



# ROANOKE COUNTY

Purchasing Division  
5204 Bernard Drive, Suite 300-F, P.O. Box 29800  
Roanoke, Virginia 24018-0798  
TEL: (540) 772-2061 FAX: (540) 772-2074

July 10, 2019

## **ADDENDUM NO. 2 TO ALL BIDDERS/OFFERORS:**

Reference – **2019-138**

Description: MICROSOFT DYNAMICS D365 UPGRADE AND MIGRATION

Dated: **Issued June 17, 2019**

Proposal Due: **July 19, 2019 2:00 P.M. (Local Prevailing Time)**

The above Project is hereby changed as addressed below:

1. Questions/Responses – Second Round of Q&A

**Note:** A signed acknowledgment of this addendum must be received at the location indicated on the original solicitation either prior to the proposal due date or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal/bid document. The original proposal/bid document must be signed.

Thanks,

Heath Honaker  
Phone: (540) 283-8146  
[hhonaker@roanokecountyva.gov](mailto:hhonaker@roanokecountyva.gov)

\_\_\_\_\_  
Sign Name:

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Name of Firm:

\_\_\_\_\_  
Date:

# **1. Questions/Responses – Second Round of Q&A**

## **Q&A for: RFP 2019-138**

- 1) Can we deliver the services requested in the RFP from our offshore location like from India?

**ANSWER: No. This project requires a combination of both onsite and offsite work with the consultant typically being onsite every other week.**

- 2) Is there any budget allocated to this project?

**ANSWER: Yes.**

- 3) Do we need to submit the license price along with the proposal?

**ANSWER: No.**

- 4) On page 25 of the RFP, under “Evaluation Criteria,” section F, “Proposed cost of services,” I am not sure how to respond to this. While the RFP is detailed, until the final scope (after a Fit/Gap and formal discovery and discussion with the County of Roanoke) of the upgrade is agreed upon, it will be impossible to estimate a cost with a degree of confidence. Please advise?

**ANSWER: We are looking for respondents that have enough experience with this type of project to be able to provide a cost “estimate” with a relatively high degree of confidence. We do not believe there is much variability in the overall scope of the engagement. The RFP is very specific by design to provide respondents with the necessary information to provide an accurate estimate. It is up to each respondent to choose how they provide a cost estimate for this project.**

- 5) Is there any expected Project Start Date for County?

**ANSWER: We are looking to begin the project in January of 2020.**

- 6) Is there any timeline / anticipated Project Go-Live Date by County?

**ANSWER: This question was already answered in Questions for Addendum No. 1 for 2019-138 question and response number 15.**

- 7) Under Project Scope –

- What is the difference in terms of volume in all the three legal entities in the scope?

**ANSWER: The following table provides a rough estimate of the number of different types of transactions for each entity for a single fiscal year.**

|                            | Roanoke<br>County | Roanoke<br>County Public<br>Schools | Western<br>Virginia<br>Regional Jail |
|----------------------------|-------------------|-------------------------------------|--------------------------------------|
| Vendor Invoice<br>Payments | 34000             | 13000                               | 1900                                 |

|                 |      |     |     |
|-----------------|------|-----|-----|
| Purchase Orders | 8000 | 865 | 362 |
|-----------------|------|-----|-----|

- Can the county provide a detailed list of existing processes being implemented across these entities?

**ANSWER: The following modules are utilized across all three entities:**

- Accounts Payable
- Accounts Receivable
- General Ledger
- Budgeting
- Fixed Assets
- Cash and Bank Management
- Procurement and Sourcing
- Project Management

- Are there any differences in terms of the configuration and processes across these three different legal entities?

- **ANSWER: Yes there are differences. Each entity has different workflows for procurement and accounts payable. However, Roanoke County handles Procurement and Accounts Payable functions for all three entities. Each entity has their own chart of accounts.**

- Is there any shared data amongst these entities?

**ANSWER: Vendors are shared across all three entities.**

- Are consolidations and elimination being used in existing implementation?

**ANSWER: No**

- 8) Has the county identified any new specific new areas/ modules which were not part of the earlier implementation?

**ANSWER: No, not at this time.**

- 9) Under Project Scope - “2. Environment Provisioning” – Is County okay to go with Cloud version of Microsoft Dynamics 365 for Finance and Operations?

**ANSWER: This question was already answered in Questions for Addendum No. 1 for 2019-138 question and response number 1.**

- 10) With reference to “3. Setup and Configuration” -What is the volume of custom security roles that are being created in the existing application?

**ANSWER: There are approximately 20 custom security roles that have been implemented.**

- 11) Under Project Scope - “4. Data Migration” –

- What is current size of AX 2012 R3 CU13 Database?

**ANSWER: Management reporter is 220 GB and AX is 76 GB**

- How old AX 2012 implementation is?

**ANSWER: We went live with AX 2012 in July of 2016.**

- Is County okay to go with fresh start in terms of carrying forward with only data for Masters & Opening Balances in D365FO and not with transactional data?

**ANSWER: No. We will carry over all transactional data.**

- 12) With reference to **“5. Customizations, Upgrade”**- Will the county be providing any documents detailing the customizations upgrade list implemented in the existing instance?

**ANSWER: Not until after the contract is awarded.**

- 13) With reference to **“6. Integrations Upgrade”**- are there any other periodic data import performed by county? Is the DIXF and/or Excel add-in being used for any of these purposes?

**ANSWER: Yes. We use Excel to import vendor invoice journals, other journal entries, and budget data.**

- 14) With reference to **“7. Report Migration and Re-Implementation”**

- What are the number of management reporter reports in the existing system?

**ANSWER: There are approximately 100 reports.**

- Can County provide list of reports (currently being used by County) which are pulling up transaction data?

**ANSWER: All access to transactional data is using the standard reports delivered in AX 2012 R3 with the exception of the custom reports which are noted in the RFP.**

- 15) Under Submission and Receipt of Proposals it is mentioned that – **(b) Unless otherwise specified, Offerors must use the Request for Proposal price form furnished by the County.** However, Under **Proposal Instructions and Content**, Price Form/ format for providing Cost of Services is not available. Will the county furnish a Price Form as mentioned in Submission and Receipt of Proposals or should we submit pricing details in our format?

**ANSWER: There is no provided nor, will there be a provided Request for Proposal Price form for this project. Please consider this the otherwise specified notification.**

- 16) The bid posting on Roanoke’s website mentions there is a pre-bid meeting, however we did not see any details in the RFP document, can you please clarify whether there is a pre-bid meeting?

**ANSWER: There is/was not a pre bid meeting for this project.**

- 17) On page 26 of the RFP, “Submission and Receipt of Proposals” bullet b says that offerors must use the Request for Proposal price form furnished by the County. Can you please provide this form?

**ANSWER: There is no provided, nor will there be a provided Request for Proposal Price form for this project. Please consider this the otherwise specified notification.**

18) In the spirit of being environmentally conscious, is it acceptable to submit our proposal via email instead of shipping printed copies?

**ANSWER: NO**

19) Is Roanoke expecting fixed-fee price proposals for this RFP?

**ANSWER: We always prefer a fixed price contract where possible. However, it is up to the respondent to choose the type of pricing proposal they feel most comfortable with.**

20) **References:** The RFP asks for 3 (three) three references that refer to Dynamics D365 for Finance and Operations implementations.

It is assumed there could be references that would be either new implementations of Dynamics 365 for Finance and Operations (F&O) or upgrades from Dynamics AX 2012 to Dynamics 365 for F&O?

**ANSWER: We would prefer to have references to mirror our type of project which would be an upgrade from AX2012 to D365. However, we will consider any combination of experience with these two solutions.**