

## **Columbia County Oregon**

### **Enterprise Resource Planning RFP - Q&A Addendum**

**July 26, 2017**

**Q1.** Could I get attachments E and F in Word form so I can respond to it directly?

**A.** Attachments E and F within the PDF are fillable and should be able to be saved separately.

**Q2.** Can companies from outside the USA respond to the RFP?

**A.** In general, yes, companies from outside the US can respond to the RFP. However, our contract will be governed by the laws of the State of Oregon. There is also a provision in the contract requiring the services to be provided from data centers in the US and requiring data at rest to be located solely in the US. (See Contract, paragraph 21.B). On page 20 of the RFP, "Proposers shall include in the Statement of Assurance section of their Proposal any proposed changes to the terms and conditions found in the sample contract."

**Q3.** Does the Vendor need to come to the County offices for meetings?

**A.** At a minimum, the ERP relationship manager for the vendor will need to be onsite in St. Helens, OR, USA for the demonstration and due diligence session in September 2017, as well as the kick-off meeting in January 2018. The vendor and County will work out expectations for other onsite meetings during implementation, evaluation and ongoing support.

**Q4.** Can the vendor perform the tasks, related to the RFP, outside the USA?

**A.** On page 13, "For those Proposers with key personnel outside the Portland, Oregon metro area, describe how you will address the challenges of working remotely on the project." In addition, as mentioned in Q2 above, the contract requires certain functions to be performed in the U.S.

**Q5.** As an eco-conscious company, with a focus on reducing waste and conserving energy, would it be possible to submit our proposal by email?

**A.** No, please see submission details on page 9 of the RFP.

**Q6.** I am curious if the County has a preference in the ERP options they would like to consider?

**A.** The County prefers an off the shelf solution without source code changes or extensive configuration.

**Q7.** Roughly how many active accounts do you have in your GL?

**A.** We have approximately 2,500 active accounts in the GL.

**Q8.** How many bank accounts do you reconcile?

**A.** We reconcile 6 bank accounts.

**Q9.** How many active vendors in AP?

**A.** We have around 10,000 active vendors, including temporary accounts for refunds, etc.

**Q10.** How many active accounts in AR?

**A.** We are not currently using an AR module in our existing accounting system. The majority of the County's ARs are tracked in secondary systems (property tax, licenses, permits, solid waste transfer station, court fines, etc.), as well as from manual systems and spreadsheets.

## **Columbia County Oregon**

### **Enterprise Resource Planning RFP - Q&A Addendum**

**July 26, 2017**

**Q11.** We offer training onsite or at our out-of-state facility, where we give you a significant discount, do you have a preference?

**A.** The County is open to onsite training, out of town training, or a combination depending on timing and cost during the implementation phase, as well as part of on-going training options. This discussion and decision will be part of the contract phase.

**Q12.** Please provide the estimated budget for the entire project, including software and services?

**A.** Legacy system license and annual maintenance is approximately \$14,000 per year. The desired ERP system spend for 5-years would not exceed \$550,000, including one-time implementation costs and annual fees, for software and services. This has not been approved beyond the FY18 portion. The Selection Committee will be comparing costs to functionality and value and then the County Commissioners will approve the vendor, solution and budget during the contracting phase.

**Q13.** For each of the integrations in scope, please identify whether the county requires a real time, automated integration, or import/export integration via flat file.

**A.** The County has no requirement for integrations in scope and is open to what each solution can offer case by case.

**Q14.** Why is the County looking to replace (rather than upgrade) Springbrook? What are the current challenges/limitations of Springbrook?

**A.** The current version of Springbrook is not user friendly, has challenges in reporting and integration limitations. A Springbrook upgrade is also being explored through this process.

**Q15.** Please describe any challenges/limitations of the Point & Pay point of sale system.

**A.** Point and Pay is the County's primary merchant service provider, not its point of sale system. Departments utilize a variety of point of sale methodologies, none of which are currently integrated into the financial software. The County would like to integrate the existing systems which offer acceptable minimum functionality and provide all other county points of sale cashiering functionality directly into the financial application that, ideally, integrates credit card payments through Point and Pay.

