

QUESTIONS AND ANSWERS #2

REQUEST FOR PROPOSALS NO. 025-FF10 –PROFESSIONAL CONSULTING SERVICES FOR BUSINESS PROCESS FUNCTIONS ASSESSMENT AND ANALYSIS IN ADVANCE OF AN ERP IMPLEMENTATION

QUESTION: Is developing an RFP for Finance/HR in the scope of this project?

RESPONSE: To clarify, included within the scope of this project is assisting M-DCPS to develop one or more RFPs to secure a software provider and implementer. Per the RFP, "Further, the proposer(s) awarded a contract will be responsible for helping develop one or more RFPs to solicit vendors for both Enterprise Resource Planning ("ERP") software and implementation."

QUESTION: Is a selection in the scope of this project?

RESPONSE: No.

QUESTION: Is process redesign in the scope of this project (does not appear to be in scope only "identify and document areas for redesign")?

RESPONSE: Please refer to Section IV, part A of the RFP.

QUESTION: What is the existing Finance/HR system?

RESPONSE: M-DCPS currently uses a series of legacy systems. In Finance, the basic platform is MSAF.

QUESTION: How is the District structured?

RESPONSE: Please refer to the organizational information on www.dadeschools.net

QUESTION: Due to the Hurricane will there be an extension on the Nov 3rd Date?

RESPONSE: Yes, the submittal date has been changed to Monday, November 7, 2005.

QUESTION: Part II (Purpose for Request for Proposals) of the RFP states that "...the proposer(s) awarded a contract will be responsible for helping develop one or more RFPs to solicit vendors for both Enterprise Resource Planning ("ERP") software and implementation." However, this item is not included in the Part IV (Scope of Services) - Section A. It is not clear whether the County intends for this task to be completed as part of the work awarded in RFP No. 025-FF10, or to be done in a separate, subsequent contract.

RESPONSE: Yes this task is included in the work under this RFP (no. 025-FF10).

QUESTION: Part IV, Section A.1 requires that the vendor "Review, map and document current business processes in Finance and Human Resources outlined in the Business Process Functions section." In our experience, mapping and documenting all financial and human resource business processes often is not necessary. Typically, we would work with the client to identify the most problematic, critical business processes - i.e., those that are routinely the most costly, time-consuming and labor- intensive. Capturing current details for all the business processes itemized in Part IV, Section B would increase the cost of the majority of the vendor responses.

RESPONSE: It is M-DCPS' intention to work with the successful proposer to identify the most critical processes, which will, in turn, help dictate the essential mapping and analysis to be completed.

QUESTION: Perhaps the biggest issue is that we don't know the relative importance that the District assigns to each of the evaluation criteria listed in Section VII. It's difficult for us to justify an investment in the time and effort required to respond to this RFP if we don't know how our proposal will be assessed or how it will be objectively compared with other vendor proposals.

RESPONSE: The evaluation criteria are not individually weighted and the M-DCPS selection committee will evaluate proposals based on the sum of all the evaluation criteria factors.

QUESTION: Is there a budget assigned to this procurement and if so what is the \$ amount.

RESPONSE: There is no budgetary cap for this project.

QUESTION: Under Certification - What do you mean by Finance Dept. and Functions?

RESPONSE: Finance Department and Functions should have been listed as a separate sub-heading, similar in format to “Human Resources Departments and Functions. (This was an inadvertent formatting error).

QUESTION: Under Office of the Controller - What do you mean by Financial services?

RESPONSE: Financial Services refers to an area under the supervision of the Office of the Controller. This area is responsible for the Procurement Credit Card, Internal Fund Accounting, Cost Reporting and Property.