



Las Virgenes Municipal Water District Enterprise Resource Planning Consultant Questions Issued September 5, 2017

To All Potential Bidders:

This document provides questions and responses from the District for the Enterprise Resource Planning Consultant RFP issued on August 22, 2017.

Questions

1. What is the District's budget for the cost of the new enterprise resource planning (ERP) system, including all vendor- and implementation-related costs?

A: The District has not purchased a new ERP System since 1997; therefore, the District would like the ERP consultant to help develop the RFP for an ERP System and an estimated budget.

2. What is the District's budget for the consulting services as defined in this RFP?

A: The District is seeking candidates that will scope the deliverables required by the RFP and provide the best value and price.

3. Would the District please comment on any additional business drivers for this project not stated in the RFP?

A: None that District is aware of.

4. Does the District have specific target milestone dates (e.g., date of RFP issuance, date of implementation kickoff) for the completion of this project?

A: Not at this time, once a consultant is selected we would mutually agree on a time frame.

5. Does the District desire status reports as part of this project? If so, at what frequency (e.g., bi-weekly, monthly)?

A: Yes, monthly would be acceptable. However, at times it may be necessary for bi-weekly.

6. For the purposes of developing cost proposals, would it be acceptable for proposers to estimate the number of processes related to item A within the Scope of Services? Or does the district have a pre-determined process listing?

A: At this time we do not have a pre-determined process listing. The functional components we require are : General Ledger, Budgeting, Accounts Payable, Project Accounting, Accounts Receivable, Payroll, Purchasing, Human Resources, Fixed Assets, and Inventory.

7. As it related to item E in the Scope of Services, would the district please clarify the following:

- a. Recognizing the many factors that can impact the implementation work effort, does the District desire a full cost estimate for this item or can hourly rates be submitted with estimated hours ranges?

A: Please provide the consultant's best estimate for total costs. This can be a full cost estimate or hourly rates submitted with estimated hours range, however not limited to.

- b. May proposers estimate an implementation duration for the purposes of developing cost proposals?

A: Yes

- b. Would the district elaborate on the services it anticipates the selected consulting firm to provide during the implementation?

A: The District is looking for a firm to provide a consultative approach to successful and timely implementation of an ERP System.

8. Has LVMWD possess past versions of the existing systems business process workflows?

A: No

9. Has LVMWD develop future (desired) versions of the planned business process workflows?

A: No

10. Will LVMWD dedicate any personnel/resources to support this effort (specification development, information gathering, RFP distribution, etc)? If so, please provide role and expected time available to the project as %.

A: The District has limited staffing and does not anticipate dedicating staff on a full time basis to the ERP implementation and will be heavily relying on the selected consultant team. An Information Systems Analyst and the Finance Manager will provide the majority of staff support along with their performance of other duties.

11. Does LVMWD expect that the ERP software provider will also perform the implementation? Often there is a 3rd party (solution integrator) which typically requires a 2nd RFP for those services. Please advise.

A: The District expects a 3rd party integrator will be selected following a separate RFP. The District anticipates that the consultant selected through this RFP will serve as a project manager through implementation.

12. Section 2, bullet E requests that "Provide project management services throughout the system implementation process" be part of the scope – however, this activity will be a challenge to price since it will be dependent upon the ERP solution selected and the implementation plan defined by the solution integrator – please provide direction on pricing (e.g. provide project management rates only)

A: Please provide the consultant's best estimate for total costs. This can be a full cost estimate or hourly rates submitted with estimated hours range, however not limited to.