April 16, 2024

Subject: Responses to Questions submitted concerning the RFP for Consulting Services for ERP System Assessment, Selection, and Implementation

1. Has the District determined a budget for Tasks 1-4 this project? If so, can it be shared? If a budget or budget range is available for Task 5 as well, this would be helpful to understand.
   a. The budget for this effort is $45,000.
2. Does the District desire that the selected consultant give and/or facilitate presentations during the project? If so, at what milestones and to what audiences?
   a. We anticipate that following Task 1 Managers and Supervisors would be presented the results from the needs assessment/gap analysis and then provide feedback. Following the completion of the Proposal Summary report for Task 3 the consultant would facilitate an onsite meeting with the District's evaluation team to review the summary report and provide discussion on each proposal.
3. How does the District prefer that proposers' cost information be presented for Tasks 1-4 (e.g., fixed fee, time and materials, etc.)?
   a. We prefer a fixed fee for Task 1-4.
4. Does the District have target dates for certain project milestones (e.g., receiving vendor proposals, negotiating a contract, system go-live)? If so, what are they?
   a. We do not have target dates established as the goal would be to develop a detailed project plan and timeline following the completion of Task 1. The Park District prefers that the detailed project plan and timeline be completed no later than August 30, 2024.
5. Regarding Proposal Format and Contents, would the Park District allow for experience tables to be included as an attachment to best present our qualifications for the Park District's project?
   a. Yes, experience tables can be included as an attachment.
6. In the Qualifications section, the Parks District requests the firm's experience with at least three similar projects, while the References section also requests a minimum of three client references. Is the Park District looking for a total of six separate projects, or may some projects appear in both sections?
   a. Projects can appear in both sections.