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Addendum

Solicitation Name	Enterprise Resource Planning (ERP) Software Q2000	Addendum Number	2	Date	04/14/2020
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This addendum answers questions raised about this solicitation. To aid in readability, the questions are in black, the answers are in **bolded blue**, and the answers follow immediately below.

Q1	Must we propose software for all bullet points listed in paragraph 1 b?
	No.
Q2	Paragraph 1 c says that the “proposed software solution should be proposed two ways: on premise and cloud (SAAS). Does this mean that we must propose both structures?
	No. The current wording is misleading. The intent is to say that software structured either way may be proposed. If you offer both types of structures, you may indicate costs for both models.
Q3	Discuss what is meant by the last sentence in paragraph 12b: “This means that proposers must be willing to work with other awarded proposers to achieve product interfaces if KCDC issues multiple awards.”
	This is conveying that if KCDC chooses to award to more than one proposer, the successful proposers must work with each other and with KCDC, to set up the software to automatically seamlessly interface with the other software that is selected. Interfaces requiring frequent manual imports are not desired.
Q4	What if our standard package alone does not provide all the functionality that you desire? Can we partner with other firms?
	Yes you may. KCDC recognizes that proposers may need to do so and that is fine. Describe the details of the partnership and how the software packages work together in detail in your proposal.
Q5	You indicate that you still have a few public housing sites. When will they be fully converted?
	KCDC’s goal is complete these sites within 24 months. However there is one site that may exceed this goal.
Q6	When do you want the new software in place?
	KCDC’s current goal is to have any software changes fully implemented by January 1, 2022.
Q7	When will the “clock begin ticking” on any proposed software that is still in development?
	Proposals will be evaluated (scored) on what is in place on May 8th. KCDC is however interested in knowing about additions that are planned to come online within one year (by May 2021).
Q8	Paragraph 12c says that “The proposed software package must be capable of fully functioning on Windows, current browsers and Android/Apple mobile platforms. Is this saying that every aspect of the software must so do?
	No that is not the intent. Certain aspects of software lend themselves to being mobile. These include work orders, requisition approval and a few others. This does not mean that every portion of the software must work in a mobile environment.



	<p>It does mean that the portions prone to working on mobile devices must work on Windows (or any major browser but preferably Chrome) since that is KCDC's platform.</p>																																
Q9	<p>Has KCDC looked at software packages in the last year? If so, which ones/</p> <p>While it adds zero advantage to them, KCDC staff singularly and in groups, looked at and had demonstrations of several packages in order to build our knowledge base for drafting the RFP document. Among the packages examined were:</p> <ul style="list-style-type: none"> • Boston Capital/MRI • Elmington • Emphasys • One Site • Yardi 																																
Q10	<p>Please provide a breakdown of types of users (work function) of KCDC employees. This will assist us in sizing our various modules and preparing effective cost proposals.</p> <p>From an overall licensing perspective, KCDC currently has 90 user licenses for the Elite product. KCDC has not exceeded 90 since go live and normally our license use count runs in the low 80's at any given time. However, if KCDC had a mobile work order app/module, the count would increase by the number of applicable maintenance staff. Here is KCDC's <i>approximate</i> staff breakdown by major job classification:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Area</th> <th style="text-align: center;">Employee Count</th> </tr> </thead> <tbody> <tr><td>Accounting</td><td style="text-align: center;">12</td></tr> <tr><td>Admissions</td><td style="text-align: center;">6</td></tr> <tr><td>Clerical General</td><td style="text-align: center;">3</td></tr> <tr><td>Custodial</td><td style="text-align: center;">6</td></tr> <tr><td>Development</td><td style="text-align: center;">4</td></tr> <tr><td>Executive Management</td><td style="text-align: center;">4</td></tr> <tr><td>Housing Clerical</td><td style="text-align: center;">10</td></tr> <tr><td>Housing Management</td><td style="text-align: center;">23</td></tr> <tr><td>Human Resources</td><td style="text-align: center;">2</td></tr> <tr><td>Information Technology</td><td style="text-align: center;">3</td></tr> <tr><td>Maintenance</td><td style="text-align: center;">40</td></tr> <tr><td>Procurement/Contracting</td><td style="text-align: center;">4</td></tr> <tr><td>Resident Services</td><td style="text-align: center;">5</td></tr> <tr><td>Section 8</td><td style="text-align: center;">13</td></tr> <tr> <td style="text-align: right;">Total Employees</td> <td style="text-align: center;">135</td> </tr> </tbody> </table>	Area	Employee Count	Accounting	12	Admissions	6	Clerical General	3	Custodial	6	Development	4	Executive Management	4	Housing Clerical	10	Housing Management	23	Human Resources	2	Information Technology	3	Maintenance	40	Procurement/Contracting	4	Resident Services	5	Section 8	13	Total Employees	135
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Here is KCDC’s assumption concerning the expected maximum number of users of each major module. Note that this is an approximation only. Additionally it is important to note that while the indicated numbers of employees might use the module, that does not imply that they would necessarily all use the module at the same time. Module users may be utilizing it for various reasons such as actual work in the functionality, gathering financial information related to the function, obtaining snapshots about the information, et cetera. Further, KCDC’s needs may change with new software and its capabilities.

Major Modules	Potential Users
Accounting/Financial	123
Development	7
Housing	99
Human Resources (including employee self service)	135
Payroll	6
Procurement/Inventory	62
Section 8	65
Work Orders	48

Q11	Working at home, I cannot produce a paper copy to send to you. Is an electronic copy sufficient?
	Yes. Note that KCDC issued addendum 1 on 03-24-20 to require electronic copies only. Please do not deliver paper copies.
Q12	Will KCDC make the Zoom meeting recording available or otherwise recap the questions from the pre-proposal meeting?
	KCDC is providing the questions and answers in this addenda. Addenda are our way of officially altering/editing the solicitation and are binding. Our official notification of addenda is on our webpage.
Q13	When will the last addenda be issued?
	Proposals are due by 2:00 p.m. on 05-08-20. KCDC would like to issue any final addenda by 05-01-20. To accomplish this, questions need to be submitted to KCDC by 04-28-20. Any extension of the due date (none as of now) would extend these timelines. KCDC does not guarantee that addenda will not be posted after this date-this is KCDC’s goal. KCDC will attempt to email addenda to all that attended the Zoom pre-proposal meeting but please check KCDC’s webpage for addenda.