Q: Will you be considering an On-Premise solution (server is onsite) and a SaaS solution (Vendor hosted)?

A: We are open to either solution, as long as it is functional and cost effective.

Q: What system(s) are you currently using for Financial Management / ERP?

A: We currently contract these services out and so our staff is not using any system now. Our contractor uses Financial Edge. We are open to any solution which addresses our needs.

Q: How many users / concurrent users will be needing access to the system?

A: Our total staff will be about 80 employees. We anticipate that 10-15 employees will be heavy users where they will be accessing the system as a major function of their job. The others may occasionally enter and/or view information related to their jobs, but will likely spend an average of less than one hour/day on the system.

Q: Are you open to a cloud-based / SaaS type solution?

A: Yes. We are open to exploring all options at this time.

Q: Do you have an estimated budget for this initiative?

A: We don't have a budget in mind for the ERP product. While we have looked at prices of some products, we consider this a long term investment and are most concerned about how the ERP system will function in our environment. Our review will consider the total costs of implementation, not just the cost of the product. Thus products that may have a higher purchase price might actually be more cost effective than lower price options when all implementation costs are considered, including staff costs to set up and operate the system, training costs, and any potential enhancements we may need to make with our IT infrastructure. Our primary motive for considering whether to bring these functions in-house is that we believe we will be able to demonstrate cost savings over our current arrangement. If we are not able to demonstrate savings, we will likely continue to contract these services out.

Q: Our RFP responses are quite lengthy, our details of the software you require alone is 15 pages. We could probably get it around 20 or so pages, but not sure we can do an overview of the software, pricing, etc. in 5 pages. Please Advise

A: If necessary, you can include the detailed information of the software as an attachment to the proposal, but please keep the main body of your response to the requested limit. After our initial review, we will ask for demonstrations of the leading candidates and that will be an opportunity to provide more details on your product.

Q: Which Financial Management/ERP solutions are you considering, or, which vendors did you invite to respond to the RFQ?

A: Our procurement policies require that we publicly post all request for bids. We do not invite any vendors to respond but we do try to inform as many potential vendors as possible that there is an opportunity to bid.

Q: Have you evaluated any vendors yet or are all vendors starting with a response to the RFQ?

A: No.

Q: Did any vendor assist you in writing the RFQ?

A: No.

Q: Which payroll solutions are you considering?

A: We have not identified any specific payroll solutions yet.

Q: What system(s) are you or your contractor currently using for payroll and HR?

A: Our contractor is using PayChex.

Q: Would you like to process payroll in-house or outsource this functionality to a 3rd party payroll provider?

A: We are open to both possibilities.

Q: We have a question regarding the documentation of the RFQ. On page 5 it is stated as an RFP. We were wondering if this RFQ is meant to act essentially as an RFP?

A: That is a typo as this is a Request for Quotation (RFQ). Focus on responding to the "Bid Response Requirements" beginning at the bottom of page 5 and that will provide the opportunity to describe the system and detail how it meets the needs for MWSE.