



**ADDENDUM #2**  
**REQUEST FOR PROPOSALS**  
**No. 2016-010**

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**Effective:** November 9, 2015

**Project:** Budget Software Solution

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This Addendum is incorporated into and made part of Request for Bids 2016-010. Below are the questions submitted by Bidders and the City's answers thereto for the above named project. 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. What is your ideal start and end time for the RFP process?**

A: Bids are due Nov 20<sup>th</sup>. The City plans to review proposals by December 4<sup>th</sup>. We anticipate inviting firms to interview in early to mid-January, with follow up interviews if needed thereafter. This project may require approval by the Mayor and City Council which takes approximately two weeks.

**Q 2. If you do not have your registration number with the Maryland State Department of Assessments and Taxation to submit with the RFP can you submit that form after the RFP is due? Can the form be waived if you have customers in Maryland?**

A: The City will accept proposals from offerors that are not registered with the State of Maryland Department of Assessments and Taxation (SDAT) at the time of submission, subject to the following:

- a. Such offerors must include a statement in the cover letter of their proposals:  
(i) that confirms they are qualified to bid in the State of Maryland; (ii) that acknowledges they are not currently registered with SDAT; and (iii) that they will be registered prior to the effective date of the contract, if awarded the contract.

- b. If the successful offeror is one of such offerors, it shall submit a completed, signed and notarized Affidavit of Qualification to Propose Form to the City prior to the effective date of the contract and a [Certificate of Good Standing from SDAT](#).

**Q 3. Are any of the user counts duplicative? How many users would be on data contributors and not active editors of the budget?**

A: Yes some accounts are duplicative. The City anticipates in total approximately 45 users. Approximately 37 of these users would be data contributors and the rest would be active editors. The counts provided are estimated user counts. Exact counts will be determined during implementation.

**Q 4. Could you elaborate on Version Control?**

A: Department heads submit requests to Finance and version should be retained and lockable. As Finance, the City Manager, and the Deputy City Manager meet with departments on their requests a proposed Budget is developed. That version needs to be maintained. Changes will occur until between the proposed and final adopted budgets as well, the final adopted budget needs to be locked.

**Q 5. Do you plan on having core teams have any training prior to implementation?**

A: Depends on the solution and how much configuration our staff does vs the vendor. Each bidder should provide the best implementation plan for their solution.

**Q 6. Do you have an idea on how big the core team will be?**

A: Nine

**Q 7. How many end users will there be?**

A: The City estimates a total of Forty-five users.

**Q 8. Will you be sending out attendance list from today's meeting?**

A. No

**Q 9. Will there be different access levels for certain departments?**

A: Yes, most departments should only enter their own requests. Finance, the City Manager's Office, and Information Technology staff will need broader access.

**Q 10. Are you open to a company with custom build solutions vs. off the shelf systems?**

A: Yes

**Q 11. Does the City have a budget dollar amount in mind?**

A: No

**Q 12. How many databases do you have?**

A: Five - CIP, Operating Budget, Human Resources, Parks, Recreation & Culture, and Stormwater. Only the Human Resources database and the Operating budget database are connected for any integration.

**Q 13. What is the City's current Financial System?**

A: Munis

**Q 14. Do you have a go live date?**

A: No, the City understands we will be completing selection process during the FY17 budget process. If the opportunity exists to utilize new system during this year's budget that would be great, if not we would use it for FY18.

**Q 15. What is the total GL Accounts (approximately) ?**

A: Approximately 2,000. Please see budget online [www.gaithersburgmd.gov](http://www.gaithersburgmd.gov).

**Q 16. Is there a financial threshold without going through Mayor and Council approval?**

A: \$30,000

**Q 17. What is the total I.T. Budget?**

A: Budget is available online at [www.gaithersburgmd.gov](http://www.gaithersburgmd.gov).

**Q 18. Is the City accepting of a Cloud based solution?**

A: Yes, please see Addendum 1 question 9.

**Q 19. Is there a published detailed requirements document?**

A: Just functionality as identified in the RFP.

**Q 20. Are you looking to perform both employee and position budgeting?**

A: Our current process utilizes current employees when developing salary and benefit amounts with placeholders for vacant positions. This has worked well in the past for full time positions. Currently for part-time positions departments must generate their own calculation for wages. It may be helpful to be able to handle budgeting for part-time employees at a position level. We are open to multiple methods..

**Q 21. Does the city utilize a forecast process?**

A: Not currently, but may be interested in including in the budget process.

**Q 22. Addendum #1 outlines the number of users per module. Are any of these users active across multiple modules? If so, what is the total number of users across all modules?**

A: Yes, there is overlap between users and their roles. It is estimated the total user count is 45. Some of these users will only need access to one section of the budget software, while others (typically those in finance) will need access to all parts of the system.

**Q 23. The city states they are open to a phased approach. Can you expand on your expectations of what would be live following Phase 1 (ie. Operational budgeting, Salary Planning, etc)?**

A: Because selection process will be ending during budget process if there is opportunity to use new system for this year's budget preparation we would consider phasing this year to use a new system for budget publication. However, that may not

be feasible. We expect each bidder to provide the implementation plan that will best suit their system.

**Q 24. Should training be included in our implementation quote, or should it be quoted separately? How many users will need to be trained?**

A: Please see Page 8 of RFP. Training is listed in the pricing section and should be specifically identified. The City would like training for all end users, please see other questions for user counts.

**Q 25. How many unique reports will be required as part of the solution?**

A: That is unknown at this time. The City budget document will need to conform to GFOA Distinguished Budget Award Program. Since each system may generate reports differently it's unknown how many separate reports are needed. Please see the City's budget document for an understanding of what has been included in the past.

**Q 26. How many physical locations are users located? In other words, how many work sites will services be performed?**

A: The City has approximately 10 locations where users have their primary workstation. Vendors are not expected to travel to all locations. The vendor would provide most services at City Hall. Due to class size, training may occur at the City's Activity Center, which is within one mile of City Hall.

**Q 27. Would you like implementation proposals to be inclusive of travel or will travel be billed separately?**

A: Refer to page 8 of RFP. Travel is separately listed within the cost table. It is expected that bids will be all inclusive.

**~ END OF ADDENDUM ~**