The following addendum is being issued for RFP 203-21-06.

Section 1 contains answers to all questions received as of June 29, 2021.

Section 1: Answers to Questions Submitted as of June 29, 2021

Questions 1 – 14 are in Addendum 1.

Questions 15 and 16 are in Addendum 3.

17.			**Is the GRTC using a consultant to support your needs in finding a replacement for Great Plains? If so, whom?**
Plante Moran is the consultant that prepared the RFP and is advising GRTC during procurement activities.			
18.			**We represent multiple ERP solutions; can Proposers provide multiple responses (one for each ERP we represent)?**
In order to allow for acceptable comparison, Vendors will need to submit a proposal and pricing sheets for each ERP solution you wish to submit. The pricing sheets are collected by each company + solution and reviewed by GRTC for evaluation.			

19.			It appears that the GRTC is looking for several Interfaces (referenced in the table on page 10 of the RFP) to be estimated (per the Excel Pricing Form Interfaces tab). However, we are unable to locate any information from which to estimate interfaces. We are looking for information like the following:
			
			 a) Data elements to be interfaced from source to destination
			 b) Data validation process of the interface
			 c) Data translation during interface (e.g., read ABC from Source software and convert to A-BC in Destination program, etc.)
			 d) Interface direction:
			    i. from application to ERP
			    ii. from ERP to application
			    iii. bi-directional
			 e) Frequency of interface, for example:
			    i. Real time
			    ii. Daily
			    iii. Weekly
			    iv. Monthly
			    v. Annually
			    vi. Other
			 f) Etc.

The interfaces that GRTC requires are part of the discovery process in the design. This information is not known as GRTC will need to evaluate what features are available in the product to confirm if an interface is needed. The RTA product will continue to be in use, and it is possible that an interface is needed however, at this time, we cannot specific frequency or direction. The proposer should demonstrate knowledge of transit operations and should therefore bring best practice solutions to GRTC.

20.	2.7	Page 13	On page 9 of the RFP, it says:
			"Consider - GRTC is considering replacing this application with the selected solution, based on the strength of the finalist Vendor offering and cost / benefit of the replacement module"
			
			The ERP we offer has modules which performs functions which are describe at a high-level as the following:
			
			• **Incident Management – which might be able to replace GRTC's Incident database**
			• **Plant & Equipment Maintenance – which might be able to replace GRTC's Ron Turley Associates system**
			    b) **Our question: For applications listed in the table on page 10 of the RFP which are coded with a "Preliminary Migration Plan" code of "C" for "Consider" do you have requirements (like those in Specifications Excel file for the following applications?**
			       i. **Clever**
			      ii. **Ron Turley & Associates**
			     iii. **Fleetwatch**
			     iv. **FMLA Manager**
			     v. **Microniche**

			As per the answer to Question 7 and 12 in Addendum 1, GRTC states that proposers should propose solutions that include the core modules listed on page 13. Maintenance management solutions are not within scope for this evaluation.
21.	2.7	Page 13	**If a Proposer is able to propose a module which would replace one (or more) of the legacy software coded as a "C" for "Consider", this would likely cause our price to be higher than a competitors price (as we'll include more software and more implementation services for that "C" software). How will the GRTC evaluate this possible variance from competitive bids?**

Please respond to the core modules requested as part of the scope requested in the RFP. Your decision to include additional functionality beyond the scope of the RFP is within your own rights but will not be evaluated against the requested core solutions.

22.			We note in the Pricing spreadsheet that the GRTC is looking for an estimate of Disaster Recovery (DR).
			a) Does the GRTC have existing RPO and RTO?
			b) Can the GRTC share its existing DR agreement with UniTrends as a basis of GRTC's DR Requirements?

RPO – Twice a day minimum
RTO – Within 8-24 hours
On-Premise – can use Unitrends
Cloud Solution – leverage Vendor's Solution

23.	6.11	Page 58	On page 22, Section 3.4 of the RFP it says:
			a) The proposal signature form is in Section Error! Reference source not found. of this document.
			Our Question:
			b) Please clarify the source of this form and confirm where the GRTC would like for this form to be in the RFP response?

The proposal signature form is in Section 6.11 page 58 of the RFP.

24.			We note that the GRTC is looking for estimates for Form Development, Customization, and Report Development. Generally, once a Form or Report is designed we can estimate the cost, but without knowing what the Form (from the Pricing spreadsheet) look like or what the reports need to do (e.g., sorts, calculations, validations, etc.) and from where data is pulled (e.g., ERP, 3rd party product interfaced to ERP, Cloud, etc.) its impossible to accurately estimate development. We do note that the GRTC understands this issue and on page 26, Section 3.21 asks for an estimate of System Design. We assume this is to accommodate for these unknowns. We do not find a place in the Price Spreadsheet where the System Design estimate is to be accounted for. a) Can you please point us to where in the Price Spreadsheet the GRTC would like our System Design estimate? b) Further can you suggest where in the RFP response you would like us to explain the basis and assumptions for our System Design estimate?
	a) As noted in the pricing form, please add any other proposed solution services proposed including estimated hours and hourly rate in the "Other Implementation Services" tab. b) Please note any explanation and assumptions within the provided comments section of "Other Implementation Services" tab.		
25.			Where the GRTC is asking for about the "Vendor" would the GRTC like multiple versions of that information (e.g., Firm Data Sheet, Company Background Form, etc.) if there is more than one Vendor responding? For example, we are a System Integrator (SI) and there will be multiple other Proposers (e.g., ERP vendor, Report Writer vendor, 3rd party software vendor (e.g., Vertex for tax software), Hosting Provider, DR Provider, etc.). Would the GRTC like multiple sections for each Vendor provider?
	GRTC must be able to easily identify the prime vendor and all subcontractor vendors for due diligence purposes.		

