

ADMENDMENT NO. 1

DATE: February 8, 2016

RE: SOLICITATION #: RFP No. 16-01

PROJECT: Enterprise Resource Planning (ERP) System and Implementation Services

NOTICE is hereby given of the following changes, clarifications that have been issued and questions received regarding the above-referenced Solicitation:

1. QUESTION: Are you looking for a single vendor to provide all the functionality in the RFP?

ANSWER: Could be single or multiple vendors. However, all vendors would have to be able to incorporate their component into the final system without difficulty, i.e., all parts must be able to function together providing a complete solution.

2. QUESTION: How important is it that HR is provided by the same vendor? The HR requirements are very detailed and we certainly wouldn't be able to cater to that particular need. If HR is a high importance in the RFP than we probably wouldn't be the best fit for your needs even though we are a great fit everywhere else.

ANSWER: Could be provided by a separate vendor, but incorporation into the final system will be paramount. The MPO prefers a complete solution requiring a complete proposal response. If a vendor can't provide a total solution they should partner with a different vendor to do so.

3. QUESTION: Can you confirm that you are currently looking for pricing for 4 System Users and 19 employee users for time and expense tracking?

ANSWER: Plan on 20 users of the system with additional capacity for new users. Provide detailed pricing for 20 users, and users in excess of 20.

4. QUESTION: From a technology perspective, does Broward Metropolitan Planning Organization find it advantageous that proposed solutions do not require third-party plug-ins or installations on each client machine to operate?

ANSWER: The MPO would prefer not to use client agents where possible so long as it does not impede the performance or functionality of the proposed solution. In the event a reduction in performance or functionality is associated with not using an agent, the vendor must clearly identify the impacts in their response. If a solution requires a client agent, the vendor shall describe any prerequisites (i.e. Java, flash player, etc.) that the agent needs on the local computer. Additionally, the vendor must include a mechanism and process for ensuring the client agents are kept up-to-date both from a security and system compatibility perspective.

5. QUESTION: Does Broward Metropolitan Planning Organization have a defined budget for this project? If so, would you kindly provide those details?

ANSWER: A specific budget is not available; however, keep in mind this is a small government agency currently consisting of 20 employees.

6. **QUESTION:** Has Broward Metropolitan Planning Organization received any demos for processes or software applications relative to this RFP in the last 365 days? If so, could you provide the vendor name(s) and/or solution(s)?

ANSWER: No

7. **QUESTION:** Could you define the individuals at Broward Metropolitan Planning Organization that fall into these role(s): key stakeholders, influencers, and decision makers?

ANSWER:

- Key Stakeholders – FDOT, FHWA, FTA, SFRTA (external to Broward MPO)
- Influencers - MPO Board and technical committees, and other government agencies (as listed in Key Stakeholders) complying with grant requirements and other federal, state, local laws.
- Decision makers – Technical review committee, MPO Board

8. **QUESTION:** Did any outside parties (contractors or non- Broward Metropolitan Planning Organization employees) assist in the development of this RFP?

ANSWER: Yes

9. **QUESTION:** Could you speak to the amount of available resources to assist with data conversion?

ANSWER: The Broward MPO does not have an IT department, this is currently being contracted to another agency with assistance of a few MPO employees. In general we would be using a combination of MPO employees and vendors with data conversion. The Broward MPO would entertain quote's from vendor's willing to provide additional assistance in this area.

10. **QUESTION:** Many vendors in this space have grown by acquisition and may provide multiple user interfaces or different databases for department functionality. Are you recommending or requiring that proposers demonstrate, deploy, and support one product version to the organization?

ANSWER: The MPO prefers a consistent and easy-to-use user interface for all aspects of the system operation and functionality. The system should be architected in a manner that allows for the seamless integration of data from different modules / components ensuring that there is no manual data translation or transition process required. Furthermore, data should be presented to the user using a consistent interface layout and menu structure. If different interfaces are required for certain functionality aspects, the vendor must clearly identify those in their proposal.

Offers must acknowledge receipt of this Amendment by completing and returning Section 5 Acknowledgement Form with your sealed submittal package by the time and date of the closing. **Failure to do so may deem your offer non-responsive.**