RFP # 332 Project Management Addendum 1
Friday, September 15, 2023

All questions received that were not exact duplicates are listed below with the requisite reponse to the right.

Question	Response
1 What is the budget for this engagement?	A budget is established for the ERP project but not specifically for the project management component.
2 Please provide the Response format by the county to respond to this RFP, if any.	That is to be determined by the respondent in accordance with any directive in the RFP document.
3 Please provide the interview Date/Project start date.	Interview date is to be determined based on responses. Project has been under way for just over a year. Active work on the new ERP implementation is slated for November, 2023.
4 Can we consider TBD as adding funds if necessary?	Only if stated hourly rate(s) are firm; this would not be preferred.
5 Is there a contractor currently doing this work?	No
6 If the agency is currently performing this work, would this be considered full-time work 40 hours a week (2000/year) or based on time to complete the project?	Finance Director is covering some duties that will shift to the project manager. On average, we estimate 16 hours per week for 18 months to 24 months.
7 Is the agency seeking an hourly rate for the pricing section, or can the agency provide another recommended format?	Accomack County is leaving open the pricing to respondents
8 Can the agency confirm if this is a construction contract?	It is not a construction contract.
a. If not, can the agency please review the RFP and remove all references to construction? (Specifically items #26 and #27 and any other reference to construction)	Not at this time.
9 If this is not a construction contract and is identified as a professional services contract, can the agency please remove the requirement to provide a bond?	Bonds are not required unless a construction contract, thus none is required.
10 What system are you implementing?	We are in contract negotiations with Univerus for their SAP system
11 About how many users will it have?	That is to be determined but our County work force of full time primary workers is 350 on average. Our budget for FY 24 is on our website.
12 About how many stake holders do you envision the project manager working with?	The Project Management Team consists of four, and the steering/governance committee is two. The steering governance committee would be who the Project Manager reports to.
13 What company are you working with to complete the implementation?	Univerus
14 About how many ERP consultants do you envision the project manager working with?	None
15 If in good standing out of state but not registered in the state of Virginia, can we participate in this RFP?	To do business in Virginia the firm has to be registered with the State Corporation Commission in Virginia to provide services in VA.

	Question	Response
16	RFP states that the award will be made based on evaluation criteria and price. Can you clarify the evaluation criteria?	The review team will evaluate the proposals based on the listing of Preferred Qualifications on page 4.
17	Has this work been performed by an individual or vendor at any point prior to this RFP?	The County Finance Director is performing some of the functions.
18	There does not appear to be a proposal format for responding to this RFP. Is the government okay with the vendor responding using its own format as long as we submit a responsible/compliant offer IAW bullet #8 and also provide a narrative of management approach, technical approach, past experience, and pricing?	Yes
19	Please provide clarifiacation between these two statement from page 17 of the RFP: 17. Bid/Proposal Delivery: Bids/proposals may be emailed or delivered as directed in the Invitation for Bids or in the Request for Proposals. Please see the specific instructions given in each individual IFB or RFP	Responses may be hand delivered, if someone chooses, they may be mailed or emailed. Hand delivery address is 23296 Courthouse Ave Accomac VA 23301; mail address is PO Box 620 Accomac, VA 23301 and email is mlindsey@co.accomack.va.us
20	18. Bid/Proposal Preparation: The bid/proposal and any other documents required to be submitted with the bid shall be enclosed in a sealed, opaque envelope. The envelope must clearly reference the project title and the project number on its face	That is preferable, but clearly not for an emailed response.
21	Which ERP product are you emplementing? Please provide the full details including the version.	We are in contract negotiations with Univerus for their SAP system
22	Are y ou looking for a vanilla-skilled PM with some basic knowledge of ERP implementation or do you need a strong techno-functional PM of the porduct you are implementing and who can add value in many different ways during the project implementation?	The latter.
23	For 16 hours of effort each week do you think a few hours each day would be the desirable path or a couple of days a week? Since this is a part-time gig we want to be sure that our proposed candidate can fit your needs into the schedule.	We are flexible in what will work best for the project and would discuss that with the firms/person that moves to the interview stage of the evaluation process.
24	Are resumes required of the proposed candidates?	Not required, but we would be pleased to have them as part of the response.
25	How do you want the rates to be submitted?	They can be submitted hourly for comparison purposes or as a fixed fee, if that is more appropriate for the manner you or your firm choose to propose.
26	If the candidate is out of town then for onsite travel expense reimbusement what method should we follow?	We plan for this scope of work for the project manager selected to be remote with out travel to our location.
27	Do you already have any preferred vendor or incumbent bidding for this opportunity?	No
28	What is the hourly rate?	We have no set hourly rate set.
29	What ERP Platform is currently in use?	Avenu's GFS
30	Is this a new initiative? If not, please provide the names fo the current vendor(s) providing the services?	This is a new initiative. We have no one performing this scope of work.
31	Can you please let us know the previous spending of this contract?	There has been no previous spending as there has been no person or firm performing the services.
32	Please confirm if we can get the proposals or pricing of the incumbent(s).	There are no incumbents.
33	Are there any pain points or issues with the current vendor(s)?	There is no current vendor providing project management services.
34	Please confirm the anticipated number of awards.	One
35	Can the County waive the bond requirement?	This is not a construction contract, thus no bond is required.
36	Is there a incumbent providing these services?	There are no incumbents.
37	Is this a new position?	This is not an employment position, but a need for vendor services for the scope of work described in the RFP.
38	The RFO states 18-24 months; however, on page 2 of the project timeline it only lists quarter periods through Q1 of 2025. Please advise the actual duration on the contract.	That will be dependent on how implementation goes, so at this time, our best estimate is 18 to 24 months with an estimated start date of November, 2023.

