



**HIGHLANDS COUNTY
BOARD OF COUNTY COMMISSIONERS
(HCBCC)
PURCHASING DEPARTMENT**

DATE: 6/15/16
RFP NO. 16-014 ADDENDUM No. 1
Project.: BUDGET SOFTWARE SOLUTION
Owner: Highlands County BCC
Attn: Purchasing Department
4320 George Blvd; Sebring, FL 33875-5803

The purpose of this addendum is to provide clarification of the specification and to address questions submitted to the County by prospective Proposers.

Replace Section VIII. Proposal Format Criteria; Tab-B; 6. Reference Letters, with the following paragraph.

6. REFERENCE LETTERS

(MAXIMUM 20 POINTS)

The Proposer must provide five (5) references from clients with for similar work completed for projects of similar Scope of Work in the past ten (10) years. To be considered responsive and to receive points for this criteria, each Proposer must use the Performance Reference Survey form, page thirty-one (31).

Questions:

1. Please clarify how we are to include the Drug Free information
 - a. Pg. 5 states "Please include your "drug Free" status as part of the general comments in your proposal or where indicated on the proposal form:
 - b. There is nowhere to indicate this on the Proposal Form?
 - c. Pg. 24 states to include the Drug Free statement on company letterhead in Section A?
Please provide your Drug Free statement on company letterhead and submit it in Tab-A #5.

2. Page 14 indicates 75 end users. Can you please clarify how many users per module, in our solution if a user needs access to make changes in our modules, they require a license for each module (typically we see a small subset eg. Finance and / or Budget staff are the only users allowed to make changes to the Salary / Benefit information). If a user just needs to see the data and not make changes they would just require a read only license. So can you please provide a breakdown of the license user counts by module:
 - a. Operating Module - **25 concurrent licenses**

- b. Salary / Position Planning Module - **8 - 10**
 - c. Capital Module - **8-10**
 - d. Unlimited Read only - **50 concurrent licenses**
3. Pg. 25 Performance Recovery Survey – are we just supposed to enter the reference contact details and include in the RFP response for the County to use when speaking with the reference, or are we to have the reference complete it first and include in the RFP response? **The Performance Reference Survey Form must be used. Please have your companies providing references use this form, then submit the forms as Tab-B #6.**
4. Has a budget been set aside for this project, if yes how much? **Currently \$30k has been budgeted but understand this amount could change once the negotiating process commences with the selected vendor.**
5. Can you provide an overview of your general organizational structure - as it relates to budgeting? For example, below is a common organization structure:
- 10 Divisions - **10 Divisions based on TFA coding**
 - 50 Departments - **10 Departments**
 - 200 Cost Centers (budgeting done at this level, then rolled up) - **76 Funds/223 Cost Centers**
- Can you describe your organization in this manner? - **Similar or a hybrid of the above**
6. Are Departmental Allocations needed? For example, some Departments (Cost Centers) allocate all of their expenses to other Departments or Cost Centers in the budgeting process. These are often referred to as Internal Service Providers or ISPs. A common example of an ISP can be the Information Technology (IT) department. ISP budgets are developed in detail just like any other department, and then their expenses are allocated out to other budget elements – other departments. **No**
7. What is the total number of positions (staff) at the County expressed as FTE's? **374**
8. During the implementation process, how many years of historical data does the County wish to convert from the existing solution into the new solution? **3 Years Adopted Budget and 2 Years Actual**
9. Please specify the number of people to be trained initially for budgeting. **5 (OMB Staff)**
10. For the Professional Services component of the bid, are you requesting a fixed price or time and material? **Time & Materials**

For any questions regarding this Addendum, please contact:

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