



1112 Manatee Ave. West
Bradenton, FL 34205
purchasing@mymanatee.org

Solicitation Addendum

Addendum No.:	3
Solicitation No.:	19-R071014JE
Solicitation Title:	Budget Management Software
Addendum Date:	May 24, 2019
Procurement Contact:	Jacob Erickson, Procurement Team Leader

RFP NO. 19-R071014JE IS AMENDED AS SET FORTH HEREIN. RESPONSES TO QUESTIONS POSED BY PROSPECTIVE PROPOSERS ARE PROVIDED BELOW. THIS ADDENDUM IS HEREBY INCORPORATED IN AND MADE A PART OF RFP NO. 19-R071014JE.

QUESTIONS AND RESPONSES:

Q1. Does the County use one solution for both Finance and HR? If not, please clarify the County's applications for both areas.

R1. Yes.

Q2. How many named user would need access to the software?

R2. The County estimates 60-70 users would need to access the software.

Q3. Is end user training the responsibility of the vendor, or will the County use a train the trainer approach?

R3. Preferably during the initial implementation process, the vendor would provide training sessions for groups of identified users. After the implementation phase, the trained users would train new users.

Q4. Is the vendor responsible for all report development, or will County resources assist in development (with training of course)?

R4. The software should have report development capabilities for a standardized budget presentation, however should also have a report writing tool that would allow reports to be created based on mapping with organizational structures such as OneSolution.

Q5. Have you had an opportunity to seen any demonstrations from vendors in the past 12 months, if so can the County list the solutions?

R5. In the past twelve months, the County initiated Request for Offer No. 18-R068340JE for Budget Management Software during which demonstrations were conducted by Questica, Inc. and OpenGov. The RFO was cancelled.

Q6. With the issuance of this new RFP, has the desired stakeholders outcomes of Manatee Counties current budget preparation and management process changed that need to be reflected in the proposed solution? If so, can please detail desired outcome.

R6. Refer to Exhibit 1 – Scope of Services.

Q7. In regards to the Scope of Services in section 1.05 #1 - Integration and mapping of all required fields within the Human Resources / Payroll Database existing in the County's ERP System (OneSolution). Should the required fields change; the Selected Proposer shall coordinate with all keyholders involved to ensure proper integration and mapping. Please outline all required fields. Does this also include payroll actual?

R7. The Payroll Actual can be monitored through reports in the finance side in OneSolution. The County is seeking staffing changes and calculation of salaries based on hourly rates for each existing position contained in the payroll database that feeds through into the budget management software as an automatic feed preventing manual input of Salaries budgeting. It would include capturing required fields that within the Payroll database/tables would have an impact on the hourly rates that are paid to employees. In the event these tables that feed into the payroll databases would change so will the updates that are identified for adoption feed. This process ONLY will happen during the budget adoption process

Q8. Has a budget been set aside for this project?

R8. Yes.

Q9. If so, how much?

R9. \$200,000 has been established for initial set up with County Administration approval to request additional funding.

Q10. How did you arrive at the budget number?

R10. Market research.

Q11. What is the expected start date for this project?

R11. Upon successful negotiation and contract execution.

Q12. What is the expected go-live date for this project?

R12. End of 2020 - beginning 2021

Q13. What is the expected post production support duration?

R13. This shall be at the discretion of the Proposer.

Q14. Is there any existing major project or new project(s) expected to kick off during that may impact this project?

R14. No.

Q15. Please list all holidays and/or blackout dates when the County employees are not available for this project.

R15. County holidays can be found on the County website, <https://www.mymanatee.org>.

Q16. Was there an RFI for this project? If so, when was it? And what were the software solutions reviewed?

R16. No.

Q17. If not via a formal RFI, did a software vendor approach the County prior to this RFP being issued? If so, who? And If so, did the interactions include a software demonstration?

R17. Refer to R5.

Q18. Why the move to a Cloud SaaS based solution?

R18. Financial Management wants to be able to separate administration of the software from IT servers which has proven to create operational conflicts. Governance rights must stay with Financial Management.

Q19. How many environments does the County expect to have? (Dev, QA, Training, Prod, etc.) Is there a minimum requirement?

R19. Training, Test and Production.

Q20. Did the County employ the services of an outside consulting firm in the drafting of this RFP?

R20. No.

Q21. If so, which one(s)?

