Request for Proposals for a Financial Management Solution and Implementation Services

Addendum No. 1 – April 27, 2021

Due Date and Time: Tuesday, May 25, 2021 by 4pm Central Time

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A Pre-Proposal Vendor Teleconference was held on April 22, 2021 at 1:00 pm (CT). The Pre-Proposal Teleconference was facilitated by the Mobile County Health Department (MCHD) and the MCHD's consulting partner, BerryDunn, and included participation by MCHD staff. The Pre-Proposal Vendor Conference was held via teleconference.

Attendance at the Pre-Proposal Vendor Teleconference was **not** mandatory.

The following vendors identified themselves as being in attendance via phone:

Alight Solutions	Art Rustin, Matthew Friedman
CanAM Technologies	Scott Stickel
CherryRoad Technologies	Kevin Teder
Ciber Global	Dick Kelley
Collaborative Solutions	Tony Brown
DocuSign	Jae Seo
Mazik Global	Peter Lane
Oracle	Hannah Wall
Sierra-Cedar	David Carter
Tyler Technologies	Don Bates
Workday	Joe Mudroch, Wilson Fraser

The Pre-Proposal Vendor Teleconference included an introduction from Steven Peyer and Linette Clausman from the MCHD. As part of this introduction, it was highlighted that the MCHD is a separate entity from the County of Mobile as well as the State of Alabama, and while the MCHD is an arm to the Alabama Department of Public Health, it operates individually with its own separate support structure, information systems, administrative staff, etc.

Additional topics addressed on the call included: a review of the RFP Schedule of Events (RFP Section 1.5), RFP Question Submittal Point of Contact and Process (RFP Section 1.8), Proposers of Subset of Functionality (RFP Section 2.2), MCHD Project Staffing (RFP Section 2.3), Deployment Models (RFP Section 2.4), and Submittal Instructions (RFP Section 4.1).

Please find below questions received prior to and during the April 22, 2021, Pre-Proposal Teleconference and responses from the MCHD.

1) Does the MCHD have a target contract award date, and/or target project start date?

    a. MCHD Response: Target Contract Date is anticipated to be in June/July 2021 with a target project start date soon after but no later than Sept 1, 2021.

2) For the implementation of a new financial management system, does the MCHD have any target timelines for a go-live or expectations as to the duration of the implementation process?

    a. MCHD Response: We would expect that vendors would include this in their project plan.

3) As it relates to the shortlisted vendor demonstration process – is this anticipated to be conducted remotely (yes/no) and does the MCHD have an estimated duration for each vendors' presentation?

    a. MCHD Response: Yes, the shortlisted vendor demonstration process is anticipated to be conducted remotely. Subject to change, and further planning, based on the specific proposals received and availability of MCHD staff, it is expected that each vendor will be provided up to two (2) business days for the presentation using a structured schedule as provided by the MCHD.

4) Can the MCHD provide information related to the current software solutions in use today to support financial management?

    a. MCHD Response: MCHD has provided information related to the core systems in use in Section 2.7 of the RFP Specifications. The MCHD's primary software solution is Microsoft (MS) Dynamics Great Plains 2018 (GP), which has been in place since 2004. MCHD uses e-Requester for purchasing, which is a module that is integrated with GP. Additional detail is available within Section 2.7 of the RFP, including ancillary systems used to support related business functions. It is noted that not all systems listed in Table 07 of the RFP (Additional Software Applications) are intended to be replaced as part of this process.

5) Would the MCHD consider a single proposal for the SaaS solution and the implementation services but which will have separate contracts for the SaaS Subscription and the professional services? For example, a single proposal but with separate contracts for the SaaS Vendor and the System Integrator.

    a. MCHD Response: Yes.

6) Would the MCHD consider executing a non-disclosure agreement (NDA) with vendors prior to proposal submittal?

    a. MCHD Response: This will be considered on a case-by-case scenario. Please submit any such requests individually.

