ROANOKE COUNTY

November 23, 2021
ADDENDUM NO. 1 TO ALL BIDDERS/OFFERRORS:
Reference – RFP 2022-044
Description: Budgeting Software
Issue Date: November 12, 2021
New Proposal Due: December 20, 2021

Please see the below Items and Downloadable information:

1. **Q&A Documentation**

2. **Notice of Project Extension/New Due Date**

3. Downloadable Excel Sheet Titled: **Roanoke County Financial Dimensions - Chart of Accounts**

Note: A signed acknowledgment of this addendum must be received at the location indicated on the original solicitation either prior to the proposal due date <u>or</u> attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal/bid document. The original proposal/bid document must be signed.

Thank you,

W.L. Heath Honaker
Phone: (540) 283-8146
HHonaker@roanokecountyva.gov

_____   _____
Sign Name: Print Name:

Name of Firm: Date:

1) **Q&A for questions received for this RFP 2022-044 – Budgeting Software**

1. How many users are expected to utilize the budgeting solution?
   Answer: 10 to 12

2. Would the County of Roanoke extend the due date for RFP responses an additional two weeks?
   Answer: Yes

3. Has the County of Roanoke seen any demonstrations of budget software systems? If you have, can you provide the names of the software systems?
   Answer: No official demos but generic phone conversations

4. How many users will need access to the system? Can you be specific on the type of users:
   a. Admin (users who will need access to configure and administer the system) 4 to 5
   b. Budget users (Users who need access to enter the budget information) 4 to 5
   c. Viewers (users who only need access to view the budget data via reports) 2
   d. Report users 3 to 5

5. Is there a standard chart of accounts that all agencies use? Yes
   a. Do all agencies use the same budgeting process? i.e. budget at the same level, use a standard chart of accounts, etc.? Yes
   b. Are reporting requirements common between agencies? Yes

6. Do you budget at the same level that you report Actuals?
   Answer: Yes

7. At what time period detail is the budget created and managed? (Single Period Annual / Monthly)
   Answer: Created annually, managed monthly

8. How many reports are expected to be created in the new budgeting system?
   Answer: Primary goal is multi-year budgeting. This is a new initiative. Not sure at this time.

9. Do you budget by Position, Employee or both?
   Answer: Both

10. Do all agencies budget Position and Employee using the same method?
    Answer: Yes

11. Will the new budget system calculate the personnel costs (i.e. Healthcare costs, FICA, Retirement, etc.), or is this data entered manually?

Answer: This is a preference in order to maintain accuracy of calculations

12. How many years of historical data are required? Are you looking to perform significant reporting on past data?
Answer: 3 to 5 years

13. Are there allocation calculations required?
Answer: No but would like to see what is offered

14. Are business rules and calculations required to be performed in the new budget system? If they are required: **No but would like to see what is offered**

15. Are the current state/desired future state calculations and processes relatively well documented?
Answer: N/A

16. Are there calculations by Union? If there are: No

17. Does the new system need to produce a Budget Book?
Answer: Preferable

18. Is there a requirement to import Actual data into the new system?
Answer: Yes

19. Does the final budget need to be exported? What is the target system?
Answer: Yes. MicroSoft Dynamics D365

20. Is there a Bond Requirement for this project? If there is, please specify: No

21. How many resources from the Council will be dedicated to the project? Please specify the resources and their roles as well as the anticipated percentage of time that they will be allocated to the project.
Answer: None from Board of Supervisors, this will be implemented by the Budget Division

22. What is the anticipated start date of the implementation?
Answer: May 2022

23. What is the target go live date for the implementation?
Answer: August 2022

24. Due to difficulties in document production and shipping due to COVID restrictions, will the County waive their request for a hard copy submission and allow for only an electronic submission of bid responses?

Answer: No, as requested hard copies and digital copies on thumb drives will be required to be delivered. Any other method is not accepted.