**Q16.** Has the County considered Office 365 vs. a rollout of MS Office 2016? Why/why not?

**A.** The County considered Office 365, but a five-year cost/benefit analysis found that outright purchase of Office 2016 was the best option for the County at this time. We anticipate a similar analysis with the ERP application, but expect that the IT maintenance and infrastructure requirements will favor cloud-based applications more heavily than is the case with Office.

**Q17.** What are the current limitations of the chart of accounts structure in place today?

**A.** The County is redesigning its chart of accounts to reduce inconsistency and align it with the current organizational structure. Recommendations from proposers for options/functionality available for accounting for grants, capital projects and other activities that can be better tracked outside of the accounting system chart of accounts will be a key input into the final chart of accounts rolled out in the new system.

## Columbia County Oregon

### Enterprise Resource Planning RFP - Q&A Addendum

July 26, 2017

**Q18.** Please describe your current budget planning process.

**A.** The annual budget process is largely manual. Oregon budget law requires three years of comparative data and four budget versions. The County earns the GFOA budget award based on its proposed budget (version 2 for purposes of Oregon Budget law) which includes the budget numbers, narrative and performance data from program staff (department heads and elected officials - "DH/EO"). Finance staff writes many other narrative elements and performs significant financial analysis and graphical presentation of data on county wide and fund basis for presentation in the proposed budget book.

In early January, comparative data is downloaded from the accounting system into Excel. Finance staff creates each department and fund budget template from downloaded data. The data in templates is organized so that it can be consolidated on fund and county-wide basis in Excel. DH/EO fill in non-personnel cost data (rev and exp) for two years (year one data becomes requested budget) and make a projection for the current year (initial inputs for supplemental budget needs).

In December, Finance staff create payroll (PR) projection Excel workbooks. Inputs come from ADP (manual downloads) and staffing requests and updates from DH/EOs (via Excel forms). Frequently multiple PR scenarios will be run in Excel. Also in December, support department projections are received and administrative allocation budgets are produced in Excel spreadsheets based on variety of criteria. The PR and admin allocation data feeds each successive budget version in Excel.

Budget balancing analysis (version 1 requested budget to balanced version 2 proposed budget) will vary based on level of budget deficit and annual realities with general and other funds. Significant amounts of manual analysis and scenarios are run by Finance staff during this period for the governing body to aid in its decision making. DHs/EOs may be requested to provide additional information to explain the rationale for their requested budget and any new items in particular.

Each of the 4 budget versions' Excel workbooks are manually reorganized to produce a csv upload file. Each version is then uploaded into the accounting system.

The County is developing a Capital Improvement Plan (CIP) for the first time. Currently capital spending is budgeted within the annual operational budget process.

A Supplemental Budget at years' end is principally managed by Finance staff based on inputs from DH/EOs' excel workbooks throughout the budget process. Supplemental Budgets can also be requested at other times in the year for specific purposes. The data entry of approved supplemental budget data into the financial system is painfully manual and virtually impossible to validate prior to posting.

Budget notices and resolutions are manually created in Excel and Word.

The opportunities to improve this process are significant. Desired solution to manage budget process within the system would mean:

- Higher transparency for stakeholders
- Reduced possibility of a formula or reference error making the budget appear either worse or better than it truly is
- Better workflow, consistency of presentation, clarity of budget request for DH/EOs and Board (current and supplemental), improved ability to prioritize difficult budget decisions
- More efficient budget process and creation of budget analysis and presentation documents
- Ease of producing PR, revenue and other "what if" scenarios
- PR data sets from ADP directly

## **Columbia County Oregon**

### **Enterprise Resource Planning RFP - Q&A Addendum**

**July 26, 2017**

**Q19.** Do you use purchase requisitions today? If not, is this of interest? To clarify, this is a layer of request/approval before the PO is generated.

