ADDENDUM #1

Town of Surfside

REQUEST FOR PROPOSAL RFP# 2015-001
TURN KEY ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE SOLUTION

1. In considering a response to your bid for ERP solutions, I noticed in the text mention of a mandatory pre-bid meeting, yet am not seeing any dates/times for such in any of the provided documentation. Did we miss this meeting?
    ANSWER: There is not a mandatory pre-bid meeting for this project.

2. The RFP mention a Mandatory Pre-Proposal Conference, however, I do not see the date and time noted for this. Will you please confirm if there is a mandatory pre-proposal conference? If a pre-proposal conference is mandatory, will it be offered via teleconference?
    ANSWER: There is not a mandatory pre-bid meeting for this project.

3. Does the Town have a preference for an on-premise or vendor hosted solution?
    ANSWER: The Town will consider the product offering that provides a robust solution set that will allow the Town to continue to leverage this investment well into the future as the needs of the Town grow and evolve.

4. The RFP mentions Enterprise GIS (ESRI) timing of 2015. Is the Town obtaining ArcGIS server? If so, when and what version?
    ANSWER: The Town has not obtained ArcGIS as of yet and the date has not been determined. It is expected that it will be the latest version of ArcGIS.

5. Will you clarify what the "read-only" concurrent license holders will need access to (i.e. all components of the system or just some components). If some components only, please identify which ones?
    ANSWER: "Read Only" license refers to having access to view any information that has been entered in any of the deployed module through the applicable interface.

6. Are the concurrent users, the total number of users to be trained? If not, will please identify total number of users to be trained for the community development portion of this RFP?
    ANSWER: Yes – that is what is estimated at this time.

7. How many plan reviewers will utilize electronic plan review?
    ANSWER: At this time it is estimated to be four (4).

8. Will you please provide details on the data to be converted form NaviLine (i.e. permits, inspections, code cases, contact information, etc.).
   ANSWER: Water/Sewer/Stormwater customer accounts, Solid Waste customer accounts, Business Licenses accounts, Building permits, Code Enforcement cases.

9. Does the Town utilize central cashiering?
   ANSWER: No

10. Regarding the required interfaces i.e. SeeClickFix, Rec Track, etc. will you please define the integration required?
    ANSWER: The Town would like the information to be transparent across the enterprise and accessible by all everyone utilizing the proposed solution.

11. Has a budget been identified for purposes of this RFP and if so, will you please advise?
    ANSWER: The budget amount will be based on the proposals received and financing options available at the time the award of the ERP contract.

12. How many GL accounts are there in the existing system. Is it possible to provide us with a list of existing GL accounts.
    ANSWER: A Chart of Accounts can be provided. General Ledger accounts estimate is 1,100.

13. Can we get the lists of vendor and product?
    ANSWER: A vendor list for Accounts Payable can be provided.

14. How many payments system needs to process in a month. Can we also get the list of customers?
    ANSWER: 300 to 400 account payable checks are issued a month.

15. Can we get the list of fixed assets?
    ANSWER: Yes, a list of fixed assets can be provided.

16. How many projects are live right now on the current system? Is it possible to get the data about these projects?
    ANSWER: No projects are on our current system.

17. List of foundations that provide grant to the county?
    ANSWER: None

18. How many sites are there that generate cash sales?
    ANSWER: Two

19. How many service requests system needs to process monthly?
    ANSWER: Public works service request are 100 to 150 a month.

20. How many inventory items are there? Can we get the list of inventory items? How many warehouses are there?
    ANSWER: No inventory and no warehouse.

21. How many different types of commodities are purchased?
    ANSWER: Diesel and gas are the only commodities purchased.

22. How many employees are there and what are their job functions?
    ANSWER: Currently there are 125 employees (fulltime and part time) who perform functions in the areas of: Finance, Administration, Legal, Building, Public Works, Water & Sewer, Solid Waste, Storm Water, Police, Parks and Recreation, Human Resources, Code Compliance, Town Clerk, Tourism & Economic Development.

23. How many contracts are to be administered via the system?
    ANSWER: Estimated contracts to be administered on the system are 25 to 50. The current system does not administer contracts.

24. Can we get a list of parcels to be managed by the system?
    ANSWER: Parcel and taxroll information can be provided by Miami-Dade County.

25. How many utility bills are to be processed by the system?
    ANSWER: Water, Sewer and Stormwater accounts billed 1,304.

26. How many licenses are to tracked using the system?
    ANSWER: 209 Business Licenses.

27. Is it possible to integrate RecTrac in the sandbox system?
    ANSWER: The Town is expecting the vendor to make this determination and if it cannot, the vendor will need to make recommendations.

28. Is it possible to give us access to the current system, so that we can extract the sample data.
    ANSWER: No.

29. What is the budget?
    ANSWER: The budget amount will be based on the proposals received and financing options available at the time the award of the ERP contract.

30. What areas will be migrating to the new ERP?
    ANSWER: This is listed in Attachment A ERP Functional Requirements.

31. How many users/concurrent users?
    ANSWER: See Section IX.13 Software Licensing.

32. Will bids be accepted that are just implementation and not licensing?
    ANSWER: The Town is looking for a turn-key solution.

33. We noticed and attachment A & D posted on your website, however, we couldn't find B & C. Are they to be posted at a later date? Or did we just miss them?
    ANSWER: The "attachments" list is as follows:
    1. *Attachment A – Functional Requirements (appendage to the RFP document).*

2. *Attachment B – Pricing Form (page 40 of the RFP).*
3. *Attachment C – Vendor References (page 41 of the RFP).*
4. *Attachment D – RecTrac Data Interface (appendage to the RFP document).*