BARRY GLASSMAN
HARFORD COUNTY EXECUTIVE

BILLY BONIFACE
DIRECTOR OF ADMINISTRATION

KAREN D. ROTTMANN, CPPB
DIRECTOR OF PROCUREMENT

DEPARTMENT OF PROCUREMENT

REQUEST FOR PROPOSAL FOR BID NO. 16-079

ERP Software Selection Services

Oct 21, 2015

Ladies and Gentlemen:

The purpose of this addendum is to provide clarification(s) to all prospective proposers.

FOR CLARIFICATION PURPOSES: THE BID DUE DATE FOR THIS REQUEST FOR PROPOSAL HAS BEEN EXTENDED TO NOVEMBER 5, 2015; THE TIME DUE REMAINS THE SAME. Also, please find attached are the Pre-Bid Sign-In Sheet and Treasury Organization Chart.

Question No. 1: Has the Department secured funding for the ERP System? If not, where will funding be requested from?

Answer No. 1: Partial funding has been approved. The remainder will be requested in FY17 budget

Question No. 2: How does the Department typically fund technology efforts?

Answer No. 2: For projects of this size, we use capital funding.

Question No. 3: How does the Department generally procure technology (bids, RFP's, state contracts)?

Answer No. 3: It depends on the project. For the ERP system, we will be doing an RFP.

Question No. 4: Which Department's will benefit from the new ERP System?

Answer No. 4: The primary departments that will benefit from the ERP are Treasury, Budget and Procurement. However, all departments within the County will benefit, since all departments within the County use FAMIS to supply department related information such as initial budgets and DO/DV/DR documents to the central system.

Question No. 5: Can the Pre-bid sign-in sheet be posted?

Answer No. 5: Sign in sheet is attached

Question No. 6: Please identify "shadow" systems and indicate if they are product-based or manual (e.g., spreadsheet) systems.

Answer No. 6: Shadow systems are for informational use within that specific department. For example: Highways has an access database where they keep info about their Purchase Orders. This is kept because it takes a while for the documents to go through the approval process.

Question No. 7: Please identify the role of the County's IT Department in this ERP search and subsequent selection

Answer No. 7: We will act as project management and executive sponsor.

Question No. 8: Is there a preference toward maintaining a locally hosted software solution or would you accept a subscription software model (SaaS) where servers, software and databased are maintained offsite, or would you prefer some combination of local and cloud-based services?

Answer No. 8: This will be determined with selected vendor during needs analysis.

Question No. 9: What is the budget for this project?

Answer No. 9: We do not disclose budget figures during the bidding process.

Question No. 10: Page 9, Paragraph 4.3.2.8 Line 2 says Company, should this say Organization? Line 4 and 5 repeat, should one be eliminated?

Answer No. 10: Correct

Question No. 11: SOW states that the project does not include implementation, with this in mind, does the County want the selected vendor to assist with the planning of the implementation as part of this work effort?

Answer No. 11: No. Implementation will be handled separately.

Question No. 12: Please provide an organization chart for the Treasury department.

Answer No. 12: Attached

Question No. 13: As part of ERP, is the County looking for only financial processes or other processes including procurement, Hr, government (vertical)

Answer No. 13: The County is looking to replace the following financial processes: Accounting/GL, Accounts Payable, Accounts Receivable, Budget, Procurement and Asset Management.

Question No. 14: Is there an allocation for WBE/MBE certified companies, do they need to be certified in the State of Maryland

Answer No. 14: No.

Question No. 15: It is noted that additional functional areas may be implemented in the future beyond the business processes and services of the Finance Department. Would the County prefer that the selected consultant conduct fact-finding and document needs for these areas as part of this project? If so, would the County please elaborate on what these additional areas are?

Answer No. 15: We will focus only on the target applications but the selected system should have additional modules for possible future growth. We do not want to do the needs analysis on these areas at this time.

Question No. 16: Would the County please clarify whether "Asset Management" (Section A-1.3) refers to fixed asset accounting or the full tracking of assets and their maintenance?

Answer No. 16: Asset management refers to fixed asset accounting.

Question No. 17: Does the County desire any presentations of the Needs Assessment or the resulting deliverables of Phase Two? If so, to what audiences?

Answer No. 17: Yes, we would like a presentation to be done. It will be to the core working group with representatives from ICT, Treasury, Procurement and Budget.

Question No. 18: As part of Phase Three, does the County desire the selected consultant assist with facilitating vendor demonstrations and/or preparing the County for reference checks?

Answer No. 18: Procurement will handle this process.

Question No. 19: Does the County have a desired frequency (e.g., bi-weekly, monthly) for the status reports that will be provided?

Answer No. 19: Bi-weekly

Question No. 22: Would the County please elaborate on what is being requested in Section 4.3.2.9, "Plan for resource loading?"

Answer No. 22: Recommendations for change management human resources allocation by the county.

Question No. 23: Would the County please clarify what information is being requested in Section 4.3.2.8.2, "Location of Company?"

Answer No. 23: City, State will suffice.

Question No. 24: Would the County please clarify what information is being requested in Section 4.3.2.8.9, "Systems recommendations?" Is this the system that the referenced client ultimately selected?