7) Is the MCHD open to receiving an alternate proposal from vendors that includes human resources, payroll, and time entry functionality in-scope to replace UKG and NeoGov?

    a. MCHD Response: The MCHD has included questions related to this, however, would not be looking for fully developed alternate proposals that address human resources, payroll, and time entry functionality.

        i. Please see Attachment A, Tab 2, Section VI. The MCHD has included a question asking the following: "While functionality is not being sought to replace the functionality provided by Ultimate Kronos Group for human resources, payroll, and timekeeping, MCHD is interested to understand if the proposed solution has complementary functionality that provides these functions. Please provide a succinct overview of any such functionality provided by the proposed solution."

ii. In addition, please see Attachment C2 to the RFP which includes a question: "MCHD has requested vendors to provide information on available functionality to support human resources, payroll, and time & attendance. Please describe the optional costs associated with this functionality, including any discounts that would be applied if MCHD were to ultimately contract for this functionality. In other words, would the proposed costs for financial management be discounted if human resources, payroll, and time & attendance functionality were added to scope?"

8) Is the MCHD able to provide additional information on the systems used to support human resources, payroll, and time entry functions?

    a. MCHD Response: The primary systems in use include:
        i. UKG WorkForce Central version 8.1.9 HR, Payroll, and Timekeeper ("Kronos")
        ii. NeoGov
        iii. Net Learning: Learning Management System

9) Can the MCHD clarify the number of purchase orders listed in Table 04 of the RFP (listed as 8,000 per year)? Is this 8,000 individual purchase orders, or, 8,000 line items across purchase orders?

    a. MCHD Response: This is confirmed as individual purchase orders.

10) With regard to grants, it was noted that you have grants that have differing dates and cross differing fiscal years internally and externally. How many grants does the MCHD receive on an annual basis? How often and how many invoices does the MCHD invoice back to grantors (e.g. quarterly, monthly)?

    a. MCHD Response: The MCHD receives approximately 40 grants on an annual basis. These are invoices on a monthly or quarterly basis.

11) The State of Alabama Department of Human Resources issued an RFI in 2020 specific to an Enterprise Accounting System. The scope of the State RFI is similar to this RFP. The State had planned to issue an RFP later in 2020 or early 2021, but it is our understanding that the COVID pandemic and other items has created delays. Does the County Health Department plan to collaborate with the State in any way specific to this selection/project given the relationship between the two organizations and possible integration points?

    a. MCHD Response: No.

12) Is there going to be any patient data stored in the system? Are there any HIPAA requirements the system needs to abide by?

    a. MCHD Response: Yes MCHD is a considered a covered entity under HIPAA. Please include how your system meets HIPAA privacy and security rules.

13) Has MCHD seen any demonstrations or presentations from any vendors prior to this RFP release?

    a. MCHD Response: The MCHD has not participated in any formal or informal software demonstrations or discussions with financial management software system providers in the twelve months leading up to the issuance of this opportunity.

14) Does MCHD have a preferred type of software deployment that they are looking for? (SaaS, Hosted, On-prem)

    a. MCHD Response: The MCHD is open to considering all software deployment types.

15) Is there a high-level budgetary number that MCHD has dedicated to this project?

    a. MCHD Response: MCHD has performed internal, high-level budget planning, in anticipation of the release of this RFP. This is a high-priority project for the MCHD, and it is committed to funding this project, however the initial budgetary numbers will not be shared at this point in time. In addition to initial budget planning, the MCHD is also exploring available external (grant and/or federal) funding sources that may supplement initial budget planning.

16) Are there any outside funding sources that are helping MCHD fund this project?

    a. MCHD Response: MCHS is exploring external available funding sources such as grants and federal funding to supplement available funding.

17) Does MCHD currently have a Sourcing product such as Coupa?

    a. MCHD Response: No.

Respondents are instructed to return a copy of this addendum form signed by an authorized firm agent as part of proposal responses.

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SIGNATURE

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COMPANY   DATE