25. How many read/write budget staff does the County utilize for each of Operating vs. Capital vs. Personnel budgeting?
Answer: 5 total for all

26. Does the County have a need for an interactive online transparency budgeting solution that grants public access to community dashboards?
Answer: No but interested in seeing what is available.

27. Is a bid bond required by the County? The sample requirements seem to be applicable to construction contracts only.
Answer: Bid Bonds will not be required. The sample requirements section is in regards to constructions contract and will not be required for this project.

28. Payment terms language seems to indicate a Time and Materials (T&M) proposal. Can the County clarify if they want T&M or a fixed price proposal?
Answer: Please note this "Time and Materials (T&M) proposal "is listed in Section 5 of the Sample contract, this is simply that, a sample, the final contract may look a little different depending on the final negotiating of the pricing. Please see Page 14 of the RFP under the section Proposed Price and Payment Terms. The requirements are defined there of what the County is looking for on your response.

29. What is the expected start date for this project?
Answer: see answer above

30. What is the expected go-live date for this project?
Answer: see answer above

31. What is the expected budget for this project?
Answer: To be determined

32. What is the expected implementation time for this project?
Answer: 4 months

33. For what budget year, is the County anticipating using the proposed solution?
Answer: FY 2024 (July 1, 2023 to June 30, 2024)

34. How many users does the County expect using the proposed solution?
Answer: see answer above

35. What are the scoring weights assigned to each of your evaluation criterion?
Answer: Not yet determined

36. Are you open to a multiple year term on the SaaS pricing (say 3-5 years)?

Answer: Open to negotiation

37. Is your expectation to purchase the software directly from the RFP responder or does the option exist for you to purchase the software directly from the selling brand (Oracle, IBM, OneStream etc.)?
Answer: Open to negotiation

38. Is there any existing major project or new project(s) expected to kick off during this time period that may impact this project?
Answer: Potentially

39. Please list all holidays and/or blackout dates when the County employees are not available for this project.
Answer: Standard government holidays and vacations from time to time (not yet determined)

40. Did the County review any budgeting software prior to the release of this RFP and if so which ones?
Answer: See answer above

41. Did the County employ the services of an outside consult in the drafting of this RFP?
Answer: No

42. Do you expect the selected vendor to provide a full-time project manager?
Answer: Yes, but open to negotiation

43. What top three benefits do you want out of the new solution implementation in order to call this project a success?
Answer: Multi-year budgeting, budget preparation, forecasting and analysis

44. What degree of process changes do you envision with the implementation of new reporting solution?
Answer: No changes but enhancement of current processes

45. Does the County have a standard budget template?
Answer: Yes, follows county account structure/chart of accounts

46. Are there any sections of the template that differ from department to department?
Answer: Differences between Operating Budget and Capital Improvement Plan

47. What time buckets do you budget at (by month or by quarter)?
Answer: Budgeted annually

48. Does the County forecast monthly, quarterly, or some other frequency?
Answer: Monthly

49. Is there any other ERP other than Microsoft Dynamics?
Answer: Some interaction with Global HR (HR and Payroll)

50. What version is the ERP?
Answer: MicroSoft Dynamics D365

51. What is the County's General Ledger (GL) Chart Fields (Funds, Accounts, Departments, etc.)?
   a. Please provide a full count of members for each Chart Field. See downloadable Roanoke County Financial Dimensions - Chart of Accounts for financial dimensions
   b. Is there one COA for both budgeting and actuals (GL) or are multiple COAs being used? Yes, One COA
   c. Does the County use different COAs for different FY and budgeted years? No
   d. Do all departments use the same COA? Yes

52. How many years of historical budget and actual data from GL need to be loaded? Please provided the number of desired years vs. required years for reporting needs.
Answer: See answer above

53. What are the data sources for the Operating Budget other than GL and HCM?
Answer: No

54. What GL segments and non-GL segments are used in budget development (such as funds, programs, projects, and departments etc.)?
Answer: see answer above, follows financial dimensions