Answer No. 24: What type of ERP system was recommended including whether or not it was on-premise, SaaS, etc.

Question No. 25: Does the County have a budget for this project? If so, what is it?

Answer No. 25: This project has been fully funded but we do not disclose budget figures during bidding process.

Question No. 26: Please clarify the full functional scope of the engagement. According to the RFP, the core functional elements provided by the current FAMIS financial system is listed as General Ledger, Accounts Payable, Accounts Receivable, Budget, Procurement, and Asset Management. However, does the functional scope of this engagement include other financial business functions/processes such as Grant Management and Project Management? Does Asset Management for County also include consumable (e.g. warehouse) inventory?

Answer No. 26: Project and grant management should be included. Asset management does not include consumable inventory.

Sincerely,

Stacy Rappold

Stacy Rappold

cc: Ted Pibil

HARFORD COUNTY GOVERNMENT

DEPARTMENT OF PROCUREMENT

DATE: 10/9/15 at 2:00 p.m.
PRE-PROPOSAL: 16-079 – Enterprise Resource Planning (ERP) Software Selection Services

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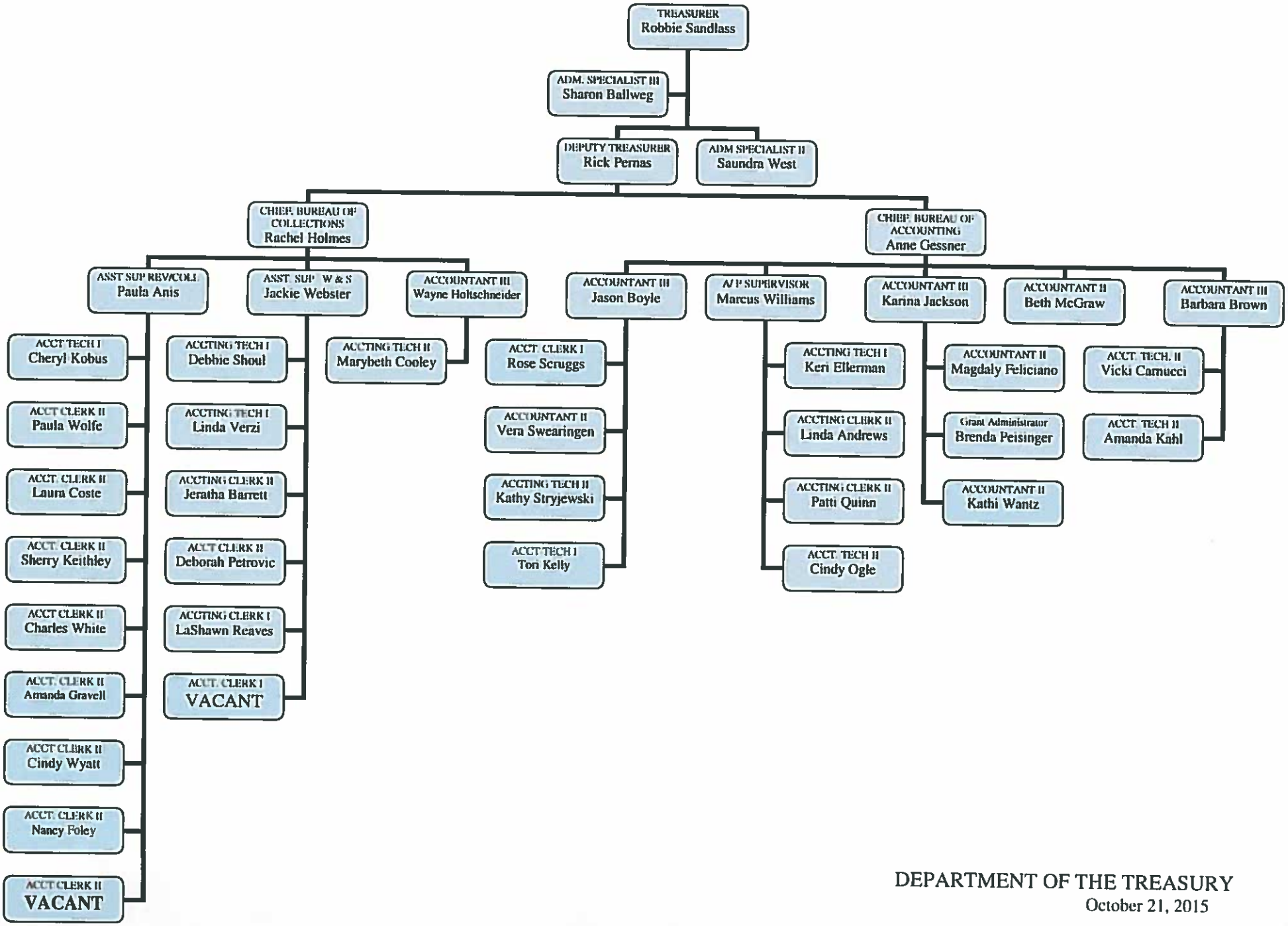

DEPARTMENT OF THE TREASURY
October 21, 2015