**A.** The County does not currently use purchase requisitions principally for process efficiency reasons, but is open to learning more about them, particularly if their use would add internal control strength without significant net efficiency cost in the PO process. There is a place at the bottom of Schedule B to list additional functionality the County could consider when comparing solutions.

**Q20.** Has the County participated in demonstrations or education sessions of vendor solutions that can address some of the solution outlined in the RFP? If so which vendors and which systems?

**A.** County staff have participated in informal sessions through vendor Websites and at governmental conferences, but no formal demonstrations have occurred within the last year.

**Q21.** Clark Nuber PS is your selection consultant for the project. Can you please provide a summary of other strategic planning or sourcing initiatives that this organization has or is helping the County with?

**A.** Clark Nuber PS previously performed a Financial Systems Analysis to assist the County in determining the functional requirements in a new ERP System. Clark Nuber is currently assisting the County with small ad-hoc project management initiatives.

**Q22.** Has the County identified project team personnel that will support this project? How many full-time equivalents have you identified for the project? Has the County identified who these individuals will be?

**A.** This ERP project will be supported by the Finance Director/Treasurer, Accounting Clerk, and IT Manager, which translates into 1.50 FTEs.

**Q23.** What are the end user reporting tools that are used today?

**A.** The County is currently using Springbrook, Excel and Word for end user financial and budgetary reporting.

**Q24.** Does the County have any business intelligence tools that are utilized today, if so what are they?

**A.** No, the County is not currently using any business intelligence tools.

**Q25.** Do you have a database standard for the County, if so what is it?

**A.** The County's database standard is SQL. For an onsite implementation hosted on County servers, SQL would be our required database.

**Q.26** If the County adopts a SaaS ERP solution do you have any requirements for the database that supports the solution or may the vendor choose that?

**A.** Even with a SaaS ERP solution, the County would still prefer a SQL database for ease of integration and standardization.

**Q27.** Who are the vendors the County is considering for the Website/CRM selection project that is mentioned in the RFP?

**A.** The current Website/CRM selection project is not relevant for the RFP response. Vendors chosen for the demonstrations will be provided that information to support integration.

**Columbia County Oregon**

**Enterprise Resource Planning RFP - Q&A Addendum**

**July 26, 2017**

**Q28.** Has the County shortlisted or selected vendors for the Website/CRM selection project, if so who are they?

**A.** The current Website/CRM selection project is not relevant for the RFP response. Vendors chosen for the demonstrations will be provided that information to support integration.

**Q29.** On Schedule B, line 8 under General Technology and System-Wide Capability Requirements, would you give a few examples of what you're looking for?

**A.** In regards to "Ability to define rule-based processes to be performed automatically," a few examples would be:

- POs outside the purchasing authority level of the system user could be prepared but not posted and would be routed to appropriate person(s) in workflow
- when budget appropriation category is nearing ceiling, notices would be sent out prompting variety of defined recommendations
- interest can be allocated according to fund balance and/or other criteria
- indirect rate charge based on internal service fund budgets (with ability to exclude portions of relevant budgets) calculated according to varied, non-finance criteria for beneficiary county departments and funds
- AP invoice entry attempts to pay new vendor, prompting suspension of invoice action and initiation of workflow for request for new vendor: internal control process actions to set up the new vendor, acquisition of W9s, other documentation, debarment list check, etc. done; then notice circling back that invoice can proceed

**Q30.** Our solution will not be able to meet all functionality, will that rule us out automatically?

**A.** Page 14 says, "Excluding some requirements from scope of Proposer's services will NOT eliminate the Proposer from contention. The County will evaluate the Proposal as a whole, including price/value comparisons when evaluating Proposals."

**Q31.** On Schedule B, there is sometimes more than one requirement description in column D. If the solution can meet some, but not all of the description, how is it best to respond?