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39	Has the project started yet?	We began planning about 18 months ago with demonstrations from the top three ERP respondents in January, 2023 and are now negotiating a contract with the preferred vendor.
40	What is the number of employees?	Full time is on average 350.
41	What is the number of citizens?	2020 census was 32,400
42	What is the number for utility services?	We do not provide any utility services
43	What county departments is the software intended to serve?	All
44	What is the current software that is being replaced?	Avenu's GFS
45	What software is being implemented?	Univerus - SAP
46	Are we correct in reading that the County is assuming 16 hours or less per week for this role? (line 29)	We believe 16 hours on average for the duration of the project.
47	Aside from Project Management services, does the County desire or anticipate support in more functional areas of the implementation?	Not at this time.
48	What is the process to become a licensed contractor in the Commonwealth of Virginia?	This isn't a construction project so licensure as such is not required.
49	Has the ERP product to be implemented been selected? If so, can Accomack County share which product it plans to implement? If not, can Accomack County share any information about the status of the procurement?	As noted in prior questions, we have a first choice, with whom we are in contract negotiaions and they are Univerus - providing an SAP solution.
50	How many resources does the county plan to assign to the project and what are their job titles? Will they be dedicated to the project or will they be expected to perform their projet roles in addition to their everyday duties?	That will fluctuate depending on what portion of implementation work we are in. There is a project management team consisting of the Chief Information Officer, the County Administrator, the Finance Director and Human Resource Director. All are integral to the project and will continue their regular work program. We are adding one staff member in IT that will initially have the ERP project as a primary task; Both HR and Finance are adding one staff member each which will have a portion of their work responsibilites dedicated to the ERP project.
51	How did the county arrive at the level of effort estimate of 16 hours per week for the ERP manager role?	Based on the scope of work and time required from the project management team members over the last 18 months working towards this point.
52	If 16 hours per week proves insufficient to accomplish the work required to ensure a successful implementation is the county open to increasing the level of effort?	Yes
53	Is the county using an ERP system and, if so, what system and version is currently in use?	Avenu's GFS
54	If the county is not useing an ERP system, can it share what system or systems it is using that will be supplanted by the ERP system and the age and version of each?	We are using Avenu's GFS that encompasses only core financial and no human resources or purchasing/procurement
55	Can the county provide any guidance about the format and contents of the proposals it would like to receive or is each Offeror free to choose its own format?	The County has no preference.
56	Can the county provide any guidance about how pricing should be proposed?	Respondents may provide as they would for other work they perform in this area. We would prefer to have an hourly rate for the person(s) performing the work for comparative purposes.
57	Would the county prefer to see an hourly rate, and hourly rate with an estimate of total cost, a fixed fee, or another pricing methodology?	The County is open to any pricing scheme, but would prefer to have an hourly rate for comparative purposes.
58	If on-site work is part of an Offeror's proposal, should travel costs be included in the overall pricing or priced separately?	This service is intended to be remote.
59	Has the county already chosen an ERP software and is just needing Project Management Services for the implementation phase or is the county also looking for help in putting an RFP together for a software vendor & contract negotiations, then the consultant would move into Project Management Services during the implementation phase?	The County is in negotiations with a preferred vendor at this time. The scope of work is only for the duration of the implementation and any wrap up thereafter.

