

**Answers to Questions Received as of July 17, 2015.**

**RFP 15-0118 Enterprise Asset Management Consultant Services**

1. Has the City established a project steering committee representing the Divisions responsible for the selection of the consultant for this RFP?

**Answer: Yes.**

2. Will the City dedicate a project manager to coordinate and facilitate activities related to all matters involving departmental participation on this project?

**Answer: Yes.**

What is this individual's current role within the City's operations?

**Answer: Project Manager within the Project Management Office.**

3. Are there any City departments considered part of the scope of the project beyond those listed?

**Answer: No, unless some business process is vetted out of this process that was not considered.**

4. Has the budget for the assessment, strategic plan, and EAMS solution upgrade/vendor selection phases of this project been approved?

**Answer: Yes. Funding has been established for the initial assessment and strategic planning. Funding has also been set aside for the potential software upgrade but no specific budget has yet been established pending the consulting study.**

Has the budget amount allocated for the consulting services component of this project been approved and disclosed?

**Answer: Yes.**

5. Is process mapping of current state (as-is) and future state (to-be) expected to be performed for the five departmental service areas in scope?

**Answer: Yes and No Process mapping is optional and may not be the only option for helping the City to implement best business practices and optimize resources.**

6. Would the City desire an ROI analysis as part of the Needs Assessment?

**Answer: Yes if that is the best approach to selling the strategic vision.**

7. The City has determined the EAMS solution to be fully implemented by 01/01/2019. Is there an optimal project timeline for the assessment, strategic plan, and selection (if necessary) phases of this project?

**Answer: Tentative established timeline – Completion of needs assessment and strategic plan – December 2015; Vendor selection and development of implementation timeline – 2016; Implementation and training – 2016 – 2018.**

8. In addition to Hansen 7.7, are there any additional CMMS related systems currently in use within the City that were not disclosed in the RFP?

**Answer: Munis work order and inventory work order modules have been implemented on a limited basis as identified in the RFP.**

9. When will the selection and implementation of the new fleet management system be completed?

**Answer: A timeline for the software implementation has not been established but will precede the implementation of asset management.**

Will an integration with the future fleet management system and EAMS be expected as part of the project scope?

**Answer: This has not been confirmed. There is an expectation that the systems will at a minimum allow for smooth data imports and exports.**

10. Has the City been in contact with any prospective EAMS software vendors or system integrators?

**Answer: The City has had contact with multiple EAMS software vendors over the past several years. Most contact has been demonstrations to see the services offered by the various EAMS vendors.**

11. Will the City's Information Technology Support team be participating in the project as a resource and key stakeholder? **Yes.**

12. Phase 2 indicates the proposer will provide oversight, project management, and implementation support services. Are these services to be provided independent of the EAMS vendor's solution integrator?

**Answer: Yes. The amount and level of service required of the consultant in phase 2 will be determined upon procurement of a software provider.**

13. Is the City selection team considering any preference to consultants who are independent EAMS software solutions or solution integrators? Given the number of solutions and integrators in the EAMS marketplace, is an objective perspective desirable to the City?

**Answer: The City prefers an objective perspective.**

**Answer: The City does not intend to hire a consultant who represents specific EAMS solutions or are exclusive partners with one. However, the City realizes that some consultants have partnered and/or helped implement EAMS software solutions with various vendors. If the consultant can demonstrate an objective perspective, that will not preclude them from being considered.**