



Addendum I

SUBJECT: Request for Proposals – Independent Verification & Validation for SAP (RFP 23-044, RFX # 6100016421)
Scheduled to Open: April 5, 2023; Date of Issue: February 15, 2023

FROM: Jennifer Johnson, Procurement Administrator

DATE: April 5, 2023

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED
REQUEST FOR PROPOSALS**

THE ABOVE-MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

1. **MODIFY:** The submission deadline has been extended to April 10, 2023, 11:00 a.m. Central Time.
2. **ADD:** A Pre-Submittal Sign in Sheet will be posted as a separate document.
3. **MODIFY:** Attachment I, Signature Page has been replaced and the revised attachment is now posted as part of this solicitation.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS ON COMMUNICATIONS

Question 1: What vendor registrations are required for proposal compliance?

Response: All vendors must be registered with the City's Vendor Portal in order to submit a response.

Question 2: Are companies required to be physically located in Texas / the San Antonio area, or is that a matter of preference points only?

Response: All firms, regardless of geographic location, can reply to this solicitation. Firms that respond to this solicitation must adhere to the Terms & Conditions of the RFP and resulting contract, if selected. Firms meeting the published criteria regarding the City's Local Preference Program will receive additional points in the evaluation process.

Question 3: Will the list of pre-bidder conference attendees be made available to all participants?

Response: A list of all attendees from the pre-submittal conference is being released as part of this addendum.

Question 4: Can the City provide an update on the Pre-implementation phase for Human Resources SAP Success Factors started in October 2022? (ref. RFP 23-044 page 4)

Response: The City has held Discovery Sessions with SAP to evaluate pain points and possible gaps. Currently, the solicitation for Success Factors is in development. The City's plan is to have the solicitation ready for review by IV&V once vendor is onboarded.

Question 5: How is the City planning to address Pre-implementation phases for the following in scope modules: (ref. RFP 23-044 page 4)

- a. Human Resources SAP SuccessFactors
- b. Procurement SAP Ariba
- c. Finance SAP S/4HANA
- d. Budget Development

Response: Please refer to Question 4.

Question 6: Has the City made any determination of how many system integration vendors will likely support the COSA ERP system upgrade program? (ref. RFP 23-044 page 4)

Response: No integration vendor(s) have yet been selected.

Question 7: It is noted that Pre-Implementation for Human Resources that proposed to begin in October 2022. Would the City please confirm this occurred and summarize the work completed to-date?

Response: Please refer to Question 4.

Question 8: Has the City selected the system integration vendor(s) for this initiative? If so, who is that vendor(s)?

Response: Please refer to Question 6.

Question 9: Does the City have a budget associated with these IV&V services? If so, will the City please share this information?

Response: Budgetary information will not be released for this solicitation.

Question 10: In order to provide the most optimal response can the City provide a two-week extension to the deadline for proposals?

Response: Please see Amendment 1 listed at the beginning of this addendum. The submission deadline has been extended to April 10, 2023, 11:00 a.m. Central Time.

Question 11: Task PM7 related to desired experiences as opposed to a task to be completed by the IV&V firm. Would the City please clarify if there is a specific task requested with PM7?

Response: The task is to "Ensure SAP Activate Implementation Methodology is observed." (ref. PM7)

Question 12: On page 13 of the final solicitation document, it states the respondent shall pay all royalties and licensing fees. Could the City provide additional details regarding that request?

Response: The royalties and licensing fees pertain to any Intellectual Property used in the performance of services; however, Respondents should consult their legal counsel if they have questions regarding the legal requirements of the RFP.

Question 13: Page 50 of the final solicitation document, RFP Attachment I, states that if we are awarded the contract, we must execute a contract in the form shown in the RFP attached as Exhibit 8. As Exhibit 8 is a prohibition on contracts with companies that discriminate against firearm and ammunition industries, could COSA provide a sample contract for review?

Response: Please refer to Amendment 3 of this addendum. The portion of the Signature Page referring to Exhibit 8 has been removed. The City has no sample contract for this solicitation.



Jennifer Johnson
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JJ/pf