

**ADDENDUM #1 FOR RFP No.16-057
ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM PHASE 1
FINANCIAL MANAGEMENT SYSTEM**

THIS ADDENDUM #1 IS ISSUED: December 16, 2016

NOTICE TO ALL PROPOSERS

The RFP Documents for the above-referenced Project are modified as set forth in this Addendum 1. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum 1, which is hereby made part of the Contract Documents. Proposer shall take this Addendum into consideration when preparing and submitting a Proposal, and shall acknowledge receipt of this Addendum 1 in the space provided on the Proposal Form.

PROPOSAL SUBMITTAL DEADLINE DATE

The proposal submittal deadline has been changed as noted here and modifies deadline in Section 4.2 Schedule of Events. The new proposal submittal deadline date is **January 18, 2016 at 3:00 pm. EST.** Updated Scheduled of Events is attached for your reference.

QUESTIONS AND ANSWERS

Item	Questions and Answers
1	<p><u>Question:</u> <i>I would like to formally request an extension for the RFP response currently due January 6th. Most of the team members will be coming off Holiday with families/friends and the extra week will provide time needed to complete the Proposal process and submit the response. Thanks for your consideration.</i></p> <p><u>Answer:</u> <i>The proposal submittal deadline date has been extended. The new proposal submittal deadline date is January 18, 2016 at 3:00 pm. EST.</i></p>
2	<p><u>Question:</u> <i>Can you please elaborate on the on premise vs. cloud strategy at TTA? If a vendor offers both, please provide some criteria or success factors for which solution to lead with.</i></p> <p><u>Answer:</u> <i>Refer to section 3.4. We are looking for an on-premise solution(s), but if a vendor offer both types the software and upgrades must be the same platform and version.</i></p>

3	<p><u>Question:</u> <i>How has GoTriangle evaluated your business processes in the past? What tools, or assessments have been utilized?</i></p> <p><u>Answer:</u> <i>We evaluate our business needs on an annual basis using several different matrix. We utilize SWOT analysis to look at our organizational strength and weakness. This ERP was a result of those findings. We also utilize a needs based assessment questionnaire throughout our organization to see what technology would be needed.</i></p>
4	<p><u>Question:</u> <i>Once Phases 1, 2 & 3 are finalized, and live, does Go Triangle anticipate implementing any additional phases? If so, can you please elaborate.</i></p> <p><u>Answer:</u> <i>No additional phases once all three (3) phases are completed. Also refer to section 2.4 Phased Roll Out of ERP system by functional area/department.</i></p>
5	<p><u>Question:</u> <i>Does the proposer need to submit an implementation plan with the response?</i></p> <p><u>Answer:</u> <i>Section 4.2 (h) of the RFP states: <u>Project Management Plan</u> The Proposer shall provide a Project Management Plan using reasonable activity durations for the activities listed in the Scope of Work Phase 1.</i></p>
6	<p><u>Question:</u> <i>Will there be a public opening of the responses? If so, what date and time?</i></p> <p><u>Answer:</u> <i>No. There will not be a public proposal opening.</i></p>
7	<p><u>Question:</u> <i>Can vendor partners submit additional questions/inquiries up to 12/9, but only if they submitted on 12/2?</i></p> <p><u>Answer:</u> <i>Questions/Inquiries will be received in writing until December 9, 2016 at 3:00 pm EST.</i></p>

