Request For Proposals

Advisory Services for ERP Selection and Implementation
Addendum #1

Prepared by the Daly City Finance and Administrative Services Department

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Vendor Questions

1. Page 6: "Enclose a cover letter not to exceed one page, describing the firm's interest and commitment to perform work necessary to provide consulting services for a <u>preliminary engineering study</u>." Is the phrase "preliminary engineering study" a typo (e.g. leftover from a prior RFP), or is Daly City looking for that as part of the advisory services for ERP selection and implementation?

    The underlined portion in your question is a typo that was left over from a prior RFP. This is not something we are looking for in our Advisory Services for ERP Selection and Implementation.

2. Is there an estimated budget for this project? A) Advisory Services and B) ERP Software & Services Purchase

    No, we do not have an estimated budget for either the advisory services or the ERP Software & Services Purchase. For some reference, we are in part following the model initiated by the City of San Mateo approximately two years ago to replace their ERP system. There are some similarities between the ERP needs of our two jurisdictions, although our scope of work is narrower than their scope of work for this project.

3. Presuming that the successful consultant can comply with both City and its own organization's COVID policy/protocols, does the City have any preference if project activities are be performed in person versus remotely?

    No, there is no preference in Daly City for in person consulting services versus remote. City Hall in Daly City is still closed to the public and many staff are still working remotely. However, Finance staff has worked in the office the majority of the pandemic due to the limitations of our current financial system and in house processes.

4. Who are the members of the City's evaluation team for this RFP?

    The four members of the City's evaluation team for this RFP include the Finance Director, Deputy Finance Director, Financial Services Manager and Senior Applications Analyst.

5. Is the City open to an approach where "Task #4 – Develop an Action Plan to Implement Solution" is performed in concert with "Task 2 – Needs Assessment/Gap Analysis"? We see these tasks as complementary and could be combined into one document.

    Yes, we are open to this approach as part of the response to the RFP.

6. The appropriate level of implementation assistance will vary significantly based on multiple factors, such as the system selected, project timeline, availability of staff, and more. This is typically best defined once the final solution has been selected. Would the City accept a cost range for this task?

    Yes, a cost range for implementation assistance is acceptable as a response to Task #7.

7. Can you please confirm the proposal submission requirements? Are proposers required to submit four printed proposals (three copies, one original signed) as well as one emailed copy?

    Correct. A total of four printed copies (3 copies, 1 original signed) and one emailed copy is required.

8.   Does the City have a budget for this initiative? If so, would the City please share it?
     No, we do not have an estimated budget for either the advisory services or the ERP Software & Services Purchase. For some reference, we are in part following the model initiated by the City of San Mateo approximately two years ago to replace their ERP system. There are some similarities between the ERP needs of our two jurisdictions, although our scope of work is narrower than their scope of work for this project.

9.   With regard to implementation task number 7, does the City anticipate the selected vendor to be on-site to assist with implementation activities?
     I don't know the answer to that question at this point. It will partly depend on the ability to conduct the outlined scope of work remotely or on-site. As mentioned in the response to Question #6, a cost range is acceptable in answer to Task #7 and that range could include a variety of remote to on-site services to assist with implementation activities.

10. As it relates to Section 4. Proposer Qualifications – 12-point font size requirement, would the City consider smaller fonts for tables, figures, and graphics?
     Yes, that is allowable.

11. As it relates to Section 4. Proposer Qualifications – 30-page limit, are the following items included in that page limit?
     a. Cover page
     b. Cover letter
     A cover page is not included in the page limit, but the cover letter is.

12. Does this work preclude us from the ERP (technology) implementation work?
     The City expects that the consultant chosen for the advisory services would not be eligible to apply to the eventual RFP for the ERP replacement itself. However, as listed in Task #7, some assistance with implementation on behalf of the City should be proposed as part of the scope of this RFP.

13. Would the City consider waiving the hand-delivered submission requirement?
     The four printed copies of the proposal can be submitted by mail but do need to arrive to the City by April 4.

14. Does the City require support throughout the RFP lifecycle (i.e., evaluate proposal responses, running vendor demos)?
     Yes, the RFP requests that proposers submit a scope of work that includes support throughout the RFP lifecycle as discussed more in Task #5 thru Task #7 of the RFP.

15. Does the City have an identified budget for this RFP?
     No, we do not have an estimated budget for either the advisory services or the ERP Software & Services Purchase. For some reference, we are in part following the model initiated by the City of San Mateo approximately two years ago to replace their ERP system. There are some similarities between the ERP needs of our two jurisdictions, although our scope of work is narrower than their scope of work for this project.