



# PA Turnpike Commission ERP Project

## Addendum No. 1 – RFP 05-101-3119

**PLEASE SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL.**

**Modify the following information in Part I, Section I-4 (page 8):**

Debt Outstanding:

Bonds – \$2.471 billion  
Mainline: \$1.384 billion  
Expansion: \$1.087 billion

Debt Service - **\$157.6 million**

Mainline: \$90.1 million  
Expansion: \$67.5 million

**Delete the following information in Part II-27 (page 19):**

**II-27 Insurance.** The successful contractor and any subcontractors shall, at its (their) own expense, carry the following insurance; the insurance will be obtained from an insurance company licensed by the Commonwealth of Pennsylvania and rated B+ or better by Best Rating Group. It will remain in effect throughout the duration of the contract period. Any and all of the certificates of insurance requirements must be furnished to the Commission upon request.

~~9.1 Bid Bond in an amount equal to five percent of the proposal cost.~~

~~9.2 Payment and Performance Bond in an amount to carry out the contract as specified in all the proposal specifications.~~

9.3 Comprehensive General Liability Insurance - in an amount of \$1,000,000 with an aggregate of \$10,000,000. The successful contractor will also carry a Broad Form CGL Endorsement and a Non-owned and Hired Auto Endorsement.

9.4 Directors and Officers Insurance- in the amount of \$1,000,000.

9.5 Professional Liability Insurance- in the amount of \$2,000,000 for Phase I. Limits for Phase II will be set during contract negotiations for Phase II.

9.6 Worker's Compensation and Employer Liability –

Bodily injury by accident - \$100,000 (each accident)  
Bodily injury by disease - \$500,000 (policy limit)  
Bodily injury by disease - \$100,000 (each employee)

9.7 Auto Liability- in the amount of \$1,000,000 combined single limit.

**Following are the answers to questions submitted at the Contractor Pre-Proposal Conference, February 9, 2005 and up to February 11, 2005. All of the questions have been listed verbatim, as received by the Pennsylvania Turnpike Commission.**

**Question No. 1:** Could you please clarify line item, Part II-27, 9.2 "Payment and Performance Bond - in an amount to carry out the contract as specified in all the proposal specifications." Is it the Commission's intention for this amount to be the total proposal amount or a "rolling yearly amount" or an amount based on the percentage of project completion or some other calculation?

**Answer No. 1:** The Commission has decided to remove line item "9.2 Payment and Performance Bond" found in Part II-27 of the RFP, as an insurance requirement for this RFP.

**Question No. 2:** Page 4 of the RFP states that, "The Commission will not entertain proposals in response to this RFP from vendors of ERP software packages." Will proposals be accepted from vendors who act as resellers for one or more ERP software solutions?

**Answer No. 2:** Having partnership agreements with ERP software vendors to re-sell and/or implement their software does not disqualify you from proposing, however, we want to know about those relationships as described in Part IV-1, Sections 8.5 and 8.6 of the RFP.

**Question No. 3:** What internal Commission resources are you expecting to dedicate to the selection project? What areas? What are your expectations of these individuals?

**Answer No. 3:** Project team resources, for the Commission, for the requirements definition & software selection phase will be decided by the steering committee and the project directors, with input from the integrator selected as defined in Part I-5. As stated in Part I-5 of the RFP, "It is hoped that some of the most knowledgeable and capable users in the finance, accounting, materials management, maintenance, fare collection, operations review and information technology arenas will be made available virtually full-time to participate..."

**Question No. 4:** How extensive are projects tracked and managed? Is there currently a project management system and is this integrated with financial and operational (maintenance mgmt., etc.) systems?

**Answer No. 4:** Projects are tracked and managed at a high level. There is not a project management system currently in place.

**Question No. 5:** Does the Engineering Contracts Electronic Bidding System interface with project tracking and/or other procurement systems? Is this system used to track project completion and payment as well?