Q21. Refer to R20.

Q22. And are they precluded from responding to this RFP?

R22. Refer to R20.

Q23. Are there requirements for Organization Change Management and Business Process Reengineering predicated on a history of project implementation issues in the recent past from automating poor process and/or User Adoption challenges?

R23. No.

Q24. Is the Payment and Performance Bond section on Pg 29 of the RFP in force?

R24. No.

Q25. Is the County anticipating that it will negotiate the contract with the selected vendor?

R25. Yes.

Q26. Is there any budget or financial statement preparation software that will be used in conjunction with the proposed system?

R26. Yes, the Adopted Budget Book and the CIP Book.

Q27. What top three benefits do you want out of the new solution implementation to call this project a success?

R27. Refer to Section B, Evaluation of Proposals.

Q28. Will the County provide a full-time or part-time project manager?

R28. The County shall determine upon successful contract execution.

Q29. Has County identified SMEs (subject matter experts) who would attend our requirement gathering workshop(s) on as needed basis?

R29. Yes, multiple Subject Matter Experts have been identified.

Q30. How many years of historical budget and actual data from your GL data sources need to be loaded?

R30. At a minimum five (5) years.

Q31. Can the County provide the COA (Chart of Account) design?

R31. Yes

Q32. Is there one COA for both budgeting and actuals (GL)? Or are multiple COAs being used?

R32. One master GL Chart of Accounts feeding from One Solution Master Globe Key. On the budgeting side the structure by Program/ Base & Continuation / Decision Units/ Components is just mapping within the budget software itself (as currently), the programs are defined within the account keys, which are been worked within One Solution to have mapped appropriately.

Q33. Is there a requirement for the solution to provide both Fiscal and Calendar year option?

R33. No.

Q34. Is there any agency or a department that use either Calendar year or Fiscal year?

R34. No.

Q35. How many users will be utilizing the system?

R35. Refer to R2.

Q36. Can you explain your current process in more detail around the Accounting close process and consolidation (including AJE's) to do your Financial reporting?

R36. This is not handled by the Budget Division.

Q37. Do you currently have any intercompany eliminations, consolidating multiple sources, Journal Entry Process, how are you handling account reconciliation process?

R37. Refer to R36.

Q38. And who are your stakeholders to review the reports?

R38. Multiple stakeholders review the budget reports.

Q39. Do you expect to do detailed Capital Asset Planning?

R39. Yes, during the 5-year Capital Improvement Plan.

Q40. If so, what is your current process for both prioritizing and capturing Capital Asset plans (including Depreciation schedules and Asset in Service Dates)

R40. Refer to R36.

Q41. What is the official source for capital expense planning data such as depreciation, project data, etc.?

R41. The budget management software is generally the source. Depreciation is handled by the Clerk's office under OneSolution.

Q42. Does the County anticipate Capital Spending projects where Project Forecasting will be a future requirement?

R42. Yes.

Q43. Does the County use budget request process for capital expense budgeting?

R43. Yes.

Q44. Does the County perform capital expense planning at the same level of detail as GL chart fields or at a lower or higher level of detail?

R44. Yes.

Q45. How many years are planned for during capital expense budget development?

R45. Refer to R36.

Q46. How many types of capital projects does the County budget for?

R46. The County handles one Capital Improvement Plan.

Q47. Is capital expense budget performed in advance of other phases of the budget process?

R47. No.

Q48. How do you plan for depreciation expense?

R48. Refer to R36.

Q49. Does the County do Grant Budgeting? It was not called out in the Scoping nor requirements, but in our experience most State & Local agencies have some level of Grants to budget and maintain. If no, ignore the below questions.

- Does the County spend their Grants effectively (minimal underspend nor overspend)?
- Is the Grant accounting automated or a heavily manual process?
- What is the official source for grant and contract data?
- Does the County have grants that are for multiple years?
 - How does it budget for grants?
- Is there any discreet code or way to link the new/future grants replacing existing/expiring grants to facilitate accurate calculation of carryover amounts on multi-year grants?
- Does the County perform grants planning at the same level of detail as GL chart fields or at a lower or higher level of detail?
- Does the County use budget requests in grants planning today?
- How many years are planned for during grants budget development?
- How many types of grants budgeting does the County perform?
- Is grants planning performed in advance of other phases of the budget process?

