



818 S. FLORES ST. SAN ANTONIO, TEXAS 78204 www.saha.org

Procurement Department

ADDENDUM # 2

To: File 1810-918-29-4856
QQ for: JDE-Administrator - Consulting

Please Note the following change:

The closing date and time are changed to November 16, 2018 at 11:00 a.m.

The following questions have been asked. Please note the following answers:

Question 1: Page 13 – Hours, Availability, Benefits and Work environment – This clause states that SAHA “Requires but is not limited to at least 10 hours a week”. Could you please clarify whether you need consulting support “on an as needed basis for at least 10 hours/week” or is this for a full time contract of 40 hours/week?

Answer 1: This is not a full time hire at this time. We will not need anyone for 40 hours a week. This is also not a temp for hire position. We will begin with 10 hours a week and if needed add hours as needed depending on projects, support and workload. We would like this individual available to answer help log requests during the 10 hours and provide other support.

Question 2: Page 10 – Fees and Forms – This clause states that hourly rate provided should be including of travel and lodging but Page 7 – Note under FEE states that if travel to San Antonio is involved, then reimbursable expenses will be approved as per SAHA travel policy. Also, Attachment B – SAHA Travel policy doesn’t explicitly state the per day lodging/rental car/airfare/per diem expenses clearly. Could you please share that information?

Answer 2: Respondents are to provide the billable cost per hour that SAHA will be charged for this service. As stated in the solicitation document, travel and lodging will be handled separately and on a reimbursable basis, if SAHA requests that the contractor travel to its San Antonio office. Each travel request will be reviewed and approved by SAHA to insure all planned expenses are appropriate, as to lodging, mileage, per diem, etc., all of which may change from time to time.

Question 3: Can the work be performed remotely?

Answer 3: It is expected that this work can be performed remotely, however, SAHA may request that the contractor come to its San Antonio offices at some point during the assignment.



Question 4: Is there any limitation of number of resumes to be proposed?

Answer 4: SAHA would prefer that the respondents identify and limit the number of qualified candidates in their submittal to 3 -5 and include their resumes for consideration.

Question 5: Is this an extendable project after defined budget?

Answer 5: Based on the type of solicitation being used, the contract amount cannot exceed \$50,000. SAHA has not determined its plans for this service in the future.

Question 6: With this being a "Quick Quote" does that mean we are the only vendor that has received the RFP?

Answer 6: No, you are not the only vendor. This is a competitive solicitation.

Question 7: Section 23.3. - We perform services on a time and materials basis. Acceptance of work/services occurs on a weekly basis, and is based upon the approval of contractors' weekly time sheets. Any objection must be made prior to timesheet approval. Any agreement we sign will need to reflect that acceptance criteria.

Answer 7: SAHA will consider alternate payment schedules as proposed by the awarded contractor.

Question 8: We have a candidate that is a JDE CNC Administrator. This person is not able to provide functional support of JDE Financials, HR, Vertex, or perform Development tasks. Those skills are listed in your minimum requirements. They will need to be removed.

Answer 8: SAHA will consider all candidates provided by respondents and will consider skills that the candidates do not possess. It reserves the right to evaluate the candidates overall, however, any skills shown as "JDE Minimum Requirements" that the candidates lack must be disclosed with the response. SAHA will take these into consideration in their final selection.

Question 9: Would you be able to tell me the length of the project or what the rate range is since it says "State Law limits procurement using this method of solicitation to \$50,000 or less". Maybe an average of \$70/hr for a 4 month project give or take? Any elaboration would be helpful.

Answer 9: The amounts that can be spent by SAHA for this service, utilizing this method of solicitation, cannot exceed \$50,000, per Texas State Law. Respondents are asked to submit the billable hourly rate that will be charged to SAHA.



Question 10: The RFP in the opening paragraph, mentions “Independent Contractors” – does that preclude companies like ourselves (JDE vendors/Oracle Platinum Partner) from responding to this RFP?

Answer 10: Any party is invited to respond to this solicitation provided they can provide qualified candidates for assignment to SAHA to meet the requirements of this solicitation.

Question 11: Is this CNC (Technical) and Finance (Application) expertise expected in one resource, or is the RFP trying to just ensure that the CNC resource has exposure to Finance/Payroll apps. I.e. Is this a combo role or two separate roles?

Answer 11: This is one role with a focus on JDE CNC. We believe the CNC skills can help the Finance/Payroll team when needed but is not expected to have a high level of expertise to perform roles or functions in Finance/Payroll.

Question 12: The RFP talks of 10 hrs minimum, which would imply that this is then a part time role? If not, can we assume a set number of hours per week (ie. 40 hrs)?

Answer 12: This is a part time role. You can assume 10 to 15 hours per week not to exceed 40 hours a month. If business demands exceeds 10 to 15 hours per week, we will review work load and adjust accordingly. Hours worked per week and per month is subject to change and will be mutually agreed upon by both parties.

By: *Charles R Bode*
Charles Bode Asst. Director of Procurement

Date: November 14, 2018