission goals and Objectives, how are these intended to be captured? Are they being translated into some absolute values? A: Informational data for submission.
47. Q: Please elaborate on the Metrics and Calculated fields in the Budget requests. A: Statistics data.
48. Q: What is the nature of information intended to be captured in rows 304 to 309 on the vendor file maintenance? A: Vendor data.
49. Q: On the AR payments through website, please specify the nature of payments to be received through web site. A: Receivable payments.
50. Q: What are the specific systems being referred to assets? A: Citiworks.
51. Q: Is there any specific bar coding system being planned? How is this information exchanged? A: No.
52. Q: What are the nature of interfaces referred to here? What would be the formats for these? A: Inventory requests and requisitions.
53. Q: The workflow referred to this requirement will adopt the standard functionalities of SAP, is that fine? A: Vendor should respond with comment.
54. Q: We understand ACSA has issued RFP for same scope in Aug 2020 and let us know the reasons for re issuing the RFP again in Oct 2020. A: To increase competition.
55. Q: How far offshoring is allowed in this project - for example - 80:20 or 70:30 - Offshore: Onsite ratio for optimization of cost and delivery of services. A: We are open to it for some of the configuration, but not design, testing and training. If a vendor proposes this, please note which resources and what part of the project will be utilizing off shore resources.
56. Q: What is budget marked for this project. A: N/A
57. Q: Are the Discovery sessions are billable and travel expenses are paid by ACSA. A: No.
58. Q: Will ACSA consider the allocation their project team members / SME full time during business blue print and requirements sign off phase, to ensure that the project focus and time lines are maintained. A: Vendor can propose this.

59. Q: Assumed that Train the trainer (TTT) approach is acceptable to ACSA. A: Yes.
60. Q: We understand that cost to be proposed for 5 years for all components like Software fee, Application Maintenance Support Services (AMS). A: Yes please propose.
61. Q: Did you finalize any ERP such as SAP or others any product or BoM is finalized. A: N/A.
62. Q: Do you have a document manage system (DMS) or do you intend to have as part of proposed solution? A: Propose solution.
63. Q: How do you want job postings- through internal or external web sites or both? Do you like to a full-fledged web / cloud based Recruiting solution? A: We are open to a solution.
64. Q: Do you intend to have an On-boarding functionality through a cloud based application? A: Vendor can propose a solution.
65. Q: Do you like to have full fledged Employee Self Services functionality- as part of proposed ERP Solution- both ESS & MSS? Please clarify. A: Yes.
66. Q: do you like to have a web based performance appraisal system- in totality? Please clarify. A: Vendor to propose.
67. Q: Do you like to have a web based Learning Management Solution- in totality? Please clarify. A: Vendor to propose.
68. Q: For electronic signature- do you wish to have an application like docu-sign- a 3rd party application? A: Vendor to propose.
69. Q: Would you like to have a SaaS based application or On-premise application for Payroll processing? Best proposal.
70. Q: Do you like to have a real time integration with your time recording terminals (bio metric-iris, etc.,) with proposed HR Application for capturing Time in &out? Please clarify. A: Best Proposal.
71. Q: Technology- For entire HR Application from hire to retire processes- Can we propose a full-fledged SaaS based HR application or only ON-Premise model or an HYBRID MODEL- viz., HR Core applications to be "ON-PREMISE MODEL" (including Org Management, Personnel Admin, Time Management and Payroll / Benefits and Talent Suite consisting of say- Recruiting, Learning, Goal and Performance Management, Benefits, Self Services, etc.,) For Example- SAP S/4 HANA along SAP SuccessFactors suite of applications. Appreciate if envisaged HR road map is shared? Please note in all these models- the Integration with Core Finance Module, Time



- 72. Recording Modules, legacy systems, etc., will be common through a middle layer. A: Best Proposal.
- 73. Q: System provides fully automated procurement and sourcing capabilities that can integrate purchasing process flows based on ACSA rules and spending thresholds - To provide the details of ACSA rules and thresholds. A: Best Proposal.
- 74. Q: System can be adapted to Commonwealth of Virginia procurement law regarding sourcing and contracting - Specific details are required to confirm. A: Best Proposal.
- 75. Q: What details are to be approved by ACSA prior to posting by Vendor Self Servicing transactions. A: TIN
- 76. Q: Workflow related - Total Dollar Amount, Chart of Accounts, Commodity Code and Requesting Dept - More details needed to decide the requirement. A: Workflow can be processes based on that data.

\*A signed acknowledgement of this addendum must be received by this office attached to your Proposal. Signature on this addendum does not constitute your signature on the original quotation document. The original Proposal document must also be signed. \*

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Name of Firm

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Signature/Title

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Date

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Printed Name