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60	Has the county executed a contract with the vendor for the financials and humans resources functional scope or are they still in negotiations?	The County is in negotiations with a preferred vendor at this time.
61	Is the county open to considering a team approach where different project managers manage different phases of the implementation?	We will consider this approach as we consider all responses.
62	Has the county determined a budget for this project? If so, can it be shared?	We have not determined a budget for the project management segment of the full project.
63	Is there a desired format on how pricing should be submitted?	The County is open to any pricing scheme, but would prefer to have an hourly rate for comparative purposes.
64	methodology used to evaluate proposals submitted in response to this RFP?	Qualifications on page 4.
65	Would the county identify the primary software applications in use today for the ERP functions and intergrated software?	The County is currently using Avenu's GFS.
66	What is the county's current ERP solution and when was it implemented?	The County is currently using Avenu's GFS. This was implemented around 1990.
67	What is the driving force behind the county's decision to procure a new ERP at this time?	Our existing solution is lacking in capabilities needed.
68	Does the county prefer a single system over a combination of integrated best-of -breed systems?	Not relevant to a project management response, as we have already been through the process of reviewing, demos, discovery and we are in contract negotiaitons with our preferred vendor.
69	Would the county consider discussing its timeline for the system implementations if provided an alternate timeline base on previous experience?	Only if it works with the timeline for our preferred go live dates which are July 1 2024 for core financials and 1 1 2025 for HR and payroll.
70	Is the county open to recommendation of the hours needed per week on average based on previous experience?	We are open to a recommendation.
71	Who is the vendor?	Univerus - SAP
72	Has the county implemented software at this scale before?	Yes
73	What is the negotiated amount of time that vendor has agreed to allocate their project manager to the implementations of this ERP?	That is still part of the negotiations as we proceed to be able to sign the contracts required.
74	How many county resources are assigned to support this project?	That will fluctuate depending on what portion of implementation work we are in. There is a project management team consisting of the Chief Information Officer, the County Administrator, the Finance Director and Human Resource Director. All are integral to the project and will continue their regular work program. We are adding one staff member in IT that will initially have the ERP project as a primary task; Both HR and Finance are adding one staff member each which will have a portion of their work responsibilites dedicated to the ERP project.
75	How much time are the county resources allocated to this project weekly?	That is not determined at this point.
76	What departments/divisons make up the steering committee?	County Administrator, HR, Finance, and IT
77	Has the vendor identified a preferred project management methodology for the implementation? Waterfall? Scrum? Kanban? Six Sigma?	No
78	Does the county have an estimated budget ceiling for this project? If so, what is the ceiling amount?	No
79	What percentage of work, in any, can be done remotely?	100%
80	Does the county have a preferred project management information system? If so, will the contractor be provided access to they system for the duration of the project?	No
81	If not, is the county willing to pay an access or licensing fee for a Cloud-based project management information system for the duration of the project?	The County will consider that. Until further information is known, we cannot answer specifically.

