



City of Richmond

February 5th, 2014
File:

Finance and Corporate Services Department
Finance Division
Telephone: 604-276-4218
Fax: 604-276-4162

Attention: To All Proponents
Re: 5102P - Functional Consultant for PeopleSoft Financial and Supply Chain Management Release 9.2 Upgrade

This Addendum includes items of clarification; forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in the preparation of your Proposals:

Clarification to Closing Date:

Replace (in **red bold**):

4. Submission Details

- 4.1 2 (two) hard copies, and 1 (one) additional electronic copy (on a CD ROM or memory stick) of Proposals marked "5102 EOI – Functional Consultant for PeopleSoft Financial and Supply Chain Management Release 9.2 Upgrade" and addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, 3:00pm local time **February 13, 2014.**

With:

4. Submission Details

- 4.1 2 (two) hard copies, and 1 (one) additional electronic copy (on a CD ROM or memory stick) of Proposals marked "5102 EOI – Functional Consultant for PeopleSoft Financial and Supply Chain Management Release 9.2 Upgrade" and addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, 3:00pm local time **February 18, 2014.**

Questions and Answers:

Question #1

Does City of Richmond want to hire one consultant or are they looking for a services deal?

Answer #1

The City prefers one consultant.

Question #2

Is this more of a time and labour contract or is it going to be deliverable based? And if it is why do you need to break up the tasks with estimated hours in the Fee Schedule. With limited information about the availability of City of Richmond staff to hold meetings creating a project plan, creating estimates and sticking to them would be difficult to do.

Answer #2

The City prefers a time and labour contract tied to deliverables.

Question #3

Scope of Consultant Services - Is the City seeking one functional lead consultant to oversee and guide City staff to complete the execution of 8.2 a) to e)? Or is the City seeking a team of several consultants to lead and perform the activities in 8.2 a) to e)?

Answer #3

The city prefers one lead functional consultant.

Question #4

Chart of Accounts - Does the City intend to implement the proposed chart of accounts changes on its current PeopleSoft FSCM v9.0 environment?

Answer #4

Yes

Question #5

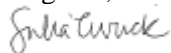
Pre-Upgrade Assessment - it is our understanding that the City has completed a pre-upgrade assessment (EOI 4988) to define the scope for the 9.2 Upgrade project. Can the City provide a report of the Pre-Upgrade Assessment findings to assist Proponents in more accurately understanding the intended scope of the 9.2 Upgrade project and this RFP? For example: what pain points are resulting from the current Chart of Accounts? What chart of account elements is the City intending to add/replace/drop? What specific business/system improvements is the City looking to achieve from the v9.2 Upgrade within each functional area (e.g Procure to Pay, Inventory, etc)?

Answer #5

The report will be provided to the successful Consultant.

End of Addendum #1

Regards,



Julia Turick

Buyer 2