City of Dunwoody
Purchasing Division

Warren Hutmacher   **Ken Wright**
City Manager   **Mayor**

ADDENDUM NUMBER 3

RFQ 09-175
Dunwoody Finance Software

To All Prospective Vendors:

To follow is Addendum Number 3 for Finance Software. Be sure to include this addendum, completed and signed, with your RFQ.

Question:

1. The document received being in PDF format will not allow our firm to enter responses into the sections of Scope of Service and System Specifics. Would it be possible to receive the document in a format (Word/Excel) that would allow us to compile a Professional-looking response to the City's Request for Qualifications?

Answer: Yes

2. During our review of the RFQ document we notice there is a section dedicated to requirements for "Court" (Items CT1 - CT33). It is our understanding from review of the City's website that there was a recent award to Courtware Solutions for Municipal Court Software. Is there still a need for the functionality defined within Items CT1 – CT33?

Answer: Yes

3. Has the City of Dunwoody seen and/or evaluated software solutions for the functionality defined in this RFQ prior to the release of this document?

Answer: No

4. Is an approved budget for this project?

Answer:
There is $240,000 over three years for the financial management system. There is
also $50,000 over three years for a court system to integrate with the financial
management system and the Police records management system.

The first year allocation is $80,000 for the financial management system and $17,000
for the court system. Courtware is paid for by surcharges so the court software
budget is available.

5. I have reviewed your RFQ and had one question at this time. How many Concurrent
Users do you anticipate your organization to need to have access to the system?

Answer: No less than fifteen concurrent users.

6 Would the City of Dunwoody consider a system that only provides procurement
(Vendor Management, Purchase Order & Encumbrances, and Settlement) but would fully
interface with a financial system?

Answer: The City would consider a joint venture proposal with a prime contractor
and a subcontractor. While the City could potentially award the contract to a
company that did not provide *all* of the requested modules, it would *not* award the
contract to a company that provided only the procurement module unless it was a
joint venture with another company to fill the gap.

7. Is City of Dunwoody (COD) planning to host Hardware/Software in-house OR with
3rd party?

Answer: In House

8. If hosting in-house, will COD procure proposed hardware under a separate PO OR
requires vendors to include the H/W quote in the current proposal?

Answer: Vendor's may propose cost for hardware. This cost will have no factor in
the evaluation.

9. Is there a preferred Hardware vendor, Operating System etc. Will the City accept
recommendations from bidders on Operating System and Hardware?

Answer: Open to all hardware & software applications

10. Please provide approximate conversion volumes for each of the following? GL Balances, Suppliers, Open POs, Open Payables Invoices, Customers, Open Receivable Invoices, Number of Fixed Assets, Number of historical court cases, Number of open Work Orders, Number of Projects?

Answer: For the CONVERSION only:

GL Balances less than 500
Open Payables – 0
Open Receivables – 0
Number of historical court cases approx 900 per month beginning in Feb 2009 – 10,000 by end of December
Number of suppliers – less than 300; number of vendors (including refunds) – 750
Number of customers – less than 300
Number of work orders – 0
Number of projects – 3
Fixed assets – unable to determine at this time – 10,000 +
Open PO's – less than 50

These numbers do not refer to expected transaction volumes.

11. Please provide number of Banks liaison with for disbursement? One? Besides Positive Pay are you envisioning to use ACH/EFT Payments for vendors/employees T&E?

Answer: 1 Bank and Yes for ACH/EFT

12**.** Please provide number of Banks liaison with for cash receipts? Are you envisioning to use AR automatic lockbox?

Answer: No

13. Can it be assumed that payroll data will be entered manually in GL? OR Are you envisioning an automated interface with your payroll provider?