R49. The County does partake in Grant Budgeting; however, grant budgeting is managed through a separate module in the County's main ERP system (OneSolution).

Q50. What is the process for your Budget / Annual Operating Plan and which current tools (outside of Excel) are used?

R50. Zero Base Budgeting. The County prepares a Biennial (two year) budget of which one gets adopted and one is planned. The County's structure is based on Levels of Service and Decision Units.

Q51. Do you have a Strategic / Long-Range Plan that you create?

R51. Yes.

Q52. What is the process and current tools?

R52. Excel Solutions.

Q53. Do your forecast monthly?

R53. No.

Q54. Do you do a Rolling Forecast? Weekly Forecast?

R54. No.

Q55. Other types of data. How often will the loads occur?

R55. Refer to Exhibit 1 – Scope of Services.

Q56. In what format is data available?

R56. Refer to R56.

Q57. CSV, Txt?

R57. Refer to R56.

Q58. Direct connection via ODBC and SQL query?

R58. Refer to R56.

Q59. Profitability and / or Detailed Cost analysis?

R59. Refer to R56.

Q60. Can you provide a sample of the allocations you will require?

R60. Budget Allocations, by Program, by Levels of Service- Base, Continuation and Desired Decision Units. Also, by fund, accounts key, and object codes.

Q61. How many? How many steps or complex?

R61. Three Budget versions.

Q62. Do you have any requirements around Foreign Currency? Not likely, but just want to confirm.

R62. No.

Q63. Do you require any Statistical calculations or ratios? How many? How complex?

R63. This is to be determined.

Q64. Are Cash Flows Required? How many? Indirect or Direct?

R64. Direct Cash Flows are required in the Capital Improvement Plan. There are approximately 57 funds.

Q65. Is there any requirement around Legal Consolidations?

R65. Legal consolidations must conform to Generally Accepted Accounting Principles (GAAP).

Q66. Do you have any requirement around non-controlling interests (NCI)? 100% owned? Equity Pickups?

R66. Not applicable.

Q67. Do you Budget or Forecast Cash Flow? At what level?

R67. Yes, Budget Carryover into the Funds.

Q68. If yes, how many forecast scenarios do you need? How frequently?

R68. This has not been determined yet.

Q69. Do you perform Driver-based or Zero-based forecasting?

R69. Yes.

Q70. Do you create Long-range or Strategic Plan?

R70. Yes, the County creates five (5) year to ten (10) year plans.

Q71. Related to CAFR and Budget Book publishing, is the County looking for the vendor to do most of the of work in order to produce the books vs. will the County staff do most of the heavy lifting, or will the effort be shared?

R71. The effort will be shared.

Q72. Related to CAFR and Budget Book publishing, is the County looking for the system to replicate the current design/layout of the budget book, or is the County open to changing the design/layout?

R72. The County is open to changing the design/layout so long as it meets the requirements set forth in the RFP.

Q73. What is the number of narratives the County is requiring (i.e. one for department, one for each category, etc.?)

R73. By department, by program and by decision unit.

Q74. How does the County collect the narrative required for the CAFR and the Budget Book?

R74. The narratives are entered by each department's fiscal analysts.

Q75. In lieu of the Systems integrator creating all requested Reports, is your team open to a lower cost option of us creating a portion of the reports with knowledge transfer for your team to create the balance?

R75. The County prefers automation

Q76. Do you expect to go through a reports rationalization process to lower the expected # of reports?

R76. Yes.

Q77. What Reporting views?

- Company Code / Legal Entity
- Business Area / Business Unit
- Locality/Region
- Chart of Accounts
- what level of detail? Level matching the General Ledger? Summary Level?
- Cost Center / Department?
 - If so, to what degree? Functional areas / all individual GL cost centers?
- Product?
- Customer?

R77. The relevant information is contained in the County's ERP system (OneSolution).

Q78. Can the County please provide a list of current standard reports that are used to validate budget entry?

R78. Refer to Section A.26 of the RFP document.

Q79. Can sample reports also be provided to responders of this RFP that aren't publicly available on your website?

R79. Refer to R78.

Q80. Is the County open to Software Solution training for a select few key SME's (potential System Administrators) before the project kicks off?

R80. Yes.

Q81. Does the County plan on integrating Security with LDAP/Active directory?

R81. No.

Q82. Does the County plan on integrating Security with Single Sign on?

