



On April 23, 2010, the Chino Valley Independent Fire District (District) released RFB #10-02 for ERP Software and Implementation Services. Per RFB Section 1.10, vendors were allowed to submit questions pertaining to the RFB. The following table identifies the questions received prior to the April 7, 2010 deadline, as well as the District's responses to each question. This document is emailed to all vendors that submitted a letter of intent to bid. In addition, it is available on the District's website.

ID	Vendor Question	District Response
1	Can the District provide vendors with the budgetary figure for this project?	The District has carefully considered the potential cost to implement and operate an ERP system based on similar procurements and market research. The District does not wish to disclose the planning budget figure for the ERP system as it is seeking impartial proposals that offer the best value (feature-rich, quality software & services and price). Like most public agencies, the District has felt recent budget pressures and seeks the vendor's best price for an agency the size and complexity of the District.
2	In Section 2.5.1, sub-heading Reporting, you mention Property Tax reporting done in Excel. How is that information tracked and to what level of detail is it reported on?	The District assumes the reference to Property Tax is under the sub-heading "Financial Statements" on Page 15 rather than Reporting. With regards to Property Tax information, the District utilizes an Excel spreadsheet to aggregate property tax totals by general ledger account code. The District currently maintains seven (7) account codes for property tax reporting. The District currently does not produce any detailed property tax reports, but does include these account codes in monthly financial statement reporting. The District currently contracts with an outside firm for detailed analysis and review of property tax revenues.
3	In the same section as above, you mention accruals made for the City of Chino. Can you elaborate on the nature of those accruals?	The District receives funds from the City of Chino based on a annual contractual calculation which derives a monthly revenue amount. The District bills Chino monthly which creates accrual entries to the accounting system to account for owed funds.
4	Is there a board approved budget for this project? If so, what is it?	See response to question #1. The District Board has been briefed on the anticipated project. While the District Board supports the project, the District does not anticipate formal Board approval of the project budget until after the closing date of RFB.



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5	Have you had an opportunity to perform a Business Process Review in preparation for the implementation? If so, would you be able to share the documentation and outcome?	The District has completed a high-level business process review and included the information in the RFB. The District understands that its current processes are largely manual and driven by the limited functionality of the existing system. The District seeks a vendor solution that will enable best practice processes. To this extent, the District expects to work with the selected vendor during the implementation to review existing processes and implement new processes as necessary to fully leverage the proposed solution. The District encourages vendors to recommend, and include in their proposal, the costs for services necessary to complete tasks that will result in a successful implementation that incorporates best practices-based solutions.
6	Is it CVIFD's desire to retain Telestaff even if there is a comparable module offered by the new vendor?	At this point in time, the District is strongly desirous of retaining Telestaff based upon end user familiarity, functionality, and ease of administration. The District is open to consider alternative time reporting systems; however, the District will only consider an alternative that provides features, functions, and capabilities that are comparable to Telestaff.
7	If the new vendor does not offer a Fleet Management module, will CVIFD prefer to retain FireRMS or go with a 3 rd party recommended by the new vendor?	The District is open to considering alternatives proposed by vendors. If vendors have a preferred 3 rd party solution, please include that in your proposal.
8	Assuming specifications are met, does CVIFD's choice to issue an RFB rather than an RFP indicate that price is the single most significant determining factor in making a selection or will there be a formal point scoring system for the items listed in Section 5.	<p>It is the District's practice to issue RFBs rather than RFPs. The use of an RFB is not indicative of price being "the most significant determining factor."</p> <p>The District is seeking the overall best value (i.e. features, functions, capabilities, services, risk mitigation, and price). The District will be evaluating all aspects of the vendor's proposal. The District's overriding objective is to select and implement an ERP system/vendor capable of meeting the District's current and long-term needs.</p>



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9	<p>Regarding data conversion:</p> <ul style="list-style-type: none">• Which modules/processes have data that you would like to convert (e.g. the data is good, the cost associated with conversion merits it, etc.)?• How many years of history would you like to see converted in each of those modules?• Is pricing associated with the conversion to be listed as "optional" or included as a standard part of the proposal?	<p>The District seeks vendor's guidance and recommendations for what information to convert. At a minimum the District seeks to convert the following;</p> <ul style="list-style-type: none">• Account Balances• Receivables• Vendor Information• Payroll History/Accruals• Fixed Assets <p>The District staff anticipates that some manual data entry may be required. With vendor's guidance, the District intends to carefully weigh the cost/benefit of automated conversion of information and is willing to consider more manual methods to convert some data.</p> <p>The District seeks to convert as much as 3 years of data.</p> <p>Vendors are encouraged to propose a recommended conversion approach and price.</p> <p>The District would like vendors to detail conversion costs in the Professional Services section. Vendors are encouraged to provide additional detail or spreadsheets as required to fully explain conversion costs.</p>