

**ADDENDUM # 2**  
**127-20RFP-01**  
*For*  
**Enterprise Resource Planning (ERP) Software and Services**

**City of St. Louis, MO**

**July 26<sup>th</sup>, 2019**

The following changes/clarifications have been made to the original request for proposal issued June 28<sup>th</sup>, 2019. All addendums will be posted as quickly as possible, with a goal of posting weekly depending on the volume of questions received, at <https://www.stlouis-mo.gov/government/procurement/>.

All questions received have been numbered and listed here. If a question is not answered yet, it means we are still formulating our response. All questions submitted will be answered as quickly as possible and included as part of following addendums.

**IMPORTANT – THE RESPONSE DUE DATE FOR THIS RFP HAS BEEN EXTENDED TO AUGUST 23, 2019 AT 4:00PM CST. Question due date is also extended accordingly. Details in Question #18**

**IMPORTANT – The Pricing Sheet posted to the website had a formula error. The error was fixed and an updated pricing sheet is now available for download. Details in Question #57.**

*The content published in this Addendum takes precedence over verbal discussions from the Vendor Pre-Proposal meeting held on July 25<sup>th</sup>, 2019.*

Question #	Question	Answer Ready for Publication	Posted in Ammendment #__
1	Ability to integrate with Accounts Payable for the generation of payments to insurance/benefits providers based on benefit administration calculations. Question Would this information come from your general ledger file or would you require a separate integration by benefit type?	For insurances and benefits, both the employees' rates and the employer's rates are set up in a table before employees paychecks are calculated. Those rates are factored into the employees' paychecks. The amounts are summarized for each provider and passed to to the Accounts Payable. Most vendors are paid via ACH; a few vendors might still be paid by physical check, but we plan to convert all checks to ACH payments. All Accounts Payables are then passed to the general ledger.	1
2	Ability to integrate with 3rd party COBRA vendor the eligible actions and notify employees/dependents as they become COBRA eligible. Question what information would	We would not be using a 3rd party vendor. We would expect the new system to have all of the components of a COBRA system.	2

	need to come out of your benefit system with regards to COBRA and then what information would need to be provided to your 3rd party COBRA vendor?		
3	Ability to calculate and deduct life insurance, short-term and longterm disability premiums each month for all employees based on gross wages and employee age and other plan rules including, but not limited to, maximum eligible wages, and wages as of a fixed enrollment date. Question would a 3rd party administrator integrate any of this information over to your Benefits system or would the entire calculation be based on information in HCM/Payroll and Benefits?	The rates for all of the insurance programs are negotiated by our consultants. These rates are based on the prior rates and what effect trend and benefit usage has had over the past plan year. They are added to the system by either the Benefits Section or sent to ITSA to add to the system.	2
4	Ability to set security levels by specific screens or fields. Question – How many different security profiles are required in the HCM applications?	Cannot provide an exact number without knowing how workflows will be changed during the process improvement phase of implementation. But we'd expect, at a minimum, to have profiles for: full admin, transaction approver, transaction creator, and transaction viewer.	1
5	General question – How many Retirees do you have? Will those Retirees have payroll processed in Oracle Cloud? Are benefits going to be configured and processed in Oracle Cloud and if so ate the benefit offering the same as the regular employee population?	We have approximately 700+ Retirees who have the same benefits as the Active Police Division employees and 1,200 Retirees and Widows in the Medicare Supplement for the Police Division and yes I would expect their payroll to be processed within the selected solution	2
6	General question- How many unions does St. Louis have and what employee types are those unions associated with?	12 unions/labor associations that represent bargaining units	2
7	General question- For Compensation increases, do any groups of employees have grade step progression and if so how is the eligibility for those increases? Are they based on date of service or date of service in a position or a certain license or certification achieved?	All employees in the General, Management, and Trades Schedules receive a one (1) step (1.5%) increase as a result of receiving a "Successful or Highly Successful" Overall Rating on their annual service rating. Annual service ratings align with each employee's anniversary date. "Anniversary date" means the date following fifty-two (52) weeks of continuous service from the date of original appointment or from the date of the last salary adjustment, if other than a temporary reduction in pay for disciplinary reasons, a demotion (not for disciplinary reasons) or an across-the-board ordinance increase, an increase resulting from an authorized incentive program, reallocation or an upgrade of the classification concurrent with adoption of the ordinance. Employees in the Police and Fire Schedules receive step increases that	2

