



MORIN BUILDING
8570 EXECUTIVE PARK AVENUE
FAIRFAX, VIRGINIA 22031

March 3, 2020

To: All Prospective Offerors

Issued by: Elizabeth B. Dooley, CPPO, CPPB, Procurement Lead Buyer

Subject: Addendum 1, RFP 20-010, SAP Automated Forms

The purpose of this addendum is to address questions submitted in response to the subject RFP.

Section I: Updates to the RFP

Deadline for Submitting Proposals: **Thursday, March 12, 2020 no later than 2:00 PM EST.**

Proposals to Be Delivered to: **Procurement Department Fairfax Water
8570 Executive Park Avenue
Fairfax, Virginia 22031**

Section II: Questions & Answers

1. If there is an SAP License that needs to be purchased for this RFP, are you going to buy this directly from SAP or you are going to purchase it from the prime vendor?

[Please include this in your pricing book.](#)

2. Who is your SAP AE?

[Dave Siravo](#)

3. Did you see demos of solution prior to the release of the RFP? Who are these vendors?

[Colleagues have seen demo Havensight at SAP conferences](#)

4. What is your budget?

[TBD; this is part of the evaluation criteria](#)

5. Who is currently serving your AMS support? Who are currently your production support vendors?

Fairfax Water will provide our support contractor information to the awarded offeror. No AMS support.

6. Do your field resources use mobile applications and software today as they perform their job duties? If so, what type of applications are they currently using?

Yes - In-House developed system.

7. Can we share the electronic copy of our response through Dropbox or is SharePoint a requirement?

Dropbox or SharePoint are both accessible for Fairfax Water.

8. How many copies are required is it 9 or 10? There is a difference between Section 4.3 and Attachment A.

Nine (9) copies, one (1) original.

9. There appears to be a typo in section 4.6.4 in the last paragraph. Please clarify the following sentence: Response to the pricing identified in Error! Reference source not found.

The reference link to Attachment H – Pricing Workbook created an error in the RFP. Please reference Attachment H – Pricing Workbook, as it relates to the sentence in question.

10. “CONTRACTUAL LIABILITY (MUST BE SHOWN ON CERTIFICATE) \$500,000 CSL BI/PD EACH OCCURRENCE” – does this mean claims arising from breach of contract? If not, our broker asked if you could more specifically define what coverage you are requiring.

This would be for any claims under the contract, doesn't necessarily have to result from a formal 'breach' of contract.

11. Pricing On the pricing tab “2_-_Pricing_-_S4, is the request to provide pricing to create additional forms for FW or to provide cost necessary to move forms to S4 in the future? Line 2 states Additional Forms and line 9 states Conversion to SAP S4 Hana. We are confused whether you are requesting the cost for additional forms or the cost to migrate the solution to S4 Hana in the future.

FW is looking for pricing in our current EEC system and pricing for what is going to cost to move to SAP S/4 and pricing additional forms in the future

12. Is there an Exhibit C to the contract?

Not at this time. The space is left blank for any SLA, SaaS or other Exhibits to the agreement.

13. Can we please have Exhibit F to the contract?

If you mean attachment F, there is no Attachment F.

- 14.** The software portion of the Mirata solution is sold and licensed as a subscription. Is FW open to a SaaS model solution? Do you have a standard contract for that type of relationship?

Fairfax Water is open to any solutions proposed. Terms and Conditions are provided in Attachment J – Contract Terms and Conditions. A SaaS or other SLA's will be reviewed on a case-by-case basis for consideration as Exhibits to Attachment J.

- 15.** Are subcontractors also held to Section 35, Authority to transact business in VA?

As it relates to this procurement, Fairfax Water is only concerned with the registration of the contractor with whom we will have a direct relationship. Prime contractors should consult their legal counsel or the Virginia State Corporation Commission regarding sub-contractors authority to provide services to the Prime in the Commonwealth of VA.

- 16.** Can we please have the document referenced in Section 19, background check.

The Background Check documents will be provided to the awarded offeror.

- 17.** Who is your current SAP hosting partner?

Fairfax Water will provide our SAP hosting partner information to the awarded offeror.

- 18.** Does the data collected in the current Inspector Forms application end up in SAP? If so, which SAP modules and objects use this data?

Yes, Inspector Forms data ends up in PS, MM and FI

- 19.** Does the proposed solution need to be able to work and store data offline, and then synchronize it when connectivity is restored?

Yes

- 20.** Which pieces of data collected from the current Inspector Forms application are used in the process of performing Invoice Verification

Contract Line Item quantities

- 21.** Does Fairfax Water have a corporate standard for mobile device hardware? If so, what is the standard device?

iPads, iPhones and DELL laptops

- 22.** Does Fairfax Water have a corporate standard for mobile device operating system/version? If so, what is the standard device?

Latest version of ISO and Microsoft

- 23.** In Appendix D, the Visio diagram notes that the Office Worker role updates SAP with data from Inspector Forms? What areas/objects in SAP are updated, and which pieces of data from the inspector forms are used to update SAP?

