

## Project Manager Questions August 14, 2018

- **Section 1.3.2 says the City is targeting January to “award the software” contract, but this RFP (Project Management Services) will not be awarded until December according to Section 1.4 Calendar of Events. Is it the city’s intent to start the Project Manager in December and to have an RFP for the software published within 30 days after starting?**

Thank you for catching that as that was our original timeline when we had planned on getting the RFP for project management out in March/April of 2018 with a decision in the middle of summer. However, that didn’t occur.

We would be looking at getting a software awarded by mid to late spring 2019.

- **Section 1.3.2 Does the City require the project manager to be engaged through the spring of 2019 or through the end of calendar/fiscal 2019? This impacts the scope and cost of the proposal.**

We anticipate the project manager contract period to be in two stages. The first is software and award RFP stage and the second is the implementation and training stage.

- **Section 1.1 What software does the City currently employ for its finance, budgeting, and Human Resource/Payroll software package(s)?**

Currently, the City of Powell uses the Visual Intelligence Portfolio (VIP) from Software Solutions located in Lebanon, Ohio for finance, budgeting and payroll. The City does not have a human resource package.

- **Does the City already have a documented set of detailed issues with the current software/business processes or does the City expect the Project Manager to gather these issues? This impacts the scope and cost of the proposal.**

The City does not have issues with its current business processes but is aware that a new software may have some of those processes already built in. Therefore, the City is willing to change business processes to accommodate the new changes.

Also, the City currently has several business processes that are outside the software which are accomplished by excel worksheets. Those business processes it would like to reduce or eliminate in the new software packages.

- **Does the City already have a documented set of detailed requirements for the desired ERP system or does the City expect the Project Manager to gather these requirements? This impacts the scope and cost of the proposal.**

We have been keeping a folder of “wants” for the new software but the City expects the Project manager to assist the City in gathering these requirements.

- **Sections 3.4 and 3.7 Refers to demonstrations being scored. Are demonstrations actually expected for this RFP or was this statement intended for the software RFP?**

Demonstrations may be the wrong term but the City expects a presentation to at least show the City a variety of ways to accomplish the task; how the vendor team interacts with the evaluation team; and the backgrounds of the vendor team is used in the project management process.

- **Page 4 of the RFP states “Proposers are responsible for checking the website for any addenda before submitting a proposal.” We have been researching the City’s website, but we have been unable to identify the link where the RFPs, Q&A and addenda are located. What is that link so we can monitor updates?**

The City hadn’t put the RFP out on the website yet. It is now located at:

<https://cityofpowell.us/government/finance-department/>