



El Paso County
Contracts and Procurement Division
15 East Vermijo Avenue
Colorado Springs, Colorado 80903
REQUEST FOR PROPOSALS RFP #23-047
Addendum #1 – April 3, 2023

**THIS ADDENDUM SHALL BECOME A PART OF THE SOLICITATION
AND MUST BE ACKNOWLEDGED**

**Request for Proposals RFP-23-047 – Enterprise Resource Planning (ERP) Consulting Services - dated
March 16, 2023**

CLARIFICATIONS:

The question period has now closed. The Fee schedule has been updated and Consultants shall be required to use the updated Fee Schedule dated April 3, 2023.

The following term “23. **METHOD OF PAYMENT - PERIODIC INVOICES FOR COMPLETED SERVICES:** The successful Consultant shall submit an invoice to the County's Project Manager. The invoice shall reference the appropriate Purchase Order number, the service address(s), a detailed explanation of the work that was performed at the location, and, if applicable, the model and serial numbers of each piece of equipment that was serviced and/or repaired by the Consultant in conjunction with the corresponding invoice. The periodic invoices shall not exceed thirty calendar days from the date of the service. Under no circumstances shall the invoices be submitted to the County in advance of the service being performed,” shall be replaced with “**METHOD OF PAYMENT - PHASED PAYMENTS FOR WORK COMPLETED:** The County shall provide partial payments for work completed by the successful Consultant during various phases of the work assignment. The County and the successful Consultant shall negotiate the percentage or component of completed work which corresponds to the acceptable payment schedule after the Response has been evaluated and the successful Consultant has been determined. The Consultant shall provide a fully documented invoice to the County's Project Manager. The invoice shall identify critical, descriptive data including, but not limited to, the Purchase Order number, the service location(s) and time and materials provided to the County. It shall be understood that such invoices shall not be authorized for payment until such time as a County representative has inspected and approved the completed phase of work.”

El Paso County will only accept electronic bid proposals submitted through the Rocky Mountain E-Purchasing system. A Submittal Log will be posted after the County has had an opportunity to review and verify the submittals offered to the County.

The original Offer must be received before the due date and time through electronic package through the Rocky Mountain E-Purchasing system. The Consultant is responsible for ensuring their proposal is posted by the due date and time outlined in the solicitation document.

If the submittal arrives late, it will not be included in the electronic lockbox.

ADMINISTRATION:

- The question period has expired
- Responses should follow the Response Format on pages 22-23 and include all responses to all mandatory requirements.
- We will be verifying submittals include the following:
 - Signed Cover Sheet from this Solicitation
 - Consultant Information Form
 - Response Format (Attachment C)
 - Proprietary / Confidential Statement
 - Signed copies of any addenda issued regarding this Solicitation
 - W9 Documentation / Universal Entity Identifier (UEI) Number
 - Exhibit 1, 2, 3, 4, and 5
 - Proof of SAM.gov eligibility (certificate of good standing)
 - Fee Schedule

If a submittal is missing any of the above-mentioned documentation the submittal may be returned to the consultant as non-responsive and be deemed ineligible to participate.

RESPONSE TO QUESTIONS:

Q1. Is this a new initiative? If not, please provide the names of the current consultant(s) providing the services.

A1. This is a new initiative

Q2. Can you please let us know the previous spending of this contract?

A2. Previous budget will not be disclosed.

Q3. Please confirm if we can get the proposals or pricing of the incumbent(s).

A3. There are no incumbents.

Q4. Are there any pain points or issues with the current consultant(s)?

A4. We do not currently have a consultant providing the services requested in the RFP.

Q5. Please describe the key reasons why County's recent similar RFP 23-029 for ERP Consulting Services was cancelled.

A5. The County found that it was in the best interest of the County to re-issue the solicitation to reach a larger consultant pool.

Q6. Please confirm the anticipated number of awards.

A6. The anticipated number of awards will be one consultant.

Q7. Please provide a brief overview of the recent changes to the County's perspective of the needs of an ERP Consultant since RFP 23-029 was issued.

A7. There was only one change made to the document on page 9 for the Term of the Contract. The term of the contract now goes through December 31, 2024.

Q8. When will the bidder's conference for this effort be held?

A8. There will be no pre-bid conference.

Q9. Are any County functions or departments out of scope for this ERP initiative?

A9. The functions are listed in the solicitation. All departments are in scope.

Q10. Have any details been determined for the implementation plan, i.e. whether HR/payroll be rolled out prior to financials or both at once, or will this be up to the consulting firm to help determine?

A10. The firm will help inform those decisions.

Q11. This section mentions decision making through predictive analysis, and the FAQs on Page 24 mention that a risk register should be added. Does the County want risks typically seen in the industry, or County-specific risks observed during the engagement as well?

