City of Portsmouth
Department of Information Technology

RFP#57-24
Finance and Human Resources System and Implementation

ADDENDUM 2

1. How does the school interact with City, do the City and Schools both plan to move to a new system? What does the school employee tracking system do?
   a. City and Schools currently use the same financial application with separate databases. Interface of School data with City is a manual process.
   b. Yes, both plan to move to the new system.
   c. The Schools are currently using Frontline Central for limited employee tracking and there is no interface with financial applications.

2. To what extent is the school included in this project? Please advise if current system processes time/ absence, or payroll calculations. Any other school specific systems we anticipate integrating with?
   a. The Schools will be heavily involved in the project.
   b. Yes
   c. Yet to be determined. The City is interested in any solutions to provide integration with financial application.

3. Does the City currently use other Cloud software solutions? If so, would the City describe what those are?
   a. Naturally, the City has many onsite and cloud applications. Our strategy is to move to the cloud.

4. List of hybrid onsite and cloud applications. What is staying and what is going? Is it the same for school and City?
   a. Naturally, the City has many onsite and cloud applications. Our strategy is to move to the cloud.
   b. The primary system to be replaced is Central Square FinancePLUS on-premise application.
   c. Same for City and School
      a. What is the school HCM system?
         - Frontline Central
      b. Current Utility Building application?
         - NDS Edifice Utility and Miscellaneous Billing
      c. Current Parking application?
         - Ticket processing and other parking functions may be included in this project, depending upon the solutions presented
      d. What is being used for sourcing/procurement now?
         - Paper-based process
      e. What is the current standalone property tax software?
         - MTS (Municipal Tax Systems) https://www.municipaltechnologysystems.com/

5. Attachment A refers to travel and expenses – would you like us to integrate to an expense system or provide it within our offering?
   a. Yet to be determined

6. Will the City have resources to support the execution of change management, communications or training efforts for the implementation?
   a. Yes

7. Describe the current level of self-service among employees and managers for HR processes, and throughout departments for Finance processes.
   a. Minimal

8. For Inventory Control, do you want a full Enterprise Asset Management system? - *Enterprise asset management (EAM) incorporates the management and maintenance of physical assets owned by a company throughout the entire lifecycle of an asset, from capital planning, procurement, installation, performance, maintenance, compliance, risk management, through to asset disposal.*
   a. We would be interested in having those vendors that are invited to the demo phase, and have an EAM system, to include that in their demonstration.

9. Could you please explain the expectations on the Vendor Tracking with email alerts portion? What exactly would you like to track? Open POs? Delivery dates? Payment due dates?
   a. Yes, all the above

10. How many employees would be utilizing this software?
    a. Approximately 1500

11. How many Department heads and finance personnel would need access to the Budgeting software?
    a. All of them (approximately 50)

12. Which Kronos time clock product is currently being used by the City?
    a. UKG Dimensions

13. For those submitting proposals via email, is the City aware of a size limitation when accepting incoming file attachments?
    a. 25 MB is standard, but we can allow for 150 MB, multiple emails will be accepted, as long as files are marked appropriately for the proposal

14. Can the City mention what systems are targeted for replacement?
    a. The primary system to be replaced is Central Square FinancePLUS on-premise application, but others may be included depending on what is presented

15. We respectfully request an extension to the deadline for submission in the amount of one week.

a. As mentioned in Addendum 1, we have extended the Deadline for Proposal submission to Monday, August 5th at 2:00 pm
b. We have also extended the Deadline to Submit Questions to Friday, July 19th at 1:00 pm

16. What product is the City currently using for Utility Billing and does the City wish to continue using this product?
    a. NDS Edifice Utility Billing
    b. The City would be interested to see what vendors offer for Utility and Miscellaneous Billing.

17. Can the City mention what systems are targeted for replacement? Is FinancePLUS the main system for replacement both on the Finance and HR side, or are there others?
    a. The primary system to be replaced is Central Square FinancePLUS on-premise application, but others may be included depending on what is presented.

    b. Can the City explain a bit more about Utility billing and how that is handled?
        ▪ What system does the billing and rate calculations today?
            • NDS Edifice
        ▪ How are rates calculated?
            • Currently billing by unit (100 cu ft) with water and sewer calculated separately
        ▪ How is consumption captured in the system?
            • We import reads from (Zenner) Stealth radio read system
        ▪ Roughly how many customer accounts are managed by the City?
            • 9,000

18. How many Department heads and finance personnel would need access to the Budgeting software?
    a. All of them (approximately 50)

19. Can the City provide an estimate as to the number of projected users for the new system?
    a. "Heavy" users – those who'd use the system to do their job. E.g., finance department staff, purchasing agents
        ▪ 30
    b. "Medium" users – those who use the system in a more limited fashion, such as approving transactions, consuming reports, read-only access across the system
        ▪ 25-30 with the potential for more
    c. "Light" users – those who would enter their own purchase req's or access the system on a read-only basis
        ▪ 25-30 with potential for more
    d. "Employee" only – individuals who only would need the system for their own personal HR / Payroll / Time usage.
        ▪ 1500

The Proposer will acknowledge this addendum within your proposal. Failure to do so may subject Proposer to disqualification.

End of Addendum 2