Powhatan County, Virginia

Addenda No. 1 – October 8, 2019

Request for Proposals for Software and Implementation Services for a Tax Billing, Utility Billing, Community Development, Asset Management, and Enterprise Resource Planning (ERP) Software Systems Environment

Due Date and Time: Friday, November 1, 2019, 4:00 PM Local Time

County of Powhatan
Department of Finance
3834 Old Buckingham Rd, Suite B
Powhatan, VA 23139

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The County hereby amends the above noted Request for Proposal (RFP) as indicated herein. All other details of the RFP remain unchanged.

i)   RFP Section 2.5, Number of Users, is modified to add the following information:

The following user counts by module contained in the table below are estimates and are provided for planning purposes only. The number of users represents the **anticipated future number of users of a new system.**

- **Departmental (Core/Power) Users:** This category of users includes those County staff that will interact with the system modules on a regular basis, and conduct core business processes within the system as power users. Such examples include, but are not limited to: human resources staff, finance department accountants, building official, etc.

- **Customer Department Users:** This category of users includes those County staff that will interact with the system modules as internal customers by either initiating transactions (e.g. entering a facilities work order, entering a requisition), reviewing/approving transactions (e.g. reviewing leave requests, reviewing requisitions entered by a subordinate), or consuming information (e.g. reviewing departmental budget, viewing the status of work orders).

Table i: Number of Users

Functional Area		Departmental (Core/Power) Users	Customer Department Users
ERP Systems	General Ledger and Financial Reporting	County – 4 Schools – 5 Treasurer - 8	County – 30 Schools – 22 Treasurer - 8
	Budgeting		
	Purchasing, Bids, and Contract Management		
	Accounts Payable		
	Accounts Receivable and Cash Receipts		
	Project Accounting and Grant Management		
	Fixed Assets and Inventory		
	Human Resources, Personnel & Benefit Administration	2	5
	Time and Attendance	6	250
	Payroll	6	6
	Work Orders and Facility Management	8	45
	Utility Billing	6	2
Tax and Revenue	Tax Billing	8	8
	Personal Property Assessment	8	8
	Business Personal Property	8	8
	Miscellaneous Tax	8	8
	Licensing	8	8
Community Development	Plan Development and Engineering	1	5
	Permitting	5	7
	Code Enforcement	3	5
	Inspections	6	8

It is anticipated that some users will use multiple modules, causing overlap in each functional area. The counts were broken down by functional area to allow Respondents to formulate responses based on each. The County estimates that:

- The total number of licensed regular daily users of the system (requiring the ability to add, edit, and view content) using a named-seat basis may be around:
  - o ERP Systems: (60)
  - o Tax and Revenue Systems: (16)
  - o Community Development Systems: (15)

ii) RFP Attachment B is modified to add the Microsoft Excel workbook attached to this addenda as appendix 1, containing the listing of identified data conversion scope as well as potential interfaces. Vendors shall complete appendix 1 and include this in the proposal response along with Attachment B.

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

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SIGNATURE

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COMPANY   DATE