ADDENDUM #1 TO REQUEST FOR PROPOSAL:

ENTERPRISE RESOURCE PLANNING (ERP) -
BUDGET SOFTWARE MODULE SYSTEM (CLOUD BASED)

September 25, 2017

A. This Addendum shall be considered part of the bid documents for the above-mentioned services as though it had been issued at the same time and shall be incorporated integrally therewith. **Where provisions of the following supplementary data differ from those of the original bid documents, this Addendum shall govern and take precedence.**

B. Bidders are hereby notified that they shall make any necessary adjustments in their proposal and pricing as a result of this addendum. This addendum will be construed that the proposal is submitted with full knowledge of all modifications and supplemental information specified herein.

C. Include this addendum with the proposal submittal. Failure to do so may subject bidder to disqualification.

Revision

Included fillable PDF version of the Request for Proposal of Enterprise Resource Planning - Budget Software Module System.

Questions from Potential Proposers:

Q. Has budget been submitted and approved for this project?

A. For current fiscal year, FY18, BPHC has an appropriation specifically for this procurement.

Q. Has a Project Manager been assigned internally on the BPHC side?

A. The IT project manager is to be determined.

Q. Will any additional resources from BPHC be dedicated to the implementation efforts for this initiative? If so how many resources and what level (%) of commitment can they provide?

A. Yes, there will be some Administrative, Finance and ITS staff member will be assigned once the vendor is selected through the RFP process. The resources are not decided at this time. However, this will be communicated to the selected vendor.

Q. System: The RFP states BPHC is seeking a cloud solution to support budgeting and forecasting activities at BPHC. Is BPHC open to hosted solutions?

A. No. BPHC is "NOT" open to hosted solution. BPHC is seeking a Cloud based solution.

Q. What mobile application platforms will be used to access the system?

A. IOS and Android

Q. Project Allocations: Can you provide more information as to how employee costs are allocated to projects? What is the max number of projects a single employee can be allocated to?

A. Employee costs are allocated based on the percentage of their time spent working on a project. The only exception to this is Central Administration personnel, whose costs are captured as part of indirect costs for overhead.

A. There is no official maximum level. Workload is determined by what seems reasonable at the time of the decision.

Q. Can you provide more information around the requirement to "balance funds" at the summary level?

A. The ability to aggregate and report financial data at the various levels: Department; Division; Entity.

Q. Can you please provide an example of a formula used at the individual line item level? Would this formula change based on the project or other factor, or is it consistent across all projects or factors?

A. An example would be the application of fringe benefit cost as a percentage of salary and Indirect Costs as a percentage of Direct Costs. These calculations vary by project type.

Q. Can you please provide more information related to linking budget requests to a BPHC Strategic Plan? Is this process focused on attaching an approved request to a budget line item?

A. Budget requests are based on individual program needs.

Q. Can you please provide more information relative to the number of users expected to be using the budgeting system and their corresponding roles? Please break down users into the following groups:

Administrative: These users are responsible for managing and maintaining the solution. Typically, FP&A or Finance resources responsible for managing the budget process. These individuals typically maintain dimension hierarchies, develop reports and budget templates, administer workflow, etc.

Advanced: These users are typically considered power users who will enter data into the system, analyze data, develop reports, review and approve budgets, etc.

Basic: These users typically only interact with the system from a data entry perspective. They also have the ability to view reports within the system and receive automatically generated reports.

A. It is approximately estimated that there will be 5-10 Administrative users; 15-20 Advanced Users. The specific number will be partially driven by the complexity and cost of the solution selected.

Q. How does BPHC classify annual support?

A. Tax payer appropriation; income generated by fees; grant funding.

Q. Suppliers(vendors) who provided the similar services to you in past?

A. There is no incumbent vendor.

Q. What is the Budget of the proposal?

A. BPHC has a reasonable budget to procure a robust solution based on our evaluation of the services requested.

Q. Is there any incumbents? If yes, please provide list of it.

A. There has been no incumbent vendor for these services for over 5 years.

Q. Can we go with partners for this proposal?

A. Yes. Clearly delineate what their role will be.

Q. Pg. 8 4.4 References, indicates the references are for "municipalities", can these be Cities and County's?

A. Yes

Q. Pg. 16 #68 Provide electronic user and technical demonstration. Should the word demonstration be "documentation" instead?