26.		Page 100	On page 100 of the RFP, it says:
			
			   a) "Additionally, the data may only be accessed by individuals located in the United States."
			
			Yet the answers to Questions 3 in Addendum 1 says:
			   b) Q – "Can we perform the tasks (related to RFP) outside USA? (like from India or Canada)"
			   c) A – "Per the requirement 38. On page 66, "All data must reside in the United States at all times." GRTC works on Eastern time, and the vendor is required to support the working hours for the duration of the project."
			
			Therefore, our questions are:
			   d) Can person's work on the implementation project if they are not located within the United States"?
			   e) Can non-US Citizens work on the GRTC project?

In Addendum 1, Question 1 and 2 refer to the requirement for data to reside in within the United States, and for staff who need to interact with GRTC to be available on-site. It is recognized that ERP vendors utilize offshore support for configuration and development. As long as the data requirements are adhered to, and the staff remain available during working operational times for GRTC, a person may work on the project, even if they are not a US Citizen.			
27.			**Can you please clarify what form is required for the "IFB Cover Page"?**
An IFB document with the correct RFP number has been included on page 10 of this addendum for completion.			
28.			**How many payroll runs do you execute today?**
We process P/R bi-weekly, plus a medical insurance opt out run on the 1st of each month.			
29.			**How many pay groups do you have? (A Pay Group is a group of employees that are paid at the same frequency.)**
One.			
30.			**If more than one payroll run, what is the timing and who gets paid for each one?**
See question 29.			
31.			**How many union agreements are in place?**
One.			
32.			**Do any employees work more than one position?**
Yes			
33.			**How many W-2s were produced last fiscal year?**
532			
34.			**How many Time codes do you have? (A time code would be the number of categorizations available for when a worker records their time. Ex. Regular time, overtime, night shift, weekend shift, etc.)**

41			
35.			**How many earning codes do you have?**
41			
36.			**How many entitlements do you have?**
This information will be assessed as a part of discovery, if necessary.			
37.			**How many different benefit and deductions do you have?**
54 benefits; 150+ deductions			
38.			**How many years of payroll data do you want to migrate?**
This information will be assessed as a part of discovery.			
37.			**Do you want to email paystubs to employees?**
This information will be assessed as a part of discovery.			
38.			**How many pension plans do you administer?**
1			
39.			**If possible, please list the payroll reports used today.**
General Posting Journal, Direct Deposit Trxs Register, Direct Deposit Register, State Tax Register, Benefit Register, Deduction Register, Position Register, Department Register, Check Posting Register, Pay Code Register, Direct Deposit Check Register, Direct Deposit Statement of Earnings, Precheck Report, Build Check File Report			
40.			**Could GTRC provide us with the total number of users that would be accessing the Cashiering module, including supervisors? Read-Only users are no charge, so please do not include those.**
GRTC is zero fare, so no need for Cashiering.			
41.			**Outside a real-time integration with the Financial and Financial A/R system, are there any other applications that would require integration for receipting/cashiering purposes, such as Kiosk and other ticketing systems? If so, could you provide a brief description and note whether the integration would be real-time or end of day batch.**
No integrations are anticipated for this project. The core functionality for cash receipting is expected to be fully included in the ERP product. GRTC is seeking a system to meet the requirements listed in the Cash Receipting tab of the specification workbook.			
42.			**Can GTRC list the current POS equipment and model you would like the Cashiering solution to integrate with? Would GTRC like any additional POS equipment to be included in the RFP response (*receipt printers, scanners, cash drawers, check imaging/MICR devices, encrypted credit card swipe and EMV/chip/tap-to-pay devices).**
No integrations with equipment are anticipated for this project. The core functionality for cash receipting is expected to be fully included in the ERP product. GRTC is seeking a system to meet the requirements listed in the Cash Receipting tab of the specification workbook.			
43.			**What credit processor is the GRTC currently using?**
Currently, GRTC is only utilizing one credit card processor, Square.			

