

**East Bay Regional Park District
Question and Answer Set
Request for Proposal (RFP) for
Enterprise Resource Planning (ERP) System and Implementation Services
March 7, 2025**

This document consolidates the questions received from Proposers and the corresponding answers pertaining to the ERP RFP.

#	RFP Section #	RFP Page #	Question	Response
	Section 4.3	11	*For clarification purposes for all vendors.	Proposers must respond to the requirements included in Appendix A - Requirements. The District will incorporate the requirements and the selected Proposer's responses into the final contract that is executed between the parties. The District is seeking one vendor solution that provides all of the required modules as included in Appendix A; therefore, if the proposer's solution is not able to address all modules that are listed as "Required", the proposer will be disqualified.
1	Section 3.3, Table 4	9	<p>We see that there are 350 core users in the current system. Below are descriptions of our user license types. Will you please provide some feedback so that we can provide the most accurate cost estimate possible?</p> <p>"General Users" are provided with access to all modules, restricted only by permissions. This typically include all Accounting, AP/AR, Department Heads, and other individuals who need full access to the system, including access to drill-down reporting. With this understanding, how many General Users do you anticipate leveraging the system?</p>	200 "General Users"

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2	Section 3.3, Table 4	9	<p>We see that there are 350 core users in the current system. Below are descriptions of our user license types. Will you please provide some feedback so that we can provide the most accurate cost estimate possible?</p> <p>“Self-Service Users” are provided the ability to enter and view (and if applicable, approve) expense reports, enter and view requisitions, enter/view/create purchase orders, access calendars, and access documents and records within the ERP. With this understanding, how many Self-Service Users do you anticipate leveraging the system? (Note: with HR/Payroll ALL employees would receive a Self-Service license to the system.)</p>	1150 “Self-Service Users”
3	Section 3.3, Table 4	9	<p>We see that there are 350 core users in the current system. Below are descriptions of our user license types. Will you please provide some feedback so that we can provide the most accurate cost estimate possible?</p> <p>“Planning and Budgeting Users” are provided full access to our collaborative planning and budgeting solution. This typically includes all employees directly involved in the collaborative planning and budgeting process. With this understanding, how many Planning and Budgeting Users do you anticipate leveraging the system?</p>	If this is to be able to run reports on budget then we would need for 350 but if it is just entering budget information then 50. “Planning and Budgeting Users”

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4	Section 3.3, Table 4	9	<p>We see that there are 350 core users in the current system. Below are descriptions of our user license types. Will you please provide some feedback so that we can provide the most accurate cost estimate possible?</p> <p>“HR/Payroll Users” include ALL employees, both permanent and seasonal (Total W2 Count). With this understanding how many HR/Payroll Users do you anticipate leveraging the system? We see that there is a head county of “over 1,000 employees,” but want to be certain we are accounting for any possible seasonal employees as well.</p>	1150 “HR/Payroll Users”
5	Attachment A, Section 2.9 Cash Receipts (Cashiering)	47	<p>For Cashiering, does the District prefer to have either/or:</p> <p>a. a centralized cashiering process where all payments are made through one software with real-time, bi-directional integration back to other software (like Clariti or ActiveNet) or</p> <p>b. decentralized where each department/software records their own payments and updates the financial system? Or some combination of A and B. If the District would like to move to a centralized cashiering approach, can you list the applications that you would like the new cashiering application to take payments for.</p>	<p>2.9.2: Offers a centralized cashiering module to efficiently collect and manage daily transactions (e.g., cash, checks, credit cards, Apple Pay, ACH, and other electronic payments) from multiple locations</p> <p>*Please see all 2.9 section items requirements.</p>

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6	Section 3.3, Table 4	9	Would the District provide us with the total number of users, including supervisors, that will be accessing only the new Cashiering/POS module? This would be based on receiving payments for the Financial A/R system, miscellaneous payments and any users associated with the answer above. (Note that read-only users and daily departmental revenue submitters are no charge.)	200 Users
7	N/A	N/A	Can the District list the current POS equipment and model you would like the Cashiering solution to integrate with or would the District like additional POS equipment to be included in the RFP response (receipt printers, scanners, cash drawers, check imaging/MICR devices, encrypted credit card swipe and EMV/chip/tap-to-pay devices)?	New equipment will need to be purchased to be compatible with the newly selected ERP system. For Point of Sale, we need cash drawers, receipt printers, tap-to-pay and swipe. Everything needs to be PCI compliant. We want to be as "plug and play" as possible, ideally with 7 day per week customer support on the devices and options to run off of cellular or non-high speed internet.
8	N/A	N/A	What credit processors is the District currently using?	First Data
9	Attachment A, Section 2.9 and 4.6	47 and 104	Would the District like the new cashiering solution to become the District's Online Customer Payment Portal? If so, what applications would the District like to take online payments for?	Please review Attachment A, Sections 2.9 and 4.6
10	Attachment A, Section 2.9	47	Would the District like the cashiering solution to create an Image Cash Letter (ICL) containing check images for deposit, and send it to your bank? If so, what bank?	No, Please review Attachment A, Sections 2.9; Currently the District uses Bank of Montreal and US Bank

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11	N/A	N/A	Does the District have a multi-check scanning process in place for recording checks and invoices in batch? If not, should this be included in the response? What is the annual volume that the District would scan using this process?	Yes we currently scan checks for deposit and this should be included in the response. Annually 250 checks.
12	Attachment A, Section 2.9	47	Does the District have scenarios where different departments/agencies need to submit end of day receipt summary information? If so, would the District like to automate that?	Please review Attachment A, Sections 2.9. 2.9.1: Offers a centralized cashiering module to efficiently collect and manage daily transactions (e.g., cash, checks, credit cards, Apple Pay, ACH, and other electronic payments) <u>from multiple locations</u>
13	Section 3.3, Table 4	9	<p>Employee Breakdown – Could you please provide the total employee count with a breakdown into the following categories?</p> <p>Full-time employees</p> <p>Part-time employees</p> <p>Temporary/seasonal employees</p>	800 Full-time employees, 5 Part- Time 350 Temporary and Seasonal employees.

