

ECUA RFP NO. 2017-03

**ENTERPRISE RESOURCE PLANNING (ERP), UTILITY BILLING SYSTEM (UBS),
COMPUTERIZED MAINTENANCE MANAGEMENT (CMMS), AND
IMPLEMENTATION SERVICES**

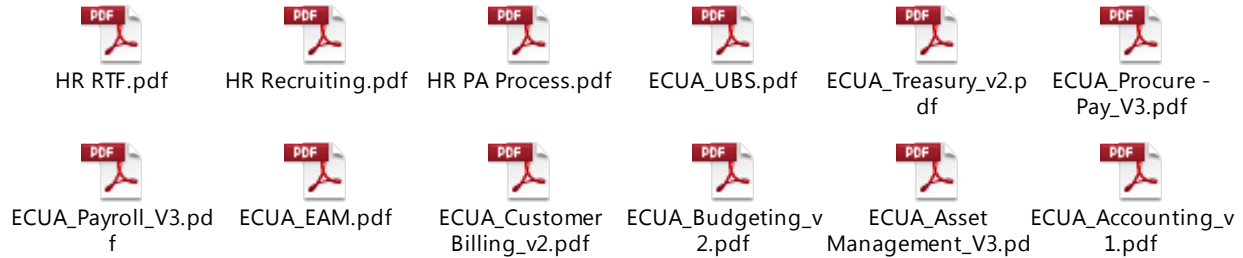
(December 16, 2016)

ADDENDUM NO. 3

This addendum forms a part of the RFP Documents and clarifies the original RFP Document, dated November 17, 2016, as noted below. It includes questions received through December 16, 2016. This addendum consists of six (6) pages.

1. Question Received: Where is Attachment 18 (Business Processes)?

Response: The .pdfs files listed below are on our website and constitute Attachment 18:



2. Question Received: On page 21, the table associated with A.18 lists E.15 Attachment 15 as Staffing; however, we could not locate that attachment.

Response: The table associated with A.18 lists E.15 as Staffing and it should be listed as Litigation Disclosure. Attachment E.15 is on page 61 of the document and is entitled Litigation Disclosure. Attachment 20 for Staffing has been added to our website, www.ecua.fl.gov.

RFP Section	Attachment/Document	Required File Format
E.13	Attachment 13 (Additions, Deletions, and/or Exceptions)	A.18.4 Microsoft Word (.doc or .docx)
E.14	Attachment 14 (Conversions)	A.18.5 Microsoft Excel (.xls or .xlsx)
E.15	Attachment (Litigation Disclosure)	A.18.6 Microsoft Excel (.xls or .xlsx)
B.7.1	Sample Agreements	A.18.7 Microsoft Word (.doc or .docx)

E.16	Attachment 16 (Functional Requirements)	A.18.8 Microsoft Excel (.xls or .xlsx)
E.17	Attachment 17 (Cost)	A.18.9 Microsoft Excel (.xls or .xlsx)
E.18	Attachment 18 (Business Process Documentation)	A.18.10 Microsoft Visio (.vsd) Microsoft Word (.doc or .docx)
E.19	Attachment 19 (Interfaces)	A.18.11 Microsoft Excel (.xls or .xlsx)
E.20	Attachment 20 (Staffing)	A.18.12 Microsoft Excel (.xls or .xlsx)

The addition of E.20 Attachment 20 (Staffing) affects a change to the following table on page 42:

Section E: Attachments

E.1 Attachment 1 (RFP Submittal Checklist)

Item	Submitted
Attachment 1 (RFP Submittal Checklist)	
Attachment 2 (Signature Page)	
Attachment 3 (Proposer Statement)	
Attachment 4 (Scope of Proposal)	
Attachment 5 (Company Background) include most recently audited financial statements	
Attachment 6 (Reference Form)	
Attachment 7 (Technical Specifications)	
Attachment 8 (Alternative Delivery Options)	
Attachment 9 (Proposed Service Level Agreement)	
Attachment 10 (Maintenance and Support)	
Attachment 12 (General Provisions)	
Attachment 13 (Additions, Deletions and/or Exceptions)	
Attachment 14 (Conversions)	
Attachment 15 (Litigation Disclosure)	
Attachment 16 (Functional Requirements)	
Attachment 17 (Cost)	