44.			**Would you like the POS/Cashiering solution to also have the option to accept online payments? Please note which applications you would like to have included in this option.**
A cashiering solution is out of scope for this project. Section 2.7, page 13 refers to the modules in scope.			
45.			**Would GTRC like the cashiering solution to create an ICL containing check images for deposit, and send it to your bank? If so, what Bank is the ICL destination?**
The functionality described in the question is not listed in the specifications as a desired process. It is possible that this process may be identified as desired once a thorough discovery is complete. The evaluation of the RFP however, will focus on identified core modules.			
46.			**Does GTRC have a multi-check scanning process in place for recording checks and invoices in batch? If not, should this be included in the response? What is the annual volume that GTRC would scan using this process?**
The functionality described in the question is not listed in the specifications as a desired process. It is possible that this process may be identified as desired once a thorough discovery is complete. The evaluation of the RFP however, will focus on identified core modules.			
47.			**Can you provide a list of DBE qualified firms for the state of Virginia?**
https://directory.sbsd.virginia.gov/#/directory			
48.	4.12	Page 37	**Section 4.4 of the RFP (Page 30) says the Technical and Vendor Hosting/Cloud Form in Section 6.12.2 of the RFP to be included in Section 4 of the response. However, Section 4.12 of the RFP (Page 37) says to provide all other required forms in Section 12 of the response, which includes the Technical and Vendor Hosting Form. Please confirm if the Vendor Proposal Forms should be included in their applicable sections of the response or included together in Section 12 of the response.**
We apologize for any confusion. Please include the response to all required forms including the Vendor Proposal Forms in Section 12 of your response.			
49.			**Could you please provide clarification/instruction on completing Attachment E: Request for Clarifications/Approved Equal form? Are we supposed to use this form to submit clarifications to GRTC? If so, Section 3.6, RFP Clarifications and Questions (Page 23) does not mention this form. Also, Section 4.12 of the RFP (Page 37) says to provide all other required forms in Section 12 of the response, which includes Attachment E. Does that mean we are to include any clarifications we submit per RFP in our proposal response?**
This is no longer a required submittal.			

50.			Will you be requiring Attachment G: Non-Collusion Affidavit and Attachment J: DBE Documents be notarized, especially as many of us are still working from home due to COVID-19? If so, will you be requiring the original signed and notarized forms be included in the proposal or will a copy be sufficient?
The requirement to provide a notarized copy is removed for Attachment G and Attachment J.			
51.			Does the prime had to be registered Local VA DBE company?
No, the prime does not have to be a registered local VA DBE company. However, partnering with a DBE firm to meet the requirements goal is expected.			
53.			Is the work expected to be done at contractor site within MD/VA?
Please refer to Addendum 2, question 2. With current COVID-19 restrictions evolving, GRTC understands that the project could start with a remote presence, but there is an expectation that consultants would be able to be on-site if needed for the duration of the project. If you are a vendor selected for demonstration, there is a possibility that relaxed COVID-19 protocols will allow GRTC to have them in person.			
54.	2.8	Page 14	What is the size of the team(s)?
Please refer to Section 2.8 for the Summary of Key Transaction Volumes. Further discussions are expected during discovery and implementation of a new solution.			
55.	2.3	Page 8	Does GRTC have any known challenges?
Please reference Section 2.3 GRTC Background and Project Background for understanding of current system limitations. Further discussions are expected during discovery and implementation of a new solution.			
56.			Can a vendor be allowed to respond multiple responses with different ERP solutions?
In order to allow for acceptable comparison, Vendors will need to submit a proposal and pricing sheets for each ERP solution you wish to submit. The pricing sheets are collected by each company + solution and reviewed by GRTC for evaluation. However, it is expected that vendors propose the solution they believe will be the best fit based on the information in the RFP.			
57.			If a vendor responds to only one area, how is the evaluation performed?
Please respond to the core modules requested as part of the scope requested in the RFP. Your decision to include partial scope of the RFP is within your own rights but will be evaluated against the requested core solutions.			
58.	2.3	Page 8	Is GRTC looking for a full-scale ERP that is much robust than the current one?

Please reference Section 2.3 GRTC Background and Project Background.			
59.	**2.3**	**Page 8**	**Do GRTC see a need that it business has overgrown to a full-scale ERP than a smaller ERP solutions?**
Please reference Section 2.3 GRTC Background and Project Background.			
60.	**3.22**		**Can GRTC share the budget assessments for the new ERP solutions?**
Funds for this project will be allocated in CY 2022. Please be see section 3.22 for the required pricing eligibility period.			
61.			**Is GRTC ready to adapt to SaaS offered best practices that come out-of-the-box ERP solutions?**
GRTC is interested in achieving best practices through a new solution and process discovery. Further discussions are expected during discovery and implementation.			
62.	**5**	**Page 39**	**Can GRTC share any customizations or specific business needs that are tailored to GRTCs needs?**
Please refer to the functionality requirements referenced in Section 5 and located in the file: RFP 203-21-06 for an Enterprise Resource Planning (ERP) System-Specifications.xlxs to understand the functionality GRTC looking to obtain through a new solution.			
63.			**Can a DBE partner not currently approved for the State of Virginia be approved for use?**
No, the DBE must be approved for use prior to the submission of proposals.			

Failure to acknowledge receipt of GRTC Terms and Conditions may cause the proposal to be considered non-responsive to this IFB # 203-21-06 Invitation for Bid which will require rejection of the proposal.

_____

Signature

_____

Title