**A.** If the solution can meet the majority of the requirement descriptions in a row, it's okay to say Yes, along with the proper code of Y, YP, or TP. The Comments column may also be utilized to provide more detail in such a case.

**Q32.** Who prepared this RFP - Internally or Third Party? If Third Party - are they participating as a vendor in the bidding process?

**A.** The RFP was primarily prepared internally by Columbia County's Finance Director/Treasurer. Third-party Clark Nuber Consultant assisted with the RFP. The draft was further reviewed and edited by the Project Team and Steering Committee members, all county staff or elected officials. Clark Nuber's software implementer, who is different than the Consultant, has received the RFP and is still evaluating whether they will participate in the process. Clark Nuber Consultant is not part of the Clark Nuber RFP response or County proposal review process.

## **Columbia County Oregon**

### **Enterprise Resource Planning RFP - Q&A Addendum**

**July 26, 2017**

**Q33.** What are your 3 key project drivers for this RFP?

**A.** The County seeks to transition from an accounting system to an Enterprise Resource Planning (ERP) in order to:

- reduce county-wide risk
- utilize technology to achieve business process efficiencies for staff and public
- facilitate sound governance and managerial decision making

**Q34.** Who are the stakeholders of this RFP?

**A.** The stakeholders for the RFP are the Columbia County Board of Commissioners, Finance & Taxation staff, Department Heads and Elected Officials, Department Accounts Payable and Cash Receipts Users, and the General Public.

**Q35.** What is the current email system in place? Exchange, O365? Other?

**A.** Per page 6, the County is planning to move from Gmail to Microsoft Exchange Online by March of 2018.

**Q36.** In general technology, question 7, what do you mean by ability to capture transaction counts?

**A.** Audit trail function - or other administrative function - is able to provide counts of particular transaction types (checks cut, deposits made, EFTs sent or received, etc.) by various criteria (department, user, etc.) and user defined periods (month, FY, etc.).

**Q37.** Can you explain more about your needs for indirect cost tracking in Grants management?

**A.** Different state and federal grants have different indirect cost levels, applicable underlying expenditures, etc. Grant reports ideally will be able to calculate the indirect cost based on grant-specific criteria. In addition, to stay compliant with federal uniform grant guidance the County must charge the 10% de minimis rate on all relevant awards so ability to track which grants have been evaluated for this factor would aid in grant internal control.

**Q38.** How many named users will need to access the fixed asset and capital project functionality?

**A.** A best guess would be three named users for fixed assets and six named users for capital project functionality.

**Q39.** What information do you need to be tracked for special disposal rules - is it just something that needs to be tagged or other info?

**A.** Federal grant rules, inventory or assets purchased that have environmental requirements, workflow for surplussing assets, ability to note special criteria for property (ex: in flood plan so not allowed to build), etc.

**Q40.** What is GASB 34 conversion?

**A.** Governmental Accounting Standards Board (GASB) 34 requires government jurisdictions to convert governmental fund statements (County uses modified accrual) to government-wide accrual based statements (full accrual) in the annual Comprehensive Annual Financial Report.

## **Columbia County Oregon**

### **Enterprise Resource Planning RFP - Q&A Addendum**

**July 26, 2017**

**Q41.** System documentation - can this be the training guides and user guides provided by the software?

**A.** Yes, the needed system documentation can be training guides and user guides provided by the software company. However, the County is looking for a long-term partnership with the vendor to assist with training for implementation and in the future.

**Q42.** Is Columbia County, Oregon open to Cloud-Based solutions?

**A.** Yes, per page 5, "The County believes that a web-based interface (some level of cloud solution) will best serve its distributed environment as well as best position it for the future. The County is open to considering client-server solutions if the Proposer believes this is a better fit for the County. Proposers are welcome to propose both options."

