



ADDENDUM NO. 5

Date: June 14, 2018

Bid Date: ~~June 26, 2018~~
 June 29, 2018
 at 3:00 P.M. (Local Time)

Bid Name: ERP Product Solution(s) and
 Implementation Services

Bid No.: CMGR-180083-MS

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

Please find attached:

- a) Copy of the black-out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during pre-bid meeting.

The following are answers/clarifications to questions received since the pre-bid meeting:

1. Question: Can you direct me to the page and section where it stipulates Vendors are to include all addendum(s) with their RFP response?
 Answer: We prefer to have each addenda signed and attached, but you can also acknowledge in Section 7.2 that you received each one.
2. Question: Just a clarification on a few questions in the addendums. In Addendum #3, question #2 in the general section, it states the City would like to go live during the first quarter of 2019. But in addendum #1, it is stated the City wants to start the implementation before Jan 2019.

Answer: Jan- March 2019 – First quarter of calendar year 2019.

3. Question: Can you provide additional information on the following functional requirements?
 - R2.78 - Ability to activate and deactivate budget lines
 Answer: Ability to activate and deactivate the CoA elements
 - R2.24 - Ability to manage multiple Payroll numbers (GG and GRU)

Answer: Please refer to the organizational hierarchy structure in Addendum #1. CoA for City of Gainesville(GG) is different from CoA of Gainesville Regional Utility(GRU) , however GG does the payroll for GRU.

4. Question: The following functional requirements reference either an internal City policy number or Florida Statue. Can you please provide additional information on the policy or specifically what within the policy you are trying to meet with the requested requirement? We attempted searching on the City of Gainesville and State of FL websites but need more specific information as search produced multiple results etc.

- R1.23 - Policy C-6
- R1.26 - Policy B-4
- R1.32 - Policy E-4
- R1.40 - FS 119
- R1.67 - Policy L-3
- R1.68 - Policy L-3 and L-4
- R1.71 - Policy B-1 and State of FL University System Credit-hour rates
- R1.74 - Policy B-1
- R1.150 - FL Department of Revenue (Florida Statue 409)
- R1.170 - Policy E-5
- R2.21 - Payroll based on **City policies**

Answer: Please see additional Policy uploads in DemandStar for your use.

- Based on union contracts. Please refer to this link
<http://www.cityofgainesville.org/HumanResources.aspx>
- R2.26 - Ability to automatically calculate, track and distribute OT **based on policy**
- Based on union contracts. Please refer to this link
<http://www.cityofgainesville.org/HumanResources.aspx>
- R3.32 - City Code of Ordinance Article 7, Chapter 5, Division 2
- R3.39 - Accident Analysis Form (DWC-1)?

Please refer to Appendix 2, Glossary

- R3.41 - Ability to handle **per policies**?
- Please refer to this link <http://www.cityofgainesville.org/HumanResources.aspx>
- R3.58 - Policy 22.3
- R3.73 - City Ordinance Article 7, Chapter 2, Division 5
- R3.95 - City Policy L3, L4
- R3.127 - Policy L-5
- R3.157 - City Pension Plan Policy Article 7, Chapter 2, Division 5
 - Please refer to this link https://library.municode.com/fl/gainesville/codes/code_of_ordinances
- R2.162 - Ability to publish end-to-end solicitation process (e.g., original and updates) via different sources per FL Statue and Policy

Answer: Please see additional Policy uploads in DemandStar for your use.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 5 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 5 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: _____

BY: _____

DATE: _____

CITY OF _____
GAINESVILLE

FINANCIAL SERVICES
PROCEDURES MANUAL

41-424 Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.