



CITY OF LONGVIEW  
PURCHASING DIVISION

Addendum No 1

November 27, 2018

**City of Longview RFP # 1819-06 Enterprise Resource Planning (ERP) System**

The City of Longview received the following questions for the above referenced RFP:

1. How many IT staff members does the City plan to add for the ERP project?

**Answer: The City has no plans to add additional IT staff for the ERP project, however, the City has assigned an IT staff member to manage the ERP project.**

2. Does the city wish for any advanced scheduling functionality (shift swaps, drops, assignments, etc.)? Public Safety department employees are typically the employee groups that require this functionality. If yes, how many City employees will need to utilize this functionality?

**Answer: Yes, Approximately 250.**

3. How many City employees will need to have clocking functionality from a mobile device (smart phones, tablets, etc.)?

**Answer: Less than 25**

4. Do City employees need to be able to make schedule drop or swap requests from any of these mobile devices?

**Answer: Occasionally this may be needed**

5. Does the City desire to use physical time clocking terminals for any of their departments?

**Answer: Yes**

- a) If yes, does the city have a desired kind (biometric fingerprint, magnetic badge, barcode badge, proximity badge, PIN number entry)?

**Answer: Currently we utilize biometric fingerprint in many areas, but would like to consider proximity badge. We currently have Keri Systems badges in several departments. We understand that the biometric fingerprint readers may need to be replaced.**

- b) What quantity of clocking terminals would the City like to be reflected in vendor proposals?

**Answer: Approximately 13**

- c) Do these clocking terminals need to have Power Over Ethernet capability?

**Answer: Yes**

6. Does the City have any seasonal or part-time employees? If so, how many?

**Answer: Yes, Please see bottom of page 13 of the RFP document.**

7. On page 21 of the RFP it says section 4 should be labeled technical requirements. On page 22 it states it should be labeled technical infrastructure. Which does the City prefer?

**Answer: Please title Section 4 of your proposal response “Technical Requirements”, however, the City will accept either wording.**

8. Is the Proposal Signature Form supposed to be separately sealed (p. 21) or in Section 13? (p.28)

**Answer: Instructions on page 28, Section 3.13 Item #3 state that the Proposal Signature Form should be included in Section 13 of the proposal. Page 21 states that the Proposal Signature Form shall be a separate sealed document. City of Longview prefers to have the Proposal Signature Form as a separate sealed document, but will not reject proposals that include it as part of Section 13.**

9. Section 3.6.6 Question 6 asks to provide references on the reference forms provided, in section 8 of your response. Are these the client reference forms in section 7.5 that are asked to be provided in section 10?

**Answer: The client reference forms included in section 7.6 should be used in the proposal response.**

10. How many staff are anticipated to use the solution’s Cash Receipting module?

**Answer: Approximately 10**

11. What Payment Receipting / Point of Sale software does the City currently use?

**Answer: The City uses a variety of payment receipting/point of sale software for the various departments. Finance currently uses Tyler Technologies Eden and Water Utilities uses Harris Northstar.**

12. How many City locations accept cash, check, and/or credit transactions?

**Answer: 15 departments currently accept cash, check, and/or credit transactions.**

13. Does the City have current Point of Sale peripheral hardware, such as receipt printers, cash drawers, or check scanners, that would ideally be used with the replacement solution? If so,

could you provide the make and model of each existing peripheral?

**Answer: Credit card machine VeriFone VX520; Receipt printers Epson M18813; Check Scanners-Panini Vision X and Canon Image Formula CR 190i II**

14. Does the City have an existing contract with a credit processor that the Cash Receipting solution should interface with?

**Answer: City currently has an existing contract with Elavon.**

15. Does the City plan to absorb credit merchant processing fees, or charge them back to the customer as a Service or Convenience Fee?

**Answer: Currently absorbing credit merchant processing fees.**

16. How many transactions are processed annually through the current Cash Receipts module?

**Answer: Finance processes approximately 5,880 transactions annually; Water Utilities processes approximately 325,000**

17. From the Specifications grid, 4.5 Cash Receipting # 9:  
Could the City provide an example of when a user might want to order the transactions by G/L Account Number segments?

**Answer: Querying for transactions that might have been misapplied to wrong G/L account number**

18. From the Specifications grid, 4.5 Cash Receipting # 25:  
Could the City provide more details about "define batch payment creation"?

**Answer: To be able to identify what type of transactions are included in a batch especially if multiple batches exist. For example, Water Utilities has lobby payments, mail payments, internet and telephone payments, etc. for which multiple batches can be open at one time.**

19. From the Specifications grid, 4.5 Cash Receipting # 43:  
Could the City provide examples of receipt types and the types of comments that would be required?

**Answer: An example would be if a receivable type is setup for an event deposit. The City would like to require that a comment is included for what event the deposit is for.**

20. From the Specifications grid, 4.5 Cash Receipting # 53:  
Teller's receipts can be generated in different styles, however are generally consecutive within a given cashier session for a day. Could you provide examples of when the receipt numbers should be repeated due to a defined number of digits?

**Answer: This specification refers to the ability to reset the number counter once it has reached the maximum allowable digits. For example, if there are 5 allowable digits and the last receipt number is 99999, the counter should reset to 0 instead of continuing to 100000.**

21. From the Specifications grid, 4.5 Cash Receipting #69  
Could the City provide examples of remittance information, and where the cashier would need to specify account distribution details?

**Answer: For example, a property owner paying multiple utility bills with one form of payment (i.e. cash, check, or credit card)**

22. From the Specifications grid, 4.5 Cash Receipting #71  
Could the City provide examples of where different sales tax rates would apply?

**Answer: Sanitation payments included in Water Utility billing; Customers can either reside in Gregg or Harrison County.**

23. From the Specifications grid, 4.5 Cash Receipting #100  
Could the City provide an example of where changing the department on a batch would be important?

**Answer: An example would be that an employee is taking payments for multiple departments and needs to change department for a batch that was already created.**

24. From the Specifications grid, 4.5 Cash Receipting #101  
Could the City clarify what is meant by "deposit references"?

**Answer: The City refers to a deposit reference as a deposit ID number to identify each individual deposit with the bank. The City deposits cash and check separately. This would be used for reconciliation purposes.**

25. From the Specifications grid, 4.5 Cash Receipting #125  
Could the City clarify which bank will be used for Check-21 deposits?

**Answer: BTH Bank**

26. Does the City desire the proposed time and attendance system to track detailed employee FMLA information?

**Answer: Yes**

**If you have any further questions, please contact the Purchasing Department.**

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