



REQUEST FOR PROPOSALS

Enterprise Resource Planning (ERP) Software and Implementation Services

Questions & Answers

22 November 2017

Web Site: <https://www.ccgov.net/CivicAlerts.aspx?AID=608>'

RFP: <https://www.ccgov.net/DocumentCenter/View/11853>

Functional Requirements: <https://www.ccgov.net/DocumentCenter/View/11858>

1. In your General Ledger, how many accounts do you have in your chart of accounts? How many bank accounts do you reconcile with?
We have about 10,000 accounts in the Master chart of accounts and 29 bank accounts.
2. In your AP you have 735 vendors. Do you want to pay them electronically with ACH?
It would be nice to have the option of paying AP by ACH.
3. Payroll: (570 employees-Bi-weekly) *FTE year-round, not including seasonal/temporary.*

4. Accounts Receivable: 800 accounts?

Yes, approximately.

5. Community Development for Permitting and Inspections - how many properties/parcels you have in the County.

In our GIS system we have approximately 20,000 parcels/properties in the county.

6. How many Enterprise One and JD Edwards World modules are owned and the number of users?

Campbell County currently has the following modules and owns (39) concurrent full user software licenses:

Enterprise One modules:

Accounts Payable
Accounts Receivable
Advanced Pricing
Advanced Stock Valuation
Agreement Management
Bulk Stock Inventory
Capital Asset Management
Contract and Service Billing
Fixed Asset Accounting
Address Book
Order Processing
Work Order
General Ledger
HCM Foundation
Human Resources Management
Inventory Management
Procurement and Subcontract Management
Project Costing
Quality Management
Requirements Planning
Sales Order Entry
Sales Order Processing
Technology Foundation
Transportation Management
Payroll
Warehouse Management

JD Edwards World modules:

Accounts Payable
Accounts Receivable
Address Book
Advanced Accounts Receivable
Advanced Forecasting
Advanced Stock Valuation
Agreement Management
Bulk Stock Management
Case Foundation Environment/Tool Kit
Cash Basis Accounting
Computer Assisted Design
Computer Operations
Conversion Programs
Documentation
Dream Writer
EDI
Electronic Burse & Bind
Electronic Mail
Enterprise Facility Planning
FASTR
Financial Planning & Budgeting
Financial Reporting
Fixed Assets
General Ledger
Human Resource Management
Inventory/OP Base
Inventory Management
Load & Delivery Management
Multi-Currency Base
Multi-Site Consolidations
Plant & Equipment Maintenance
Management
Procurement

Project Costing
Quality Management
Requirements Planning
Sales Order Management
Security Officer
Technical Aids
Technical Foundation
Time Accounting
US Payroll
Warehouse Management
Work Order Management
World Vision GU
World Writer

7. On page 30 of the RFP, B.5 Proposal Communication, there is mention of a "mandatory bidder conference": Information and clarifications will be discussed during the mandatory pre-proposal conference. There is no mention of a date for such conference. Please clarify if there is to be a mandatory bidder conference and details?

Please disregard, there is no mandatory pre-proposal conference.

8. Please provide the number of tax bills?

An estimated 25,522 currently.

9. Does the County intend to convert all documents from Questsys to the new document management system? Please provide the total number of document types, and size.

Presently six (6) departments are actively utilizing Questys for document management system. The current size is 130 GB and confirmation on the total types of documents will be provided next week (27 November). Intention of the County would be to have only one (1) document management system in place.

10. On page 10 of the RFP document, the County lists "Land Records Management" for ERP replacement. Please clarify the definition of Land Records in this case – does Land Records Management refer to Permitting & Inspections OR land records pertaining to records managed by the County Clerk such as deed and other property documents? If the latter, we do not see any specific functional requirements for County Clerk records management in the ERP Functional Requirements?

Land Records Management does refer to the Clerk's Office and is currently administered by an internal iSeries program. While a functional requirement was not prepared, a proposed system should be able to interface with the State, Title and Real Estate Companies, etc.