	<p><u>Question:</u> <i>This section references possible funding via “grants.” Where can CenturyLink and SAP review those grants?</i></p> <p><u>Answer:</u> Currently, this is not a grant funded project, GoTriangle anticipates reimbursement from FTA for this contract.</p>
9	<p><u>Question:</u> <i>Will GoTriangle consider using Contractor’s standard agreement(s) as a basis for the contractual document(s) between the parties?</i></p> <p><u>Answer:</u> GoTriangle will review a contractor’s standard agreements; however, GoTriangle will ultimately draft and negotiate a contract that best reflects its interests and that contains provisions as may be required by state and federal law.</p>
10	<p><u>Question:</u> <i>During the call last week we introduced everyone on the phone, but none of the vendors that were in the room. Were there any vendors, and if so, can you share their names?</i></p> <p><u>Answer:</u> See attached attendance sheet.</p>
11	<p><u>Question:</u> <i>Regarding Inventory Functionality, in section 2.3 Current Financial Application System and Environment – FUEL/INVENTORY SYSTEM – this system is marked “TBD” with a selection of “Integrate or Replace” mentioned. Additionally, throughout the requirements of other modules, certain requirements lend themselves to Inventory functionality. Specifically,</i></p> <p>a) Requisition management – Ability to create requisitions automatically from inventory. What criteria will automatically create a new requisition? And from what inventory system?</p> <p>b) Purchase management – Ability to assign items lot numbers or serial numbers. Can you please elaborate on the nature of these two requirements, and confirm that Inventory should or should not be scoped for implementation.</p> <p><u>Answer:</u> An Inventory system should be scoped. We currently use Asset Works, and Fuel Management system, but we are looking for an inventory module (Part of Financial System) that can integrate bi-directional with those systems or their replacements.</p>

12	<p><u>Question:</u> <i>3.2 Priority by Function – can you please elaborate as to the last two items, “Asset Management” and “Debt Management.” Is Asset Management to be construed as Fixed Assets? Can you also elaborate on Debt Management, Specifically as to what functionality is desired? Should proposing vendors include scoping effort for these lower priority items as part of a proposal response?</i></p> <p><u>Answer:</u> <i>Yes, Asset management is the same as a fixed asset module for the financial system.</i> <i>Debt management module should have the functionalities describe in 3.5.1 General Ledger, 3.5.13 Treasury Management, and be able to create general ledger journal entries to reflect investment transaction activity within a portfolio for a specific date range. The activity includes purchases, sales, maturities, income earned, interest/dividends received, change in value, and related journal entries to reflect investment and debt transactions.</i> <i>Vendors should scope all priority in section 3.2 Priority by Function.</i></p>
13	<p><u>Question:</u> <i>3.5 System Requirements – can you please elaborate as to how vendors should respond to these requirements that are in Bullet Point format? Should vendors say Yes/No/Partial/Modification/Customization/provide a Narrative etc. for these items?</i></p> <p><u>Answer:</u> <i>Answers should be detailed as possible to receive consideration.</i></p>
14	<p><u>Question:</u> <i>Accounts receivable – what online capabilities for your employees are required? Reference requirement: “Online capabilities for employees”</i></p> <p><u>Answer:</u> <i>This is referring to users having the capabilities to access system via our intranet to submit invoice request via system, and also receive notifications when an invoice is past due.</i></p>
15	<p><u>Question:</u> <i>Accounts payable – what type of information is desired to track for employee reimbursement?</i></p> <p><u>Answer:</u> <i>We would like the ability for accounts payable employees’ reimbursement to be viewed via an AP portal, or in the report module for easy distribution upon request.</i></p>

16	<p><u>Question:</u> <i>3.5.14 Tax Management – can you please specify the business need for this functionality? Is GoTriangle sales tax exempt, or is the agency required to remit sales/excise taxes? If yes, can you specify the number of tax profiles that GoTriangle tracks?</i></p> <p><u>Answer:</u> <i>Please refer to 3.5.14 for business needs, but GoTriangle manages a tax district that receive tax dollars from our state taxing agencies. The state taxing agency then remit to us tax dollar's that is collected in the various counties that we provide transit services. These dollars are provided to us in a lump sum by county, which we will need to track and distribute to our partners via reimbursement as required by inter-local agreements.</i></p>
17	<p><u>Question:</u> <i>3.10 System(s) Interface with ERP - can you please specify which data types need to pass through for integrations? For example, for Contract Management, do you require summary files, transactional information, actual contract documents, or something else to pass from CobbleStone to the new ERP? The same can be said for the Epicor HCM integrations – are you looking to pass actual files, transactional details, or summaries into the new financial system?</i></p> <p><u>Answer:</u> <i>Please refer to 3.10 column nature of Interface. We are looking for you to tell us what data and/or transaction type your system will be able to provide. As for CobbleStone we would be looking to attach contract documents, and for Epicor we are looking to integrate transaction details, and/or summary files.</i></p>
18	<p><u>Question:</u> <i>6 CONTRACT TERMS – will GoTriangle know if FTA funding is made available before the contract is awarded, and as such will include FTA required terms during contract negotiations?</i></p> <p><u>Answer:</u> <i>No. This project is currently funded by local funds. GoTriangle anticipates reimbursement from FTA for this contract, which means Federal terms and conditions will apply to this contract.</i></p>
19	<p><u>Question:</u> <i>In order to appropriately scope the type of system desired by the agency, would you be able to provide a range of cost GoTriangle anticipates expending for this project? Have potential FTA grants been taken into account for this funding range, or are federal funds in addition to amounts included in the current FY budget for this project?</i></p>

	<p><u>Answer:</u> <i>It is GoTriangle's policy not to share the budget amount during a solicitation. This project is currently funded by local funds. GoTriangle anticipates reimbursement from FTA for this contract, which means Federal terms and conditions will apply to this contract.</i></p>
20	<p><u>Question:</u> <i>Has GoTriangle engaged with the assistance of a third party consultant in the development of this RFP? If so, can you disclose the name of that consulting firm?</i></p> <p><u>Answer:</u> <i>No.</i></p>
21	<p><u>Question:</u> <i>Prior to the release of this RFP, has GoTriangle engaged with vendors, in the form of informal or formal discussions, demonstrations, or receiving pricing quotations? If yes, can you disclose which vendors?</i></p> <p><u>Answer:</u> <i>No.</i></p>
22	<p><u>Question:</u> <i>In order to adequately prepare a response to this RFP and pending answers to posed questions, may we respectfully request an extension to the due date in the amount of 2 weeks, due to the nature of Thanksgiving, Christmas, and New Year's holidays falling during the time available for responding to this RFP?</i></p> <p><u>Answer:</u> <i>The proposal submittal deadline date has been extended. The new proposal submittal deadline date is January 18, 2016 at 3:00 pm. EST.</i></p>
23	<p><u>Question:</u> <i>What is the total FY2017 revenue budget within the scope of this RFP? I'm not sure if I would "limit" it to GoTriangle (\$31,000,677) or include Durham-Orange (\$38,575,778).</i></p> <p><u>Answer:</u> <i>Refer to Question 27 & 29. It is GoTriangle's policy not to share the budget amount during a solicitation.</i></p>

24	<p><u>Question:</u> <i>Same as above in regard to the total number of employees (# of W2's issued last year)?</i></p> <p><u>Answer:</u> <i>2015 we issued 306 w2's.</i></p>
25	<p><u>Question:</u> <i>Who are the decision makers/teams involved with this project?</i></p> <p><u>Answer:</u> <i>The evaluation committee, whose identity will remain confidential, is responsible for making a recommendation to the GoTriangle Board of Trustees for the award of this contract. Final decision is with the Board of Trustees of GoTriangle.</i></p>
26	<p><u>Question:</u> <i>How many locations would this software be used at?</i></p> <p><u>Answer:</u> <i>One location where our server is located, but employee must be able to access remotely throughout our organization.</i></p>
27	<p><u>Question:</u> <i>Is there an approved budget allocated for phase one?</i></p> <p><u>Answer:</u> <i>It is GoTriangle's policy not to share the budget amount during a solicitation.</i></p>
28	<p><u>Question:</u> <i>What is the total number of concurrent users?</i></p> <p><u>Answer:</u> <i>Refer to power users in section 3.7. The number of Users for Phase 1 are no more than 15.</i></p>
29	<p><u>Question:</u> <i>What is the operating budget of the authority?</i></p> <p><u>Answer:</u> <i>It is GoTriangle's policy not to share the budget amount during a solicitation.</i></p>