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14	N/A	N/A	<p>Demo Format and Logistics – If we are down-selected, could you provide details on the demonstration process? Specifically:</p> <p>What will be the format of the demo (virtual, on-site, hybrid)?</p> <p>What is the expected duration of the demo sessions?</p> <p>Will any transcripts or recordings be made available post-demo?</p> <p>If the demo is on-site, would it be possible to have virtual participants join remotely?</p>	<p>The Park District prefers to Proof of Capabilities (POC) demonstrations to be on-site however we will accommodate virtual or hybrid if necessary. SDI anticipates these POC demos to be 4-5 full days in length for each selected vendor with scripted agendas available two weeks in advance. Transcripts or recordings will not be made available to the vendors and are for internal use only.</p>
15	N/A	N/A	HCM: How many job application templates do you currently use?	2 Templates
16	N/A	N/A	HCM: How many offer letter templates do you currently use?	47 Offer Letter Templates
17	N/A	N/A	HCM: How many work schedules do you currently use?	75 work schedules
18	N/A	N/A	HCM: Do you have different timecard templates in use? If so, how many?	15 timecard templates
19	N/A	N/A	HCM: How many performance management templates does the City use?	49 Performance Management Templates

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20	N/A	N/A	HCM: Are there separate benefits programs for different employee groups? If so, how many?	<p>It depends on the benefit. a. For health benefits, there are technically two programs:</p> <ul style="list-style-type: none"> -Police Association and Non-Police association - AFSCME and Unrepresented staff receive the same benefits, with a few exceptions. <p>-For CalPERS, the categories are:</p> <ul style="list-style-type: none"> • Miscellaneous Classic/PEPRA • Safety Classic/Classic Tier 2/PEPRA
21	N/A	N/A	HCM: Will the City be providing the timeclocks for employees who use them? If so, what system will be in place?	We do not use Timeclocks.
22	N/A	N/A	HCM: How many compensation plans does the District have? Do these vary by MOU?	<ul style="list-style-type: none"> - AFSCME Local 2428 (2024-2027 MOU) - EBRPD Police Association (2022-2026 MOU) - Management - Confidential Employee - Public Safety Managers - Board Appointed - Seasonals
23	N/A	N/A	HCM: How many payrolls does the District run and what are the frequencies?	26 and Bi-weekly. We also process supplemental payroll (if needed) that varies every year (17 in 2024, 13 in 2023)

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24	N/A	N/A	HCM: How many absence types are currently in use? Do these vary by MOU?	-The Park District adheres to all federal and state leave laws, including FMLA, CFRA, and PDL. Additionally, the District oversees specific MOU leaves such as Parent Bonding Leave, Guaranteed Leave (for AFSCME members only), Special/Emergency Leave, Education Leave, Military Leave, and Bereavement Leave. Risk Management handles all Workers' Compensation (WC) leave. There are some differences in paid bereavement leave policies between AFSCME/Unrepresented employees and PA.												
25	N/A	N/A	HCM: How many training catalogs are in use?	There are 2 Training Catalogs												
26	Section E-2; Attachment A, Section 4.6	14-15; Att A. 104	<p>For the systems listed in Table A, please provide a brief explanation of how the system is being used and what data is expected to flow from/to this system from ERP/HCM</p> <p>Table A:</p> <table border="1"> <thead> <tr> <th>Requirement</th> <th>Brief Description</th> <th>Data Objects</th> </tr> </thead> <tbody> <tr> <td>AirTable (Project Management - Safety)</td> <td></td> <td></td> </tr> <tr> <td>Gordian VFA (Facility Capital Planning)</td> <td></td> <td></td> </tr> <tr> <td>StreetSaver (Pavement Management)</td> <td></td> <td></td> </tr> </tbody> </table>	Requirement	Brief Description	Data Objects	AirTable (Project Management - Safety)			Gordian VFA (Facility Capital Planning)			StreetSaver (Pavement Management)			Please review Section E-2 and Attachment A, Section 4.6
Requirement	Brief Description	Data Objects														
AirTable (Project Management - Safety)																
Gordian VFA (Facility Capital Planning)																
StreetSaver (Pavement Management)																
27	N/A	N/A	Will the District consider a two-week extension of the due to April 9 th to give vendors to adequate time collect and aggregate information from multiple sources (software vendors) for our responses?	The District has extended the due date to April 15 th , 2025.												

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28	Appendix C	N/A	Please provide guidance about how proposers should present pricing for implementation services. Are there additional pages for Appendix C, beyond the single page in the PDF, that should be submitted?	*There is an excel version of the Pricing Sheet available by request; please email Greta Davis @ gdavis@sdipresence.com and an updated pdf file version has also been posted to the District's website.