



ADDENDUM #1
REQUEST FOR PROPOSALS
No. 2016-010

Effective: October 26, 2015
Project: Budget Software Solution
Issued By: Stephanie M. Walker, Director of Finance & Administration
Department of Finance
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This Addendum is incorporated into and made part of Request for Proposals 2016-010 dated October 22, 2015 (hereinafter referred to as "Solicitation").

The purpose of this Addendum is to provide answers to questions submitted by Offerors as of the effective date hereinabove. All of the dates and times specified in Section 3.1 (Solicitation Schedule) of the Solicitation remain unchanged and in full force and effect. The City is not responsible for the content of questions and has provided the most comprehensive answers based on interpretation of the questions.

Q 1. Can you provide Attachment A, as soon as possible, in word format so that the forms can be completed and notarized accordingly?

A: The forms are fillable PDF documents; the documents will not be provided in MS Word.

Q 2. What is the total number of positions (staff) at the City expressed as FTE's?

A: 390 full-time employees.

Q 3. What number of FTE positions are unionized?

A: None

Q 4. During the implementation process, how many years of historical data does the City wish to convert from the existing solution into the new solution?

A: FY14 and FY15 actual, FY16 year to date, and FY16 budget.

Q 5. Can you please provide license counts per module. These would be for users that need to enter / edit data in the module. If they require access to multiple modules they would need a license for each module. Modules in use are: Operating (full use), salary position planning, capital, performance measures, read only.

A: See the following module and user counts:

<u>Module</u>	<u>User Count</u>
Operating	45
Salary Position Planning	4
Capital	30
Performance Measures	45
Read Only	0

Q 6. 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.

A: The City does not use an ISP as described, where an entire department's costs are allocated to other departments. However, there are a number of costs which are calculated in total then allocated to individual departments, such as software licenses. The allocation is typically based on employees using the software.

Q 7. Do you want training to be performed onsite or done remotely? Remote (internet conferencing) is becoming more common and is more economical.

A: The City users have a preference for on-site in person training. However, both options will be considered. If both options are available from your company, please provide pricing for both options.

Q 8. Can you provide an overview your general organizational structure – as it relates to budgeting? For example, below is a common organization structure: 10 Divisions 50 Departments 200 Cost Centers (budgeting done at this level, then rolled up)

A: The City has nine (9) departments, 73 activities (cost centers). Some departments have division managers that work on only a portion of a department's budget. I would estimate 20 divisions. Beginning in FY17 the City will show more funds than in the past: General Fund, Capital Improvements Fund and Stormwater Fund (were used in FY16) and the following new funds: Forest Conservation Fund, Homeownership Assistance Loan Program, Equipment Replacement and Vehicle Replacement Funds.

Q 9. The RFP indicates that there is a preference for on-site software. Should vendors who only offer software as a subscription even bother submitting a response?

A: The City is interested in all types of offerings. Our evaluation criteria are as follows:

- ↳ Understanding of the Requirements
- ↳ Software Functionality
- ↳ Implementation Approach and Work Plan
- ↳ Experience and Capabilities
- ↳ Price

If both options are offered, yes we would prefer an on-site solution. However, we are not limiting our selection to those solutions.