

## RFP Questions and Answers for Integrated Accounting and Human Resources Software

1. Is it possible to submit questions via email?  
**No.**
2. Has the city secured the funding needed for this project? If so, what is the budgeted amount set aside?  
**No.**
3. Please advise the total employee count, broken down by full time, part time, and seasonal.  
**Full Time – 6700**  
**Part Time – 400**  
**Seasonal – 300**
4. Please identify the anticipated number of named users (not concurrent) by the following categories:
  - a. Financials (GL, AP, AR, Financial Fixed Assets)
  - b. Budgeting (fiscal)
  - c. Project Accounting
  - d. Grant Management
  - e. Requisitioning (online)
  - f. Purchasing
  - g. Service Contracts**Will depend on the cost per user.**
5. We've noticed in the Purchasing requirements section (Section J) that there are several references to integration with Inventory, including auto replenishment, 3-way matching, etc. Is the City requesting that the Inventory Management system be part of this scope of work?  
**No. An inventory system may be needed in the future, but it is not part of this RFP.**
6. If the answer to question #5 is "yes", how many named users are anticipated?  
**Does not apply.**
7. Please confirm that your current general funds budget is approximately \$451.2M USD.  
**I cannot confirm that amount.**

8. Will the City of St. Louis consider extending the deadline for response by 2 weeks to accommodate the inclusion of your responses to questions?  
**Not at this time.**
9. Is a soft-copy Microsoft Word (or other editable format) version of the City's RFP available for distribution?  
**Yes.**
10. Are there MBE and/or WBE participation goals related to this procurement? If so, how will this be factored into the evaluation process?  
**These factors will be taken into consideration.**
11. What is the anticipated project start and go-live date?  
**Start 1<sup>st</sup> quarter 2012 and completion last quarter 2012.**
12. What roles does the City expect the vendor partner to provide in terms of the training effort?  
**The City needs the vendor to take a lead role in training.**
13. How many resources, functional and technical, will the City assign to this project, and what is their commitment level to this project?  
**The City is committed to this project.**
14. Is the City currently using e-Learning to deliver any training? If not, does the City desire to incorporate this delivery method in the training program for this implementation?  
**This would be beneficial option depending on the cost.**
15. Does City intend to provide an individual as a Training Lead/Coordinator to support the execution of the training strategy, facilitate the deployment of the training schedule, enrollment in classes, etc.?  
**Yes.**
16. Our initial approach to training is Train-the-Trainer. Will the City have adequate team members to support this approach?  
**Yes.**
17. Do you have a Learning Management System? If so, can you provide the name of the software?  
**No.**

18. Is any language, other than English, required for training material, training delivery, or application screens?

No.

19. What is the geographical spread of the end-user community?

The City of St Louis physical boundaries and Lambert airport.

20. The RFP does not specifically mention organizational change management. What is City's expectations regarding organizational change management services?

To be discussed upon award of contract.

21. Regarding the requirements for American with Disabilities Act (ADA) compliance:

a. Please provide a list of tools used today for enabling software applications for the blind.

We do not presently have any employee using our current software who is blind or has some other disability requiring accommodations for the software. The vendor's software should be adaptable so that a standard voicing software, such as JAWS by Freedom Scientific, can be implemented without extensive re-engineering and creation of macros.

It should also be noted that the software should be able to accommodate magnification software, such as ZoomText by Access & Productivity Tools, for people with low vision; voice recognition software, such as DragonNaturallySpeaking, sold through Nuance, for people with manual dexterity impairments; and other adaptive technologies currently available. Reference to specific products here is by way of illustration and does not indicate that this office would select that particular product.

The vendor's product should not use FLASH technology, nonsearchable .pdf files, or other files, software or code that is not screen readable.

b. Please describe the requirements for training materials and instruction for the blind.

In addition to print materials, training materials should be in an electronic format that is screen readable and usable by magnification software. If they materials are interactive, should also be able to accommodate voice recognition software.

To the extent that there is person-to-person instruction, instructors should be prepared to train any of our employees who has a disability if we have notified you in advance of the unusual circumstance.

- c. Please describe your expectations for the vendor related to ADA compliant facilities on the project.  
If and to the extent that the vendor is using physical facilities other than City of St. Louis property, the facilities shall be fully accessible. To the extent that the vendor is providing or using software facilities on the project, the facilities shall be accessible to and usable by employees with all kinds of disabilities, subject to such employees also relying on accommodations that the City may be providing.
22. Please provide Appendix 1 as specified in the section entitled "Unauthorized Aliens Employees."  
Attached
23. Should the population figure in this question be 720,000 or 320,000 (the 2010 population of St Louis)?  
320,000
24. Does the City require participation from a Disadvantage Business in the delivery of this project?  
Undecided at this time.
25. Has a budget for the project been set?
  - a. If so, which agency's budget will the project come from?
  - b. Can you share the budget amount be shared?Not at this time.
26. What process will the City take in narrowing down and selecting a vendor?  
Refer to section "Selection Criteria".
27. Is the City looking for a phased or "big bang" implementation approach?
  - a. If phased, what module areas will be included in the first and then subsequent phases?To be discussed upon award of contract.
28. Are there any calendar restrictions that need to be worked around for implementation? Peak times?  
No.

29. Does the City have a preference for database technology?  
**Microsoft SQL**
30. Does the City have a preference for:  
a. Application Hosted and Managed by the City **Preferred.**  
b. Application remotely hosted and managed by the vendor.  
c. Application housed in the City's data center, but remotely managed by vendor?
31. To allow for reduced travel expense and a more cost effective overall solution, can connectivity for our Jacksonville, FL based Implementation Center of Excellence be provided for remote work?  
**Remote work is acceptable.**
32. What % dedication will your internal resources have? What roles?  
**Unknown at this time.**
33. Will all work be performed out of one location?  
**Yes, St Louis.**
34. How many agencies will be rolled onto the new ERP?  
**Unknown at this time.**
35. Will the City be rolling out employee HR self service functionality as part of this project?  
**No.**
36. What are the historical data conversion requirements?  
**One Year.**
37. Your RFP lists November 7th as the date for responses and also lists a projected Q1 implementation start date. This is somewhat of an aggressive timeline which leads us to request The City's anticipated Sequence of Events so that we're geared up and ready should Lawson be selected as The City's Vendor of Choice.  
**To be discussed upon award of contract.**
38. A question on STL RFP, of the total headcount of 7000, 3500 are police as I see it. Are all 7000 being paid thru one system and is the intention to pay all 7000 thru the new system also?  
**The police department uses PeopleSoft to determine check amount, then sends the check information to the city, and checks are printed from that information.**

STATE OF \_\_\_\_\_ )  
 )SS.  
COUNTY OF \_\_\_\_\_ )

AFFIDAVIT

Before me, the undersigned Notary Public, personally appeared \_\_\_\_\_ (**Name**) who, by me being duly sworn, deposed as follows:

My name is \_\_\_\_\_ (**Name**), I am of sound mind, capable of making this affidavit, and personally acquainted with the facts herein stated:

I am the \_\_\_\_\_ (**Position/Title**) of \_\_\_\_\_ (**Contractor**).

I have the legal authority to make the following assertions:

1. \_\_\_\_\_ (**Contractor**) is currently enrolled in and actively participates in a federal work authorization program with respect to the employees working in connection with this Agreement, as required pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended.
2. Pursuant to Section 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended, \_\_\_\_\_ (**Contractor**) does not knowingly employ any person who is an unauthorized alien in connection with this Agreement.

\_\_\_\_\_  
Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: