

Mayor
John W. Minto

City Council
Ronn Hall
Laura Koval
Rob McNelis
Dustin Trotter

August 26th, 2025

TO: Prospective Proposers

RE: REQUEST FOR PROPOSALS FY25/26 RFP-40042 - Consultant Services for the Procurement of an Enterprise Resource Planning (ERP) Program

Addendum #1

This is Addendum #1 to the City of Santee Request for Proposals for FY25/26 RFP-40042 - Consultant Services for the Procurement of an Enterprise Resource Planning (ERP) Program dated August 11, 2025. This Addendum forms an essential part of the Contract Documents by Revising the Specifications with the following changes and/or additional information.

Receipt of this Addendum must be acknowledged in the Transmittal Letter (*Ref. Section 4.1*) of your Proposal.

QUESTIONS AND ANSWERS

- 1. Please explain the level of detail expected for the development of system requirements discussed in Section 3.0. Does the City hope to confirm the need for individual modules, or is a full list of features/functionality required?**
 - a. The City is looking for a full list of features and functionality. The goal is to document the current processes in order to better understand the needs when implementing the new system.
- 2. Has a budget for the ERP procurement services been established? If so, what is the amount?**
 - a. There is not a specific amount allocated for ERP procurement services. There is \$1,000,000 budgeted in the Capital Improvement Program for the new ERP system. This budget includes implementation costs, conversion costs, annual, recurring costs, and any consulting services. Amounts for consulting services/implementation services have not been specifically identified.
- 3. What is the City's anticipated timeline for this project? Are there any critical deadlines or milestones?**
 - a. The City does not have a timeline at this point and would welcome assistance in determining what timeline would be in the City's best interest.
 - b. The critical deadline is the sunsetting of the City's current system, Eden. The sunset date is March 2027. Due to this deadline, the City would like to start as soon as possible.

4. **Regarding the Agreement (Attachment A) provided, to ensure adherence with professional standards, are vendors allowed to include exceptions provided by our legal team within the proposal or will there be a contract negotiation period following award?**
 - a. Please provide exceptions within the proposal.
5. **Section 4.0, Proposal Requirements: Would the City allow 4.2 Title Page and Table of Contents to appear before 4.1 Transmittal Letter in the submitted proposal?**
 - a. Yes, if needed.
6. **Does the City prefer a remote, onsite, or hybrid approach for the delivery of services?**
 - a. The City prefers the approach that best fits the needs. The City understands the benefit of both modes of communication. For activities that would benefit from in person communication, the request would be for the consultant to be in person.
7. **Is your team exclusively focused on Tyler Munis for this engagement, or are you open to evaluating alternative vendor solutions as part of the process?**
 - a. Yes, for this engagement the City is focused on Tyler Munis.
8. **Have you developed or recently updated any current-state process maps, and if so, will those be made available to the selected vendor?**
 - a. The City does not have any current processes mapped.
9. **How much time should be allocated to work with the Purchasing Department on a final RFP document, once all the requirements and specifications have been developed?**
 - a. We are not developing an RFP document.
10. **Who will be involved in this project/implementation and who are the main decision makers?**
 - a. The Finance Department, Human Resources, and the IT Department will be the primary staff involved with the project and implementation. The main decision makers will involve the Steering Committee which is made up of the Finance Director, HR Director, IT Manager, and the City Manager's Senior Management Analyst.

11. We understand that the City is currently using a Sourcewell contractor for the Tyler Munis agreement. Has the software vendor provided you with a tentative timeline or estimated duration to implement the modules you have selected? If so, are you able to share it? If not, does the City have a timeline in mind?

- a. In conversations with Tyler, the estimate is Financials 9-12 months and HR, 6 months.

12. Has the incumbent vendor performed any preliminary work for this project?

- a. No work performed yet.

13. Will the City be primarily using Tyler Munis for all Finance and Human Resource needs? Or are there any other systems that the City is currently looking to implement?

- a. The City will be using Tyler Munis for all Finance and HR needs.

14. As a firm, we are not able to estimate the specific pricing for implementation and system selection, separately. Are we able to provide pricing for the system selection only and hourly rates for the implementation?

- a. Yes.

15. Has the City had demonstrations or reviews of any systems to date?

- a. Staff was able to get informal demonstrations of Munis from other agencies. There were no demonstrations from Tyler.

16. How long does the City typically give bidders to respond to the type of RFP that will be produced for the ERP Selection (e.g., 4 weeks, 6 weeks, etc.)?

- a. The City is not expecting to prepare an RFP for ERP selection.