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Solicitation Addendum

Addendum No.: 3
Solicitation No.: 18-R068340JE
Solicitation Title: Budget Management Software
Addendum Date: April 10, 2018
Procurement Contact: Jacob Erickson

RFO NO. 18-R068340JE IS AMENDED AS SET FORTH HEREIN. RESPONSES TO QUESTIONS POSED BY PROSPECTIVE OFFERORS ARE PROVIDED BELOW. THIS ADDENDUM IS HEREBY INCORPORATED IN AND MADE A PART OF RFO NO. 18-R068340JE.

Add:

EXHIBIT 2, 2.02 OFFER FORMAT, SECTION F, TAB 6 – CAPACITY AND ON-GOING SUPPORT

12. Offeror shall identify where the offered software and back up data is hosted and stored.

Change to:

DATE, TIME AND PLACE DUE

The Due Date and Time for submission of Offers in response to this RFO is **April 27, 2018 at 3:00 P.M. ET.**

Change to:

SECTION A.01, OFFER DUE DATE

The Due Date and Time for submission of Offers in response to this Request for Offers (RFO) is **April 27, 2018 at 3:00 P.M. ET.**

Change to:

SECTION A.29, SOLICITATION SCHEDULE

Offer Response Due Date and Time	<u>April 27, 2018</u> , no later than 3:00 P.M.
Interviews (if conducted)	<u>May 17, 2018 at 9:00 A.M.</u>
Evaluation Completed	<u>May 31, 2018</u>
Projected Award	<u>May 2018</u>

Change to:

EXHIBIT 2, OFFER RESPONSE, 2.02 OFFER FORMAT, ITEM C, TAB 3 – FORMS

Provide the completed and executed Attachments included in this RFO in Tab 3.

1. Attachment A – Acknowledgement of Addenda
2. Attachment B – Proposal Signature Form
3. Attachment C – Public Contracting and Environmental Crimes Certification
4. Attachment D – Insurance Statement

QUESTIONS AND RESPONSES:

Q1. Whether companies from Outside USA can apply for this?

R1. Companies must have a brick and mortar location within the U.S. and companies must be registered with the Florida Division of Corporations to do business in Florida.

Q2. Whether we need to come over there for meetings?

R2. The County reserves the right to request Offerors attend in-person interviews during the solicitation processes. In-person meetings with County staff may be required during the term of the Agreement.

Q3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

R3. The cloud-based software must be hosted within the U.S. or Canada. Refer to Q1.

Q4. Can we submit the proposals via email?

R4. Refer to Section A.02 – Submission of Offers, in the RFO document.

Q5. Does the county expect a customized solution (development from the scratch in accordance to the county's needs) (or) a product to satisfy their current requirements?

R5. Offeror shall submit a proposal response that best complies with Exhibit 1 – Scope of Services.

Q6. Have the county set a pre-determined budget for this project? If so, kindly share us the same.

R6. The maximum budget is \$200,000.

Q7. How many users will be inputting data?

R7. 60

Q8. How many users will be just using the system for reporting?

R8. 60 to 80

Q9. How many administrators will there be in the system?

R9. 10

Q10. How many users in total will be using the system?

R10. 80

Q11. Do you have a preference for Cloud/SaaS or On-Premise software?

R11. Cloud / SaaS

Q12. How many system users do you anticipate?

R12. Refer to Q10.

Q13. Has your organization reviewed demonstrations from any budget software vendors in the past year?

R13. Yes.

Q14. Has the project been funded? If yes, can you share the amount of available funding?

R14. Refer to Q6.

Q15. What is the desired go-live date for the new system?

R15. January 2019

Q16. Attachment D – The Bond Requirements near the bottom of this attachment are not marked/checked. Are we required to include a Bid Bond with this submission? If so, for what amount/percentage?

R16. No. Bonds are only required if 'Checked'.

Q17. Exhibit 2 (Offer Response) – Tab 3 only says to include Attachments A-C. Are we to do anything with Attachment D other than verify we can meet the insurance requirements?

R17. Attachment D has been added to Tab 3 per this Addendum No. 3. Offeror shall complete Insurance Statement form and submit with its proposal.

Q18. Page 25/61 make reference to Bond Requirements and/or Bid Bond, however the values (dollar amounts) are blank. Does this project have a bid bond?

R18. No. See response to Question 16.

Q19. The same page makes reference to a Payment and Performance Bond. Is this applicable?

R19. No. See response to Question 16.

Q20. Beginning on page 30/61, are vendors to reply to each item in Exhibit 1 – Scope of Services ?