**Q43.** Could you provide a communication plan with vendors during the evaluation process of the RFP?

**A.** Yes, the County intends to communicate with vendors during the evaluation process of the RFP as follows:

- Vendors who submitted proposals by 5pm Pacific Time on August 14, 2017 will be notified within a few days that their proposals were received.
- Once proposals are opened, the evaluation is estimated to take place through September 1, 2017. Vendors will be contacted for any clarifying information during that period.
- Vendors are estimated to be notified regarding demonstrations by September 6, 2017. Once the demonstrations have been confirmed, remaining vendors will be notified that they are not moving forward in the process.

**Q44.** Could you define the individuals at Columbia County that will be involved in the decision-making process?

**A.** While the Board retains ultimate authority over vendor selection, contract negotiation and implementation, it has delegated the vendor selection process to the Selection Committee. Seven Individuals are planned to be involved in the vendor selection committee, which includes four representatives from Finance & Taxation and one each from the County Commissioners, Assessors Office, and IT.

**Q45.** Is Columbia County requesting a solution that is HIPPA, CJIS and PCI Compliant?

**A.** The County is looking for a solution that is PCI DSS compliant. HIPPA and CJIS compliance is also sought. In addition, systems should be able to facilitate federal or state law regarding the appropriate management and security for PII data.

**Q46.** Is the County currently using any type of time entry or scheduling solution(s) for the County Sheriff, Public Works, Road Dept., etc.?

**A.** Currently all employees except Deputies and Road Workers are using ADP timesheets. Roads department is using IRIS for time tracking and Deputies are using manual timesheets. Spreadsheets are used in some departments for time allocations.

**Q47.** Does the County currently using any document/ content management solution?

**A.** The County doesn't currently have a county-wide document/content management solution. However, Helion Document Imaging is used to index, scan and search recorded documents by the Clerk's Office, County Counsel, Board of Commissioners, and Land Development.

## Columbia County Oregon

### Enterprise Resource Planning RFP - Q&A Addendum

July 26, 2017

**Q48.** Attachment B Functional Requirements - Point of Sale Cashiering question # 5 - Web payments: System able to provide PCI compliant, customer-facing web based capacity to allow customers to create accounts and make web payments to any receivable and/or integrate with other point of sale system (ex e-permitting, parks reservations, property tax, etc.). What other 3rd party systems is the County looking for a cashiering integration with?

**A.** Please see page 5 for the key current financial systems that the ERP system will need some level of integration with.

**Q49.** Attachment B Functional Requirements - Point of Sale Cashiering question # 5 - Web payments: System able to provide PCI compliant, customer-facing web based capacity to allow customers to create accounts and make web payments to any receivable and/or integrate with other point of sale system (ex e-permitting, parks reservations, property tax, etc.). Will the County continue to use the permitting/ parks & rec. cashiering solutions?

**A.** The County is replacing both the permitting and parks reservation systems and expects to use the new solutions. The county expects to continue using the other cashiering solutions and with ERP integrations is open to changes in process.

**Q50.** What are examples of retail transactions?

**A.** The County provides services for fees and has cashiering needs that may be similar to a retail environment. Perhaps the County Fair with its entrance ticket sales, the transit service with its ticket sales or the solid waste transfer station might be considered examples of retail transactions.

**Q51.** How many retail locations are there?

**A.** The list of facilities is on page 3. A dozen locations have cashiering operations of some sort.

**Q52.** How many registers are at each retail location?

**A.** It depends. The County is looking to standardize point of sale operations and increase internal controls strength wherever cash is handled/received from the public so it is interested in peripherals such as cash drawers, cash registers, etc. that are integrated into the system.

**Q53.** Is the County considering replacing the current ADP with a payroll/ human resource solutions from vendors who have a fully integrated ERP solution?

**A.** No, the County is not planning to replace the current ADP solution. In fact, a migration of ADP Suite is planned for fall of 2017. An automated GL posting entry is expected with the chosen ERP solution. Ability to manage position control and personnel budget scenarios that draw on ADP data and rate changes/percent increases to job classes, PERS retirement, health insurance costs, etc. is strongly desired in the ERP solution.

