



**WASHTENAW COUNTY
FINANCE DEPARTMENT**

Purchasing Division

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August 29, 2014

Addendum #1

**RFP #6797 – HR FINANCIAL NEEDS ASSESSMENT AND SYSTEM
SELECTION CONSULTANT**

Due Date: September 12, 2014 @ 4:00 pm EST

This ADDENDUM is official notification to provide informational answers to questions submitted by various bidders. All terms remain the same.

Beth A. Duffy, CPPB
Senior Buyer

cc: RFP 6797

Questions & Answers to Solicitation #6797

1. Please provide a current organization chart of the County government and administrative offices, showing individuals and/or titles, and staff size and reporting responsibility. **We do not have a comprehensive organization chart as described. The County's Organization chart can be found at <http://www.ewashtenaw.org/government/departments/finance/budget/final-budget-2014-2017> on page 7.**
 2. Who will be the Project Executive/Leader for this Needs Assessment effort? **The Executive Team is made up of Kelly Belknap, Finance Director, Diane Heidt, HR Director, and Gregory Dill, Office of Infrastructure Management Director. The Leadership Team is made up of Catherine Jones, Finance, Chyanne Cooper, HR, and Brenda Kerr, IT.**
 3. Have you selected an evaluation committee yet? If so, who are they and what departments do they represent? **We are in the process of finalizing an evaluation committee, but it will contain representatives of Finance, HR, IT, and JDE users from other departments.**
 4. Do you have an internal team that will help the consultant through the Needs Assessment? If so, who are they and what role do you envision them performing? **The JDE Leadership team (listed above) will be available to help the consultant through the Needs Assessment. The Leadership team envisions a role comprising of coordinating meetings and to provide direction or answer any consultant questions. We are also available as needed by the consultant.**
 5. How many County personnel do you anticipate will need to be interviewed? **We anticipate you meeting with 15-25 departments. Many of these meetings will be consolidated by function as opposed to department-specific.**
 6. Will there be stakeholders from outside the County government (viz., municipalities within County boundaries such as Madison) that will need to be interviewed? **No.**
 7. How much of the new system will interface with State systems or other outside systems, and will we need to capture those requirements also? Please identify the State and/or outside systems. **Some county processes interact with other systems, but the integration is not automated. Automating this integration is desired whenever possible. We do not have a comprehensive list of these systems, but will make available the staff that do know as part of the Needs Assessment.**
 8. Do you wish to benchmark based on best practices from other counties? **Yes.**
 9. Have you conducted any product surveys or had product demonstrations to date? If so, please explain. **Yes, in 2011, the County looked at potential HR/Financial Software to decide whether or not to replace JDE and to switch to third party support. It was determined at that time to delay replacement for 2 years.**
 10. In RFP paragraph III.C, you ask for a detailed description including proposed costs, yet you provide a Price Sheet and ask that it be marked separately. Do you want proposed costs included in the detailed description or placed as a separate page in our response? **Detailed proposed costs should demonstrate how you determined the number. The price sheet at the end is the summary of costs by task.**
 11. Does the County have Inter Governmental Agreements (IGAs) with various communities/municipalities that would have a direct effect on the requirements? If yes, please identify them. **We are unaware of any Inter Governmental Agreements that would have a direct effect on the requirements.**
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Questions & Answers regarding Washtenaw County's Request for Proposal (RFP) #6797

1. Washtenaw County (County) issued a similar RFP #6670 for a HR/Financial Needs Assessment Consultant in 2012. Was an award extended, or a contract executed, as a result of this procurement? If not, what caused the County to withdraw or cancel its request? **RFP 6670 was withdrawn due to the high costs associated with purchasing a new HR/Finance Software.**
2. The RFP transmittal letter states that "Vendor will deliver one (1) unbound original and five (5) bound copies," while Section II.D. indicates that "one (1) original and five (5) copies (one copy unbound)" are required. Can the County confirm that the one (1) original proposal must be unbound and clarify if one (1) of the five (5) copies should be delivered unbound? **Please provide one (1) unbound copy plus five (5) bound copies.**
3. Has the County determined a budget for this project? If so, can you provide it? **We do not have a specific budget determined for this project.**
4. When did the County implement its JD Edwards EnterpriseOne system? **1999**
5. How many departments does the County anticipate the selected consultant will need to meet with as part of Task #1 - Needs Assessment? **15-25. Many of these meetings will be consolidated by function as opposed to department-specific.**
6. In regard to Question #5, what staff level within each department does the County anticipate the selected consultant will meet with (e.g., county leadership, management, end users)? **The staffing levels will vary based on the function being reviewed, but the selected consultant will meet with all levels of the organization in this process.**
7. Section IV. Award: Can the County provide additional information regarding the evaluation criteria, weighting and/or scoring methodology used to evaluate proposals submitted in response to this RFP? **Evaluation criteria is likely to include the following: 1) Completed work of similar size, sector & scope, 2) Qualifications & expertise of proposed key staff members, 3) Approach & methodology, 4) References of representative projects, and 5) Cost**
8. Does the County prefer a local consultant for this project? If so, what weight will this have in the evaluation and scoring? **Please refer to II.F. of the RFP**
9. Does the County desire regular status reports as part of this project? If so, at what frequency (e.g., monthly, bi-weekly)? **The County would prefer weekly updates and as needed as a part of this project.**
10. Does the County desire any presentations as part of this project? If so, during which task(s) and to what audience(s)? **At the completion of each task, we can discuss if a presentation is needed, or what is the best way to communicate the results.**