

June 07, 2022

Answers to Questions from Bidder's conference held on June 30, 2022; RE: RFP No. 9097 & Consultant Services for Procurement of an ERP System

Questions are listed below along with answer to each question highlighted in yellow:

1. Presuming that the successful consultant can comply with both Districts' and its own organization's COVID policy/protocols, do the Districts have any preference if project activities are to be performed in person versus remotely?

Answer: No.

2. Who are the members of the Districts' RFP assessment team or teams for this project?

Answer: Assessment team shall be nominated by the IT Manager on or before July 20, 2022 for approval of the Director of Internal Services

3. How will the decision-making be balanced between the two Districts? Will preferences from both be weighted equally or will one agency take the lead on the project?

Answer: Internal Services Department serves both Districts

4. Will the Districts require assistance with contract negotiations and development of the statement of work with the selected software vendor?

Answer: Yes

5. How many references would the Districts like for the Related Experience section?

Answer: Three (3) or more relevant references

6. For the Related Experience references, is there a preference for special districts only or would cities, counties, or other government entities be acceptable?

Answer: We would prefer experience with special districts but relevant experience with government entities is acceptable

7. For the Related Experience references, are there any requirements for references located within the State of California?

Answer: No

8. For the Related Experience section, are there requirements regarding the age of the projects our chosen references can attest to (ie. No more than five years prior)?

Answer: No

9. Will Utility Billing be included in the scope of the ERP project?

Answer: Yes

10. Do the Districts expect the selected consultant to facilitate the entirety of the vendor demonstrations or participate mainly with the preparation, kickoff, and recap of the demonstrations?

Answer: Yes

11. Can you provide us with an estimated budget for the project?

Answer: There is no pre-determined budget

12. Are the following departments included in the project scope?

- | | |
|---------------------------|-----|
| a. Financials | Yes |
| b. Purchasing | Yes |
| c. Inventory | Yes |
| d. Work Management | Yes |
| e. Job Costing | Yes |
| f. Customer Information | Yes |
| g. Customer Billing | Yes |
| h. Assets Management | Yes |
| i. Preventive maintenance | Yes |
| j. Fleet Management | Yes |
| k. HR/ Payroll | Yes |

13. Would the selected vendor be allowed to also assist with Project Management of the eventual Implementation Project?

Answer: Not in scope of this bid

14. During the pre-bidder conference, you mentioned an electronic copy would suffice, with no need to paper copies. How should we address the Cost Proposal section of the electronic submission, which says "must be submitted in sealed envelope"?

Answer: Cost proposal section of the submission must be submitted in a sealed envelope as required and delivered by hand or sent via courier such as Federal Express etc.

15. With regard to Task 2 of the District's scope of work, does the District anticipate that the consultant will be a voting member of the evaluation committee?

Answer: Yes

16. How many Regional San and SASD office locations are for which we would be expected visit with personnel to gather information?

Answer: Two (2)

17. Does the District have projected start and end dates for the project or key project milestones?

Answer: After the award has been finalized, we shall work with the successful bidder to determine milestones, timeline and other related tasks which shall constitute the "Project Plan" to be approved by the Districts.

18. Are there specific areas of functionality not available in the current COMPASS system or major technical limitations that the District can cite which are drivers for this decision for a new ERP system?

Answer: Yes. This information shall be shared in detail with the successful bidder

19. As it relates to the District's RFP, Part 5: Can the District provide more information about the level of detail and format it is expecting for the Needs Assessment. For instance, is the District looking for a business process workflow evaluation?

Answer: We have articulated our expectation in terms of the requirement and deliverable in section: 5 "Scope of services". Bidders should provide their approach and methodology in their proposal for needs assessment

20. Does the District have any recent studies or documentation about the mission and work responsibilities of departments and offices that might be useful in the needs assessment?

Answer: Yes

21. Would the District expect that the project will require a detailed examination of the functionality of the current COMPASS system and how it is currently used by Regional San and SASD?

Answer: Yes.

22. Can the District provide a list or org chart showing departments and offices (Regional San and SASD) that need to be included in the needs assessment and figures on staff size?

Answer: Organizational information is publicly available on our websites

23. Are there currently other information technology projects or systems used or conducted jointly between Regional San and SASD?

Answer: Yes

24. As it relates to the Cost Proposal format outlined on Pages 7 and 8: Would the District like this cost information to be provided as one amount for the entire project or broken down by task in our proposed scope?

Answer: Broken down by task or group of tasks

25. As it relates to the District's 12-point font requirement, will the District consider smaller fonts for figures, tables, and graphics?

Answer: Yes- as long as information is legible in tables and graphics.

Contact: Arshad Waheed; Email: waheeda@sacsewer.com ; Phone: (916) 875-2343; Address: 10060 Goethe, Sacramento, CA 95827