



CITY OF PANAMA CITY BEACH

November 30, 2021

ADDENDUM NO. 1

PCB22-03 ITB ERP SYSTEM CONSULTING SERVICES QUESTIONS

1. What is the anticipated start date for the Assessment – Phase 1? **February 1st, 2022**
2. Does the City intend to award each phase to different bidders, or could one bidder win both phases? **The City intends to award a single bidder for both phases. .**
3. Is the bidder selected for the Consulting Services RFP excluded from participating in any subsequent RFP for a new ERP system following the completion of this RFP? **No, however a non-collusion affidavit will be required from the consultant in relation to any ERP company.**
4. Please confirm that the Cost of Services formula in Evaluation Method and Criteria will be applied to the pricing for each phase individually. **The scoring criteria is identified on page 17 and formula will be applied for overall cost of both phases.**
5. How many employees does the current ERP solution support? **50+**
6. How should the non-core modules (additional modules) efforts be denoted in the pricing? **Listed as “non-core modules” as an option preferably.**
7. Which City departments would be involved in the Assessment? **Administration, Finance, HR, Payroll, Accounts Payable, Public Works, Utility, Water Billing, IT, Building and Planning, Code Enforcement, Business Tax/Licensing, Fire, Police, Parks and Recreation.**
8. Which third-party vendors currently providing services to the City would be involved in the Assessment? **None at this portion of the work. The intent is for only internal staffing analysis.**
9. Does the City have a budget for the consultant phase of the project that they can share? **The City has an approved budget for FY2022. Actual budget for this project will not be shared in advance of receipt of proposals.**
10. Does the City have a preference for a cloud or on-premises ERP system? **Cloud.**
11. Does the City want current and future state process maps created as part of the ERP Needs Assessment? **Both current and future process maps.**

12. Has the City seen any recent demonstrations of ERP systems? **No**
13. What is your expectation as to the performance of the services being performed on-site versus remote/off-site? **The City would prefer on-site meetings with department staff to see processes in person however some of the work can be performed remotely.**
14. On page 15 paragraph 3 of the RFP, the City requests “a review and analysis of all financial processes, general accounting, business tax receipts, utility billing, payroll, human resources, and other essential business processes...”. Does the City want a review of additional processes listed in Page 3 paragraph 9 such as code enforcement, building inspections, and parks and recreation? **Yes and can be described as “non-core modules”.**
15. Does the City have a target start and completion date for this project? **The City would like to start February 1st, 2022, and completion within 3-4 months.**
16. In the Phase I – Needs Assessment Scope of Services, item number six (6) states, “product and module reviews and recommendations”. Does the City desire the selected consultant to?
- Develop a Request for Information (RFI) in order to identify potential ERP solutions, cost estimates for these ERP solutions, and implementation timeframes for these solutions? **Yes**
 - Perform benchmarking activities with comparable cities in the State in order to identify product and module reviews and recommendations? **No**
17. In the General Information section, the City identifies additional modules for departments including Business License and Tax Receipts as well as Parks and Recreation. Does the City anticipate replacing the existing Business Occupational License software (Excise) and Park & Recreation software (Community Pass) as part of this process? **It depends on the ERP solution the City chooses and if that ERP can provide the same required components and modules the City has for these software applications.**
18. Does the City have a preference for performing these services remotely, on-site, or a combination? **Combination – See question 13.**
19. Does the City have an anticipated start and completion date for this project? **The City plans to start February 1st, 2022 with estimated completion of 3-4 months.**
20. Does the City desire the selected firm give and/or facilitate presentations during the project? If so, at what milestones and to what audiences? **Yes, for internal staff (1-2 staff from each department) at the end of each phase.**
21. Does the City desire regular status updates/reports for the duration of the project? If so, at what frequency (e.g., biweekly, monthly)? **Weekly**
22. Does the City have a budget for this project? If so, can it please be shared? **See question 9.**
23. In Section C. Evaluation Method and Criteria, the City mentions being scored on Sample Deliverables. Are there specific Sample Deliverables the City would like us to provide in our proposal? **A sample of the consultant’s previous project deliverables for both phases.**