

Vendor questions on ERP RFP:

- Support Z hours – Police and Fire adjust hours for full time in the pay period.
 - a. Z hours is the method we use in the system to even out the hours across all pay periods, i.e. Fire Department employees work 48 hour shifts followed by 96 hours off on a 6-week rotation schedule. Depending on how many hours they actually work during a two-week pay cycle, they can work more or less than 98 hours that the City pays them for before they earn overtime hours. The 98 hours per pay period (182 hours in each 24 day work cycle) is to even out their pay so that they don't see significant fluctuations in pay from pay period to pay period. Because we are required to report actual hours worked during the reporting period to L&I, we use Z hours to reduce/increase their regular hours during the pay period to 98 (exclusive of OT hours), but still enable us to report the actual hours worked during the period to L&I.
- How many users will be using the ERP system?
 - a. The City has approximately 270 full-time employees. With part-time/temporary employees, there are approximately 308 employees, plus an additional 300 seasonal employees.
- Please provide the number of ERP users in each functional department.
 - a. See question #6 in the ERP key requirements and Pricing Estimates exhibit for a breakdown of named users.
- Does the City have an implementation/go-live target date?
 - a. See the RFP Schedule (item #5) in the RFP. We will begin implementation as soon as possible after a contract is awarded. Go-live target date will be identified with the selected vendor.
- When does the City expect to begin the implementation process, after the anticipated Contract Award in July/August 2023?
 - a. See the RFP Schedule (item #5) in the RFP. We will begin implementation as soon as possible after a contract is awarded. Go-live target date will be identified with the selected vendor.
- Does the City have a goal time frame when the new system should be fully live?
 - a. See the RFP Schedule (item #5) in the RFP. We will begin implementation as soon as possible after a contract is awarded. Go-live target date will be identified with the selected vendor.
- Could the City provide a Word version of the Key Requirements and Pricing template?
 - a. Sent Word version 12/12/2022.
- Has the City identified a budget for this initiative, and if so, is it possible to share?
 - a. Not at this time.
- Does the City have a pre-set budget for new ERP software implementation?
 - a. Not at this time.
- Of the 270 employees, how many are:
 - a. W-2 - all
 - b. 1099 – 0
 - c. Full-time – approximately 270
 - d. Part-time – approximately 38
 - e. Seasonal – approximately 300

- What are the pay dates and corresponding pay periods?
 - a. Bi-weekly pay periods with Friday paydays unless Friday is a holiday. If Friday is a holiday, payday shall be Thursday. The standard work week runs from midnight on Sunday night to midnight the following Sunday.
- Would you summarize your current HR environment (e.g. number of personnel, their titles, full-time vs. part-time, HR information system, etc.)?
 - a. 3 full-time HR employees
 - b. Innoprise is used for HR/Payroll & Employee Portal
- How do your employees currently clock-in/out (e.g. mobile device, their computer, central computer, vendor-provided timeclock, etc.)?
 - a. Employees use Innoprise Employee Portal to enter time into the system, with some (i.e. seasonal employees) providing their time on a paper timecard that is entered manually into the system.
- In order to provide an accurate quote for our General Ledger Account Mapping service, would you send us a chart of accounts and a sample journal entry?
 - a. We will be revising our chart of account during this process.
- Under the umbrella of HR, do you need benefit quoting services? If yes, how are your benefits currently administered? Who is your broker?
 - a. No.
- If you need benefit administration services, would you send us a list of your carriers along with the number of employees benefitted? This information will be used to provide a quote.
 - a. N/A – we are not looking for benefit administration services.
- Are you looking for a solution for Workers' Comp Policy Administration?
 - a. No
- What does Innoprise do well that you'd want your next software partner to be able to do?
 - a. Will be discussed with selected vendor.
- What makes Innoprise "not a good fit for the City"? Can you further describe how the Innoprise ERP is not a good fit for the City?
 - a. Will be discussed with selected vendor.
- Has the City evaluated other ERP software solutions within the last five years? If so, what are they?
 - a. No
- If a software vendor does not have any municipal customers in the state of Washington, is it grounds for immediate rejection?
 - a. The City strongly prefers a software vendor with municipal customers within the State of Washington.
- Within the RFP PDF, page 5 under 2. Background Information, the City states, "Other applications that could potentially integrate with, or have data that interacts with a new ERP solution are..." but on Exhibit A, under the Technology section 33. a – m, some of the listed items are marked R – Required. Could the City please specify whether integration is preferred or required?
 - a. Please follow Exhibit A as to required integrations.
- Can the City explain what a "Multi-dimensional chart of accounts" means? This is item 59. under the General Ledger section of Exhibit A.

- a. A chart of accounts that has multiple segments or dimensions defined within the account structure to enable tracking and reporting at a greater level of detail.
- Can the City explain what it means by “Assist with budget book creation”? This is item 69. under the Budget Management section of Exhibit A.
 - a. A budget book is the document containing the City’s approved budget for each fiscal year.
- Can the City explain what “decentralized purchasing and receiving” means to them? This is item 71. under the Purchasing section of Exhibit A.
 - a. Decentralized purchasing allows each department/division to manage its own purchasing and receiving versus a centralized purchasing department that handles purchasing for the entire City.
- Can the City explain “2-way and 3-way matching”? Item number 83. under the Accounts Payable section of Exhibit A.
 - a. In 2-way matching, the information on the purchase order is verified with the invoice by the A/P module to ensure accuracy before the invoice is approved for payment.
 - b. In 3-way matching, the system verifies that the information on the purchase order, invoice, and goods receipt note (sales receipt/shipping document/packing slip) are the same. If all three documents match, the invoice is approved for payment.