



CITY OF PROVIDENCE, RHODE ISLAND

Department: IT

RFP Title: RFI for ERP Software and Implementation Services

Opening Date: 01/29/2024

Addendum #: 1

Issue Date: 12/19/2023

The purpose of this addendum is to address questions received to date.

Question: (Vendor) provides pension administration software to the public sector and I happen to come across the posted RFI for a new ERP system, while (vendor) doesn't provide ERP software we do have to integrate with various ERP and payroll systems so our clients can keep track of and administer "all things pensionable".

That being said, I noticed that in the RFI under "Lawson Modules and Functions" that "Retirement Estimates" was part of this functionality, and I was hoping you could provide me with some additional insight as to what current "pension administrative tasks" beyond pension estimates does the city currently have with Lawson as well as what functionality you'd like to have in the new ERP system. Our recent experience with newer ERP conversions is that some of those pensionable functionalities are no longer available so we've been able to offer our solution in various capacities i.e. wage & contribution tracking ; interest tracking & posting ; service tracking ; pension estimates ; Retiree payroll & 1099s processing.

Answer: The Lawson Retirement Estimate functionality is a custom coded system built to examine wages and contributions, interest, service, and calculate a pension estimate based on these factors and the pension rules for each employee group. Providence is interested in maintaining this type of functionality in a new system, partnering with a vendor who can integrate this into a chosen solution, or having the ability to program a replacement in the platform.

Vendors may submit information on their systems which complements the RFI requirements, and title it "NOT A BID".

Retiree payroll and 1099 processing uses standard Lawson functionality.

Question: In an effort to follow federal climate change and reduced carbon emission policies would the City consider email submissions of the proposal and waive the requirement for a mailed hard copy submission?

Answer: While the city does not accept electronic bids, vendors may submit a cover letter with the RFI response information, and a secure link to download a response, or process to obtain an electronic response from a verified providenceri.gov email account.

Question: Does the City have an estimated time for RFP release?

Answer: The City is currently planning an RFP in the Summer/Fall of 2024.

Question: Can the City provide the number of users broken down:

Advanced Users – Those that would have admin rights

Core Users – everyday users

Self-Service Users – occasional users with self-service needs

Answer: Estimated user count

Advanced Users with administrative access to the system would include 10 IT staff.

Core Users – 250

Self-Service Users – Ideally, the 6,000 employees of the City, School and Water Departments would access Self-Service. Additionally, 7,000 retirees would access Self-Service to obtain payroll and benefits information.

Questions: What services and how many utility customers does the City manage? What Utility Billing solution does the City currently use?

Answer: Providence does not currently manage utility billing in Lawson. There is a desire to manage billing functions for retiree benefits.