**Q54.** Functional Requirements spreadsheet; note that row numbers reference spreadsheet rows not Item numbers. Row 23 - what are a couple of examples of an object code?

**A.** Ability to copy, reverse or memorize previous documents, journal entries, projects; GL segments by fund, object code, dept., budgets, etc. A few examples of object codes would be 3100 interest revenue, 4321 office supplies expense, 6010 debt payment expenditure.



## Columbia County Oregon

### Enterprise Resource Planning RFP - Q&A Addendum

July 26, 2017

**Q55.** Functional Requirements spreadsheet; note that row numbers reference spreadsheet rows not Item numbers. Row 29 - Please provide a couple of examples of "codes"

**A.** Provide data entry option through drop-down menus or pick lists for all codes currently available in the system. Smart hierarchy capacity to only display codes available within user-defined code segments or other relevant criteria. A couple of examples of codes would be:

- Departmental staff doing AP data entry would have pick lists for general ledger codes available in their department's budgets.
- System options for tracking projects or grants (whether added to chart of accounts or with other tagging capacity) - the user would only see/have to look through projects/grants in their department or specific user's profile.

**Q56.** Functional Requirements spreadsheet; note that row numbers reference spreadsheet rows not Item numbers. Row 25 - please provide a use case or two as examples where the County may map specific business process to tables or fields

**A.** Provides Data Dictionary. Documentation of all tables, fields mapped to user interfaces. County ability to map its specific business processes to this information. System update documentation easily allows County to identify specific changes that may impact business processes. A use case or two would be:

- Date fields frequently come up - we need to have documentation for each module that maps dates in the entry interface to the corresponding field names by data table and what action(s)/automations/workflows are triggered. AP example invoice date, postdate, check date. Cross module example is postdates may be referred to differently in user interface and/or in field name.
- In case of staff initiated upload/download style integrations, having exact names of fields and understanding which data table(s) are being updated is key. The best way to assure understanding is a data dictionary/data map.
- In the case of system upgrades/updates, having a data dictionary of current state and tracking impact of upgrades to/updates to the data dictionary will allow us to have a clearer understanding of how system changes might impact system users and the County's particular business processes.

**Q57.** Functional Requirements spreadsheet; note that row numbers reference spreadsheet rows not Item numbers. Row 37 - Please provide a couple of use cases for this requirement.

**A.** Management Review: The system should support alerts, workflows, department-specific reports both to facilitate efficient management review across all organization as well as to document which departments are carrying out appropriate management review programs and which need support. A couple of use cases include:

- Budget control
- Ability for manager to demonstrate s/he has reviewed reports in a timely manner. Perhaps a workflow that auto-generates monthly detailed revenue and expense reports for manager, the manager makes requests for corrections or clarifications, the manager within the system checks a box "I reviewed" that date stamps the review, system can generate monthly report on departments/funds to show which have been reviewed and which have not.
- Contract life cycle - ability to define contract management tasks, critical dates and/or benchmarks; workflows that help prompt and guide designated staff in these activities on time; reporting that allows view of thoroughness and timeliness of contract management duties.

## Columbia County Oregon

### Enterprise Resource Planning RFP - Q&A Addendum

July 26, 2017

**Q58.** What does your current COA structure look like?

**A.** Current CoA is FFF-DD-PP-O000, where F=Fund, D=Department, P=Project, and O=Object. The RFP states on page 7, "The County will be taking the opportunity to make a change to its chart of accounts in anticipation of the ERP project."

**Q59.** How many different banks and bank accounts do you use? Are there any restrictions on specific funds being paid from specific bank accounts only? If yes, how many such fund groups?

**A.** The County has six bank accounts at three banking institutions (one bank, one credit union, the State of Oregon Local Government Investment Pool - LGIP) Two bank accounts serve single operations tied to specific general ledger (210 Fund for inmate funds at jail and 100-14 Justice Court – a General Fund department).