		correspond with their current years of service.	
8	General Question regarding Lynchval and COTS Pension Systems – Can you describe what information would need to be calculated in the Cloud HCM/Benefits system and interface to Lynchval?	<p>The Lynchval interface file contains the following information:</p> <ul style="list-style-type: none"> <li>• Employer ID – a fixed value</li> <li>• Employee SSN</li> <li>• Effective Date – Check Date</li> <li>• Plan ID – a fixed value</li> <li>• Check Date</li> <li>• Record Type – base on check record code</li> <li>• Pay Type – based on Pay Location</li> <li>• Pay Location</li> <li>• Hourly Rate = Biweekly Wage / 104 hours</li> <li>• Pay Effective Date – the effective date of the Firefighter’s current salary</li> <li>• Biweekly Wage</li> <li>• Pay Period Begin Date</li> <li>• Pay Period End Date</li> <li>• Post Tax Pension Wage</li> <li>• Post Tax YTD Pension Wage – just zeros</li> <li>• Post Tax Pension Deduction</li> <li>• Post Tax YTD Pension Deduction – just zeros</li> <li>• Pre Tax Pension Wage</li> <li>• Pre Tax YTD Pension Wage – just zeros</li> <li>• Pre Tax Pension Deduction</li> <li>• Pre Tax YTD Pension Deduction – just zeros</li> <li>• Post Tax Drop Pension Wage</li> <li>• Post Tax Drop YTD Pension Wage – just zeros</li> <li>• Post Tax Drop Pension Deduction</li> <li>• Post Tax Drop YTD Pension Deduction – just zeros</li> <li>• Pre Tax Drop Pension Wage</li> <li>• Pre Tax Drop YTD Pension Wage – just zeros</li> <li>• Pre Tax Drop Pension Deduction</li> <li>• Pre Tax Drop YTD Pension Deduction – just zeros</li> <li>• Check Type</li> <li>• Net Sick Hours</li> </ul> <p>NOTE: The YTD Wage and YTD Deduction values are merely placeholders. They are calculated in the SSIS package that loads the data.</p>	1
9	General Question- Which Time and Labor systems will be remaining in place and need to be integrated to Cloud Payroll? If a Time and Labor system is required for Cloud Time and Labor what groups of employees would need a new system implemented?	See Section 1.5 - Current Application Environment.	1
10	Besides Civil Service employees, City processes payroll for 18 other	There are approximately 1000 employees in this group. The County/Elected offices are part of the same payroll	1

	County/Elected offices which can establish their own pay regulations. Questions – How many employees are in this group? Is this a different payroll then the Civil Service employees?	as the Civil Service employees.	
11	General question – How many different tax identification numbers are paid through your payroll system?	We use only 1 tax identification number for our payroll.	1
12	How many Cost Centers do you budget?	See Volume Matrix in the RFP	1
13	How many years of history will be loaded into your budgeting application?		
14	Expanded Application Software, such as Cash Receipting, Debt Management, and Investment Management are NOT mandatory per the definition of “Expanded” on page 18. However, per the ERP-Software-and-Services-Specifications.xlsm requirements, these tabs have many Required features. Please clarify if Cash Receipting, Debt Management, and Investment Management are required to be included in our proposal.	Proposals need not include solutions for items listed as "Expanded". However, if you are proposing an "Expanded" solution, then the specifications will tell you what is Required within those solutions.	1
15	What is the DROP program?	EMPLOYEES RETIREMENT SYSTEM CITY OF ST. LOUIS DEFERRED RETIREMENT OPTION PLAN Deferred Retirement Option Plan (“DROP”) of the Employees Retirement System of the City of St. Louis (“System”). For details please go to: <a href="https://www.stlouis-mo.gov/government/departments/employee-retirement/documents/drop.cfm">https://www.stlouis-mo.gov/government/departments/employee-retirement/documents/drop.cfm</a>	1
16	What would the Laserfiche scanned documents be attached to other than contracts? Are the vouchers support for GL journals, AP invoices, other?	Laserfiche would be used to attach scanned documents to any part of the ERP solution that requires use of documents created outside of the ERP. Currently, paper vouchers are used to process invoices. It is expected that the ERP solution will include a process for processing/approving invoices such that paper vouchers would no longer be necessary.	1
17	Please clarify what is meant by “Limited Purchase Orders” invoice type.	Need question clarified. Please cite the section of the RFP that you are referencing	1
18	Can we gain an extension of 4 additional weeks in order to properly respond to the current RFP which is due for the City of St. Louis August 9th, 2019 at 12:00pm CST?	The Response due date for this RFP has been extended until August 23 at 4:00 CST. In the interest of giving respondents every opportunity to ask questions, City rules require that we allow you to pose questions up until 7 days before the due date. Thus, questions are due by	1

