



Questions and Answers to Request for
Proposals (RFP) for:

Enterprise Resource Planning (ERP)
Needs Assessment and Vendor Selection

October 3, 2016

Questions and Answers to RFP

1. Has a time frame been established for the subsequent release of the software RFP?

The tentative date for release of the software RFP is January 30, 2017.

2. Has a funding source for the ERP software been identified? If not, what sources are being considered?

The ERP replacement project is part of the approved Capital Improvement Plan and will be funded by the General Capital Fund.

3. Has an estimated cost for the ERP software been identified?

The City has set aside funding for the ERP Needs Assessment and Implementation project as part of the Capital Improvement Program.

4. Has a project manager been identified?

The Finance Department will take a lead over this City-wide project. The City plans to use a professional consultant to serve as a project manager during the implementation process. The City's Management Analyst will serve as project manager and staff liaison on the City's side.

5. We would like a clarification on the Due Date. On Page 7, Section V. PROJECT CONTACT, it states: "Please provide the information requested by Friday, October 7, 2016 as instructed in SECTION VII and submit it no later than 4:00 p.m." Throughout the RFP document and in Section VII, it shows the due date as "October 10, 2016 Proposals Due (by 4:00 pm)" Can the City please clarify the due date?

The proposal due date is Monday, October 10, 2016.

6. Can the City provide an Org Chart or provide the link to the City's website where we can obtain it?

The City's organization chart is available as part of the FY 2016-17 Operating Budget. The budget may be accessed at the following link (see pages 26 and 51 for organization chart): http://hmbcity.com/index.php?option=com_content&view=article&id=124&Itemid=126

7. Would the City please elaborate on any additional business drivers for this project, beyond what is indicated in the RFP?

The City would like to stress the need for the ERP system to enhance communications between all departmental functions, for example Finance and Human Resources functions to better help the City make personnel changes and communicate those changes efficiently to the Finance team.

8. Would the City please confirm the functional areas to be analyzed as part of this project are those currently served by Harris and listed on page 5? Or, are there other complimentary areas the selected consultant should analyze?

The functional areas to be analyzed are those listed on page five, as well as human resources functional areas.

9. Which Harris ERP product and version is the City currently using?

The City currently utilizes Harris Select Financials.

10. How does the City currently support the Harris ERP system (e.g., City-staff, Harris support, third-parties, or a combination)?

The City supports the Harris ERP system through a combination of City staff and Harris support.

11. Does the City need an assessment of their IT Departments ability to support ongoing City Services including an implementation of a new ERP system?

The City will not need an assessment on the ability to support ongoing City services or the implementation of a new system. We will, however, include our IT provider, Stepford, in the preliminary discussions and/or the interview of vendors to identify systems that we can support.

12. Does the City have particular additional enterprise or department software applications that will be expected to interface with the future ERP system? If so, what are they?

As part of this ERP project, the City is looking for selection and implementation of a permitting software. If the selected ERP solution is able to address all City needs listed in the RFP and identified as part of the needs assessment, there will be no additional integration required.

Additionally, the City would like to improve internal use of data stored in web-based software (CalOpps, myCalPERS, BAERS, ICMA-RC 457 Plan).

13. Would the City consider a cloud based ERP solution or only on premise?

Yes, the City will consider a cloud-based ERP solution.

14. Does the City desire status reports as part of this project? If so, at what frequency? (i.e., monthly, bi-weekly)

Monthly status reports will be preferred.

15. What is the selection consulting budget?

The needs assessment and selection consulting budget is included in the total estimated cost of the ERP project.

16. The RFP states that Greenvue is in use for Code Enforcement and Plan Review. Is Greenvue also in use for Permitting and Inspections? If not, could the City provide the software that is currently in use for Permitting and Inspections?

Staff primarily use GreenVue to track Building and Planning Permits, Building Inspections, and Code Enforcement cases. Currently, it is the only application in use for permitting and inspections. GreenVue also has the capability to produce monthly and annual building activity reports.

17. Can you provide additional information on the CCSLIB modules?

The City has not used the CCSLIB Module since we upgraded from the payroll CCSLIB module in 2003.