



ADDENDUM #1

Request for Information 2018-139 Financial Management System

TO: All Respondents

FROM: Colby Wattling

CLOSING DATE: July 31, 2018 at 3:00 PM (UNCHANGED)

REF NO.: 2018-139 RFI

DATE: July 24, 2018

The below are **questions** and **answers** which may be informative to potential vendors. Additionally provided is language pertaining to confidentiality of submitted materials.

- 1) One clarifying question around your next steps. Is it the County's intent to procure from the selections that you will make from this RFI or will the County need to put out a formal RFP at a later point in time? **Undetermined at this point. We want to gather the information from the RFI and identify those vendor(s) that we believe most meet our needs. Then we will pursue further contact with those vendor(s) through interviews/demos/discussions to select the solution(s). At that point we will determine the next steps for procurement based upon RCW and our internal policies.**
- 2) You mention that you would like to be live by end of Q1 2019. Can you share when you hope to have a selection made by so we can have a better understanding of your expectation of an implementation timeline. **Our current plan is to select a solution(s) for Phase 1 implementation by early Q4.**
- 3) We have multiple partners who can implement our software. How would you like us to approach the RFI response to make sure that all of our qualified partners are given an opportunity to participate in your evaluation process. Are you ok if just the software vendor responds to your RFI and provides you with a rough order of magnitude for the implementation services and then we can introduce you to our implementation partners at a later point in time in your evaluation process? **Yes we are OK with that approach.**
- 4) Will the County be able to procure based off the responses to this RFI or will there be additional steps required before the County can make a purchase? **We will be reviewing the responses to the RFI and selecting vendors to come in for interviews/demos/discussions on their product.**

- 5) Can you provide a high level timeline as to what the County's next steps will be after this RFI response since it appears you anticipate Phase I to go live in 2019? Do you have a certain date that you would like to or need to be live by in 2019? **We do not have a specific timeline for Phase 2 yet as it will be dependent on completion of Phase 1. Our current plan is to implement Phase 1 by end of Q1 2019 and then move straight into Phase 2 with a goal of 2 years from start of Phase 1 to end of Phase 2 to complete the upgrade to our Financial Management System.**
- 6) If a vendor decides not to respond to the RFI would that exclude them from the next steps in your procurement process? **Please refer to question 1. We intend on using the responses to determine the vendors we invite back for interviews/demos/discussions on their product.**
- 7) The RFI makes reference to a phase 2 of this project. Does the County have any kind of high level timeline for that you can share for phase 2? **Please refer to question 2.**
- 8) There was no pricing spreadsheet included in the RFI. How is the County going to make sure you are comparing apples to apples with pricing being that there is such a wide variance from an on-premise solution versus a SaaS cloud solution. **We intend on completing a CBA (Cost Benefit Analysis) that takes into account both ROI (Return on Investment) and TCO (Total Cost of Ownership) over a 5 year horizon.**
- 9) Is the County looking for a rough order of magnitude or "budgetary estimate" for software and implementation services costs? Has a budget been approved for this project? Or will the responses to the RFI be used to secure a budget? **We will be looking for a "budgetary estimate" as we will be using the information gathered from this RFI to secure budget.**
- 10) Would it be possible to get the RFI in word format? **A Word version will be made available online using the following link: <https://spf.kitsapgov.com/das/Pages/Online-Bids.aspx>**
11. In your RFI, under 'Capability Demonstration', comparable industry and technology, you mention vendor customers should be mid-size County or Cities. Our principal customers are national governments such as the US (agencies), the Government of Philippines (the entire gov't), the Government of Sri Lanka, the Government of Suriname, etc. We are now extending our solution to county and municipal level needs. As we do not have an existing county / municipal customer, would this preclude us from participating in the RFI? **No, you will not be precluded from participation in the RFI for not currently having an existing County customer.**

CONFIDENTIALITY. All information and supporting materials submitted in response to this RFI are public records as defined by the Public Records Act (Act), Chapter 42.56 RCW, and available for public inspection and copying. If a vendor considers any portion of the information and/or supporting materials, electronic or hard copy, to be protected from disclosure under Washington law, the vendor shall specifically identify all information it claims to be confidential or proprietary by clearly marking each page and item with the words “confidential” and/or “proprietary” in large bold font. If the County receives a request under the Act to inspect or copy the information that has been clearly identified by the vendor as confidential/proprietary and the County determines that release of the information is required by the Act or otherwise appropriate, the County’s sole obligation will be to make a reasonable effort to notify the vendor of the request and the date that the confidential/proprietary information will be released to the requestor unless the vendor obtains a court order to enjoin disclosure pursuant to RCW 42.56.540. If the vendor fails to timely obtain a court order enjoining disclosure, the County will release the requested information on the date specified. The County has, and by this section assumes, no obligation on behalf of the vendor to claim any exemption from disclosure under the Act. The County will not be liable to the vendor for releasing records, even if the records have been marked by the vendor as confidential and/or proprietary, in compliance with the Act, this section or court order. All Proposals and supporting materials received by the County, become the property of County and will not be returned.

There are no other changes to the original specifications other than what is changed by
Addendum.

END OF ADDENDUM # 1