Attachment 18 (Business Process Documentation)	
Attachment 19 (Interfaces)	
Attachment 20 (Staffing)	
Exceptions to the RFP	
Sample Documents	

The addition of Attachment 20 also affects a change on page 62:

E.16 Attachment 16 (Functional Requirements)

(See Separate Excel Spreadsheet)

E.17 Attachment 17 (Cost)

(See Separate Excel Spreadsheet)

E.18 Business Process Documentation

(See Separate Visio Maps)

E.19 Interfaces

(See Separate Excel Spreadsheet)

E.20 Staffing

(See Separate Excel Spreadsheet)

3. *Question Received:* Given the Holidays, is there any possibility of extending the due date?

Response: No, we considered the holidays when setting the deadline.

4. *Question Received:* On Attachment 17, it says there are both AS-IS and TO-BE diagrams, but we only have AS-IS; is there another version?

Response: Attachment 17 is Cost, and does not reference As-is or To-Be diagrams.

5. *Question Received:* On the Applications availability SLA, do you have any levels in mind?

Response: 24/7/365.

6. *Question Received:* For the Maintenance portion, should we plan to staff the Service Desk, or will you do that?

Response: ECUA will handle.

7. Question Received: What is your RTO / RPO for disaster Recovery?

Response: 4 hours/next business day.

8. Question Received: Are there any data constraints on where we propose hosting / off premise or Cloud?

Response: USA only.

9. Question Received: Are you a 7/24, 365-day environment, or do you have other hours of operation?

Response: Yes.

10. Question Received: Do we know what the landscapes will be (training, sandbox, development, quality, production, etc.)?

Response: Vendor to propose.

11. Question Received: Do you have an Enterprise Agreement with Microsoft and if so, does it entail databases?

Response: Yes, and yes.

12. Question Received: The E.15 Attachment 15, A18.6, is a litigation disclosure question in the RFP. However, per the table in Addendum 2, in response to question 17, it mentions E.15 Attachment (Staffing). Could you please confirm what we are to respond to and in which format?

Response: Please refer to question 2.

13. Question Received: Are there any external HCM users(learners). Contractors, customers, etc.?

Response: No.

14. Question Received: Do you plan to charge course fees to the employee for the course they attend?

Response: No.

15. Question Received: Is there any 3rd Party Content Server been used? If Yes, do you plan to use it for SuccessFactors or would you like have icontent (SF -separate license)?

Response: No.

16. Question Received: Are there E-learning courses available with you?

Response: Yes.

17. Question Received: Are they SCORM/AICC compliant?

Response: N/A.

18. Question Received: Do we plan to migrate the existing courses/catalog/resources/historical data to SF system?

Response: No.

19. Question Received: Do you plan to use Competencies and integrate them to LMS?

Response: TBD.

20. Question Received: Please clarify your current performance management cycle start and end?

Response: Oct 1 – Sept 30.

21. Question Received: What is your current Benefits Plan Annual enrollment year start and end dates?

Response: Oct 1 – Sept 30.

22. Question Received: Please confirm, currently do employees enroll for Benefits through BenTek?

Response: Yes.

23. Question Received: Currently does BenTek administer COBRA?

Response: Yes.

24. Question Received: Do you want to use BenTek for future enrollments?

Response: TBD.

25. Question Received: When does the license for the current Time Entry system ExecuTime expire?

Response: Annual M&S Agreement.

26. Question Received: Do you use ExecuTime for only Time Entry and Time Valuation also? Please clarify.

Response: Time entry only.

27. Question Received: Please confirm, if all the employee residing and work state is in Florida.

Response: No.

28. Question Received: Please clarify, do we have any external users (learners) for Ex-Contractors, customers, etc.?

Response: No.

29. Question Received: Please confirm, if employees need to pay course fees for the courses they attend.

Response: No.

30. Question Received: Do you have any existing Unions?

Response: No.

Regards,
Amy Williamson, CPPB, FCCM
ECUA Senior Purchasing Agent

-END OF ADDENDUM NO. 3-