R20. Refer to Exhibit 2 – Offer Response for the information to be provided with the proposal response.

Q21. On page 31/61 the RFP document states “10. Ability to change “assignment” of organization units to “functional areas”. Please elaborate on this defining organizational units and functional areas.

R21. The system should have the flexibility to be able to manipulate the data in a certain way as it relates to the Organization Structure of the County's general ledger and budget presentation (cycle) to accommodate the needs for reporting, projecting, reviewing.

Q22. On page 32/61 of the RFP document, under the heading “Personnel Budget Development and Preparation”, item 3 states “Ability to attach assets and internal rates to positions / division and integrate with asset management software.” Please elaborate. What does *Ability to attach assets and internal rates to positions* mean?

R22. Ability to attach assets and internal rates to positions means that all assets shall be associated with a position and not an individual

Q23. What is the nature of the desired integration with asset mgmt. software?

R23. The offered budget management software shall be able to upload an Excel spreadsheet generated by the in-house software program designed for the Utilities Division and the Fleet Division’s FASTER Asset Solutions, and Public Works AZTECA Systems Incorporated, CityWorks, management software.

Q24. What is the name of the Asset Mgmt software currently used?

R24. The asset management software is part of the County’s ERP software, One Solution.

Q25. What type of information is to be integrated?.

R25. Refer to the response to Question 23.

Q26. How often is the integration to occur?

R26. Integration occurs once a year.

Q27. On page 32/61 of the RFP document, under the heading 1.06 Reporting and Management Functionality item 5 states “Two-way data integration with the County’s financial system (OneSolution-Superior, LLC) Version 16.2.16290.2) and into the County’s ESRI’s ArcGIS mapping – No changes should be required to any of the County’s current systems”. We understand the two-way integration with the GL system, but can you elaborate on the two-way integration with ESRI’s ArcGIS mapping?

R27. The offered budget management software shall integrate with ESRI’s ArcGIS mapping to facilitate the mapping of CIP projects active around the County and import and export documents and maps (TIG) to and from each system.

Q28. Does this mean you want to import / export GIS documents to and from the budgeting software?

R28. Yes.

Q29. On page 32/61 of the RFP document, under the heading 1.06 Reporting and Management Functionality item 6 states “6. Ability to integrate with PayScale, Cognos, and Crystal reporting.” Is PayScale your HR/Payroll system?

R29. No. The HR payroll system is OneSolution.

Q30. Please detail the nature of the integration with each of these systems. Is the information moving from these systems into the budgeting tool, or in a two-way model?

R30. The information is moving in a two-way model.

Q31. What type of data. How often? Specifically please focus on the desired integration with Cognos.

R31. The data is a continuous stream of financial data and text data.

Q32. On page 32/61 of the RFP document, under the heading 1.06 Reporting and Management Functionality item 11 states “Ability to transfer data to and from County website”. Does this mean saving reports as PDF and copying to the County website, or is the County seeking a more robust system to display data to the County website?

R32. The County is seeking a more robust system to display data that could perhaps have the ability to do both.

Q33. We offer a separate module which provides for data visualization to help build transparency and trust by communicating your budget/financial data visually to the public via this web portal. This module allows you can present financial and non-financial data with descriptive text, informational pop-ups, charts, graphs, etc. Should we include this type of solution in our response?

R33. Offerors should submit a proposal based upon the requirements in the RFO. Any additional modules can be included in Offeror's proposal at the discretion of the Offeror.

Q34. Our solution offers an optional module which provides complete Financial Statement reporting (Balance Sheets, Cash Flow, etc.). Should we include this module?

R34. Yes.

Q35. Do you require vendors have a minimum experience (say 3 years) in providing budgeting software to the public sector prior to responding to this RFP?

R35. Refer to Exhibit 2 – Offer Response, 2.02 Offer Format, B. Tab 2 – Minimum Qualification Requirements.

Q36. In addition to budget preparation software, are you also seeking a solution that will allow you to create/publish your budget book?

R36. The offered budget management system must have the capability to create and publish budget books.

Q37. If yes to the above question (number 36), How many users are directly involved in Budget Book creation?

R37. Ten (10) users

Q38. Do you require exact reproduction of the format & styling of your current Budget Book or are you flexible with regard to shade color, margins, fonts, page layout etc.?

R38. Format will stay the same but the design(style) will change each year. If it improves the quality of the presentation and layout of the Budget Book, yes the flexibility is accepted.

Q39. On page 34/61 three client references are requested (clients since February 16, 2014). Then again on page 36/61 five client references are requested. Can a client appear on both responses (page 34 and page 36), or do you require a total of eight (8) client references?