		August 16 at 4:00 CST. We will have these questions answered no later than end of day Tuesday August 20. However, in order to give yourself ample time to prepare and mail your response, we strongly advise that you submit your questions ASAP. We will answer questions (via posting of RFP amendment on the website) as quickly as possible. Please check the amendments before posing your questions, as your question may already have been answered	
19	Are we okay with submitting the printed cost proposal after the Section 14 header?	The printed cost proposal should be included under Section 14 in the Respondents' printed proposal response. Please refer to RFP for details on the cost proposal format.	1
20	Are you wanting the printed cost in a separate file versus adding into the technical Section 14?	The printed cost proposal should be included under Section 14 in the Respondents' printed proposal response. The Respondant should also submit a separate electronic version of the pricing forms in .xlsx format. Please refer to RFP for details on the cost proposal format.	1
21	Do you want the specifications printed as well and added under Section 9? We are aware you want the cost and specifications left in excel for usb	The printed functional system requirements should be included under Section 9 in the Respondents' proposal response. Please refer to RFP for details on the functional system requirements proposal format.	1
22	We will have to mail our response on the August 7 early afternoon, to make it to the City on time for Friday's deadline. Is there a way questions can be addressed sooner?	The City's intention is to post an addendum with responses to Respondents' questions weekly, most likely on Fridays at <a href="https://www.stlouis-mo.gov/government/procurement/">https://www.stlouis-mo.gov/government/procurement/</a>	1
23	The RFP forms reference bond requirements. Are there bond requirements for this response?	No	1
24	We noted payment for the software occurs over 4 payments with the final payment due upon final acceptance of the solution. With our proposed software being a SaaS solution, requiring access to the software during the implementation, we require the payment for the software at the time contracts are executed and before implementation begins. Would the City agree to this payment timing?	Possibly, but it would be discussed during contract negotiation. Normal City policy is not to pay until products or services are delivered. Please complete the Terms and Conditions Exception area of the RFP to state your case.	1
25	We noted a 50% holdback of the implementation payments until final acceptance. We normally align 100% of the implementation payments with project deliverables (approved by the City) over the life of the	Possibly, but it would be discussed during contract negotiation. Normal City policy is not to pay until products or services are delivered. Please complete the Terms and Conditions Exception area of the RFP to state your case.	1

	implementation. Would the City agree to this payment timing?		
26	Would the City consider a 2-week extension of the RFP due date? This would allow us to complete the response based upon the answers to final questions.	See Question 18	1
27	We noted there is \$5M of a \$50M bond allocated to this project. To what extent does the City have, or is willing to invest, additional funds for this project?	The rest of the bond went to public safety projects. We would have to secure additional funding if necessary.	1
28	We will have to mail our response on the August 7 early afternoon, to make it to the City on time for Friday's deadline, is there a way questions can be addressed sooner?	We plan to answer the questions as they arise, and post addendums to the RFP weekly.	1
29	Cost proposal did not see a place to sign? Are we okay with submitting the printed cost proposal after the Section 14 header? And are you wanting the printed cost in a separate file versus adding into the technical Section 14?	The printed cost proposal can be signed anywhere on the document. The printed cost proposal should be included under Section 14 in the Respondents' printed proposal response. The Respondent should also submit a separate electronic version of the pricing forms in .xlsx format. Please refer to RFP for details on the cost proposal format.	1
30	Lastly do you want the specifications printed as well and added under Section 9? We are aware you want the cost and specifications left in excel for usb.	The printed functional system requirements should be included under Section 9 in the Respondents' proposal response. Please refer to RFP for details on the functional system requirements proposal format.	1
31	We noticed on the timeline that responses to questions will be provided on August 7th with the RFP response deadline on August 9th. That provides little time to adjust our response if needed after receiving the questions response. We would request either an extension to the deadline or adjusting the timeline so that we have more time to react after receiving the questions response	See Question 28	1
32	Can you confirm that the City will not allow a vendor to submit a proposal for one software application, such as, only submitting for applicant tracking?	Per the RFP Section 1.7 Expected Scope of System Solution on page 18 'In recognition of the City's unique requirements relative to Payroll and Time and Attendance scope, the City will also consider "stand-alone" proposals from payroll and time and attendance software Respondents. "Stand-alone" proposals for other Core and/or Expanded Application Software will not be considered.'	1
33	Has the City of St. Louis worked to see if the existing software can	We are firm in our desire to replace the legacy system.	1