Service Entry Sheets, Project Systems Activities, Milestones and User Fields

24. In Appendix D, there is a reference to SAP (Projects) as a data store in the Visio Diagram. Is this meant to denote that SAP Project Systems is used? If so, what SAP objects in Project Systems are used

WBS Elements, Networks, Activities, Milestones and User Fields

25. On the Pre-proposal call on February 25, Marcus Berry from Fairfax Water noted that materials used on a construction project were charged to a project in SAP. What object in SAP receives the charges of the materials used?

WBS Element

26. On the Pre-proposal call on February 25, it was noted that the target solution would be able to record the data into both SAP, as well as the existing Form Systems Oracle database? Is our understanding of this requirement correct?

Required to interface with SAP. The existing Forms Systems Oracle database will be replaced with the new solution.

27. In Attachment G, it is noted that there is a Punchlist generated at the end of the project, prior to final approval of the project. Is this Punchlist generated in SAP today, and if so, which module and SAP objects are used to capture the Punchlist data?

Punchlist generated from the existing Inspector Forms solution. Some information from this punch list is entered into PS activities and milestones in SAP

28. In Attachment G, it is noted that select Fairfax Water employees receive In-Service notifications when a new main or vault is placed into service. What data is transferred to SAP?

Existing Forms solution emails In Service Notices. In-Service milestone (PS) date is entered into SAP.

29. In Amendment I (Solution Experience Workbook), there is a Workflow tab with several questions. Is it possible for Fairfax Water to provide an example or two of workflows in use today that are relevant to the current Inspector App and supporting business processes?

An example workflow: Inspector identifies items required for a Punch List and submits. The Punch List is then reviewed by the Construction Technician. If approved, the Punch List items are copied into a standard template and submitted to the Construction Inspection Supervisor. If approved, a PDF is generated and emailed to the contractor with CC's to FW staff.

30. Will Fairfax please provide a Word version of the T&C's for our Legal team to provide redlines?

Yes, please see attached Addendum 1 – Attachment 1 – MS Word Version of Attachment J.

31. How many active users will need to access the SAP- Automated Forms application?

32. What is the projected Go-Live Date for SAP-Automated Forms?

Determined and negotiated during final selection

33. 4.6.1 Attachment A - Proposal Form - Where is Tab I located?

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34. If shipping company is delayed due to weather but a receipt of guaranteed delivery is provided, will the RFP be considered on-time or disqualified?

Disqualified. Offeror responses shall be delivered no later than Thursday, March 12, 2020 at 2:00 PM EST.

35. What other systems, besides SAP, would you store look-up tables in? What is the nature of the data you're referring to?

SAP

36. Regarding embedding our solution in another app, do you have a specific use case or application(s) you require in scope for this project?

SAP is the application in which the Inspector Forms solution would be embedded.

37. How many forms are currently in existing system to be converted to this new solution?

Currently there are 13 sections within the inspector form.

38. Are sub-forms integrated within forms?

There are 13 sub-sections in the daily report and 5 sub-sections in the completion report.

39. Are there any forms not digitized (e.g PDF or paper)? If so, how many?

No

40. Does FW expect offeror to configure all forms as part of the implementation? Or is the expectation for offeror to train FW with a handover after a representative amount of forms have been converted from the existing system by offeror?

Yes, configure all for forms for initial implementation.

41. Section 4.3 page 15 Proposal Form submission states that an electronic copy of the proposal would be posted on a SharePoint site which can be accessed by FW. Would Fairfax water consider electronic copies be provided on a thumb drive? or other portable medium? Will FW consider additional options beyond sharepoint as the online portal for providing electronic copies?

We will consider other mediums, but no thumb drives or other hardware which has to be inserted into Fairfax Water equipment. SharePoint and Dropbox are two available options.

- 42.** Section 3.1 page 11 Additional Information states a due date for proposals of March 12th but does not give a specific time. Is there a cutoff time on the 12th that proposal must be submitted?

Yes, please see Section 1 above clarifying the closing date/time.

- 43.** Section 4.6.4 page 17 Pricing states that "Response to the pricing identified in Error! Reference source not found. must be submitted in paper copy, and followed up by an email electronic copy." Could FW elaborate on this process? Do we email the pricing in conjunction with posting online? To what address and under what title should email submissions be made?

See question 9.

- 44.** 4.6.4 page 18 Financial Stability The Offeror shall provide a letter from an independent auditor attesting to the financial stability of the Offeror. Will FW consider other forms (financial statements etc.) of verification if the proposing organization does not have a statutory requirement to audit based on size?

Yes, we will evaluate other financials to gain an understanding of an offerors financial stability.

No other changes have been made to the RFP.

RFP 20-010 – SAP AUTOMATED FORMS

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM # 1

I certify that the information contained in the proposal submitted on behalf of the below named firm incorporates any and all changes to the original specification. I further certify by my signature below, that I am fully authorized to acknowledge receipt of the above addendum and also bind the below named firm to the terms, conditions and specifications of the RFP and any changes thereto made by this addendum.

ACKNOWLEDGED BY:

FOR: _____
Company Name

Date

Signature of Authorized Agent

Printed/typed name

Title