A11. Both risks should be considered. The most relevant risks are those discovered through the work asked for in this engagement.

Q12. Can the consulting firm recommend additional areas in scope or allow for the discovery of these with County staff during the assessment? These can typically be incorporated to design at no additional cost.

A12. Yes the County is open to recommendations.

Q13. Does a current chart of accounts diagram exist and if so, how is this constructed now?

A13. Yes the current ERP uses the Business Unit Object Subsidiary format for account numbers. The Business Unit is the where and the Object is the description of the transaction. Lastly, the Subsidiary is the expanded description of the object account. A level of detail (LOD) is assigned to each account to control how amounts are rolled up, or summarized into a balance for reporting purposes. A model chart of account exists with a complete list of accounts. The Business units' charts are created from this model with the specific accounts needed.

Q14. The County mentions future state design for the Chart of Accounts. Is future state design needed for any further area of the assessment. If so, which?

A14. Future state will be part of the implementation project. The County is seeking an evaluation of the current chart of accounts and recommendation for a redesign as part of the implementation project future state.

Q15. Is there a desire to implement an enterprise ERP solution, or is the County open to software solutions that may be a best fit in the CRM and Case Management spaces as well? If so, would the County want technology marketplace assessments for these systems as well?

A15. The County is only interested in the capabilities or lack thereof in the ERP software for CRM and Case management and a comparison of the gaps between the ERP and capabilities of a fit for purpose CRM and Case Management solution.

Q16. Does the County currently host all ERP systems on-premises? Does the county maintain its own Disaster Recovery system and location(s) as well?

A16. Yes the County currently host all ERP systems on Premise and the County does maintain its own Disaster recovery system.

Q17. The County requests that the consulting firm "c. Provide a Consultant list that includes major ERP solution Consultants in the market." Does the County also want both a list of solution integrators and a list of major ERP solution consultants in the market?

A17. Yes the County is looking for both a list of solution integrators and a list of major ERP solutions consultants in the market.

Q18. What is the County project manager, sponsor and key stakeholder's level of comfort with the project being managed remotely? Would it be ideal to have key stakeholder interviews and executive briefings onsite or can these also be remote?

A18. The County is working in hybrid model now. The contractor should plan on a hybrid approach to the project as well with some on-site visits and some remote work with the larger portion being remote work. The specifics will be worked out in the beginning phases of the project planning.

Q19. Are the RFP respondent evaluation demonstrations planned to be onsite or remote?

A19. Remote demonstrations will be allowed.

Q20. The County requests that the consulting firm "a. Assist County Procurement Team with the development of an RFP document by providing a clear and detailed scope of work and evaluation that captures the County's desired approach for implementing a new ERP solution." Does the County want just the Scope of Work and requirements and evaluation documents for the RFP, or a completed bid package, including solicitation instructions, attestation forms, submission requirements and sample weighting and scoring information?

A20. The County wishes to take a collaborative approach to the creation of the RFP. All work products, templates and samples are helpful, but the final solicitation will be the County's decision.

Q21. The RFP mentions 8.5 x 11 paper submission, but then refers to Rocky Mountain E-Purchasing for submission. Can the RFP submission be electronic only through the Rocky Mountain E-Purchasing system?

A21. Per page 9 of the solicitation, El Paso County will only accept electronic bid responses submitted through the Rocky Mountain E-Purchasing system.

Q22. The County mentions that integrated State software is out of scope. Are there any additional third-party integrations which are in scope that are not mentioned in the list of software on Pages 18 and 19 that should be considered?

A22. The County is aware that additional integration requirements may be discovered during the project.

Q23. Should a total cost of ownership analysis be included in pricing for this assessment, or can pricing for this a TCO effort be listed as optional?

A23. It can be listed as optional. Make sure the pricing options are crystal clear.

Q24. Can the consulting firm submit fixed fee bids for each of the Phases of this assessment?

A24. Yes, the County will accept time and materials or fixed fee bids for consideration.

Q25. Should the consulting firm submit any redlines for the Agreement for Services along with the RFP response?

A25. Yes all contract exceptions should be included with the firms proposal.

Signature below indicates that applicant has read all the information provided above and agrees to comply in full. This addendum is considered as a section of the Request for Proposals and therefore, this signed document shall become consideration and fully submitted with the original package.

PRINT OR TYPE YOUR INFORMATION

Company Name: _____ Fax: _____

Address: _____

City/State/Zip: _____

Contact Person: _____

Title: _____

Email: _____

Phone: _____

Authorized Representative's Signature: _____

Date: _____

Printed Name: _____

Title: _____

Email: _____

Phone: _____