



CITY OF GROVELAND

INCORPORATED 1922

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RFP 19-IT-004, ERP System Selection

ADDENDUM #2

Subject: Questions and Answers

Date: January 10, 2020

ALL SUPPLIERS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING BELOW AND
SUBMITTING THIS EXECUTED DOCUMENT WITH THE PROPOSAL.

Suppliers are hereby notified that this Addendum shall become part of the submitted proposal and the subsequent documents, if applicable.

The following items are issued to add to, modify, and clarify the RFP and all associated documents. Proposals shall conform to the additions and revisions listed herein. These items shall have full force and effect as the RFP and all associated documents.

Company Name: _____

Address: _____

Phone Number: _____

Email: _____

Authorized Signature: _____

Printed Authorized Name: _____

Questions and Answers:

Question 1: On page 27, section 10 of the RFP you list three weeks for choosing possible available dates for on-site vendor presentations. Please provide any additional weeks that may be available past the listed dates in the RFP, if at all possible at this time.

Answer 1: The Initial 3 weeks in February dates will be to provide the City a reasonable detailed overview and demonstrations of the products. Dates for the Week of February 24 may also be provided as additional times in which on-site presentations may be made.

Question 2: Please provide additional details regarding the RFP and on-site dates. Are you requesting a 4 day long demo from desired vendors or are the 4 days as options for what you are expecting to be 1 to 2 day long presentation? Would the week of February the 24th be an options.

Answer 2: For our on-site demonstrations, the City desires to ensure that there is plenty of time to have the features of your software shown to the stakeholders and provide time for questions during the demonstration. Due to the nature and complexity of systems, we requested a four day window to insure there will be ample time for demonstration and questions to each area. We do expect that each vendor be able gauge how long the demonstrations to be and add in time for questions. If that expectation is less than 4 days that would be acceptable, however, our goal is to not be rushed, get all questions answered and be able to make an informed decision. As I provided above the week of February 24th can be available for presentations.

Question 3: Outside of Web application users, how many total named users will Groveland need (payroll, HR, UB clerks and anyone using the software beyond entering budgets, PO's checks and so on) or be estimated to require.

Answer 3: Each system may be different in determining what a named user would be, but I will attempt to clarify the expected user counts.

- Payroll 2 Users (2 Finance/Accounting Users)
- HR 2 Users
- UB Clerks 6 Users (2 Finance/Accounting Users)
- Accounting 7 Users (including Procurement, accounts receivable and accounts payable)
- Community Development Planning 6 Users
- Code Enforcement 3 Users
- Building Permitting 4 Users
- Inspections 5 Users (via an independent contractor)
- Record Managers 3 Users (in addition to any areas listed above)

There is an expectation that will be additional users which will need to have access for items such as time and attendance, procurement requests (POs), budget information, reporting, record searching and various other aspects of which many are read only style functions. If additional users for these types of items are needed please provide rates for those users and anticipated counts based on our employee size and functions.

NO ADDITIONAL QUESTIONS WILL BE ACCEPTED. BID DUE DATE REMAINS UNCHANGED.