11. On Page 10 of the RFP Document is noted an ERP Replacement for Motor Vehicles titles. We do not see any functional requirements specific to Motor Vehicle Titles?
Motor Vehicle Titles are currently administered by an internal iSeries program. While a functional requirement was not prepared, a proposed system must be able to interface with WYDOT, other States, etc.
12. Number of Full Time and read only users for Tax system?
1,000 +
13. Number of Documents Recorded per year?
Presently anticipate over 10,000 recorded documents this year.
14. Number of Full time and Public users for "Land Records" (page 10 of RFP) system (if in scope)?
Projected to be one hundred.
15. Does the County have an Interactive Voice Response (IVR) system? If so who is the vendor?
No.
16. AR/Tax Billing Question #220: "Ability to manage multiple rate schedules and apply appropriately to accounts." Please elaborate, provide further description of the intent for this requirement?
Ability to manage multiple mill levies on an annual basis for fund distributions (for example School District, Improvement & Service Districts, etc.); with multiple rates within a district.
17. AR/Tax Billing Question #303 "Ability to select a range of vehicle values, and compute a total value for that range." Please elaborate, provide further description of the intent for this requirement?
For example, Company Fleet Vehicles and ability to specify value for each vehicle.
18. AR/Tax Billing Question: #332 "Master Address Real estate messages to add to account by master account numbers." Please elaborate, provide further description of the intent for this requirement?
Non-Applicable, please disregard.
19. Permitting and Licensing:
1. How many users for permitting and planning?
Less than ten (10).
 2. How many users for code enforcement?
Less than ten (10).

3. How many users for licensing?
Less than ten (10).
4. How many inspectors (in the field, requiring mobile solutions?)
Less than ten (10).

20. Timekeeping: The RFP indicates Kronos as the current timekeeping system and indicates interface or replace. What is the County's preference? If interested in replacement, does the County have time keeping requirements?
Intent to presently maintain Kronos; however, would be interested in options.

21. Asset Management – Are the only Work Order requirements related to Fleet Management?
Work Order Requirements would also apply to Public Works – Facilities Maintenance, Road & Bridge and Landfill Heavy Equipment Vehicles, Parks and Recreation and Information Technology Services.

22. For third party systems that are planned to be maintained, please provide the details for each system, such as frequency and type of interface:

System	Function (accounts payable/AR/ etc.)	Frequency (Daily/Weekly, etc.)	Direction (one way or bi-directional)	Description (i.e. Is the payment being made out of ERP or Is the transaction only being imported to reflect the expense on the ERP GL Or not applicable
Recreation Administration (RecTrac)	<u>AP/AR</u>	<u>Daily</u>	<u>One Way</u>	<u>Manual Import</u>
Website (CivicsPlus)	<u>AR (tax payments)</u>	<u>Daily</u>	<u>One Way</u>	<u>Import</u>
WebMedia Manager (Granicus)	<u>NA</u>			
Investment Administration (PFM Management)	<u>Investments</u>	<u>Weekly</u>	<u>Bi-Directional</u>	<u>Import</u>

Attorney's Case Management	<u>FACTs</u>	<u>Daily</u>	<u>One Way</u>	<u>N/A</u>
District Court System	<u>State System</u>			<u>N/A</u>
Juvenile Probation	<u>Facts</u>	<u>Daily</u>	<u>One Way</u>	<u>N/A</u>
Landfill Management system	<u>A/R, A/P</u> <u>New SMS</u> <u>system</u>	<u>Daily</u>	<u>One Way</u>	<u>Import</u>

23. Data conversions: Please provide the number of years to be converted:

General Ledger	Current and historical transaction details	#Years? <u>Since 1991 – 26 years</u>
Budget Data	Current / prior year budget summary.	#Years? <u>Since 1991 – 26 years</u>
Purchasing	Current and historical.	#Years? <u>Since 1991 – 26 years</u>
Employee Data	Current and historical.	#Years? <u>Since 1991 – 26 years</u>
Benefits	Current and historical.	#Years? <u>Since 1991 – 26 years</u>
Position Data	Current and historical.	#Years? <u>Since 1991 – 26 years</u>
Pay Rate Tables / Earning Codes	Current and historical.	#Years? <u>Since 1991 – 26 years</u>
Accrual Balances	Sick, compensatory, vacation times, etc.	#Years? <u>Since 1991 – 26 years</u>

Thank you for your interest in the Request for Proposal and questions. Please note the last day to submit a request for clarification is November 29, 2017.