

City of Milford, DE

ADDENDUM #2

RFP 2020 - 12 - ERP System Selection

January 7, 2021

The following changes/clarifications have been made to the original request for proposal.

1. The deadline for the proposal submissions has been extended by one week to Tuesday, January 26th at 4:00 pm ET. The remaining schedule has been adjusted as follows:

<i>Milestone</i>	<i>Updated Timeframe</i>
RFP issuance	12/08/2020
Vendor pre-proposal meeting	1/6/2021
Second vendor pre-proposal meeting	1/12/2021 at 10:00 am ET
Deadline for clarification questions	1/12/2021 at 4:00 pm ET
City distributes final responses for Vendor RFP clarification questions	1/14/2021
Vendor proposals due	01/26/2021 at 4:00 pm ET
Notification of demonstration dates	2/9/2021
Demonstrations of software	2/22/2021 – 3/11/2021
Site Visits and other due diligence	March and April
Contract negotiations and award	April/May

2. Due to the holidays and COVID-19 issues, the City of Milford will hold a second mandatory pre-proposal meeting on Tuesday, January 12, 2021 at 10:00 am ET, for those unable to attend the first meeting. However, all interested vendors are welcome to attend.

Please click the link below to join the webinar:

[https://urldefense.com/v3/_https://zoom.us/j/91923509983?pwd=T3Rwa2E2NUVIV0ovVURQMzJTQWpRdz09_!!O1mrbqgG7D6s!cfKWEtWQe2481hc2FR7EA4ncm-hodAGHZ0t0SVBDxn2GHznDajEW8RdY2n2Nj9VnSYr8Tg\\$](https://urldefense.com/v3/_https://zoom.us/j/91923509983?pwd=T3Rwa2E2NUVIV0ovVURQMzJTQWpRdz09_!!O1mrbqgG7D6s!cfKWEtWQe2481hc2FR7EA4ncm-hodAGHZ0t0SVBDxn2GHznDajEW8RdY2n2Nj9VnSYr8Tg$)

Passcode: 177552

3. To confirm, there are 4 lines of business that are in scope. Vendors can respond to 1 or multiple lines, but must respond to the entire scope within a chosen line of business. See section 1.6 of the RFP for additional detail.

4. **Question:** “Would you be interested in a proposal for using HR-related services through ADP or will all HR-related functions be managed through the ERP software?”

Response: *HR, Payroll and Time & Attendance are being looked at as one line of business. A response should include a solution to all 3 sections, be it with a single solution or multiple integrated solutions.*

5. **Question:** “Please confirm that payroll is processed on a bi-weekly basis. How many employees should we include as being the average number paid each pay period?”

Response: *Payroll is processed bi-weekly. In the current year, the highest number of employees being paid in a given period was 144.*

6. **Question:** “T&A: ADP is currently used by one of your departments. Is the intent to offer automated time collection for most or all departments? If so, what is the estimated number of employees that will be using the time collection system each month?”

Response: *The number of employees using T&A depends on whether we integrate the module with exempt employee leave activity, which has yet to be determined. Currently, we have a split of just under 100 permanent non-exempt and 30 exempt positions, with the balance of those being paid per meeting schedule (council and committee members), for whom the T&A system will not be implemented. Therefore, the estimated number of employees using the system each month is expected to be 100-130, with flat to modest growth in the years to come.*

7. **Question:** “Good morning, I hope you’re well. We began reviewing your RFP and after reviewing, we’re confident that we can handle all of your needs from the HCM (HR, Time, and Payroll) side, however, it appears that you have many requirements that surround the accounting/finance side that may be a better fit for a full-blown ERP system. I wanted to confirm with you that you are more in the market for an ERP system that manages your entire HR/Payroll & Finance/Accounting system in a single service?”

Response: *HR, Payroll and Time & Attendance are being looked at as one line of business. A response should include a solution to all three sections, be it with a single solution or multiple integrated solutions. Other areas being addressed and evaluated separately as outlined in the RFP. Vendors are encouraged to respond to any and all lines of business, as we are looking for the best product to meet our needs in each functional area, so we are strongly considering all individual responses for each line of business.*

8. **Question:** “I’m wondering if the city will be considering RFPs for best of breed SaaS platforms for just procurement, AP, and supplier contracts and payables that integrate back to an ERP. Our solution works alongside the ERP to extend the capabilities of the aforementioned processes. If you could clarify, I’d greatly appreciate it.”

Response: *The City is interested in best of breed, however for a response to be considered, it must fully meet the aspects outlined in the RFP, including the ability to address a line of business as outlined. With regards to the specific platforms mentioned in your question, a response must address*

all aspects listed under the Financial Application Software section, be it with a single solution or multiple integrated solutions.

9. **Question:** Will demonstrations be handled in person or virtual?

Response: *Demonstrations will be handled virtually.*

10. **Question:** What is the estimated time of decision after demonstrations?

Response: *See Item #1 on page one for current timeline.*

11. **Question:** How many employees do you currently have?

Response: *The current count varies per payroll, as council and committee members are paid monthly while employees are paid bi-weekly. In 2020, the highest number of employees paid in a single pay period was 144.*

12. **Question:** Is payroll weekly or bi-weekly?

Response: *City payroll is processed on a bi-weekly basis.*

Any bid received after stated closing time will be returned unopened. If bids are sent by mail to the purchasing manager, the bidder shall be responsible for actual delivery of the bid to the purchasing manager before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of the City beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be returned unopened.

*****THIS ADDENDUM MUST BE RETURNED WITH THE ORIGINAL BID *****

PLEASE COMPLETE THE INFORMATION BELOW:

SIGNATURE	DATE
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PRINTED NAME	TITLE
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COMPANY

MAILING ADDRESS

PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
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