

# AMENDMENT #1

## *RFP - Enterprise Information Management System*

The original RFP response date and time remains the same as follows:

**Please submit your proposal by December 17, 2015 - electronically and in hard copy, as follows:**

***Electronic:*** In Microsoft Word and Excel format emailed to [jrenzetti@oswegoil.org](mailto:jrenzetti@oswegoil.org) and [amercado@clientfirstcg.com](mailto:amercado@clientfirstcg.com)

***Printed:*** Ten (10) copies sent to:

**Tina Touchette  
Village Clerk  
Village of Oswego  
100 Parkers Mill  
Oswego, IL 60543**

The Village of Oswego is amending the Enterprise Information Management System RFP as follows:

**The RFP is amended to include the response to vendor questions that are provided on the following pages.**

# ANSWERS TO VENDOR QUESTIONS

## Amendment #1

1. How many years of transactional history is the Village of Oswego wanting to convert?

Answer: The Village would like to convert 5 years of transactional history from the MSI system (Financials). Please see the conversion table on page #25 of the RFP document for all the MSI related data.

2. Referring to the One-Time Costs for the Project Costs. Your pricing indicates taxes, is there a specific rate you need vendors to use?

Answer: Please use a rate of 8.5%. Total sales taxes will be based on a rate of 8.5% as of January 1, 2016.

3. User Licenses: Our solution is licensed by named user. Can you please provide the number of named users that will use each application (Financial Management, People Management, Utility Billing, and Land Management)?

Answer: Please see Table 1 under the Licensing Model on page #13 of the Village's RFP document.

4. Integration with Fuel Management System: Please provide details on specific points of integration with the Village's OPW FL6 Fuel Management System.

Answer: Please see the table below describing these integration points for the OPW Fuel Management System. Please also note your ability to interface/integrate with the OPW Fuel Management System in your Feature/Function responses on Appendix A.

Native Module	Interface With	Description
Inventory Management	OPW's FL6 Fuel (v 1.10) Management System	Import of an OPW export file into the inventory module to track fuel inventory and to use this information for the establishment of fuel re-ordering points.
Fleet Maintenance	OPW's FL6 Fuel (v 1.10) Management System	Import of an OPW export file into the fleet management module to track fuel consumption and fuel use cost by vehicle/equipment.

- Integration with Laserfiche: Please provide details on specific points of integration between Laserfiche and processes related to work orders and infrastructure assets, inventory management, and fleet maintenance.

Answer: Please see the table below describing these integration points for the Laserfiche Enterprise/Electronic Document Management System (EDMS). Please also note your ability to interface/integrate with Laserfiche in your Feature/Function responses on Appendix A.

Native Module	Interface With	Description
General Ledger, Project/Grant Accounting	Laserfiche	Attaching/linking images of documents or other information that may be related to an account or a specific transaction.
Purchasing and Requisitions, Contract Management, Accounts Payable	Laserfiche	Attaching/linking images of documents or other information like vendor quotes, invoices, etc.
Fixed Assets	Laserfiche	Attaching/linking images of documents or other information like photos of assets, mfg's published information, etc.
Accounts Receivable, Cashiering	Laserfiche	Attaching/linking images of documents or other information that may be related to an AR account like vendor information as well as any images or documents that might apply to a cash receipt transaction.
Human Resources, Payroll, Timekeeping	Laserfiche	Attaching/linking images of documents or other information for an employee HR file, a personnel action transaction, or reference information for a payroll or timekeeping transaction.
Planning, Permitting, Inspections, Code Enforcement	Laserfiche	Attaching/linking images of documents or other information that may be related to an account or a specific transaction.
Work Order and Infrastructure/Asset Mgmt, Inventory Management, Fleet Maintenance	Laserfiche	Attaching/linking images of documents or other information that like vehicle/equipment photos, photos of a work site, or any other images that might prove supportive.

- Plan Review: Please provide some background on the Village's experience to date with any mark-up editing tools for plan review.

Answer: To date, the Village has not had any experience with an electronic mark-up editing tools relating to plan reviews.

The Village would like to ensure that Planning and Permitting applications can be submitted electronically including the electronic submission of plans if they are required.

The Village will be reviewing electronic plan submission and mark-up capabilities to understand those capabilities and how they may best be implemented within the Village.