R39. The client references listed in G. Tab 7, Experience, should be different than those qualifying clients required in the Minimum Qualifications.

Q40. What is your annual budget? (including Operating and Capital, all funds)

R40. Refer to the response to Question 6.

Q41. What HR/Payroll tool used

R41. Refer to the response to Question 29.

Q42. Does the County want a COTS (Commercial off the shelf) solution, or more of a custom built tool?

R42. Refer to the response to Question 5.

Q43. Are Departmental Allocations needed? For example, some Departments (Cost Centers) allocate all of their expenses to other Departments or Cost Centers in the budgeting process. These are often referred to as Internal Service Providers or ISPs. A common example of an ISP can be the Information Technology (IT) department. ISP budgets are developed in detail just like any other department, and then their expenses are allocated out to other budget elements – other departments. Is this type of departmental allocations needed?

R43. Yes.

Q44. Our budgeting application consists of 4 primary modules, and the number of users for each module is configurable (purchase only what modules you need, and purchase only the number of user licenses needed per module). The 4 modules are Capital, Operating, Salary/Position Planning and Performance/KPI. Can you describe how many licenses (users) are required for each module, as below:

a. How many Capital budgeting user licenses are required?

60 users

b. How many Operating budgeting user licenses are required?

34

c. How many Salary/Position budgeting user licenses are required?

10

d. How many Performance (KPI's) Measures user licenses are required?

Ten

Q45. Do you want training to be performed onsite or done remotely? Remote (internet conferencing) is becoming more common and is more economical.

R45. The County requires onsite training for ten (10) administrators with the remote training as an option.

Q46. For the Professional Services component of the bid, are you requesting a 'fixed price' or time & material?

R46. Fixed Price

Q47. Is your preference to have the software installed (A) on your premise (your server), (B) in a hosted environment (external datacenter), (C) SaaS (Software as a Service) (external datacenter)

R47. Refer to the response to Question 11.

Q48. How many users are expected to use the Budget Management Software? Are these users internal users or will there be any external users too. Can the County provide the split

R48. Refer to the response to Question 10.

Q49. Does the County have a preference for hosting? On Premise vs. Cloud

R49. Refer to the response to Question 11.

Q50. Exhibit 2: Offer Response: Tab B - Must be registered with the State of Florida, Division of Corporations to do business in Florida. Do we need to be registered with the State of Florida, Division of Corporations at the time of proposal submission or at the time of contract award? In case we are not registered during the proposal submission, will that disqualify us from the bidding process?

R50. Offerors must be registered with the State of Florida, Division of Corporations to do business in Florida prior to submitting a proposal.

Q51. Does the County have a pre-defined budget for this procurement? Could the County share the details?

R51. Refer to the response to Question 6.

Q52. Has the County seen any demonstrations for similar systems in the past? If yes, who were those vendors/products?

R52. Refer to the response to Question 13. The County has seen demonstration of the Questica; OpenGov; Superion; and Metaformers software.

Q53. What type of integration is expected? Web Services API's, batch or file based?

R53. The type of integration should be proposed by Offerors.

Q54. Also, what type of data will be exchanged?

R54. Financial and non-financial data will be exchanged.

Q55. Do you have a project management office in place and will you be assigning a full time or part time project manager to this project?

R55. A project manager will be assigned.

Q56. How many users are expected to use the system? Please include number of administrators, power users and limited/read only users.

R56. Refer to the responses to Questions 8, 9 and 10.

Q57. At what level of the fund hierarchy is the budgeting done? Do you budget at all funds?

R57. All funds are budgeted. Fund hierarchy is done by fund level, section and object code.

Q58. What data needs to be interfaced to/from ESRI's ArcGIS mapping?

R58. Refer to the response to Question 23.

Q59. What data needs to be interfaced to/from Cognos and Crystal reporting?

R59. Refer to the response to Question 24.

Q60. Do you require the use of any specific tracking tools to be used during testing cycles of the project?

R60. A specific type of tracking tool is not required; however, a tracking tool during testing cycles is required.

Q61. Is there any interest or need to review current state processes and provide process improvements? If yes, please detail what areas of the budgeting and planning process this is required for?

R61. No.

Q62. Are there any significant changes taking place in the finance and/or accounting organization that may impact this project? (e.g. new chart of accounts, ERP implementations etc.)

R62. No.

Q63. Can you provide an example of the following requirement: 1.03 #10 : Ability to change "assignment" of organization units to functional areas.

R63. An example of the requirement would be changing account keys between budget programs, or positions to split between budget programs or account keys.

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 RFO.

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: 