

**CITY OF DUNNELLON**  
**RFP#2023-02**  
**ADDENDUM #1**  
**FINANCIAL, REVENUE COLLECTION AND PERSONNEL ERP SYSTEM**

**AMENDED CRITICAL DATES SCHEDULE**

Request for Proposals Published: December 7, 2023

Deadline for Questions from Vendors: December 21, 2023

Deadline for Proposal Submissions: ~~January 4, 2024~~ January 18, 2024

Staff Recommendation to City Council: ~~February 5, 2024~~ March 4, 2024

Notice of Award: ~~February 14, 2024~~ March 13, 2024

Fully Executed Contract Returned to City: ~~February 22, 2024~~ March 21, 2024

1. On page 2 under REQUIRED CONTENT FOR PROPOSAL, section A you request:

“Also, include how many public-sector installations which are currently live with similar size to the City of Dunnellon. Also, supply a list of live public-sector installations in the state of Florida that are currently using the system being proposed to the City.”

Is there a minimum number of these customers you would like or are you looking for the entire list of the vendor’s customers nationwide and in the state of Florida that meet your size requirements?

**RESPONSE:**

We would like a list of the vendor’s customers within the State of Florida for cities similarly sized like Dunnellon.

2. Please provide a list of the ERP vendors the City of Dunnellon has requested and received software demonstrations for that are related to this RFP in the past year. Also, the number of demos provided by each vendor.

**RESPONSE:**

Vendor BS&A provided one brief demonstration that the City did not request.

3. Due to the holidays and related, I’m enquiring on the ability to delay the date for acceptance of the proposal to the 11<sup>th</sup> of January or be allowed to provide only an electronic response by the 4<sup>th</sup> of January and the paper copies to be delivered by the 11<sup>th</sup>.

**RESPONSE:**

See amended Critical Dates Schedule.

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4. What are the top 2 or 3 reasons the City is changing ERP software?

**RESPONSE**

We desire to change software due to the following:

1. The annual support for our current system has become cost prohibitive.
2. The custom report writer is not user friendly and difficult to work with.
3. Compatibility with on-line forms and populating associated ERP modules.

5. What is the budget for this project?

**RESPONSE:**

\$85,000

6. How many full and part time employees are at the City?

**RESPONSE:**

The City has 24 full-time and 2 part-time employees (receiving W2's and 1099's).

7. What is the pay frequency?

**RESPONSE:**

The City has a bi-weekly pay schedule.

8. Are any time and attendance systems in use?

**RESPONSE:**

The City does not use a time and attendance system.

9. How many permits are issued annually?

**RESPONSE:**

An average of 411 permits are issued annually.

10. How many years of historical data is to be converted? Are there any documents to convert? If so, what type?

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**RESPONSE:**

10 years of historical data will need to be converted. We currently use the following system generated documents:

W2's, Checks, 1099's, Purchase Orders, Requisitions, and Business Tax Receipts. The following templates were created in word and are uploaded and converted to Munis templates:

Permit Templates

Inspection Report Templates

**11.** Pricing is requested for 3 years. Is a 5-year subscription acceptable to propose?

**RESPONSE:**

It is acceptable to provide both 3-year and 5-year subscriptions for comparison.

**12.** I am writing to request a two-week extension for the Financial, Revenue Collection and Personal ERP System RFP proposal submission, currently due on January 4th, 2024. We kindly seek your consideration in extending the deadline to January 20th, 2024.

The upcoming holidays and pre-scheduled employee vacations just before the original deadline pose challenges for our team as well as others in submitting a comprehensive proposal. Granting this extension will enable us and others to navigate this period effectively and ensure a high-quality submission.

**RESPONSE:**

See amended Critical Dates Schedule.

**13.** How many total Integrations are required?

**RESPONSE:**

No integrations are required.

**14.** How many are API Integrations are required - Please include vendor name as well as solution name and type?

**RESPONSE:**

No API Integrations are required.

**15.** How many CSV Integrations are required - Please include vendor name as well as solution name and type?

**RESPONSE:**

No CSV Integrations are required.

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**16.** How many years of payroll data are needed to be migrated over?

**RESPONSE:**

10 years of historical data will need to be migrated to the new solution.

**17.** What is your current ERP solution and current payroll solution?

**RESPONSE:**

Tyler Technologies – Munis

**18.** Did you work with a consultant in creating the RFP and if yes who?

**RESPONSE:**

No

**19.** Is an estimated range for implementation services acceptable?

**RESPONSE:**

Yes

**20.** Looking at the cost table on page 20 of your RFP, you list Utility Billing. The RFP does not contain any requirements or other information about utility billing. Do you require a solution for Utility Billing? If so, how many active utility accounts do you have?

**RESPONSE:**

The City sold its utility in 2018. There is a stipulation that at any time we can reacquire the system. We need to ensure that the new software can provide utility billing and collection. Based upon information from the current provider there are 818 active utility customers.

**21.** In the Appendix for functional requirements there are some requirements with multiple elements. For us, one element may be FR while the rest are CR. May we add an extra column, or some other way to reflect this?

**RESPONSE:**

Yes

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**22.** In reviewing the RFP package, we are curious how many copies are required, as there is a discrepancy between the website link and the PDF of the RFP.

On the link where the RFP is posted, there is a request for the following “One (1) Master, five (5) copies plus one (1) electronic copy of the proposal must be in a sealed envelope and submitted to the attention of the City Clerk at the address above, no later than 3:00 P.M., January 4, 2024” (<https://www.dunnellon.org/departments/city-clerk/rfp-bid-postings>)

Page 1 of the RFP states the following, “Response submittals for this RFP must be submitted with 1 copy in electronic format and 3 paper copies.”

Can you please verify how many copies are required with our submission?

**RESPONSE:**

According to the link as published on the City’s website and Demand Star we request One (1) Master, five (5) copies plus one (1) electronic copy of the proposal no later than 3:00 P.M., ~~January 4, 2024~~ January 18, 2024.