



ADDENDUM NUMBER TWO

DATE: December 9, 2016

TO: ALL PROPOSERS OF RECORD

FROM: LYN MAJESKI, ACCOUNTING DIVISION MANAGER

PROPOSAL: FINANCIAL MANAGEMENT AND UTILITY BILLING SOFTWARE AND IMPLEMENTATION SERVICES

This addendum forms a part of and modifies the proposal specifications for the above item currently due by January 19, 2017 at 2:00 P.M. (local time, EST) at the City of Oak Ridge, Central Services Complex, 100 Woodbury Lane, Oak Ridge, Tennessee.

ITEM 1 – Questions received from Potential Proposers

1. How many users would need access/licenses to use the software?

The number of users and licenses will depend on the specific module/application. For example, human resources management will have one group of users, while payroll will have another set, with some overlap.

2. Would the software be hosted in the cloud or on-premise? Or are you open to both options?

It will depend on the particular module/application, but we are open to both options.

3. When would you like to go-live with this solution?

As stated in RFP Schedule of Events, there is no firm date to “Go-live;” however, Utilities and Cashiering functions will be given highest priority.

4. Other than yourself, who or what teams are involved in making the overall decision to implement the software?

As stated in the RFP, proposals will be evaluated by a City Staff committee based on the ability to meet the City-wide needs. A contract recommendation will be submitted to City Council, which has the authority under the City's form of government to approve contracts.

5. How many locations would the software be used at?

It will depend on the particular module/application, but users of some applications are located at multiple locations (approximately ten).

6. Has there been an approved budget set for this project?

There is no set dollar amount for the overall project, although \$200,000 from the City's General Fund was budgeted for FY2017 to initiate the project.

7. What is the budget for this RFP?

There is no set dollar amount budget for the overall project.

8. Is the City of Oak Ridge working with a consulting firm regarding the overall scope of work (functional requirements)?

The City has received input from firms regarding aspects of the project.

9. In addition to Utility billing and financial software the city is also asking for a comprehensive ERP platform. What is the implementation time frame for all of this?

Staff estimates a 2-3 year implementation time frame; actual timeframe will depend on several factors, including priority projects and the vendor's schedule.

10. The RFP is requesting TVA references. Do all the references have to comply with TVA?

No, but as a TVA distributor, the City has reporting requirements specific to TVA rules and regulations.

11. Is there any way to get the functional specifications in some type of editable document/spreadsheet?

This format is not available at this time.

***** **Acknowledge receipt of this addendum with your Proposal** *****