



CITY OF CAMBRIDGE

PURCHASING DEPARTMENT

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TO: All Bidders

FROM: City of Cambridge

DATE: December 8, 2016

RE: **File No. 7457-Financial Software with Budget Preparation Platform- Addendum No.1**

The following questions were submitted and answered.

Question #1

Page 8 #3 - Please expand on what is meant by the capability. Does the City require the need to calculate and allocate budgets at the position level or are they instead simply looking to calculate a total salary and wage figure? Do benefits and wages need to be calculated down to the individual employee level?

Answer #1

The requirement is to calculate down to individual employee level.

Question #2

Pg. 9 #2 - What constitutes implementation services? Could it be as basic as having completed the project kick-off on a new sale or must the vendor have completed 5 implementations of the Budget Preparation Platform (customers are live)?

Answer# 2

Five (5) implementations of Financial Software Systems that customers must be live.

Question #3

Pg. 9 Bid Submission Requirements #2 - Must these references be customers who have completed the implementation of the Budget Preparation Platform and who have used it to produce their annual budget (ie: live)? If not, please explain the purpose behind the request for references.

Answer #3

Yes, the references shall be from clients that the Financial System is live. All other requirements listed in Bid Submission #2 remain the same. The City will make determinations as to whether reference requirements are met.

Question #4

In reviewing RFP File # 7457 Financial Software System with Budget Preparation Platform that was issued on December 1, 2016, it appears to be similar to an RFP that was due in July, 2016. Can you tell me why the City of Cambridge is reissuing a new RFP for the same software 4 months later?

Answer #4

This is not for the same software. Some requirements and specifications have been changed from the original bid that was posted.

Question #5

Whether companies from Outside USA can apply for this (like, from India or Canada)?
Can we perform the tasks (related to RFP) outside the USA (like from India or Canada)

Answer #5

No

Question #6

Whether we need to come over there for meetings?

Answer # 6

Yes

Question # 7

Can we submit the proposals via email?

Answer # 7

No. Please follow the instructions referenced on page one of the Invitation for Bid document.

Question # 8

Per the RFP the successful bidder will be required to sign the City's standard Articles of Agreement which incorporates all terms of this bid.. The City will not accept a vendor's terms and conditions and will not agree to any License Agreement. Bidders shall not submit as part of its bid any additional terms or any License Agreement." Will the City consider other terms, especially if they are more cost effective?

Answer #8

No

Question #9

Will you consider installing a thin client as part of the offered solution or are you only accepting bids where the solution is 100% web-based?

Answer # 9

Yes

Question # 10

Of the approximate 50 users, have you determined a breakdown of how many administrators, power users, data entry users you will need for the solution?

Answer #10

Admin 5, Power Users 10, Data Entry 35

Question #11

Would the City be willing to extend the timeframe for RFP responses?

Answer # 11

No. All bids must be submitted by 11:00 AM on Thursday, December 15, 2016.

Question # 12

As part of the operating budget preparation, approximately how many positions does the City plan for?

Answer # 12

Approximately 1,500

Question# 13

Are any positions split funded across departments, funds, etc. in the budget?

Answer #13

Yes, 10 or so positions

Question #14

Approximately how many performance measures will the City be collecting data for?

Answer #14

Approximately 200

Question # 15

Is the City open to a Software as a Service (SAAS) solution to meet the requirements?

Answer#15

Yes

Question #16

Will the City pay for the contract based upon milestone acceptance?

Answer #16

Yes

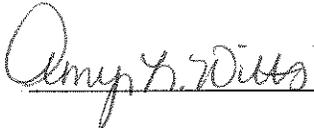
Question # 17

Is the City looking for software to produce the transparency portal, or is the City looking for the budgeting solutions to provide data integrated to an already existing transparency portal?

Answer#17

Yes, the City is looking to produce a transparency portal to replace the existing portal with more graphics and charting functions.

All other details remain the same.



**Amy L. Witts
Purchasing Agent**

Addendum No. 1