

Minnehaha County, South Dakota

Addendum No. 1 – February 10, 2016

Request for Proposals:
**RFP #03-16 Software and Implementation Services for Enterprise Resource
Planning (ERP) Software System**
RFP Issue Date: January 26, 2016

Due Date and Time: March 1, 2016, 12:00 PM Central Time

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Minnehaha County
400 N. Minnesota Ave
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Please be advised that the deadline for vendor questions is February 16, 2016 at 4:30pm (CST).

A Pre-Proposal Vendor Conference was held on February 5, 2016 at 2:00 pm (CST). The Pre-Proposal Vendor Conference was hosted via teleconference. The Pre-Proposal Conference was facilitated by the County's consulting partner, BerryDunn and included participation by key County staff.

The format of the Pre-Proposal Vendor Conference covered the following topics:

- Section 1.3 of the RFP – Project Objectives
- Section 1.6 of the RFP – RFP Schedule of Events
- Section 1.11 of the RFP – Point of Contact
- Section 4.0 of the RFP – Submittal Response Format
- Section 4.10 of the RFP – Functional and Technical Requirements Response

Participation in the Pre-Proposal Vendor Conference was not mandatory. Questions and answers provided below include the Pre-Proposal Vendor Conference, and questions received prior to the Pre-Proposal Vendor Conference. Any other questions and answers following the vendor conference will be included in Addendum 2, if necessary.

1. Question: Does the County have an established budget for this project? If so, can the allocated budget amount be shared?

County Response: The County does not have an established budget for this project at this time. Vendor responses to this RFP will aid in development of the finalized budget.

2. Question: Should the total employee count of 524 employees be used for the number of users of time entry functionality?

County Response: The County has a total of 524 employees at this time, and it is anticipated that most employees will take advantage of future time entry functionality in a new solution. In the current environment, not all County employees have access to a computer on a regular basis. It is anticipated that 350 employees will access a future system for time entry purposes.

3. Question: Is the County willing to consider SaaS or vendor hosted solutions, or is the County only considering on premise (local) solutions.

County Response: The County is considering only on premise (locally hosted) solutions at this time.

4. Question: Specifically as it relates to tax functionality, how many staff will be included in training? Does this figure include only end-users of the system, or does it also include Department heads and elected officials?

County Response: The County anticipates that a total of 5 County staff will be trained on tax functionality in adopting a new solution. Included in this total count of staff are 4 application users and 1 system administrator.

5. Question: How many total staff will be involved in end-user training across all system modules? Can a breakdown by role (e.g. end-users, system admin) be provided? Can a breakdown by functional area be provided?

County Response: Please see Section 2.3 of the RFP for a detailed breakdown of current users per functional area, for purposes of identifying the total number of staff to be trained under an end-user training approach. For purposes of a train-the-trainer approach, a detailed breakdown showing the estimated number of individuals to be trained under each functional area is provided below:

No.	Functional Area	No. of End Users Anticipated in Training	No. of Technical Staff (System Administrators) Anticipated in Training
1	General Ledger and Financial Reporting	12	1
2	Budgeting	12	1
3	Accounts Payable/Vouchering	12	1
4	Point of Sale	12	1
5	Project Accounting and Grant Management	5	1
6	Human Resources	5	1
7	Payroll	6	1
8	Time Entry	12	1
9	Fixed Assets	2	1
10	Work Orders	12	1
11	Liens	6	1
12	Taxes	4	1

Proposers are instructed to return a copy of Attachment F to the RFP, the Receipt of Addenda Form, signed by an authorized firm agent as part of proposal responses.