

Addendum No. 1 to RFP 20-29



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Purchasing
JOSEPH A. CURTATONE
MAYOR

To: All Parties on Record with the City of Somerville as Holding
RFP 20-29 Budget Development and Management Software

From: Thupten Chukhatsang

Date: 10/23/2019

Re: Question and Answers

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Please acknowledge receipt of this Addendum by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

NAME OF COMPANY / INDIVIDUAL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX/EMAIL: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

ACKNOWLEDGEMENT OF ADDENDA:

Addendum #1 _____ **#2** _____ **#3** _____ **#4** _____

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Questions & Answers:

1. What is the fiscal year for the City of Somerville?
A: July 1 through June 30.
2. What is the total budget for the project?
A: \$40,000 is the project budget for implementation and a license for year 1 (FY21 budget development during FY20).
3. What is the expected duration of the contract?
A: One year with two (2) additional one-year renewals at the City's sole option.
4. Does the \$40k represent what the city can spend on Software & Services?
A: The \$40,000 represents what the City can spend for software and services within FY20 (through June 30, 2020). This is intended to cover implementation and year 1.
5. What data import capabilities (from Munis to DL) are to be automated via the integration?
A: Prior year spending and budgets.
6. What data export capabilities (from DL to Munis) are to be automated via the integration?
A: Project (future) year budgets created within a budget development solution should be able to be imported into Munis.
7. How many data fields and records are expected to be initially imported into DL? On an ongoing basis?
A: Unknown at this time, subject to the framework of the selected solution.
8. Are all Munis fields and records accessible via Munis API Toolkits and Connectors (<https://www.tylertech.com/products/munis/api-catalog>)?
A: Munis API is not available for the City's current version, 10.5. It is anticipated to be functional sometime in the future.
9. Should the integration be implemented as a back end batch job? (i.e. no end user accessibility to the integration, master accounts are used for authenticating into Munis and DL, automated jobs are run on a fixed periodic schedule, etc.) OR - Should the integration be implemented as an end user accessible application? (i.e. end users may log into an application that provides on-demand/ad-hoc data integration capabilities between Munis and DL, utilizes single sign-on between Munis and DL, etc.)
A: If possible, yes.
10. Is there technical documentation available for the Munis API Toolkits and Connectors?
A: Via Tyler Technologies, yes. Please note as written above that this functionality is not currently enabled.
11. Is technical support available for using the Munis API Toolkits and Connectors?
A: Via Tyler Technologies, yes. Please note as written above that this functionality is not currently enabled.

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12. Is the currently allocated \$40,000 for the entirety of the project, including implementation costs, or is the \$40,000 allocated for subscription costs alone in FY20, and additional funding will be available in FY21 for the implementation?

A: The \$40,000 project budget is for implementation, and a license for year 1 (FY21 budget development during FY20).

13. The RFP asked for the solution to allow for a "two-way integration" to your Munis ERP system. Many customers discuss "two-way integrations" to discuss the process of live data updating from an ERP system into a budgeting system, while the budgeting system, more often than not, does not update live data back into the ERP system. Technically, if the ERP updates the budget system, but not the other way around, this would not be a "two way integration" but would satisfy the requirements as described in the RFP. Is Somerville open to changing the nomenclature of the deliverable, such that the RFP doesn't ask for a "2-way integration" but instead simply an "integration"?

A: A system in which the budget software has the capacity to import developed budgets directly into Munis is acceptable.

14. Does the city have preference of packaged application or custom built software?

A: The City prefers a packaged application.

15. If city prefers packaged application, will it need 5 user license for full-time or 50 including part-time users?

A: The City will need 5 high-level access users, and approximately 50 with entry-only access.

16. Is budget approval workflow part of the requirements for first release?

A: Budget approval workflow should be included.

17. What import/export or integration capabilities does Munis 10.5/11.3 have?

Version 10.5 does not have API access. 11.3 will not have API access at launch but it is anticipated to be functional sometime in the future. For more information see <https://www.tylertech.com/products/munis/api-catalog>.

18. Is city open to manual export/import as a workaround if Munis integration proves to be complex?

Yes, for year one only.

19. Is ongoing support part of the budget indicated in the RFP?

For year 1, the total budget is \$40,000. Additional years are subject to appropriation in successive annual budgets.

20. Is city open to its IT department providing first line of support and vendor provide 'deep support' (fixes and minor enhancements).

All proposals should include full support and training for City staff. The City will accept a 'train the trainer' approach.