

CITY OF TUCKER

ACKNOWLEDGEMENT RECEIPT OF ADDENDUM #1 RFP #2018-006 Enterprise Resource Planning (ERP)

Upon receipt, please print for proposal and email or fax receipt of this page to:

City of Tucker Procurement

Fax: 470-719-8229

Email: procurement@tuckerga.gov

I hereby acknowledge receipt of documents pertaining to the above referenced RFP.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

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SIGNATURE

DATE

ADDENDUM #1

Questions and Responses for City of Tucker ERP RFP # 2018-006

1. How many full-time employees does the City have and how many w2s did you issue in 2017?
 - a. The City has very few actual w2 employees (fewer than 10). Tucker is a Public Private partnership where all City services are performed by contractors. There are currently +/- 40 contract positions at the City. The breakout by department for user counts is as follows.
 - Administration & Finance – 11
 - Community Development - 14
 - Building Inspections and Permits – 3 (of the 14 above)
 - Parks and Recreation – 8
 - IT & GIS – 3
2. How many users would you expect using the system, and specifically how many using the Community development/Building permits module?
 - a. See question 1.
3. According to your 2018 budget (<http://tuckerga.gov/wp-content/uploads/2017/07/Approved-Budget-Fiscal-Year-2018.pdf>) the total is just of \$7 Million. Can you share a budget range of what you expect to spend on this project? \$0-\$500k? \$500k-\$2M? Over \$2M? I ask this as your requirements look quite robust with the bulk of the cost residing in the implementation and integration costs. It would be very helpful to understand your budget as it may not be feasible to for us to participate depending on your answer.
 - a. The City has not published a budget range for the ERP project. The City is new (2016) and not all the requested functionality or modules are needed immediately. As the City grows its service offerings, additional departments and staff will be added. Software modules will be added and implemented to support this growth. Tucker wants to know how each vendor's solutions will support this phased growth and have budgetary pricing for the full suite of products to support it. Proposed pricing for the functionality listed in the RFP is requested, but the vendor may include language to account for future pricing changes for modules not purchased in 2018.
 - b. The first two departments to be deployed will be Finance and Community Development (to include Planning & Zoning, Code Enforcement, Building Inspections and Permitting.) The City has requested an implementation schedule that has these two departments live before December 2018.
 - c. Support for Courts and Parks and Recreation is also in the immediate future but viable temporary (to potentially longer term) solutions are in place or available for these two departments. The temporary solutions are: Courts – Courtware, Parks & Recreation – eTrak.
4. Will the organization allow us to bid solely on the time & attendance requirements of this project? How many employees will require access to the Employee Self-Service component of the new ERP solution, for licensing purposes?

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- a. The vendor can propose standalone solutions. They will be considered within the scope of the requested global municipal ERP. Best of breed solutions may be desired or necessary if the primary solution is missing critical functions but the more global solution will be selected and evaluated first.
 - b. See question one for user counts and Tucker's unique staffing model.
5. Is the city currently billing for utilities?
 - a. The City is NOT currently billing for utilities but there may be a requirement for this in a future phase. Please provide functionality with billing and implementation models for evaluation and budgeting.
 6. How many direct employees might the City be supporting for Payroll and HR?
 - a. For planning/proposal purposes use a max of 20.
 7. How many staff are in the Community Development Department? Of that number how many are Building Dept. only?
 - a. See question 1
 8. What is the City's current operating budget?
 - a. \$7M
 9. Document management – should it be included in the response?
 - a. Yes – and the functionality will need to be included in an early phase.
 10. Does the City want a hosted or onsite solution?
 - a. There is not a preference, but the City does require the technology plan and requirements necessary to support the vendors proposed solutions.
 11. Are the City's GIS staff and services running ESRI?
 - a. Yes, all GIS services are based on the ESRI product suite.