**Answer No. 5:** No. The system is currently still in development and is not in use as of yet.

**Question No. 6:** Please clarify whether it is the intent of the Commission to contract for Phase I activities only, or Phase I activities plus project oversight of the COTS implementation, or lastly Phase I activities plus COTS integration and implementation?

**Answer No. 6:** It is our intent to contract for the first phase of the project and then, pending successful completion of phase one, negotiate additional phases as addendums to the contract. Please refer to Part I-2, paragraphs 4 & 5 and Parts II-23 and II-24 of the RFP.

**Question No. 7:** Is any Data Warehouse function required?

**Answer No. 7:** No, not in Phase I.

**Question No. 8:** It is not clear how the PTC will partner with the integrator to accomplish the project. I understand that there will be advisory committees, but is it envisioned that PTC staff will work full time on the project implementation? Will PTC staff from Finance & Administration, Maintenance & Fare Collection, and IT departments be made available to work full time on the project?

**Answer No. 8:** Yes. We expect to assign PTC resources to the project full time, as identified in Part I-5, Project Governance and Roles, but we are expecting the Integrator to provide a recommended strategy for staffing the project in their proposal. Please refer to Part III-1, Section A, Item 5; Part III-1, Section F, paragraph 2; Part III-1, Section G, paragraph 3.

**Question No. 9:** Have funds been appropriated to cover the anticipated Phase I project costs?

**Answer No. 9:** Yes.

**Question No. 10:** Section III-1.B Business/system Requirements specifies that the contractor should include requirements for all of the functions listed in section I-4 Project Scope. Please confirm that this includes the scope items listed at the bottom of that section that are considered outside of the base ERP implementation scope:

- HR & Benefits
- Payroll
- Risk Mgmt
- Asset Mgmt
- Customer Relationship Mgmt
- Service/Work Order Mgmt
- Contract Mgmt & Documentation
- Engineering Contracts Electronic Bidding System
- Roadway Pavement Mgmt

Any required deliverables?

**Answer No. 10:** Yes it does. Requirements documentation for each module/system identified in Part I-4 as described in Part III-1, Section B, paragraphs 1 & 2.

**Question No. 11:** Data Conversion requirements seem to address requirements of the results of the requirements phase, not proposal response requirements. Specific questions assume that an ERP package has been selected. Please clarify.

**Answer No. 11:** A specific ERP package has not already been selected. The Commission believes that the conversion of data from our existing legacy systems into a typical ERP system is a critical requirement. The intent of this section is to have the contractor express to us how they will approach the requirement of data conversion.

**Question No. 12:** Will the Commonwealth's recent ERP SAP implementation influence the Turnpike's ERP package selection?

**Answer No. 12:** No.

**Question No. 13:** Has the PTC ruled out any ERP solutions at this time?

**Answer No. 13:** No.

**Question No. 14:** Should the budget estimate for the base system implementation be included in the technical proposal (section 6) or in a separate document?

**Answer No. 14:** Yes, in the technical proposal.

**Question No. 15:** Regarding II-6, Resources: Is it your intention that no Phase I work is to be conducted off-site (i.e. at a local contractor site)? If yes, are you expecting a full time commitment from each resource assigned to the project? For example, if Phase I is proposed at 6 months, are you expecting 15-20 people to be on-site, 40 hours (full time) a week, for the entire 6 months?

**Answer No. 15:** Yes. No, but we expect you to allocate resources as necessary to fully facilitate successful execution/completion of the project according to mutually and contractually agreed upon timeframe and budget. When contractor resources are working on site, we expect them to only be working on the Commission's ERP project.

**Question No. 16:** Section I-5 states that "...quality assurance will be the responsibility of a team of project directors...". Please define "quality assurance".

**Answer No. 16:** We are defining quality assurance, in regards to the role of the Commission's Project Directors, as an oversight of the contractors overall performance and Commission resource participation to ensure that the project operates within the defined project approach, objectives, scope and budget and that team resources are used efficiently and effectively.