R82. Yes.

Q83. Does the County require the solution to be FedRAMP Certified?

R83. No.

Q84. Does the County require the solution to have the data encrypted at rest, if yes would it eliminate a vendor from responding to this RFP if the data wasn't encrypted at rest?

R84. The County would prefer to have the data encrypted at rest but would consider solutions that do not have it encrypted at rest based on other security factors.

Q85. Does the County prefer the solution to be in a single tenant (vs Multi-Tenant) cloud environment?

R85. The County would prefer a single tenant solution but would consider a Multi-Tenant cloud environment as long as performance and interfaces are not an issue with a multi-tenant environment.

Q86. Does the County require a specific guaranteed uptime as it pertains to the cloud environment with service credits if the uptime isn't met? If yes, would this eliminate vendors from responding to this RFP if they couldn't meet your uptime request?

R86. The County would prefer a specific guaranteed uptime as it pertains to a cloud environment and would also have something in place if uptime is not met. This preference would not eliminate vendors from responding to the RFP if the uptime could not be met

Q87. When you go-live on the Budgeting Solution, what amount of previously reported data do you expect to have stored and reconciled in the system? Can you provide all of the data sets (year + category) and years you expect (i.e. Actual 2015, Budget 2015, etc.)?

R87. Ten (10) Years – Actual and Budget.

Q88. What will be the source of where historical data will be sourced from? Where will the historical data in the Budgeting Solution be reconciled back to? What are the various platforms and versions that you are using?

R88. The source is OneSolution (County's main ERP System). Adopted Budget, Amended Budget and Actual.

Q89. Of the source systems The Budgeting Solution would be connecting to, how many would you like to utilize our direct connection capability vs. loading via flat files?

R89. The source is OneSolution (County's main ERP System).

Q90. How often would you need/want data to be updated in the Budgeting Solution?

R90. Twice a day.

Q91. How many general ledger (GL) or source systems will load data into the Budgeting Solution during a close when it is live

R91 One.

Q92. Do you anticipate the Budgeting Solution storing and collecting supplemental data that is not available in the GL or source systems (i.e. roll-forwards, Headcount, etc.)? If so, can you provide some guidance on the type of information that you would like to collect inside the Budgeting Solution.

R92. This is to be determined.

Q93. To meet the County's requirement of "*Functionality to transfer data to and from County website*", we would like to understand what is the underlying technology used to develop the website and also is there any database feeds data to the County's website?

R93. The underlying technology is the County's ESRI GIS database (Oracle and SQL) and ESRI web applications.

Q94. Attachment D Insurance and Bond Requirements, Items 18 & 19. Are the bond requirements applicable to this RFP?

R94. No.

Q95. Exhibit 3 Sample Agreement, Article 5 Invoices and Time of Payment, Item E. Can the bid bond apply to the provision of the Software Services agreement by OpenGov?

R95. No.

Q96. Exhibit 3 Sample Agreement, Article 6 Responsibilities of Contractor, Item F. Does change of control affect this?

R96. No.

Q97. Exhibit 3 Sample Agreement, Article 8 Termination of Agreement, Section A Termination for Cause, Item 2. Is this able to change to 30 days or greater?

R97. No.

Q98. Exhibit 3 Sample Agreement, Article 8 Termination of Agreement, Section A Termination for Cause, Item 4. Can we cap liability up to 3x fees paid prior?

R98. No.

Q99. Exhibit 3 Sample Agreement, Article 9 Transition Services Upon Termination. Are we able to add the following: Prior to performing such Transition Services, the parties shall mutually agree to the fees to be paid by the County for such services.

R99. No.

Q100. Exhibit 1 Scope of Services, Section 1.06 Reporting and Management Functionality, Item 6. What type of data are you wanting to integrate from Payscale?

R100. Positions with the Positions numbers, account splits and anything that is of significance to the dollar calculation into the budget. Salaries are not manually entered into the budget, it feeds directly from the HR database.

Q101. How many users of the budgeting software are required by the County?

R101. Refer to R2.

NOTE: Items that are ~~struck through~~ are deleted. Items that are underlined have been added or changed. All other terms and conditions remain as stated in the RFP.

End of Addendum

INSTRUCTIONS:

Receipt of this addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the response being deemed non-responsive.

AUTHORIZED FOR RELEASE: _____