



Purchasing and Central Services

Monroe County, New York

Maggie Brooks
County Executive

Dawn C. Staub
Purchasing Manager

ADDENDUM NO: 1

RFP PROJECT: Technical Assistance to
Add SAP Modules

DATE: 12/3/10

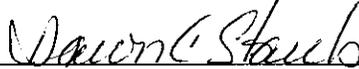
PROPOSERS PLEASE NOTE:

Monroe County is removing 'Section 19. Laboratory Information Management System' from Section 2.5.1 of the Functional Requirement Checklist.

RFP clarifying questions and answers are attached.

SIGN this Addendum below acknowledging receipt and understanding and INSERT in PROPOSAL packet.

PURCHASING & CENTRAL SERVICES



Dawn C. Staub

The undersigned bidder acknowledges receipt and understanding of Addendum No. 1 to RFP Technical Assistance to Add SAP Modules.

_____, 2011

Date

Name of Company

Authorized Signature

Title

Clarifying Questions and Answers for Monroe County, NY RFP

Technical Assistance to Add SAP Modules

Requirement: Financial history of the company covering the last three years: Attach the most recent copy of your latest financial statements prepared by an independent certified public accountant in accordance with generally accepted accounting principles. Also include the following information: current balance sheet, statement of revenues and expenses, statement of cash flows, and appropriate notes to these documents. 501(c)(3) organizations must submit their most recent Form 990.

Question 1:

Rather than provide nine hard copies of large annual reports / 20-F documents, will the County all vendors to provide their reports on CD? This would help the ecology and allow the County's evaluators to search more easily through the documents.

Answer: No.

Requirement: Section 2.3.1, p. 10 asks vendors to "describe, in narrative form, how the proposed solution conversion of data..."; however, Section 3.5, "Organization of Proposal", p. 54, does not seem to include a section in the prescribed format for vendors to include the responses to section 2.3.1.

Question 2:

Please advise where responses to 2.3.1 should be included in the proposal.

Answer: Position 2.3.1 requirements as 3.1.E.4.

Requirement: Sections 2.6 through 2.12 ask vendors to "describe, in narrative form, how the proposed solution conversion of data..."; however, Section 3.5, "Organization of Proposal", p. 54, does not seem to include a section in the prescribed format for vendors to include the responses to these sections.

Question 3:

Should responses to all of these be included in Section E, "Respondent's Proposal" (p. 55), under item 2, laid out in the same section format as noted above and in the RFP, i.e., 2.3.1, items a-I; 2.6, etc.?

Answer: Position 2.6 through 2.12 requirements as 3.1.E.5 through 3.1.E.11.

Requirement: The County has requested a not-to-exceed bid.

Question 4:

Will the County consider a firm-fixed bid?

Answer: Yes, the County will accept a firm-fixed cost proposal. This is a Request for Proposal, not a public bid.

Requirement: The County has requested that vendors submit their questions by 11/12/10.

Question 5:

Will the County extend the question period to give vendors additional time to review the RFP and identify areas where clarification is needed?

Answer: No.

Requirement: Section 2.3 Conversions has the following listed data elements as part of conversion.

- Complex
- Customer Service
- GEO Administrator
- GEO Assistant
- GIS Assets
- GIS Customer Service
- GIS Land
- GIS Vwr Address/Parcel

Question 6:

Can you provide the metrics like the ones that were listed in Section 2.3.2?

Answer: The Section is changed to read as follows:

2.3 Data Conversion

For the purpose of determining the level of effort required for data conversion, respondents should know that the Asset data described in table 2.3.2 will need to be converted.

Question 7:

Are the items listed in Section 2.3.2 also considered in scope for data conversion?

Answer: Yes.

Requirement: Requirement 6.1 states that "All of the existing sign data entries must be converted to SAP".

Question 8:

Is this part of the scope for conversion? If so, can you provide the metrics?

Answer: Yes. The metrics for sign data is included in table 2.3.2 under "Assets."

Requirement: In section 4.4, Prime Responsibilities it states, "...the County shall approve all subcontractors ..."

Question 9:

What is the process for this approval?

Answer: You must request, in writing, Monroe County's written approval to enter into sub-contracts. You must also provide any additional sub-contractor documentation as required by the Monroe County Law Department. These documents may include but are not limited to: proof of liability coverage, professional certifications/accreditations, performance bonds, etc.

Question 10:

On page 55, Section D.1, what is the County's definition of "Public Sector"?

Answer: Public sector is defined as any municipal or state corporation, public educational corporation, or public benefits corporation.

Question 11:

Are there any applications besides Hansen that are used to support the business requirements listed in Section 2.5.1?

Answer: Yes, ArcGIS, Pictometry's Electronic Field Study, Oracle Application Express, Business Objects, Crystal Reports, and MS Office.

Question 12:

Are there any interfaces?

Answer: Yes, Geo-Administrator and Geo-Assistant.

Question 13:

In section 3.5 D Experience Monroe asks for a list of clients in the State of New York. As a nation wide SAP implementer can we reference other public sector clients from other states?

Answer: For Section 3.5.D.1 - We are only interested in NYS public sector clients. For Section 3.5.D.2 - You may include any public clients outside of NYS that you have converted from Hansen to SAP.

Question 14: Is the County Airport included in this effort?

Answer: No.

Question 15: What is the county's current CADD system?

Answer: Autodesk AutoCAD Map3D, Autodesk AutoCAD LT and Solidworks Standard.

Question 16: What is the County currently using as an imaging system?

Answer: WinCan is used for sewer imaging.

Question 17: Where are the current TV inspection reports stored? What format are they stored in?

Answer: They are stored via the County's hard drive and on DVD. The format is MPEG 1/2/4.

Question 18: If the TV reports are in a standalone system will that system continue to be used?

Answer: Yes.

Question 19: Do you have a citizen's portal for customers to request services via the Internet? If so is it an SAP portal?

Answer: No.

Question 20: A) How many county staff will be dedicated to the project? Can you break down County participation by department by skill?

B) Does the County assume that they will be providing internal resources to support the project?

Answer: There will be no full-time dedicated staff. Subject Matter Experts will be provided on an as-needed basis.

Question 21: Describe the relationship between the selected SAP integrator and the IBM technical support team. Will IBM be responsible for system installation and operation? Will they be responsible for security and authorizations?

Answer: IBM Technical Support Team hosts Monroe County's SAP system. They are responsible for downloading patches, installation and system operation for the SAP system only. IBM also manages the security and authorizations on AIX for the SAP System.

Monroe County manages the security and authorization for all users and roles within SAP.

Question 22: Would a subcontractor be allowed to partner with more than one prime proposer?

Answer: Yes.