



Township of South Frontenac

REQUEST FOR PROPOSAL

RFP# 2020-T02

FINANCIAL BUDGET PLANNING AND REPORTING SOFTWARE

Addendum #1

1. **Q.** In an effort to alleviate some of the stress and hazards surrounding the COVID pandemic, could submissions be submitted by email or electronic submissions?
A. The Township will also accept requests electronically via email or through Biddingo. All electronic submission by emails will only be accepted to the email account lfragnito@southfrontenac.net. Paper submissions will continue to be accepted and regardless of the submission method, it remains the responsibility of the proponent to ensure that documents have been received before the closing time and date.
2. **Q.** What is the number of budget Excel files that are being consolidated into the master plan? How many departments?
A. There would be between 8-10 spreadsheets being consolidated into a master file. We have 5 main service groups which are then subdivided into various sub-departments. For example Public Services oversee Transportation, Solid Waste Management and Facilities. Within Transportation many sub-categories exist such as roadside maintenance, winter control, etc.
3. **Q.** How many reports (simple, standard, complex) and dashboards are currently being produced?
A. There are approximately 15 reports produced which uses a preset reporting template/tree. We do not currently have any dashboards.

4. **Q.** Is there a preference for on-premise or SaaS Solution?
A. There is no preference. If presenting an on-premise option, the Township would be responsible for new hardware costs.
5. **Q.** What is your current technology footprint (server infrastructure, number of users, windows, office versions)?
A. Our servers run on virtual machines. We are on Windows 10 with a mix of Office 2010 and 2016 primarily. We are expected to transition to Office 365 in 2020 or early 2021. We have approximately 15 users, non-concurrent.
6. **Q.** Is there a requirement to upload planning/budgeting data back to Cartegraph?
A. It is not anticipated that any required information will need to be uploaded to Cartegraph but please provide details on how the systems would integrate or communicate.
7. **Q.** For the presentation/demonstration, is there a defined criteria/agenda?
A. Typically a set amount of time is provided for a presentation giving an overview of the submission along with a demonstration of the software.
8. **Q.** What version of Great Plains is your production environment?
A. We are on version GP2018.
9. **Q.** Can you elaborate further on “the software should offer options to publish or create information for public viewing or feedback such as information dashboards, scenario display or feedback input.”
A. We would like information on the ability to create information to publish to our website or social media streams as well as create surveys and scenario calculation linked to public input or access.
10. **Q.** Appendix A2 refers to maximum # of concurrent users but our pricing model is not based on concurrent users, is that acceptable.
A. Please provide information on your pricing model. It is not a requirement to have a concurrent user system.
11. **Q.** Appendix A2 refers to training costs. How many users are expected to be trained?
A. Our estimate would be 3 staff members.
12. **Q.** Have you evaluated or seen any product demos prior to the release of the RFP?
A. No
13. **Q.** What is the anticipated go live date for this system?
A. We would estimate full go-live by spring or summer of 2021, to be adjusted based on the vendor’s recommendations.

14. **Q.** Is there a possibility of extending the submission date by one week to August 20th?

A. The submission date for this RFP will remain August 13th at 3pm.

15. **Q.** Is there a specific number of years you are looking for in this contract?

A. We would like a minimum of 3 years.

16. **Q.** What type of data/information are you looking to integrate from Cartegraph to the Budgeting Software?

A. Although it is not something we currently do, having Cartegraph information integrate with budget or long-range planning documents/presentation or being part of dashboards. Asset management plans are a key component in the preparation of these documents and their communication.

17. **Q.** Is Cartegraph hosted or on-premises?

A. Cartegraph is currently on premise.

18. **Q.** Does Cartegraph integrate with GP?

A. Yes, our capital project information is automatically sent to Cartegraph from Great Plains. Cartegraph has an API for integrations.

19. **Q.** Will remote access to your environment be available?

A. Yes, remote access will be available to the software vendor.

20. **Q.** Number of GP companies?

A. One live environment and one test environment.

21. **Q.** What is the size of your chart of accounts and number of segments

A. Our general ledger accounts have 5 segments. We currently have approximately 5,600 accounts.