



Addendum No. 1 – March 11, 2022

RFP to for Software and Implementation Services for an Enterprise Resource Planning (ERP) Software Systems Environment

Due Date and Time: Monday, April 11, 2022 by 3:00 pm MT

A Pre-Proposal Vendor Teleconference was held on March 9, 2022 at 2:00 am (MST). The Pre-Proposal Teleconference was facilitated by the City and the City's consulting partner, BerryDunn, and included participation by several City staff. The Pre-Proposal Vendor Conference was held via teleconference.

Attendance at the Pre-Proposal Vendor Teleconference was **not** mandatory.

The following vendors identified themselves as being in attendance via phone:

Company	Representative
ESC Partners	Valerie Ross
ESC Partners	Aditya Menon
HTC Global Services	Mark Hollingsead
InfoLob	Sagar Alaparti
Oracle	Adam Sexton
Tyler	Maddie McCambridge
UKG	Barry Madsen
VertexOne	Craig McCandless
OpenGov	David Jones
OpenGov	Greg Balter
VertexOne	Lauren Haake

Please find below questions received prior to and during the March 9, 2022, Pre-Proposal Teleconference and responses from the City.

- 1) Does the City have any time collection devices installed?

City Response: No

- 2) Best of breed approach: Is the City not interested in awarding to vendors who would partner to create a solution of several different component; for example: HR and Utility Billing CIS?

City Response: The City is open to any partnering

- 3) In the requirements there are several project and grant accounting requirements marked as critical. How critical are they to the City?

City Response: City manages several grants for police and municipal courts. The City would like to be able to do accounting and reporting to external parties in one solution to make the task less onerous.

- 4) Data conversion of AS400 data: Does the City have confidence in preparing the data for moving into new ERP or will city need a lot of assistance?

City Response: The city has access to the data and has discussed options on how they will retrieve data from the current system. There may be challenges, especially with the utility billing module.

- 5) The project timeline is Start Date of June 2022 and Go-live of 2023, was it an assumption the Utility Billing would fall in that time frame?

City Response: The City does not have a preferred Utility Billing date and will work with the awarded vendor(s) on when to schedule implementation.

- 6) Is there an event that is compelling or necessitating the timeline?

City Response: Timing is related to Fiscal year calendar and the City would like to start as soon as possible.

- 7) The current online payment/credit card provider Express Bill Pay; is the City interest in connecting them to new ERP? Is there an appetite to migrate to a payment plan included in response?

City Response: City has signed contract with Xpress Bill Pay, it is currently in progress with the implementation to handle Utility Billing payments. There are several areas throughout the city that accept payments, the City would not exclude other options.

- 8) How did the City determine the estimates for On-Prem or Cloud solutions? What process was used? Was there a formal RFI?

City Response: City would consider both options; On-Prem and Cloud. Historically the City has relied on IT for current system and due to strain on IT resources the City would consider moving to the Cloud. There was no formal RFI process, the City conducted their own research.

- 9) If a vendor doesn't provide an On-Prem solution should they leave that box blank?

City Response: Yes

10) Are there any requirements for customer facing portal? Is the City looking for a customer facing portal?

City Response: The City has contracted with Xpress Bill Pay to provide customer facing portal for utility billing only. The city is open to other solutions.

11) CityWorks is the current provider for asset management. Will service requests still be through a Utility Billing system or will a Utility Billing system pass info to CityWorks?

City Response: Functionally the City would like the new system to integrate with CityWorks.

12) Can you please tell me if the shortlist demonstrations are expected to be onsite or web conference?

City Response: The City prefers in person demonstrations but can accommodate virtual.

Respondents are instructed to return a copy of this addendum form signed by an authorized firm agent as part of proposal responses.

SIGNATURE

COMPANY

DATE