55. Does the County currently use Budget Requests process to capture narrative descriptions of each line-item? Can you please provide a sample request form?
Answer: Use excel files through SharePoint, see downloadable Roanoke County Financial Dimensions - Chart of Accounts for department example

56. How many years are planned for during budget development?
Answer: Currently one for Operating Budget but software solution must include multi-year capability

57. What calendar year does the County use (Fiscal Year or Calendar Year)? Fiscal
   a. Is there any department that is an exception to this (do all the County departments use the same year system? No
   b. Is there a requirement for the solution to provide both Fiscal and Calendar year option? No
   c.
58. Do you allocate any expenses (i.e., allocate total IT cost to each department)?

a. If yes, how many expenses are allocated? Actual IT costs at year end as part of annual audit.

59. Have you identified your allocation drivers? N/A

60. Are these allocations single or multi step allocations? N/A

61. When does the County start personnel Budgeting process?
Answer: First payroll in January each year.

62. What is the number of active positions the County budget for?
Answer: 1,044

63. What is the number of existing employees the County budget for?
Answer: See above

64. Is the County unionized? If yes, can the County provide an estimate on the number of unique collective agreement clauses
Answer: No, see answer above

65. Are the COLA and next step increase dates stored in your HR system?
Answer: No, determined annually based on resources available during budget process.

66. If so, is there any discreet code or way to identify which one is which?
Answer: N/A

67. Do you calculate turnover? If yes, how does the County calculate turnover?
Answer: Yes, use manual salary lapse. Would like to see additional information if available in proposed software

68. Is it by employee or by department or by any other way?
Answer: By department but limited to larger departments

69. Does the County assume all existing and vacant position start dates are the first day of the Budget year?
Answer: Yes

70. Does the County employ any pool or shared positions or are all the positions single encumbrance?
Answer: No

71. Currently, does the County allocate position/employee cost to multi-fund, department, grants and/or projects?
Answer: No

72. Does the County capitalize position cost?
Answer: No

73. Does the County currently use Commitment Control?
Answer: Need additional information on Commitment Control

74. Are discreet salary cost factors (earnings, allowances, etc.) individually maintained with separate GL codes?
Answer: Need additional information on discreet salary cost factors

75. Is there any discreet code or way to identify vacant positions in the County's HR system?
Answer: Yes, identifies vacancies with verification by staff

Even though, there is only one requirement for the Capital Project Budgeting, we would like to understand if the County wants to tackle Capital Project Budgeting in the initial roll-out phase or in the future phases. We would like to know more about the County's Capital Project Budgeting process. Please provide more insight to your Capital Project Budgeting process.

76. Does the County anticipate Capital Project Budgeting will be a future requirement?
Answer: Not sure at this time

77. When does the County start Capital Budgeting process?
Answer: September of each year with submissions due in October

78. What is your current process for both prioritizing and capturing Capital Project?
Answer: Manual, communication with individual departments, County Administration, and Board of Supervisors

79. How many Capital-Projects do you budget for?
Answer: Varies by year

80. What is the official source for capital expense data?
Answer: MicroSoft Dynamics D365

81. Does the County perform capital expense planning at the same level of detail as GL chart fields or at a lower or higher level of detail?
Answer: Budgeted at lower level of detail but uses same components of the financial dimensions as Operating Budget

82. How many years are planned for during Capital Project Budgeting?
Answer: 10 years planned with only the first year budgeted and appropriated by the Board of Supervisors

83. How many types of capital projects does the County budget for?

Answer: Varies but view CIP document here:
https://www.roanokecountyva.gov/590/Capital-Improvement-Program-CIP

84. What is the number of active capital projects?
    Answer: see answer in #83

85. Is Capital Project Budgeting performed in advance of other phases of the budget process?
    Answer: Yes

86. Does the County fund any project by issuing a bond?
    Answer: Yes

87. If yes, currently does the County use a system to store Bond details
    Answer: No

88. Does the County track bond calendar year or fiscal year base?
    Answer: Fiscal Year

89. What time buckets do you report at (by month or by quarter)?
    Answer: Monthly

90. Is there any budget preparation software that will be used in conjunction with the proposed system?
    Answer: No. Budget preparation is manual using MicroSoft Office products and data from MicroSoft Dynamics D365

