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2017-51 – ERP RFP
Addendum 6 – January 20, 2017

We received the following questions regarding this RFP:

Question #1: Pricing:
The RFP highlights the County currently has over 2,400 employees. The Training section highlights "up to 200 users in subgroups by function (Payroll, AP, Purchasing, GL)".
• For software licensing and hardware capacity planning purposes, could your provide additional details on the anticipated number of users over the next 3-5 years and what are their anticipated roles in the system? For example, the number of system administrators, the number of HR administrators, procurement administrators, accounting administrators, and the number of "light" users that may just be entering time and expenses.

Answer #1: To be clear – Administrators are extremely high level and high, or fully, permissioned individuals. Core Users are individuals who basically perform all or a vast majority of their work in the ERP system. Occasional Users are people who do simple inquiries, maybe only do budget entry once a year, or who handle departmental level payroll. The number of users is not expected to change substantially over the next three to five years.

Administrators
IT – 3
HR – 3
Payroll – 2
Finance – 2
Budgeting – 2
Purchasing – 1
Treasury – 1
Total – 14

Core Users
HR – 11
Payroll – 3
Finance – 7
Purchasing – 3
Auditing (Full Inquiry Access) – 4
Treasury – 4
Total - 32

Occasional Users
Approximately 150

Question #2: Is the county expecting there to be one prime vendor that they contract with for all Software, Services, etc. or is the county open to having separate agreements with the Services and Software organizations that are making up their responsive teams?
Typically we see our customers having one contract with the services firm for implementation and subsequent contract for software with the software vendor. This would be our expectation, but we wanted to confirm.

Answer #2: The County expects to have one contract for all services and software.

Question #3: For ERP vendors that propose to assume the Timekeeping functionality currently provided by Kronos, is the County expecting that ERP vendors include pricing for Timekeeping at this time?

Answer #3: Yes. All costs should be inclusive.

Question #4: If so, how does the County intend to ensure equity among proposals if the ERP vendors are not responding to the Timekeeping "Feature List"?

Answer #4: If a system includes that functionality natively the cost will already be included, and is therefore inclusive. If the system does not have the functionality native to the main software the cost other software will be included in the proposal, there for the cost will in inclusive.   If the software already integrates with Kronos, then the ongoing costs related to Kronos will be considered. All four existing Kronos contracts and appurtenant costs will be included in that consideration.

Question #5: For ERP vendors that plan to integrate to Kronos, should they be providing integration costs.

Answer #5: Yes. All costs should be inclusive. The cost of required integrations can be estimated based on their past experience, just as other costs will be estimated. The County's expense cannot exceed those estimates, depending, and based on, any contractual arrangement.

Question # 6: I did attend the bidders conference in November and expect to submit one or more bids with services partners in response to this RFP. Is that acceptable in regards to the mandatory bidders conference requirement even if one of the services partners who intends to bid our solution was unable to attend the conference?

Answer #6: The County will only be entering a contractual relationship with one entity for this project. That entity is required to attend the conference. Any partners or subcontractors must be disclosed as part of the selection process, but those partners or subcontractors are not required to attend the pre-bid conference because those entities are not entering into a contractual relationship with the County.

Question #7: On the Payroll Tab, there's two Mileage requirements (PAY 1.45 Mileage and PAY 1.58 Mileage) that are not clear to us and more information needs to be provided for us to clearly understand what Mileage is referring to within this requirement. Can the County please explain this process in greater detail?

Answer #7: The "Mileage" referred to in those sections is a reimbursement for use of an employee's car for work purposes. If I drive twenty miles related to work and it is approved use, the County will reimburse me for each mile based on the current federal mileage rate. That reimbursement is on my paycheck.

Question #8: Can the County please breakout total estimated number of "Core Users" and "End Users" for each of the following business areas: Financials, Purchasing, Budgeting, HR/Payroll, and Technical/Administrative.

Answer #8: See answer #1 above.

Question #9: Can the County please provide us with its highest active employee count over the last prevailing 12 months?

Answer #9: Answer will be issued on next addenda.

Question #10: Can the County please breakout it total employee count into buckets such as Full-Time Regular, Full-Time Casual, Part-Time, etc.?

Answer #10: Answer will be issued on next addenda.

Question #11: How is the County performing employee time entry today?

Answer #11: Answer will be issued on next addenda.

Question #12: What brand time clocks are being used by the County today?

Answer #12: Answer will be issued on next addenda.

Question #13: Is the County planning to keep its existing Employee Time Keeping System?

Answer #13: See Section V Integrations – Section 1

Question #14: Both Sikich and Microsoft were in attendance at the November bidders' conference. Sikich will be participating as a subcontractor to a Microsoft partner, Mazik, for the 2017-51 ERP RFP. Mazik is not only one of the leading partners in Microsoft Dynamics AX, they authored, under contract to Microsoft, much of the product itself. Will this arrangement be acceptable under the mandatory bidders' conference requirement?