30	<p><u>Question:</u> <i>Is there any budget allocated for this ERP project? If yes, how much?</i></p> <p><u>Answer:</u> <i>It is GoTriangle’s policy not to share the budget amount during a solicitation.</i></p>
31	<p><u>Question:</u> <i>How many users out of the “power users” are developers (versus professional users)?</i></p> <p><u>Answer:</u> <i>None.</i></p>
32	<p><u>Question:</u> <i>During the call last week we introduced everyone on the phone, but none of the vendors that were in the room. Where there any vendors, and if so, can you share their names?</i></p> <p><u>Answer:</u> <i>See attached attendance sheet.</i></p>
33	<p><u>Question:</u> <i>Regarding 3.7, Number of Users, and the associated chart.</i></p> <p><i>Would it be possible to additionally disclose the number of “Power” users and “Casual” users – independent of the specific module in question? In preparing a software licensing proposal, named users are licensed only by level of usage, not types of modules. So, I would not want to double-count a “power user” that accesses both General Ledger and Procurement, for example.</i></p> <p><i>My assumption and interpretation of total users based on the chart in section 3.7 would be as follows. If you could clarify this, that would be greatly appreciated.</i></p> <p><i>There would be a total of 6 different Power Users and 50 Casual Users across all of the different types of modules and usage in the new system.</i></p> <p><i>(This does not take into account employees receiving payroll services.)</i></p> <p><u>Answer:</u> <i>We will have between 6-15 concurrent users that may be in the system at the same time.</i></p>

34	<p><u>Question:</u> <i>Can GoTriangle please elaborate on current pay cycles today with respect to payroll? Are employees paid weekly, bi-weekly, monthly, bi-monthly, etc? Are all employees paid on the same cycle, or are different groups of employees paid at a different time?</i></p> <p><u>Answer:</u> <i>Our employees are paid bi-weekly, and all employee are paid on the same cycle. All employees are paid using various percent allocations. We call these distribution department, which is different from the employee's home department.</i></p>
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END OF ADDENDUM

1.1 Updated Schedule of Events

The selection process will proceed as outlined below.

<i>DATE</i>	<i>EVENTS</i>
November 18, 2016	RFP distributed and posted to GoTriangle website
December 2, 2016	<i>A Non-Mandatory Pre-Proposal conference will be held Friday December 2, 2016 at 10:00 AM at the GoTriangle Administrative offices at 4600 Emperor Blvd. Suite 100, Durham, North Carolina 27703 (Boardroom) Please provide all questions via email at procurement@gotriangle.org prior to the pre-proposal meeting.</i>
December 9, 2016 3:00 PM EST	Inquiries must be received in writing by (e-mail only) to David Moore at procurement@gotriangle.org
December 16, 2016 3:00 PM EST	Responses to all questions received will be posted on the GoTriangle web site. All firms that have previously registered and downloaded the RFP documents from the GoTriangle web site will be notified of responses via e-mail.
January 18, 2017 3:00 PM EST	Proposals due at the GoTriangle Administrative Offices
February 3, 2017	Firms are Shortlisted (If applicable)
February 13-February 17, 2017	Proposer presentations and interviews by the Review and Selection Committee (If applicable)
February 21, 2017	Review and Selection Committee recommends to the General Manager Contract Award
February 22, 2017	Review and Selection Committee recommends to the O&F Committee Contract Award
February 22, 2017 (tentative)	GoTriangle Board of Trustees authorizes the General Manager to execute a contract with the recommended Proposer
March 10, 2017 (tentative)	Notice to Proceed