	Question	Response
82	What, if any, training, FAQ, and post go-live support has the ERP vendor team offered to the county?	Training and support both during implementation and thereafter as a customer is offered and is part of the overall project.
83	What is the guiding factor or factors for the countly's decision to go with either one go-live date or multiple dates?	At this time, we are looking at two go live dates 7 1 2024 for core financials and 1 1 2025 for HR and payroll to not have W-2 information in two systems and to not cross fiscal years for reporting purposes in two systems.
84	In what format would you expect a response to take? In the form of the sample contract? With the additional required froms. Or in the form of an SOW with outline of work-understanding and background of the proposed project manager?	The latter, although proposing a contract is acceptable so long as the scope of work is covered.
85	Have you, as yet, chosen an ERP? Or will that be part of the anticipated scope of work?	We have already been through the process of reviewing, demos, discovery and we are in contract negotiaitons with our preferred vendor.
86	Do you anticipate this can be 100% remote, hybrid, or prefer onsite work?	100% remote is what we are expecting, although on site would be an option if the vendor chosen would want this.
87	Is travel expected? And will it be reimbursed?	Travel is not expected and we do not have budgeted funds for travel.
88	Please confirm this is a part-time position, averaging 16 hours per week. (line 29)	Yes
89	Who will the project manager report to on a day-to-day basis outside the Executive committee?	The Executive Steering committee is the direct report.
90	Who is the ERP vendor? (line 77)	Univerus - SAP
91	What methodologies is the ERP vendor following?	There are no prescribed methodologies.
92	What is your budget?	There is a project budget but no specific portion allocated at this time to the Project Management
93	Are "Bid Forms" part of the existing RFP or will there be an addendum?	This isn't a construction project so bid forms are not required.
94	As we have strong PM candidates that live outside of driving distance to Accomac, VA, is there a preference given to companies that provide hybrid or onsite project managers?	This is a 100% remote work scope of work
95	rate (assuming 16 hours per week)? Is there preference giving to any format?	discussed if chosen for interview.
96	Does the county have an expectation on bill rate, or overall budget for this position?	No
97	Is the contract for only one FTE? (Is the county open to a project manager and a project coordinator?)	The RFP was issued with the thought there would be one individual and not multiples.
98	Is the ERP vendor providing an on premises, cloud, or Software as a Service (SaaS) solution?	Software as a Service (SaaS) solution
99	What delivery methodolgy will the solution be using (waterfall, agile or a hybrid)?	No methodology has been stated.
100	Will the county PM be responsible for the data migration plan or the ERP vendor?	No
101	Is there a standardized format (PowerPoint, dashboard) for presenting to the steering committee?	No standard, but power point is frequently used by the steering committee.
102	Will a status report of Steering committee presentation template be provided with the required information?	There is no template, the style will be at the discretion of the vendor.
103	Is the steering committee meeting bi-weekly, monthly or quarterly?	The Project Management Team meets twice a week currently which includes the steering committee.
104	Which PM (county or vendor) is responsible for an Integrated Master Schedule (IMS)?	The ERP vendor has a proposed schedule but it is not final at this time. Management thereof is not determined
	* major and minor schedule milestones identified	The ERP vendor has a proposed schedule but it is not final at this time. Management thereof is not determined
	*identified resources assigned to specific project tasks	The ERP vendor has a proposed schedule but it is not final at this time. Management thereof is not determined
	*does a budget need to be created and tracked by the PM?	No
105	Does the county have a defined project delivery process and/or tools (workday Jira, or MS Project) in place?	No

	Question	Response
106	Does the county have a management reserve for this project and is the PM responsible for managing the project?	No management reserve
107	Can the county provide the selected ERP software and the service provider?	Univerus - SAP
108	Will there be a link provided for the "Bid Forms"?	This is not a construction contract, thus no bid forms.
109	Is there an incumbent Project Manager?	No
110	How many current projects are currently working on this contract? How many have not yet started?	We are in contract negotiations with Univerus for their SAP system - nothing else is in process.
111	Who is the current county software provider?	Avenu's GFS
112	What is the address of the building that the project mangager will operate out of?	The project manager is expected to be remote.
113	Will a business license in the county of Accomack be required for this project?	No