Answer #14: The County will enter into a contract with one entity. That entity must have been present at the pre-bid conference. The County therefore can enter into a contract with Sikich or with Microsoft as the prime contractor but not with Mazik. The County will not enter into a multi-party contract per the RFP.

Question #15: List all the data sources for reporting. For e.g. ERP system(s), Spreadsheets etc.

Answer #15: Please refer to the Specifications portion of the RFP and the addenda.

Question #16: What would you like to report on? For e.g. financial, operations, payroll, HR etc.

Answer #16: Please refer to each specific portion of the Interrogatories. If you want to know what we want for Payroll reports, go to that section of the Interrogatories and find them there.

Question #17: Measures needed for reporting? For e.g. If Sales: Budget to Actual etc.

Answer #17: Again, refer to the Interrogatories. Also, we are a government. We don't have "Sales" as a function. So you won't find that there.

Question #18: Data relationships, hierarchies etc. For e.g. we need Account hierarchy that goes from Account number -> Sub Account -> Department-> Location etc.

Answer #18: There are thousands of data relationships, but nothing unusual. As far as account hierarchy, our current structure is Fund-Department-Sub Department-Account. We do expect to expand this structure to provide for growth, additional detail, reporting, etc.

Question #19: Are there any sample reports we can look at?

Answer #19: Not really. We expect the reporting capability, in power, ease, and breadth, of a new system to far exceed what we can present. For details of our expectations read the Interrogatories.

Question #20: Is data cleansing required? If yes, please list business rules.

Answer #20: Our data sets are solid and should require VERY little "cleansing". Will they have to be mapped to the successor system? Yes. Do I know all of those "rules"?. No. I don't know which system we are choosing.

Question #21: Do you report on Fiscal or Calendar Year?

Answer #21: The County reports at multiple intervals. The county financial records are captured following our fiscal year which is December-November. All required tax reporting (W-2s, 1099's, etc.) is done on a calendar year basis. Grant, FOIA, and other reporting can be required at any time interval.

Question #22: Do you need time intelligence on reports, If so, please list? For e.g. YTD, MTD, Rolling 12 etc.

Answer #22: Yes. Please see the Interrogatories for the specifics by topic.

Question #23: Do you need data in realtime or on a scheduled basis?

Answer #23: Again, please see the Interrogatories.

Question #24: Are we bringing in Legacy data?

Answer #24: Yes. Please see the Specifications section of the RFP.

Question #25: How many years of history to include in reporting database? For e.g 2yrs + current

Answer #25: Please see the Specifications section of the RFP.

Question #26: How many users will need access to reporting tool?
        a. How many power/advanced users?
        b. How many users will need read only access?

Answer #26: Please see the answer to Question 8 above.

Question #27: How would you like to distribute reports? Email them or users access reports directly from BI tool?

Answer #27: Both, depending on the exact report and information. We expect a BI tool to be accessible by dashboard for users, especially executive users, and we expect reports to be generated (automatically in some cases) and emailed to users. Which is all outlined in the Interrogatories.

Question #28: What version of SQL do you have?

Answer #28: We have multiple versions of SQL. We do not currently use SQL for out ERP data.

Question #29: Do you have Office 365? If yes, is onsite Active Directory synced to Office 365?

Answer #29: We have two offices with a small number of relevant users on Office 365.   We are not moving to Office 365 as part of this or any future planned transition due to cost limitations.

Question #30: What kind of training would you need?

Answer #30: Please see the Interrogatories. I feel my life seeping away typing this over and over again. Our training needs are extensive and our ongoing training needs and our expectations for those are outlined in the document.

Question #31: Can the County please provide **the number of users and their respective roles**, for example, the number of system administrators, the number of HR administrators, procurement administrators, accounting administrators, and the number of "light" users that may just be entering time and expenses.

Answer #31: Please see the answer to Question 8 above.

Question #32: Since there is no "performance" for the software portion of the contract, can we eliminate the software cost from the 'Total First Year Cost' when calculating the bid/performance bond?

Answer #32: The Software is part of the Total Cost as outlined in the Performance Security and Performance Bond section so it cannot be eliminated. This is per County Ordinance.

Question #33: We have structured our bid with a prime/subcontractor arrangement. Will the County accept two separate bid bonds for each portion of our project?

Answer #33: No. Will County is entering into a contract with one entity that was present at the mandatory pre-bid meeting. The vendor may enter into sub-contracts with other parties, but that is between the them and does not involve the County. One entity will be responsible for performance.

Question #34: Does Will County have a specific bid form that needs to be completed or will a standard AIA bid bond form suffice?

Answer #34: Will County does not have a specific form. A standard AIA bid bond will suffice.