91. Is there any other reporting preparation software that will be used in conjunction with the proposed system?
    Answer: No

92. Does the County have a standard reporting template?
    Answer: Some standard reports with custom reports provided as needed

93. Are there any sections of the template that differ from department to department?
    Answer: No

94. Do you expect to go through a reports rationalization process to lower the expected number of reports?
    Answer: No

95. In lieu of the selected vendor creating all requested Reports, is your team open to a lower cost option of us creating a portion of the reports with knowledge transfer for your team to create the balance?
    Answer: Open to negotiation

96. If the selected vendor would create these on demand/analytical reports, how many reports would need to be created?
Answer: Open to negotiation, do not know at this time

97. Related to creation and publishing, is the County looking for the vendor to do most of the of work in order to produce the book vs. will the County staff do most of the heavy lifting, or will the effort be shared?
Answer: Shared

98. Are there any reporting requirements for employee/position type data?
Answer: No

99. Does the County do any planning or budgeting for Grants? If so, please advise on questions 99 thru 106.
Answer: No, occurs outside budget process

100. What is the official source for Grant data?
Answer: Departments provide data

101. Does the County have Grants that are for multiple years? Yes
    a. How does it budget for Grants? Based on awarded grant funds and terms

102. Is there any discreet code or way to link the new/future Grants replacing existing/expiring grants to facilitate accurate calculation of carryover amounts on multi-year Grants?
Answer: No

103. Does the County perform Grants planning at the same level of detail as GL Chart Fields or at a lower or higher level of detail?
Answer: Yes

104. How many years are planned for during Grants budget development?
Answer: Current year

105. How many types of Grants budgeting does the County perform?
Answer: Varies

106. Is Grants planning performed in advance of other phases of the budget process?
Answer: Yes, throughout the year as new grants are awarded

107. How many end users would need to be trained; what are their skill levels?
Answer: See answer above

108. Does the County prefer that the selected vendor creates training material and adopt "train-the-trainer" approach where the selected vendor trains the power users only and the power user conduct the end-user training?

Answer: Yes

109. Does the County plan on integrating Security with LDAP?
Answer: Prefer to integrate with current active directory

110. Does the County plan on integrating Security with Single Sign on?
Answer: Yes, if possible

111. What is the source for the required years of historical data?
Answer: MicroSoft Dynamics D365 exports (See Separate Dowloadable EXCEL SHEET)

112. How many different data sources will support budgeting processes?
Answer: see answers above

113. Does the County anticipate end users inputting the required data or required data will be loaded from source systems (in an automated process) or a combination of these methods?
Answer: Combination of both

114. How often would you need/want data to be updated in the Solution?
Answer: To be determined

115. Do you anticipate the Solution storing and collecting supplemental data that is not available in the GL or source systems? If so, can you provide some guidance on the type of information that you would like to collect inside the Solution.
Answer: Not sure at this time

116. How many validation reports would be required to support these processes?
Answer: Not sure at this time

117. Does the County expect any go-live (transition) support service?
Answer: Yes

118. What is the expected go-live support duration?
Answer: Open to negotiation

119. Does the County expect ongoing support services be provided by the vendor?
Answer: Open to negotiation

120. Does the County have an existing support desk that the vendor should integrate with, or the County expects that the vendor can utilize its own support desk?
Answer: No

121. Does the County expect to have a full-time dedicated support manager?

Answer: No

2) Notice of Project Extension/New Due Date

Please not this project due date has now been extended. The new Due Date is Monday December 20, 2021.

Last Day for Questions is now due by December 6, 2021.

3) Downloadable Excel Sheet Titled: **Roanoke County Financial Dimensions - Chart of Accounts**

Please download this separate document available for download and review.