A. Yes.

Q. What is your annual operating (including Capital) budget?

A. This varies from year to year. Currently, operating budget for all projects is approximately $160M.

Q. What is BPHC currently using to prepare their budgets, e.g. Excel?

A. MS Forecaster.

Q. Has BPHC viewed any budget solution prior to release of this RFP document (within last 2 years)? If so, which solutions?

A. Prophix, BI360, Hyperion.

Q. Does the BPHC want a COTS (Commercial off the shelf) solution or a custom-built tool?

A. Prefer a commercial solution.

Q. Can you provide an overview of your general organizational structure – as it relates to budgeting? Eg Division/Department/Cost Center (budgeting done at this level, then rolled up)

A. Specific budgets are prepared at the project level, then roll up by department, division, entity.

Q. Are department allocations needed eg. Some departments (cost centers) allocate all of their expenses to other departments or cost centers in the budget process, often referred to as ISP (Internal Service Provider) such as IT departments.

A. As a rule, all projects are allocated the full costs that they incur.

Q. During the implementation process how many years of historical data does BPHC wish to convert from the existing system to the new solution.

A. This cannot be determined until we know more about what will be required to achieve that task. Initially, it would be hoped to have at least the prior year.

Q. Do you want training to be performed onsite or done remotely. Remote (internet conferencing) is becoming more common and is more economical for BPHC.

A. BPHC is open to remote training if deemed to meet our end-user and administrator needs.

Q. Questica provides named licenses. If a user is accessing and adjusting more than one module then they would need a license for each module. For the 25 users mentioned can you please provide a breakdown of users per module:

Operating Budget Licenses

Salary / Position Planning Licenses

Capital Licenses

A. BPHC needs to know about the costing before being able to provide a specific answer. Operating budget is to include salary modeling capability. At present, approximately 30 people are involved in the operating budget.

Q. Does BHPC require read only licenses to give non-licensed users of the solution the ability to run and view reports?

A. BPHC would like to see what the costing and complexity of using read-only licenses would involve.

Q. Is BHPC looking for a licensed and hosted by vendor solution (you own the software) or SaaS (Software as a Service) based solution where you pay an annual subscription fee for the contract duration?

A. BPHC seeks the most cost effective and robust solution available given our budgetary constraints.

Q. Besides Position budgeting and Project budgeting, what other budgeting business functions are expected to be covered?

A. We expect that a responsive proposal would address the issues commonly fund when budgeting at the project level for a public/governmental entity.

Q. Is BPHC planning on utilizing the budgeting solution for all phases of the projects?

A. The budget will be calculated based on the entire length of the project. Most projects run on a fiscal year basis. But there are a number that are multi-year.

Q. Will the Commission allow the use of offshore resources for this engagement?

A. A proposal would have to make a very compelling case as to why an offshore resource would be preferable.

Q. Is there other source system to be integrated with the proposed budgeting solution, other than Payroll and General Ledger?

A. Presently, those are the only two.

Q. Is the source HRMS ADP?

A. ADP is currently the source for personnel payroll information.

Q. Is BPHC interested in full-time or part-time Post Implementation support?

A. BPHC would prefer full-time support, but this will be driven by the cost. A proposal can provide both as solutions, as long as the pros and cons of doing so are clearly described.

Q. Has a budget been allocated for this project? If so, can you share the budgeted amount?

A. A budget has been allocated that we believe to be reasonable to procure a solution and on-going training.

BOSTON PUBLIC HEALTH COMMISSION

END OF ADDENDUM #1
REQUEST FOR PROPOSAL:
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(CLOUD BASED)

*Original RFP documents can be found by clicking here

http://bphc.org/workingwithus/rfps-and-bids/Pages/RFPs-and-Bids.aspx

The undersigned Proposer hereby acknowledges receipt of the following Addendum.

Acknowledged for: _____
(Name of Company)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____