Answer: The City envisions an automated interface

14. Are you using Credit Card Payments today? Plans for future?

Answer: Yes

15. Is the Chart of Account firm OR there any plans to re-engineer it?

Answer: Firm, the City intends to use the chart of accounts by DCA

16. Can it be assumed that all work will be performed at Dunwoody, Georgia location?

Answer: Yes

17. Some of the conversion and interface development work may be done remotely from our delivery centers in Pune, India. Will remote connectivity be provided? Do you foresee any issues with performing work from India?

Answer: Yes, The proposal should detail your conversion process and the city will evaluate based on its merit.

18. Please provide the expected transaction volumes per month for the following objects:

    New Customers
    New Customer Addresses
    New Customer Contact/Phone/Email Addresses
    Number of AR Invoices
    Number of AP Invoices
    Number of Court Cases
    Number of Order Lines
    Number of Order/Invoice Lines from Court Cases
    Number of Payables Invoice Lines
    Number of New Vendors
    Number of Purchase Requisition Lines
    Number of Project Lines Created
    Fixed Assets Created
    Number of Work Orders

Answer: Number of Customers cannot be determined because we do not have a clear definition of "Customer" as it is used by your software.
AR Invoices – 0
AP invoices – 200-250 per month
Number of Court Cases -900-1000 per month
Number of order lines – cannot be determined
Number of payables invoice lines – cannot be determined, average 1-2 per invoice
Number of new vendors – depends on how your system handles refund vendors, 3-5 new suppliers per month, 10-20 refund vendors per month
Purchase requisition lines – cannot be determined – average 1-2 per requisition
Number of Project lines created – cannot be determined
Fixed assets created – cannot be determined. City will add all infrastructure assets in FY2009.
Number of work orders – we do not use a work order system at this time.

19. Please provide the total number of users per Application Area:

Financials (named users in General Ledger, Payables, Receivables, Fixed Assets, Budgeting, Cash Management. If a user uses more than one application, count as a single user)

    Projects
    Purchasing (buyers, PO approvers)
    Purchase Requisitions (number of users generating purchase requisitions)
    Court Case Management
    Permits and License Management
    Work Orders

Answer:

Projects = 3
Purchasing =2
Purchase Requisitions = 10
Court Case Management = 5
Permits & License management = 6
No Work Orders

20. What is the code/key for Section III?

Answer:

Y = Feature is provide "out of the box" and is available in the proposed software release
F = Feature is expected to be available in the next future release (define time frame)
C = Feature can be provided – Configuration required without changes to source code
S = Feature can be provided – Customization of source code required (respondent must include the estimate cost for customization)
X = Feature can be provide – Conflicts with other requirements (respondent must provide explanation)
T = Third-party software required (respondent must provide explanation)
N = Feature not available

21. Explain electronic bill payment options and positive pay file generation?

Answer: This would vary by proposer. We are looking to see how each proposal will address these issues.

22. What is the start date for this Project Plan?

Answer: Our intent is to start this summer once the contract has been executed.

23. Question GL 54 Permits & Inspections Interface – Is this interface for a Permits & Inspections system currently installed at the City? If so, what system is it?

Answer: This should be for the module to be specified in the proposal

24. Question AP 42 – Does the City want to continue printing on non laser printers?

Answer: No

25. Question WO 13 – Be able to assign material costs from the inventory module and PM Interface with Inventory– Does the City want an Inventory module included in the RFQ response or is there an existing Inventory module that an interface should be quoted for?

Answer: The original RFQ included an inventory module that was later removed.

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFQ.

City of Dunwoody – Purchasing Division
Dunwoody City Hall
41 Perimeter Center East Suite 250
Dunwoody, GA 30346

I hereby acknowledge receipt of Addendum 3 and have incorporated the changes into my RFQ response for the abovementioned bid.

COMPANY NAME: _____ CONTACT PERSON: _____

ADDRESS: _____ CITY: _____ STATE: ____ ZIP: ____

PHONE: _____ FAX: _____ EMAIL ADDRESS: _____

SIGNATURE: _____   DATE: _____