	provide what you need?		
34	Would you be open to a conversation that could save the city quite a bit of money?	We are only entertaining written proposals.	1
35	How many staff are anticipated to use the solution's Cash Receipting module?	<p>Answer for Q's 35-48: City Departments currently have manual/disparate methods for submitting daily cash receipts. There is no citywide system that we are seeking to replace. See ERP Software and Services - Pricing Forms_Updated, Interfaces tab, lines 13-20 for information on Bank interfaces.</p>	2
36	What Cash Receipting software does the City currently use?		
37	Which bank does the City use for deposits, for the purpose of remotely depositing checks received through the Cash Receipting module?		
38	How many City locations accept cash, check, and/or credit transactions? Please describe each location and include the number of payment stations and what types of payments are accepted there.		
39	Does the City have current Cash Receipting peripheral hardware, such as receipt printers, cash drawers, or check scanners, that would ideally be used with the replacement solution? If so, could you provide the make and model of each existing peripheral?		
40	Does the City have an existing contract with a credit processor that the Cash Receipting solution should interface with?		
41	Does the City plan to absorb credit merchant processing fees, or charge them back to the customer as a Service or Convenience Fee?		
42	How many transactions are processed annually through the current Cash Receipting module?		
43	Are there any other City applications that are not in scope for replacement, where an interface with the Cash Receipting module is desired? If so, could you provide a list of these applications?		
44	Regarding 4.6 - Cash Receipting - #10 "Ability to provide both cash register and cash drawer functions." Can the City provide more detail on what is meant by cash register vs		

	cash drawer functions?		
45	Regarding 4.6 - Cash Receipting - #20 "Integration into document management system". Can the City provide the name of the document management system that they are wanting the Cash Register and POS system to integrate with?		
46	Regarding 4.6 Cash Receipting - #29 "Ability to take receipts offline in the system when the main system is non-operational (down for maintenance, etc.) and upload after the fact." Can the City describe what is meant by the "main system"?		
47	Regarding 4.6 - Cash Receipting - #30 "Ability to take website payments when the main system is non-operational (down for maintenance, etc.) and upload after the fact." Will the "website payments" be managed by existing website software at the City and if so, could you identify what software it is?		
48	Regarding 4.6 - Cash Receipting - #79 "Ability to enter check list for individual receipt balancing." Can the City clarify whether this refers to itemizing checks during balancing, or listing checks on individual receipts?		
49	What is your targeted start date? What is your targeted Go Live date?	Negotiable after solution is selected. Desire would be to go live within 12-24 months, depending on phased approach decided with solution team.	1
50	What is driving these dates – fiscal year, contracts, etc.?	N/a - See Question 49	1
51	Do you have the need for any Custom Security Groups (for example, an administrator who is only allowed to see a select group of people)? If so, how many? Please explain.	See Question #4	1
52	Are your employees hourly/non-exempt, salary/exempt, or both?	Both	1
53	Do you need any additional Language(s) for any of the modules?	No	1
54	How many unions/collective bargaining agreements do you have?	12 unions/labor associations that represent bargaining units	2
55	Is HR centralized or de-centralized?	HR is centralized (Department of Personnel). Payroll is	1



