Consulting Services for Enterprise Resource Planning (ERP)
Project Planning and Development
Request for Information # 3 – May 14, 2025

Thank you for your interest in the Village's project. Highlighted responses to requests for information are listed below.

Previous RFI responses and addenda can be viewed at http://www.royalpalmbeachfl.gov/rfps

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1) **Did a third-party consultant assist the Village with the development of this Request for Proposals (RFP)? If so, will that vendor be allowed to submit a proposal?**

   A. No, Village staff created this RFP internally without a third-party consultant.

2) **How much work does the Village hope to have performed on site versus remotely?**

   A. The Village feels that a majority, if not all the work for this project can be performed remotely, however we will leave it to the discretion of the consultant.

3) **Will the Village expect the selected vendor to participate in the on-site visits discussed in Task 4 of Appendix A?**

   A. The ERP consultant will be required to participate in the software demonstrations and on-site visits discussed in Task 4 of Exhibit A, however this could be a remote presence using remote meeting software.

4) **How many Village Council meetings might the consultant be required to assist with the presentation for the selection and be aware of the chosen vendor?**

   A. Initially the consultant will need to be available for questions when their contract is awarded by the Council. This can be done remotely.

   While the consultant will be participating in the selection process, they are not required to attend the Council meeting where the vendor is chosen.

5) **Does the Village anticipate a phased implementation (e.g., implementing some modules first, followed by others) or a "big bang" approach where everything is implemented simultaneously?**

   A. The Village will consider any approach recommended by the consultant based on the consultants experience with similar implementations. The final implementation approach will depend entirely on the quality of the case presented by the consultant as well as similar implementations performed by the consultant for other clients.

6) **What timeline does the Village hope to see the selected system implemented in?**

    A. The Village would like to have the ERP solution fully implemented in approximately two years from the final vendor selection.

7) **I would assume that the village would be open to alternative schedules based upon the experience of the, the proposers.**

    A. Yes, the Village is open to alternative schedules.

8) **Has a budget been established for the one-time implementation and annual software subscription costs associated with new ERP and land management systems? If so, what is that amount?**

    A. The current project budget for implementation is $550,000 and annual software is $200,000.

9) **Has a budget been established for the selection activities described in Tasks 1-6 of the Enterprise Resource Planning (ERP) Project Planning and Development project? If so, what is that amount?**

    A. The current project budget for the ERP consultant is $150,000 for all tasks in the RFP.

10) **Has a budget been established for the implementation activities described in Task 7 of the Enterprise Resource Planning (ERP) Project Planning and Development project? If so, what is that amount?**

    A. The current project budget for the ERP consultant is $150,000 for all tasks in the RFP.

11) **Is it safe to assume that tasks one through six, which would be the assessment through the procurement selection of the software, would be applicable to the $150,000 estimated project budget, and the task seven, the implementation would go against the implementation budget, or is that implementation budget assumed just for the software vendor?**

    A. The $150,000 is the budget for the consultant and includes tasks 1 - 7. The $550,000 is for the software vendor's implementation costs.

12) **Can the Village please clarify all expected modules in the new system?**

    A. The full scope of applications are listed in Exhibit N of the bid package, however for clarification, specific modules necessary for the new ERP are listed below. Please note that the modules do not need to be from a single software platform. If the consultant feels a better solution is to combine modules and integrations from different software vendors, the Village will take that into consideration.
    - Building Permits
    - Business Licenses
    - Code Enforcement
    - Business Accounting, Accounts Payable, Cash Receipts, Fixed Assets, Vendor Management
    - Purchasing/Inventory
    - Payroll/Personnel
    - Planning & Engineering
    - Land/Parcel Management

13) **You mentioned that there are approximately 45 users in seven departments, and you have listed administration, finance, HR, payroll, including building permitting and licensing and land management and other departments. I just want to confirm that we have only these seven departments that are in scope for your ERP selection, or is permitting and licensing also in scope along with finance and HRP role?**

    A. The entire scope of applications and integrations is listed in Exhibit N (pages 37-38) of the Bid package. See question 12 above for clarification on specific modules.

14) **For the needs assessment and the gap analysis, have you guys done any work already? Maybe identifying any pain points?**

    A. Yes, the Village has been compiling a list of strengths and weaknesses of the existing ERP solution and will provide this as a supplemental resource for the consultant. This document is meant to supplement the consultants own findings for Task 2.

15) **What role will council play during a vendor selection, and will they be involved in the implementation as oversight?**

    A. The Council does have final say. Our selection committee will make a recommendation to council and they will vote traditionally for this project. Council typically goes along with staff recommendations and do not usually get involved with the technical aspects. Council does have that right to request a presentation if they feel it is necessary.

16) **Do you accept proposals via email or do you do they have to be physically delivered?**

    A. No, proposals must be delivered either in person or via traditional mail.

17) **Will you accept digital signatures on the exhibits?**

    A. No, wet signatures are required on all applicable exhibits.

18) **Do you consider this an I.T. project or an operations project?**

    A. Ultimately, this will be coordinated through I.T. however this is a very robust project and involves multiple departments.