



**ADMINISTRATIVE SERVICES
PURCHASING**

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Equal Opportunity Employer

November 19, 2013

TO: ALL PROSPECTIVE BIDDERS

FROM: KIM NAUSIN, PURCHASING MANAGER

SUBJECT: BID NO. 7024 – PROJECT MANAGEMENT SERVICES FOR IMPLEMENTATION OF AN ENTERPRISE FINANCIAL AND HUMAN RESOURCES/PAYROLL SYSTEM

Questions and Answers submitted to date:

Question 1: Cover letter (page 1) says "Proposals may also be submitted electronically..." Does the County want both hard-copy and electronic, or is it an either-or situation?

Answer: Either one is fine.

Question 2: Project Scope (page 8) says that "The County has also worked with an outside firm in the development of a scope statement..." Is that outside firm eligible to bid on this project management project?

Answer: The outside firm is eligible to bid, however, the firm is committed to another full time engagement at this time.

Question 3: Project Scope (page 10) says that "The County is also working with a consultant for quality assurance to assist with the project through contract negotiations." Is that the same firm as the one referred to in No. 2 above?

If not, is that outside firm eligible to bid on this project management project?

Answer: This is the same firm as referred to in question #2.

Question 4: I have a follow-up question: What is SunGuard's proposed durations for Phase 1 and Phase of the implementation?

Answer: The County is working on contract negotiations currently and wants to begin the project as soon as is feasible after the first of the year. The targeted go live date for financials is July 1, 2015 (approximately 18 months in duration). The human resources/ payroll phase will begin as soon as phase one is complete and the targeted go live date is January 1, 2017 (approximately 18 months in duration). In both phase there will be post implementation support to up to 6 months.

Question 5: Is the 6 months of post-implementation part of the 18 months or in addition to the 18 months? Is the Project Manager responsible for post-implementation support as well? Is the post-implementation support included in the 3-year contract?

Answer: The post implementation support is in addition to the 18 months. In the first phase post implementation support would be concurrent with the beginning of the second phase. Bidders should expect the length of the contract for Project Manager to be from 36 to 42 months. The length of support required after the Go-Live date of the HR/Payroll phase of the project - Go-Live currently set as January 1, 2017 - will be from 2 to 6 months.

Question 6: Exceptions: Do you me to indicated if we have any exceptions to (a) the scope of work, (b) the agreement, or both (a) and (b)?

Answer: You should list exceptions to both.

Question 7: Agreement: Do you want me to complete the Agreement and include it in the proposal?

Answer: No, you do not need to complete the agreement. It's there for your review of the County's standard terms.

Question 8: Will the team consider candidates that aren't local to the area and would need to work remotely part of the time? Wondering if a setup where they are onsite Tues-Thurs and remote Monday and Friday would be allowed?

Answer: The County will consider candidates that are not local to the area. The County would prefer for most of the work to be done onsite, but would consider a proposal in which the consultant worked remotely for a portion of the engagement. The suggested schedule of two days remote per week would be acceptable, as long as the consultant has flexibility that in certain peak work periods they could be available if needed.

Question 9: Are you at liberty to talk about the total spend to Sunguard for the entire implementation?

Answer: The final contract with Sunguard has not been negotiated so we do not have a final number as of yet.

Question 10: Exceptions: Do you me to indicated if we have any exceptions to (a) the scope of work, (b) the agreement, or both (a) and (b)?

Answer: You should list exceptions to both.

Question 11: Agreement: Do you want me to complete the Agreement and include it in the proposal?

Answer: No, you do not need to complete the agreement. It's there for your review of the County's standard terms.

Question 12: Is there anything to acknowledge in response to Question #11?

Answer: You only need to document any exceptions to the Sample Agreement.

End of questions.

KN/ag