



WASHINGTON COUNTY, ARKANSAS Purchasing Department

9/25/2018

Addendum 2

RFP 2018-06 Integrated Finance Software

Responses in blue

Finance/Human Resources solution questions

1. Is Washington County, AR working with a Consulting Group for this RFP? If so, can you please disclose which one you are working with?

No

a) If a Consultant is being leveraged, is the County using their language throughout the published RFP Document(s) (i.e., format, context, etc.)?

N/A

b) Would this Consultant also be used if you decide to go to RFP?

N/A , decision will be based on the highest grade average, considering the responses to the packet.

c) If a Consultant has not been used for this RFP, has your agency created the RFP "in-house" or have you leveraged other agencies' documentation?

No, the information was utilized by Washington County departmental participation.

- If so, can you please disclose which agency's documentation is being utilized?

N/A

2. Prior to issuing your RFP, was your agency engaged with software vendors that have ERP solutions?

Yes, we received a quote from Superion

a) Did these vendors participate in product demonstrations or pre-RFP meetings with any project stakeholders?

Yes, we were presented One Solution, a product of Superion

b) If so, can you provide a list of vendors that have already been working with staff up to this point?

Superion

c) If vendors have participated in pre-RFP meetings, demonstrations, etc. with key project stakeholders, have these vendors also provided the agency with budgetary proposals and/or costs for their respective solution(s)?

Only what was provided in the 2017 quote

3. To that end, does your agency already have an approved budget for this project moving forward?

This amount will be requested in the approved 2019 budget.

a) If so, can you please share any anticipated budgetary requirements to responding vendors or expectations?

N/A

b) Also, would you know if the project's budget will be funded from one Fiscal Year period or multiple FY's?

One

c) Will this be a Capital Improvement Project? Enterprise Funds, etc.?

The County considers \$5,000 or greater a capital purchase.

d) If a budget is already established, can you advise as to which Department(s) are actually funding the project (i.e., is this an IT Directive, Finance Department, Economic Development, Grants, etc.)?

This has not been determined yet.

4. Other than Alisha Willett, Purchasing Manager, would you be able to share or identify key stakeholders (name, title, and department) that will be responsible for evaluating this RFP?
The departments and end users will be a part of the grading team.

5. We have both a Premise-based (onsite), and an ASP/Hosted solution. Is your Organization open to both Premise and ASP/Hosted?

a) If interested in both, is there internally a preference?

The County will procure an on premise solution, where which all clients are browser based. All processing will be from the host.

6. Throughout the RFP document(s), you have integration between the Finance modules and a Court Order Management system.

a) Can you please expand on what Court Order Management solution is in place at the County today?

See addendum

b) Does integration exist today between this system and your current IFAS Solution?

No, this is not a part of our current solution

c) Will that Court Order System remain in place after your ERP replacement solution has been selected?

No

7. Reporting seems to be a large component of what you are looking for in the new solution. Will you need extensive capabilities in creating Ad-Hoc reporting, dashboards, and other analytical details from your software solution(s)?

Yes

8. The RFP requests multiple references from different categories, e.g., Human Resources clients, Procurement clients, Finance Management clients. Can the same reference be used multiple times if that client satisfies multiple requirements?

Yes, a reference vendor cannot be duplicated within the same category. Two references from them same company cannot be listed in the same reference section.

Third-party time and attendance solution partner questions

1. Does the County have a preference between a SaaS or a locally-installed solution?
An on premise browser-based solution is needed, in addition to at least 6 locally –installed timeclocks.

2. How many time clocks does the County estimate they will need?
A minimum of six are needed.

3. What type of clocks does the County wish to implement (PIN, Badge, Biometric)?
Currently PIN and badges are utilized. However, the County is not opposed to a biometrics.

4. If badges, do the employees currently carry an access control or ID card? If so, is there an identifier on the card, such as a barcode, mag strip, or proximity chip?
Yes, mag strip and proximity chips are being utilized.

5. How many of the 1,500 employees indicated are seasonal and what are the times of year they are active?
The months of October through November are the peek months of activity for part-time employees.

6. Will the County Sheriff's Department be tracked with the time & attendance system? If so, what are their scheduling requirements?
Yes, attendance will be tracked 24 hours a day 365 days a year. However, time is not scheduled in advance.