

City of Lynchburg
Procurement Division
900 Church Street
Lynchburg, Virginia 24504
Telephone No.: (434) 455-3970
Fax No.: (434) 845-0711

**Addendum for Request for Proposal
Lynchburg City Schools Finance and Human Resources Software**

2017-030

Date: 10/27/2016
From: Tomek Kruszec, Buyer
RE: Addendum No. 1

This Addendum supplements and amends the original Plans and Specifications and shall be taken into account in preparing proposals and shall become a part of the Contract Documents. The Offeror shall indicate receipt of this Addendum and all previously issued Addenda on the Title Page.

1. Could you provide the total annual school budget?
 - a. The FY 2016-2017 all funds revenue budget is \$107,501,739.
2. Could you provide the total number of employees currently in the payroll system?
 - a. LCS employees an average of 1650 full time and part time employees.
3. On page 4: Responses shall be limited to no more than 50 pages excluding the cover, including all other materials. Does this include basically everything other than the cover page? It wouldn't include the checklist, would it?
 - a. Responses do not include the checklist. The Checklist is an additional requirement outside of the 50 page limit for the response.
4. How many users does the school need for these solutions?
 - a. There are various types of user roles that will determine the total number of users.
 - i. IT Admin Users: 6 with full access to all functions
 - ii. HR Users: 5 Admin users, 4 limited users
 - iii. Finance users: 3 Admin users, 14 limited users
 - iv. Payroll users: 4 admin users, 3 limited users
 - v. 24 sites (Schools and operational facilities) limited access to approve time cards, create and approve purchase orders, view sites budgets, view staff openings and applicants
5. Do they prefer to have this in the cloud or on premise?
 - a. On premise.
6. What event has compelled the school to look for a new software solution?
 - a. LCS is looking to modernize its software and streamline process to become more efficient and provide better timely reports.
7. Section 7-Pricing (page 6 of 13) references a "pricing sheet". Is there a preferred LCS pricing sheet?
 - a. There is no preferred LCS pricing sheet.

8. Does the school system intend to replace their existing Applicant Tracking System; and if so, will they accept bids for single components of those listed in Section II, Purpose.
 - a. LCS will replace our Applicant Tracking Systems if it is part of a total integrated solution and provides for better work flow and data processing.
 - b. LCS does not wish to accept bids for single components for any part of this proposal. The system proposed must be a complete system.
9. It has been mentioned in the RFP that packaged software products to be deployed in this regard we need to understand that only OE product can be deployed or can we propose a customized development solution suite for LCS requirements.
 - a. LCS would prefer OE products with the ability to customize portions as needed. The support requirements for a total custom solution would make such a solution undesirable for both parties.
10. How are you currently meeting your Training Management requirements? Are you using a third party application?
 - a. We are currently using a third party application.
11. Sealed proposals will be publicly accepted prior to 4:00pm, November 17th, 2016. Please ignore clause B of the **Specific Requirements Section**. RFP's are not due on November 11th, 2016.