	Is Payroll Centralized or de-centralized?	centralized. Time and Attendance is de-centralized	
56	There is a note in the RFP that says "Besides civil service employees, city processes payroll for 18 other count/elected offices which can establish their own pay regulations" – are these outside of scope or included in the 6800 FT employees and 400 PT employees?	These employees are included in that count.	1
57	It appears from my update and review of the pricing form (ERP-Software-and-Services-Pricing-Forms.xlsx) there are some errors in the calculation formulas in the form. Attached is a pdf document that illustrates some of the issues I found. Since the pricing form is protected we are unable to correct. If you should agree with the issues found we will require a corrected form as soon as possible. If you find these issues are not founded and of misunderstanding in the use of the form we kindly as for further guidance/explanation.	Pricing sheet has been fixed and re-loaded to the website for download. See file named <b>ERP Software and Services - Pricing Forms_Updated</b>	1
58	In Section 1.5, Current Application Environment (Table) - the MIP application is improperly described	The MIP application is in use by two city agencies - Treasurer's Office and SLATE. The "likely future" categorization for the Treasurer's instance of this software is "M-Maintain". The "likely future" for the SLATE instance of this software is "C-Consider"	1
59	In Section 1.5, Current Application Environment (Table) - the OneSolution application needs clarification	OneSolution is used by the Water Division in conjunction with another application for time tracking, called TimeClock Plus. It is properly referenced in the Pricing Spreadsheet, Integrations tab. However, in table 1.5 we left out the reference to TimeClock Plus.	2
60	See Attachment A list of additional questions from single vendor	See Attachment A for answers in red italics	1
61	What is the budget for this RFP/ Project? Is it \$5M as reflected in the Capital Improvement Plan?	See also Q27. Yes, there is the \$5M listed in the Capital Improvement Plan that you referenced (aka, the 2018 bond funds). If additional funding needed, we will have to identify a funding source	2
63	I noticed the close date now shows 8/23 and it was 8/9, will that also be adjusted officially in the addendum?	Yes, this was officially documented in Addendum #1 (and all subsequent addendums)	2
64	Please clarify what is meant by "Limited Purchase Orders" invoice type.	See Q17	2
65	Are County employees paid using a City payroll?	Yes, they are paid via the same payroll system.	2

66	If yes, where are these County employee records stored for the City payroll to access?		
67	If County/Elected offices employees are paid using the same City payroll as City Civil Service employees please give example(s) of County/Elected offices ‘...establish their own pay regulations...’.	Non-civil service employees (ie: "county employees"-see Q92 for further definition of this term) pay regulations may differ from civil service employees in how their vacation is accrued, how overtime is calculated, what job classifications they use, for example.	2
68	Would the City be willing to sign separate software and services agreements with the providers?	Yes, we would anticipate a master services agreement and a separate software licensing agreement.	2
69	The RFP was not clear on the exact evaluation criteria and weighting/scoring of criteria in evaluating proposals. Could you please provide this information?	See Q 83	2
70	There are specific forms noted within sections that need to be completed along with the response (e.g. Staffing Form, Training Form, etc.). Could you please clarify if you want those forms submitted/included with their corresponding section (e.g. Section 6 Implementation, Section 7 Staffing Plan, etc.) or within Section 13 Other Required Forms and Attachments?		
71	RFP asks for audited financial information for the past two (2) completed fiscal years. Due to the excessive page count of our financial statements, would the City allow for these to be included in the electronic version only?	Yes, electronic version only of audits is fine.	2
72	"Per the RFP, Respondent must provide references from City clients similar in size (100K employees and above) - Given most cities have an employee size generally smaller than 100K, could the City please confirm this size metric?	See Q 89	2
73	On the interface tab there is reference to an interface with EON and also an interface with MOSIP. There is no reference to these systems in the RFP section 1.5. Could the City give us more information as to what data will be passed between the 2 systems?		

