

Town of Ledyard
Issue September 29, 2010
Request for Proposals RFP 2011-02
Financial Software System Consulting Services
Q&A Response Dated October 14, 2010

1. *What financial software is currently in use by the Town & School Board?*

ANSWER: The Town uses GEMS by Walsh; the Dept. of Education uses Phoenix by Sunguard Pentamation.

2. *What processes are handled by the current system(s)*

ANSWER: Town: GL, AP, HR, Payroll, Property Tax Billing and Collection; **Dept. of Education:** AP; Budget; Grant Accounting; Payroll

3. *Does the Town / School District have an IT professional on staff?*

ANSWER: Town 1.5 FTE IT Support; **Dept. of Education** - 2 FTE

4. *Has the Town engaged an IT/Software Consultant in the past?*

ANSWER: Unknown

If so, whom?

ANSWER: N/A

How many system users are there?

ANSWER: Town: Approximately 25 at various levels of authorized usage. **Dept. of Education** approximately 15.

5. *Has the Town/ school board seen any demonstrations of replacement software systems recently? Is there a preferred company?*

ANSWER: Town and Dept, of Education: Yes to demos; No preferred company
If so, what companies?

ANSWER: N/A

6. *The RFP is requesting experience with both Town and School Districts within Connecticut Can you provide some indication of how important these factors are?*

Would we be disqualified if we have not worked with a Connecticut client?

ANSWER: Yes

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Would we be disqualified if we have not worked with two combined Town/School District clients if we have worked with several separate entities?

ANSWER: Yes

- 7. *Will there be a pre-bid/bidders conference? If so, will attendance be required or will we be able to call in?***

ANSWER: No pre-bidders conference is scheduled.

- 8. *Page 4, Section I.A. How many employees does the Town have? Have many employees does the School District have?***

ANSWER: Town: Approx. 125 Department of Education: Approx. 325

- 9. *Page 4, Section I.B. Can the Town provide a list of the components of the financial system to be included as part of the requirements gathering process (e.g., Budget, General Ledger, Accounts Payable, Purchasing, Payroll, Human Resources, and/or any other applications)?***

ANSWER: See answer #2

- 10. *Page 4, Section I.B. Does the Town have a list of requirements that it previously developed?***

ANSWER: No

- 11. *Page 4, Section I.B. Are any of the School District's systems within scope for this project (e.g., Student Information Systems)?***

ANSWER: No

- 12. *Page 5, Bullet #2. Can the Town clarify the scope of services requested as part of this Phase 1 activity? Is the Town requesting a business process change plan or a recommendation on which processes can be streamlined as the result of implementing a new system?***

ANSWER: Town requests the proposer identify the approach that would be utilized to address business process issues that may arise as a result of the financial system implementation.

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13. Page 9, Section II.9. It is our understanding that the Town would like a fixed-fee cost for Phase 1 with a separate cost proposal after the selection of a financial system software solution is completed. Could the Town confirm that it would like to receive pricing for only Phase 1 at this time?

ANSWER: This proposal is for Phase 1.

14. Page 9, Section II.9. Can the Town describe the level of detail required for the cost proposal (e.g., hourly rates for all staff, number of hours, cost for each deliverable, etc.)?

ANSWER: The Town requests a fixed fee all inclusive price which includes a listing of all components included in the fixed fee as delineated in Sec. II 9. The firm may choose to include other details in the response.

15. Has the Town and School District identified a project manager for this project? Is there executive sponsorship from both the Town and School District for this project?

ANSWER: A project manager has not been identified. The financial departments of both the Town and School District have representation in this RFP process.

16. Does the Town have a current organizational chart for the Town and School District? If so, can the Town please provide a copy of this document to potential bidders?

ANSWER: This is a link to the Town's website page, organizational chart:
<http://town.ledyard.ct.us/DocumentView.aspx?DID=426>

17. What is the anticipated start date for this project? What is the anticipated project completion date?

ANSWER: Start date within 45 days of contract award and funding authorization. Bidder response should include proposed time table for completion of Phase I.

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18. Does the Town request that the consulting vendor serve as a “voting member” during the system selection phase or in an advisory role?

ANSWER: Advisory non-voting role.

19. Does the Town have a budget established for this project? If so, can the budgeted amount be made available?

ANSWER: Phase I \$5,000 is budgeted with possibility of additional funding. No funding appropriated for future phases.

20. The Town has requested a comprehensive approach to the project. It appears based on Council Minutes from August 2010 that the Town has already received a proposal in the amount of \$24,000 to provide assistance in searching for a financial software program that will meet the Town’s needs. Is the Town’s budget for this project based on this amount/level of service?

ANSWER: See response above re: budgeted amount.

21. Can a copy of the proposal for financial system selection assistance be made available?

ANSWER: No; the proposal was a draft which is exempt from disclosure under the CT FOIA.