

City of Albuquerque

Request for Proposals

Solicitation Number: RFP2008-009-SB

Addendum 1

Independent Verification & Validating Services for the
ERP Design and Implementation Project



Proposal Due Date:

November 27, 2007: NLT 4:00 p.m. (local time)

The time and date proposals are due shall be strictly observed

City of Albuquerque Department of Finance & Administrative Services
Purchasing Division
November 13, 2007

The following questions were asked for the above mentioned solicitation.

1. *The RFP indicates that the IV&V project is not to exceed 18 months, but the overall SAP deployment is scheduled to be within 11 months. Which project duration is the City working with?*

This implementation is for the PeopleSoft ERP Suite, not SAP.

The ERP deployment contract provides for an 11 month project with the option to renew for 1 year (11+12 = 23). The IV&V project was designed is to roughly coincide with those durations; it is starting 5 months after the implementation vendor began (5+18 = 23).

It is anticipated that the project will have a go-live date of July 1, 2008, with 2 months of support. At that time, it is possible that a Phase 2 project, with an anticipated duration of 6 months, will be launched.

2. *When is the SAP project scheduled to commence and go-live? Are there other key project milestone dates that you can share?*

This implementation is for the PeopleSoft ERP Suite, not SAP.

The milestones are:

Design is completed by February, 2007
Coding is commenced January, 2008
Testing commences February, 2008
Training begins in April, 2008
Cutover is scheduled for July 1, 2008

3. *Is the City interested in receiving proposals with additional value-added activities beyond the Scope of Services outlined in Part 3 of the RFP, provided that proposed costs are within the budgetary range?*

Yes

4. *What is the projected start date of IV&V project activities?*

IV&V services would be initiated immediately upon execution of the contract. Of course that requires the completion of the selection process (estimated some time in December, 2007), completion of the Recommendation of Award through the administrative offices (estimated some time in January, 2008), and approval by the City Council (estimated some time in April, 2008).

5. *Appendix A was inadvertently omitted from the original solicitation and is attached to this addendum.*

Acknowledged & Returned of Addendum 1

Signature: _____

Printed Name: _____

Title: _____

Company: _____

RFP2008-009-SB

Appendix A

RFP Number and Title:																		
Sample Hours by Task by Resource	Head Interviewer (\$170)	Engagement Manager (\$555)	Admin. Asst. (\$35)	Travel and Living	Principal/OA (\$100)	Presentation preparer \$75)	Urban Designer (\$65)	Staff (\$45)	Direct Costs	Principal (\$90)	Staff Engineer (\$60)	Technician (\$40)	Direct Costs	Principal (\$90)	Staff (\$40)	Direct Costs	Dr. X	
Project Initiation																	Totals	
Read RFP and underlying documents	1,050	660				450								900				
Review deliverables from previous phases	1,050					450			4,410	1,200	400			900				
Meet with Project Managers	1,400		210		200	600								540				
Meet with Org Change Managers	1,400		210															
Attend IV&V Kickoff with the team	840		175														1000	
Phase A Subtotals	\$8,995		\$505		\$1,700			\$500		\$6,010			\$2,340	\$500	\$1,000			\$19,550
Data Gathering																		
Interview Core team members	4,200	660	210			300								900	500			
Interview Liaisons	580	2,200				600			900	600	2,000			540				
Interview Project Managers	580	2,750				300			900	600	800			540				
Review Issues listing	1,880					300								540				
Review project plan	1,680													2,700				
Interview Project Readiness team members	840													1,800	500			
Infrastructure	3,150		210		200	600			1,800		800			540				1,000
Budget analysts	2,940	2,750	210		4,000	9,225	7,670	6,390	4,500	3,000				2,700				2,000
Project Support	1,050	660				660				3,600	2,400			540				
Whatever	1,680	5,500							900		800			540	500			
B.11 Community Review	2,800	660			800	600			900		800			720				1,000
B.12 Preferred Scenario	1,050	825	175		400	1,200	1,040	1,080						720				
Phase B Subtotals	\$39,000		\$1,500		\$35,305			\$4,195		\$25,300		\$2,000	\$14,280	\$1,000	\$4,000			\$126,500
Phase C - Interface Design																		
C.1 PeopleSoft Module integration points	2,800		350		100	300								3,150				
C.2 Revenue application integration points	2,800		350		100	300								3,330				
C.3 Reporting application integration points	2,800	220	350			300				300	400			2,700				
C.4 Conversion requirements	3,850		1,400		200	300								2,700	1,000			1,000
Phase C Subtotals	\$14,920		\$1,080		\$1,600			\$500		\$700			\$12,880	\$1,000	\$1,000			\$33,680
Grand Totals	\$64,000				\$43,800			\$500		\$34,010			\$32,000	\$6,000				\$179,810

Note: Direct Costs include printing, travel, materials, etc.
Project totals include fees and direct costs; NM Gross Receipts Tax have not been included. (NMGRT= \$10,451)
All Subcontractor costs have been identified.

Flow Chart: Responsibilities by Firm

Responsibilities by Firm	Prime Contractor	Interviews R Us	Presentation Special	Kinko's.	IV&V R Us	Quality Planners, Inc.
Interviews	■		■		■	■
Preparation of Reports	■				■	■
Analysis of documentation	■			■		■
Preparation of statistics	■		■			■
Policy Review/Other Studies	■	■	■	■	■	■
Inter-Agency Coordination	■		■		■	■
Development Scenarios	■	■	■	■	■	■
Workshop/Charette	■		■	■	■	■
Review of infrastructure		■	■			■
	■		■	■	■	■
	■	■	■	■		■
	■			■		■
	■			■		

Project Schedule (or Project List)

T A S K S	M O N T H S											
	1	2	3	4	5	6	7	8	9	10	11	12
Project Initiation												
Read RFP and underlying documents												
Review deliverables from previous phases												
Meet with Project Managers												
Meet with Org Change Managers												
Attend IV&V Kickoff with the team												
Data Gathering												
Interview Core team members												
Interview Liaisons												
Interview Project Managers												
Review Issues listing												
Review project plan												
Interview Project Readiness team members												
Infrastructure												
Budget analysts												
Project Support												
Whatever												
Presentation preparation												
What was planned and accomplished												
What was not accomplished, but planned												
What was not planned, but accomplished												
Risks, issues, roadblocks												
Meetings												
Meetings with PMs	■		■			■			■		■	
Meetings with OCM			■			■			■		■	
Steering Committee meetings	■	■	■	■	■	■	■	■	■	■	■	■
City Council meetings	■		■			■			■		■	