

ANSWERS TO QUESTIONS FOR RFP 09-0065
7/15/09

Question 1:

Page 5 of the RFP requests "a list of similar services/systems provided to other agencies". Does this mean any agency in any state or only City of Sioux Falls agencies?

Answer:

You should provide a list of government agencies you have worked with in any state, if you have not performed this type of work for a government agency then list relevant projects within the private sector that fit the scope of this project.

Question 2:

Has the City or will the City consider SunGard HTE Financial Management System as the City's future software solution? Why or why not?

Answer:

The City will procure an FMS system that best fits the needs of the City. There are no definitive inclusions or exclusions.

Question 3:

How many stakeholders in total from the City's various departments or areas will be interviewed?

Answer:

That is dependent on the amount of information the consultant needs to make a recommendation to the City. The City has a total of 12 departments but several departments have more than one functional area such as the utilities within public works. Thus, 12 interviews would be a minimum.

Question 4:

Do you have a budget established for these consulting services and if so, what is that budget?

Answer:

The City does have a budget line item specifically for this service; however, that line-item does not establish a minimum or maximum for this service as it is expected to that the service will encompass more than one year. Depending upon the final scope of the contract, it may be required to amend the budget or procure resources from other projects. The City is interested in straight forward proposals that outline the fee necessary to complete the project right the first time.

Question 5:

Are all on-site interviews expected to be in Sioux Falls?

Answer:

Yes

Question 6:

What are the specific functional areas or departments which would be considered out of scope (ex. Utility Billing System)?

Answer:

Software specific to certain functions such as Utilities and Utility Billing, GIS, Pavement Management, Public Safety, Parks and Recreation, Library, and Community Health are not expected to be a part of the scope of this project. However, it is expected that functional links will be considered for these software to ensure these components can communicate with the financials. The primary scope is to procure a financial system. Any ancillary services would be expected to be built in at the time of negotiating the contract.

Question 7:

Page 3 of the RFP refers to an evaluation of the current staffing support for the financial management system and potential staffing efficiencies that may be recognized with implementation of a new system. Does this evaluation include interviews with IT and other staffing support personnel and if so, how many people would be interviewed?

Answer:

Yes. The consultant will have full access to as many members of the financial, IT and other personnel as is necessary to ensure that sound decision-making recommendations can be provided to the City. The exact number will be left to the determination of the consultant.

Question 8:

The City mentions that they are in the process of performing a needs assessment for a new land management system. Does the City have a consultant assisting with this effort or is it being performed by internal staff?

Answer:

No. Although it should not be a part of the base bid, the City would welcome proposals that outline a cost for providing these more comprehensive services if the consultant feels qualified to provide them or wishes to add others to the team to provide these services.

Question 9:

Will the City make a determination if the five ancillary modules (e.g., fleet management, fuel management, community development, ticket processing, and land management) will be in scope prior to the start of the contract? Or are you expecting that the needs assessment will make this determination?

Answer:

We are expecting the needs assessment to make the final determination. However, if the firm fees qualified to offer additional services, the proposals should outline the cost on a per hour or project basis for including additional services for these ancillary modules. These services may or may not be negotiated into the initial contract. If the needs assessment determines that these should be included in the final review, the City prefers that, although a minor amendment to the contract may be necessary, the contract anticipates the ability to provide such services.

Question 10:

Could the City elaborate on Task 6, Implementation? Does the City envision that the consultant will perform oversight of the City's Project Manager and the vendor during the implementation to ensure all project tasks are completed, or does the City envision that the consultant will serve as the City's Project Manager during the implementation and perform all the necessary tasks to implement the future system?

Answer:

No definite structure has been determined. The City would expect each proposal to outline the ability and cost for providing project management services if available. No matter the final structure, the City does expect the vendor to be involved from start to finish. Most likely that would include providing some oversight

to ensure that the final vendor that is recommended has fulfilled all responsibilities in implementing the software.

Question 11:

Did the City work with a consultant to develop the flow charts presented in these attachments, or were they developed in house?

Answer:

They were developed in-house.

Question 12:

Has funding for this project and the resulting ERP system been secured?

Answer:

No, but several options are under consideration.