



County of El Paso Purchasing Department
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ADDENDUM 1

To: All Interested Proposers

From: Blanca Carbajal, Inventory Bid Technician

Date: November 25, 2015

Subject: RFP# 15-052 Financial Forecasting Software for the County of El Paso Auditor's Office

- This addendum has been issued to notify vendors that the opening date has been extended to **Tuesday December 10, 2015 at 2:00 p.m.**
 - The deadline to questions has not been extended.
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The Purchasing Department has received the following questions to the proposal mentioned above:

1. Does the county intend to utilize the "budgeting" component of the new ERP System?

RESPONSE: Yes, the County plans to utilize the Tyler-Munis budget module but requires a robust software module to perform forecasting models based on future assumptions

If not, is there another budget solution currently in place at the County or is the County interested in utilizing the new Financial Forecasting Software for budget development as well?

RESPONSE: This software is not intended for budget development but rather high level analytical trend analysis and projections.

- As noted on page eight (8) of the RFP within the Project Description; and Scope of Work; section suggests that the proposed software must have the capability to "Forecasting" functionality sought; is the County strictly seeking for a Forecasting tool and plans to interface actual and budget data from other systems to perform this type of variance analysis, or would prepare the budgets directly within the proposed software solution and only interface actual data?

RESPONSE: The County is strictly looking for a Forecasting tool and will utilize budget and actual data from our ERP system via interface/integration. This software will be utilized separate from the budget preparation process.

- Can a vendor participate in bidding specifically for the implementation augmentation part of this project without providing the software?

RESPONSE: No, this RFP is directed at procuring forecasting software and not implementation or consulting services.

- Is there any additional documents that should be part of the RFP?

RESPONSE: No other documents

- Are there additional documents that can provide the "essential software functionality requirements" that the county is looking for?

RESPONSE: See
http://www.epcounty.com/auditor/publications/budget_books/budget2014/full/main.htm

- In Section 25.B of the General Provisions, the following is written:
 "A performance bond required pursuant to this section shall be noted in the attached detailed bid specifications or scope of work."
 As there is no notation anywhere in the bid of such a requirement, can it be assumed that this section of the General Provisions will not apply?

RESPONSE: Does not apply to this proposal.

- Can you provide a sample format of the COA for the county?
 A specific example, or a generic 1111.xxxx.11.xxx.11.x will do.

RESPONSE:

FUND								OBJECT	Acct Type	ACCOUNT FULL DESCRIPTION
Seg1	Seg2	Seg3	Seg4	Seg5	Seg6	Seg7	Seg8			
<i>Max combined length for seg2-8 (segx) is 30 chars.</i>										
<i>4 chars max</i>	<i>4 chars max</i>	<i>7 chars max</i>	<i>3 chars max</i>	<i>2 chars max</i>	<i>5 chars max</i>	<i>4 chars max</i>	<i>5 chars max</i>	<i>6 chars max</i>	<i>(from Object table)</i>	<i>30 chars max</i>
REQUIRED	FUND TYPE	SUBFUND	GENERAL LEL	FUNCTION	DEPARTMENT	DIVISION	PROGRAM	REQUIRED	INFORMATIONAL	REQUIRED
1000	COGF	0000000	101	00	00000	0000	00000	101000	B	GF-CASH

8. Can you provide an overview of the county's general organization structure? e.g.:
- a. 10 Divisions
 - b. 50 Departments
 - c. 200 Cost Centers

RESPONSE: See

http://www.epcounty.com/auditor/publications/cafr/cafr_14/main.htm

9. Does the county desire the ability to project salaries at the employee, union and/or position group level as part of financial projection?

RESPONSE: Although the County intends to utilize its current ERP software to project salaries we are open to evaluating such capabilities if included in the proposed software.

10. As part of reporting requirements, does the county plan on using this software for Income Statements, Balance Sheets and/or Cash Flow projections?

RESPONSE: No, to be utilized as separate standalone reporting for forecasting immediate and future financial projections and what if scenarios for revenues and expenditures that compliment existing systems.

11. The RFP references integration with ERP, is there also a need to integrate with the County's HR and/or Payroll systems for projection?

RESPONSE: HR and payroll modules are part of the ERP system.

If so, what are those systems?

RESPONSE: Tyler-Munis ERP

12. Under data element capabilities, the RFP references a forecast data set indicator of "Character". Can you expand on what that is and how it is used by the county?

RESPONSE: Character defines major categories of revenues such as Taxes, Licenses and Permits, Intergovernmental Revenues, Charges for Services, etc. and for Expenditures like Personnel (including fringe benefits), Operating and Capital expenditures.

13. Under essential software functionality, there is a requirement to provide statistical analysis. What types of analyses is the county currently performing?

RESPONSE: In order to supplement and improve on the current manual forecasting process, the El Paso County Auditor is looking to streamline current process of revenue projections to an automated process of greater monitoring and projections with the ability to modify future projections as updated data becomes available including monthly updates of actual data trends to include economic variables.

What, if any, incremental types of analyses are desired?

RESPONSE: County of El Paso is placing emphasis on greater transparency to ensure the governing body and local taxpayer are informed of the County's active role in planning for and directing its financial future and actively monitoring the impacts of immediate actions on the County's future financial health.