74	Please provide the City's M/WBE goals for professional services contracts such as the goals referenced in RFP 127-20RFP-01, Enterprise Resource Planning (ERP) Software and Services	See RFP for web links to more information regarding City's M/WBE programs	2
75	Is the budget of \$5M from the City website the correct budget for this project?	Yes. The voters of St. Louis have approved a \$5M bond to be spent on this ERP implementation project. More expensive solutions would require an additional source of funding, which will be difficult to obtain. The City recommends explaining what solutions are available within the \$5M budget, and expanding on what else is available at additional cost.	2
76	Is the \$5M budget for the first year, or for all ongoing annual SaaS fees?	The bond money will be spent within three years. The City understands there are operating costs beyond the initial project costs.	2
77	Does the \$5M budget include travel?	Yes, all proposals should include travel costs.	2
78	Is there a specific time that the City would like to launch the project?	The City expects to start the implementation process around March of 2020. The Go Live date will be negotiated with the selected vendor.	2
79	Does the Go Live date have specific time requirements?	Timeline expectations will be part of contract negotiation; however, the city hopes to go live within 18-24 months.	2
80	What are the top expectations or requirements a solution must meet?	The City suggests referencing the specification section of the RFP for a complete list of specification requirements. Items marked 'R' are required.	2
81	Is there a proposed timeline for demos of potential solutions?	Demos will occur in October or Early November. The City is hoping to have this process wrapped prior to the holidays.	2
82	Will final vendor selection also be before the holidays?	Final vendor selection is likely to happen in early 2020.	2
83	Can you share more information about the evaluation criteria scoring sheet?	Please see the RFP for evaluation details. The City has not yet determined specific weights in order to first review responses to narrow down the weights/scorings.	2
84	Will the City be providing scripts for the demos?	Yes. Due to the large project scope, there will also likely be multiple demonstration sessions. More specific scheduling details will be provided at a later date.	2
85	What is the total number of legal entities involved in this project?	The software will be used by the City of St. Louis. The "county offices" (see Q 92 for clarification of this term) will be involved in some functional areas but the selected vendor will only be working with a single entity	2

		(ieL the contract will be between the vendor and the City of St. Louis). Within the City, there are several process owners that will be using the system.	
86	How many CAFRs will be generated by this system?	The City will be generating 1 CAFR.	2
87	For Payroll, there are different government entities that will use the payroll system. Does their payroll book to the same GL, or how do they differ?	All departments book to the same General Ledger. Most employees are in the civil service system governed by HR, a fraction of employees are part of other offices managed by elected officials, and there will be some County users as well. All of these items will be solidified during configuration with the winning vendor.	2
88	Does section 2.28, "Prohibition of Offshore Services", include U.S. citizens such as military employees that are cleared by the government to help support the system?	Please specify in your proposal any planned use of offshore citizens.	2
89	RFP Page 44 states the references must be of cities will minimum 100k employees – is this correct?	All references must be of cities with at least 100k citizens, not employees.	2
90	Does this project require board approval? When do those meetings occur?	Yes, this project requires approval from the Board of Estimate and Apportionment. This board is made up of the Mayor, the Comptroller, and the President of Board of Aldermen, and meets on a monthly basis.	2
91	Are Fire and Police employees included as part of Time & Attendance?	Yes. The specifications include further details.	2
92	What exactly is the difference between the County of St. Louis and the City of St. Louis?	<p>The City of St. Louis is it's own county, meaning it is not within any other county and thus has some offices that perform county functions as required by State of Missouri - these offices are often referred to as the City's "county offices". The are headed by a separately elected official and do not report to the Mayor. The key difference between our city offices and "county offices" is that City employees fall under civil service rules and "county office" employees do not. Thus rules around function relating to payroll, pensions, etc. vary between the two.</p> <p>NOTE: There is a completely separate government entitiy with a completely separate geographic boundary known as St. Louis County. This entity is in no way affiliated with City government or this project.</p>	2

93	It was mentioned that St. Louis has allocated 5 million dollars for year 1 to procure software, services etc.. Is there operational budget for years 2-5 that has been set aside	See Q 75 and 76	2
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**\*\*\* THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH THE ORIGINAL PROPOSAL AS OUTLINED IN SECTION 2.4 OF THE RFP \*\*\* (Note each addendum builds on the previous one, only need to return the final addendum with this signature page)**

PLEASE COMPLETE THE INFORMATION BELOW:

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SIGNATURE DATE

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PRINTED NAME TITLE

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COMPANY

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MAILING ADDRESS

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PHONE NUMBER FAX NUMBER E-MAIL ADDRESS