Property tax revenues - a fiduciary fund of the County Treasurer - have a bank depository account and LGIP account where funds from taxpayers are deposited and the disbursed to taxing districts.

**Q60.** Do you have any federated Identity Management system like Shibboleth? If yes, do you plan to integrate it with your new ERP system for federated single sign-on?

**A.** The County is currently requesting LDAP Authentication for single sign-on purposes with our web site replacement project. Having just recently implemented Windows Active Directory (previously a Novell shop), we are familiar with the concept of federated identity management, but not the technical or implementation specifics for services like Shibboleth. However, conceptually, it's certainly of interest, as is potentially implementing two factor authentication. We would be happy to have best practices recommendations provided.

**Q61.** On Page 2 of the RFP states that "a web-based interface (some level of cloud solution) will best serve its distributed environment as well as best position it for the future)" and on Line 11 of the Functional Requirements Columbia County defines the database as "Microsoft SQL." In a subscription based SaaS ERP Cloud solution the database is managed as part of the Public Cloud hosting, therefore the customer is not required to have the requisite database skillsets in-house. Has Columbia County stated Microsoft SQL as the database as that is what it is used to with Accela / Springbrook? Is Columbia County open to having an Oracle database as the foundation of the ERP if the database is managed by Oracle as the Public Cloud and Cloud Application provider? Or is there another reason that Microsoft SQL is listed as the database in the requirements?

**A.** The County has stated that a SaaS model would best serve the distributed environment but has not precluded vendors from bidding with a more traditional client-server on premise solution. In the case of an on premise solution bid, the County requires that the underlying database be Microsoft SQL. With a SaaS solution, the County still prefers, but does not necessarily require Microsoft SQL. The reason for this is to enhance the probability of integration with other County current and future applications (which are also required to run on MS SQL) and to mitigate support risk in the future, should purchase or bankruptcy of a vendor require transfer of the maintenance of the system to County staff or contractors.

**Q62.** On Page 5 Could you elaborate on the nature of the systems in Section D to be integrated with the new ERP system? For e.g. some of these may be a subledgers integrating with GL directly (simpler) vs. others that may integrate with the upstream transactional system like Payables, Receivables, Projects, etc. Also, kindly advise on the frequency (real time, nightly, weekly, monthly, etc.) of these integrations and expected volume, plus one way or two way for the integrations.

**A.** See Attachment A

**Columbia County Oregon**

**Enterprise Resource Planning RFP - Q&A Addendum**

**July 26, 2017**

**Q63.** On Page 7 you mention that the COA will be restructured. Will the Chart structure be determined prior to the start of the ERP project, or should we include COA design meetings at the beginning of the project?

**A.** COA design meetings will happen at beginning of project timeline.

**Q64.** Can we get a copy of the CAFR?

**A.** CAFR and budget documents can be found on the County website at <http://www.co.columbia.or.us/departments/finance>.

**Q65.** How many concurrent licenses do you need? These are for your heavy day-to-day users.

**A.** On page 6, "A best guess would be no more than 35 concurrent users of the system."

**Q66.** In regards to the 100 departmental users, how many named departmental users would need to be able to do transactional data entry such as bank reconciliations, write checks, enter AR, etc.

**A.** Bank recs and issuing checks would be centralized - 7 users. Entering AR, utilizing Cash receipting/point of sale, AP entry would be decentralized so 50 users (primary and back up) not including management approval in workflows.

**Q67.** In regards to the 100 departmental users, how many named departmental users would need to be able to do any of these functions?

**A.** enter invoices and coding into the system to be routed around for approval - 50 ish

**A.** need to be able to approve the routed invoices - 25 ish

**A.** enter and/or approve requisitions and/or purchase orders - 50 entryers, 25 approvers

**Q68.** In regards to the 100 departmental users, how many named departmental users would need to be able to do budgeting and view reports?