**Question No. 17:** Part III, Section G describes Base System Implementation Phase. What is the PTC's vision of how this process should work if the Project Manager/Integrator does not have direct ERP implementation experience, or a "bench" of internal ERP implementation resources? Would the PTC entertain subcontractors to the proposal response or would the subcontracting come after the Project Manager/Integrator is selected?

**Answer No. 17:** The Commission's vision is to deal with a single prime contractor throughout the project, who is a qualified and experienced ERP integrator, as identified in Part I-2 Project Approach and Part I-6 Project Strategies, paragraphs 4 & 5. Proposal requirements for what the Commission is looking for in proposals from contractors, in regards to contractor ERP implementation experience and implementation resources is identified in Part IV-1, Sections 7.3 and Sections 8.2 and 8.4 of the RFP. Requirements for the use of subcontracting, by a prime contractor, are identified in Part II-3 Subcontracting.

**Question No. 18:** In March 2004, Ciber was awarded a contract to provide the Turnpike Commission a Strategic Enterprise Technology Plan. Will the Turnpike Commission make a copy of that study and associated documentation available to all potential bidders?

**Answer No. 18:** Yes, a copy is available for all potential contractors to review via our Contractor Library. Please refer to Part IV-3, Section 3 – Contractor Library of the RFP for information on the library, a summary list of its contents and the procedures and rules for contractor use of it.

**Question No. 19:** In October 2002 the Turnpike Commission engaged Accenture to provide Financial System Selection Consulting. Will the Turnpike Commission make a copy of that study and associated documentation available to all potential bidders?

**Answer No. 19:** See answer to Question 18 above.

**Question No. 20:** RFP Reference Page 26, "Define all legal and business requirements for any of the Commission's existing data." Please clarify this statement.

**Answer No. 20:** The intent is for the integrator to explain how they will approach the process of defining or identifying all legal and business requirements that will have an impact on what and how much of the Commission's existing data will need to be converted over to the new ERP system.

**Question No. 21:** RFP Reference Page 30, Section III G 6: "Provide a budget estimate for the base system implementation of this ERP project." Will a specific template be provided, or is the breakdown of the estimate at the bidder's discretion?

**Answer No. 21:** No, the breakdown of the estimate is at the contractor's discretion.

**Question No. 22:** Ciber recently completed a Strategic Technology Plan for the Turnpike Commission. Will Ciber, or any of their sub-contractors that participated in that engagement, be precluded from participating either as a prime or subcontractor on this project?

**Answer No. 22:** No.

**Question No. 23:** Section II-4, SERB/DB/MB/WBE Participations - are firms who are certified as federal 8(a) firms counted towards this disadvantaged participation?

**Answer No. 23:** Yes.

**Question No. 24:** Section II-27, Insurance, item 9.1 - what is the purpose of the requested bid bond? would Turnpike Commission considered waiving the requirement for a Bid Bond? If still required, must the bid bond be submitted at the time the proposal is delivered to Turnpike Commission?

**Answer No. 24:** See Page 1 of this Addendum No. 1 under Delete the following information in Part II-27 (page 19):

**Question No. 25:** Section III-1, Scope of Work, item G. Implementation Planning, list item #6 - should vendors provide a range of cost for the implementation budget estimate requested, given that it is unknown at this time which ERP package will be selected for implementation? Costs may be dramatically different depending on the package selected.

**Answer No. 25:** Yes. A reasonably understandable range of cost for the implementation budget is acceptable, however contractors must explain the basis for the range.

**Question No. 26:** Section III-1, Scope of Work, item G. Implementation Planning, list item #6 - should vendors include the implementation budget estimate in the separate sealed cost proposal?

**Answer No. 26:** No. It should be included as part of the technical proposal.

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**Contractor's Signature**

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**Date**

PTC Enterprise Resource Planning (ERP) System Project - RFP Number 05-101-3119  
 Contractor's Pre-Proposal Conference  
 Highspire Administration Building, Large Board Room, February 9, 2005 1:00pm EST

SIGN-IN SHEET

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