The Transit Authority of the City of Omaha d/b/a Metro

REQUEST FOR PROPOSALS:
FINANCE & HR SOFTWARE

Project No. NE-90-X120**/** Specification No: 20-22 – Finance & HR Software

Date Issued: 5-25-2022

To: All Interested Parties

This Addendum forms a part of the Contract Documents dated **May 9, 2022.** The Proposer shall acknowledge receipt of this Addendum on Exhibit "H*" Acknowledgement of Addendum* provided in the RFP and include in final submittal.

Failure to acknowledge receipt may subject the Bidder to disqualification.

This Addendum consists of the following:

Response to Vendor Question

Questions are presented as they appeared on the original submittal.

Total Addendum Pages: two (2) Including Cover

Vendor Question 1: *On pg. 34, item 7(a) the documents refer to the completed "Finance & HR Software Requirements Matrix (Division 3) which displays company's abilities to meet requirements." Also on pg. 32 item 5.2(b), the last bullet point, it states "Finance & HR Software Technical Specification Matrix (Division 3) – please print on 11x17 paper "- can you confirm…*

- *Pg. 32 item 5.2(b), the last bullet point should refer to "Division 4 - Finance & HR Technical Matrix" – and that you want this on 11 x 17" paper? – Can you confirm?*

- *Pg. 34 item 7(a) is referring to the "Division 3 Submission Documents" and includes the "Finance & HR Pricing Proposal Form" – and you want these on 8 ½ x 11" paper?*

Metro Response: Yes, the last bullet on pg. 32 is referring to the Division 4 – Finance & HR Technical Matrix that we want on 11x17.
Yes, the "Division 3 Submission Documents" and the "Finance & HR Pricing Proposal Form can be done on 8 ½ X 11 paper. Only the Division 4 – Finance & HR Technical Matrix is needed on 11 x 17. Page 34 7(a) has an incorrect reference.

Vendor Question 2: *(Page 17-18) has DBE Requirements and states a goal of 0%. Can you please confirm there is not a DBE requirement for this bid?*

Metro Response: Correct, the DBE requirement is 0%.

Vendor Question 3: *Can the Metro please provide additional context or other information related to the tight timeline requirements described in Section 2.1.2 so that vendors better understand and can ascertain a risk profile for the project and existing software solutions?*

Metro Response: The tight timeline is for a variety of reasons. The existing systems are old in their setup and have led to several inefficiencies. The existing payroll system and general ledger system do not interface with each other either. They are both coming near the end of their useful lives as well. Additionally, many of the processes currently used at Metro are very manual and completed outside of an ERP system. One example of this is the requisition process is done completely via an Excel document and email. The goal of having the core accounting system go live on 1/1/23 is to avoid crossing fiscal years when transitioning systems as Metro run on a calendar fiscal year. The goal of the payroll system going live on 4/1/23 is to time it with the beginning of a quarter. Finally, there is a concurrent upgrade of the Metro Fleet Management system running concurrent to this upgrade as well. We are striving to get the Finance & HR system upgrading at the same time so any necessary API interfaces can be setup and/or, if needed, built.

End of addendum