**A.** Budgeting 25 - 30. Maybe more if department heads delegate tasks. Viewing reports would be universal.

**Q&A ADDENDUM  
ATTACHMENT A  
INTEGRATION INFORMATION**

**NOTE: More information will be available for finalist vendors**

	Integration Potential	Frequency	Volume/Other info
ADP for payroll, HRIS and time keeping	<ul style="list-style-type: none"> <li>* upload GL entry generated by ADP</li> <li>* hours/costs tied to grants or other projects</li> <li>* budget: position/EE wage levels, scenarios, new position/promotion requests</li> <li>* budget: apply projections for increases to individual benefits</li> </ul>	<ul style="list-style-type: none"> <li>2 x monthly</li> <li>1 x monthly</li> <li>4 x year</li> <li>4 x year</li> </ul>	<ul style="list-style-type: none"> <li>\$1 million/month, 200 employee data, dozen benefit types, 4 CBOs</li> <li>4 budget versions each cycle; many more what if scenarios</li> </ul>
Scale house software (RFP underway to replace current system)	<ul style="list-style-type: none"> <li>*Subledger</li> <li>*Cashiering interface potential w/ CC processing interface (direct or via county merch service provider)</li> <li>* banking interface if went to onsite check 21 or remote cash deposit</li> </ul>	<ul style="list-style-type: none"> <li>daily if subledger. Cashiering interface real-time, daily or mixed. Banking daily. Currently 6D/wk, could be 7D/wk</li> </ul>	<ul style="list-style-type: none"> <li>CC, Cash, Check; \$1 million/year in day users</li> </ul>
Helion Oregon Counties Assessment & Taxation System (ORCATS)	<ul style="list-style-type: none"> <li>*Subledger</li> </ul>	<ul style="list-style-type: none"> <li>5 x week</li> </ul>	<ul style="list-style-type: none"> <li>CC, Cash, Check; \$40 million/year concentrated in Oct/Nov.</li> </ul>
Helion County Clerk recording system	<ul style="list-style-type: none"> <li>*Subledger</li> </ul>	<ul style="list-style-type: none"> <li>5 x week</li> </ul>	<ul style="list-style-type: none"> <li>Cash, Check; \$750k/year</li> </ul>
Helion Dog Licensing application	<ul style="list-style-type: none"> <li>*Subledger</li> </ul>	<ul style="list-style-type: none"> <li>5 x week</li> </ul>	<ul style="list-style-type: none"> <li>CC, Cash, Check; \$100k/year</li> </ul>
Majik for court fines associated with specific court-only bank account	<ul style="list-style-type: none"> <li>*Subledger</li> </ul>	<ul style="list-style-type: none"> <li>5 x week</li> </ul>	<ul style="list-style-type: none"> <li>CC, Cash, Check; \$450k/year</li> </ul>
Accela e-permitting system through State of Oregon (implementation under way)	<ul style="list-style-type: none"> <li>*Subledger</li> </ul>	<ul style="list-style-type: none"> <li>5 x week</li> </ul>	<ul style="list-style-type: none"> <li>CC, Cash, Check; \$1 million/year</li> </ul>

Accela manufactured structures permitting system through State of Oregon	*Subledger	as needed	Approx. dozen transactions/year
Acquirit check scanning for posting to AR, upload to bank	*data source for checks/GL coding	real time	\$50 million/year checks processed
IRIS (Oregon Roads cost accounting system)	*data source for Aps *data source for Procurements *receive data from ERP	by batch - daily? by batch - weekly?  daily or weekly	Selected solution vendor, Roads and Finance review options/design solution new business processes
ReserveAmerica Parks reservation system (contract phase of implementation)	*Subledger	Daily	CC, Checks, Cash;
Tiger for inmate accounts associated with specific jail bank account	*Subledger *CRs/AP integration	Daily Daily/real time	CC, Checks, Cash; \$250 k/year
Jpay web-based payment system to make funds available to inmates associated with specific jail bank account	*CRs integration	Daily	