

**RFP for ERP Project Management ADDENDUM #1**

Date of Addendum: June 16, 2025

**NOTICE TO ALL POTENTIAL RESPONDENTS**

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondents shall take this Addendum into consideration when preparing and submitting its Proposal.

**1.0 – RFP**

Item	Section	Description of Change
1	1.1	The Central Texas Regional Mobility Authority (the “Mobility Authority”), a political subdivision of the State of Texas, is soliciting statements of interest and qualifications from professional firms to provide project management services for the ERP system needs assessment, selection, and system implementation project.

**2.0 – QUESTIONS AND ANSWERS**

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.

Item	Questions and Answers
2.1	<p><u>Question:</u> Is there only one legal entity in scope for this project? If not, please provide a complete list of all legal entities that will be included?</p> <p><u>Answer:</u> There is only one legal entity, with potentially 3 business units.</p>
2.2	<p><u>Question:</u> Does Microsoft Navision utilize a single Chart of Accounts (CoA), or are there multiple CoAs in use? If available, please also provide an approximate number of active accounts.?</p> <p><u>Answer:</u> Microsoft Navision uses one Chart of Accounts. There are currently 575 active accounts and 675 in total.</p>
2.3	<p><u>Question:</u> RFP Section 5.4 states: "Project Organization Chart a. List names, job titles, and the city and state in which an individual will work on this project." CTRMA is HQ in Austin. What are the expectations about the location of ERP Project Manager? Is expectation that PM will be working in Austin for the duration of the project?</p> <p><u>Answer:</u> The is no expectation that the PM will be working 100% in Austin.</p>
2.4	<p><u>Question:</u> Who will the ERP PM report to? James Bass? CFO?</p> <p><u>Answer:</u> The PM will report to the CFO, Jose Hernandez, and coordinate tasks with the Controller, Ann Zigmond.</p>
2.5	<p><u>Question:</u> Is the Navision legacy system on prem, in a data center, or a cloud-hosted solution?</p> <p><u>Answer:</u> Navision is on prem.</p>
2.6	<p><u>Question:</u> Who currently supports the Navision legacy system? Is it supported internally, is there an MSP?</p> <p><u>Answer:</u> CTRMA contracts with Finley and Cook to support Navision. It is not supported internally or with a Managed Service Provider (MSP).</p>
2.7	<p><u>Question:</u> Is CFO/Accounting Staff already working on Chart of Account revision?</p> <p><u>Answer:</u> CTRMA has not begun working on COA revisions, but does have ideas for improvement, consolidation, and arrangement.</p>
2.8	<p><u>Question:</u> Are there other financial dimensions that will be incorporated into the coding block of the new system? Department/Cost Center, Region/Territory?</p>

	<u>Answer:</u> CTRMA does anticipate incorporating coding blocks however, the business dynamics and integration with CTRMA's internal data platform could incorporate additional coding blocks which are subject to discovery.
2.9	<p><u>Question:</u> Is implementation of ERP system for Government entity a hard requirement? Have full life-cycle ERP implementation experience for publicly traded companies which is transferrable to CTRM requirements?</p> <p><u>Answer:</u> CTRMA is open to considering firms with relevant experience and qualifications for systems that support the functions CTRMA wants to implement.</p>
2.10	<p><u>Question:</u> RFP Section 6.4.1 states: "The Evaluation Committee will utilize the lowest total price to determine the most competitive price response. The Response deemed to have the most competitive price response overall, as determined by the Evaluation Committee, will receive the maximum score for the price criteria. Other Responses will receive a percentage of the maximum score based on the percentage differential between the most competitive price response and the specific Response in question as follows" - Is pricing expected to be on a T&amp;M or Fixed Fee basis.</p> <p><u>Answer:</u> CTRMA has no predetermined expectation for method of pricing responses.</p>
2.11	<p><u>Question:</u> What are plans for Master data and transaction data migration? E.g. will 12 or 24 months worth of data be migrated from Navision to new ERP System?</p> <p><u>Answer:</u> CTRMA has not evaluated how many months of data will be migrated, however, do not anticipate migrating more than 36 months of data.</p>
2.12	<p><u>Question:</u> RFP Appendix 1, Section 1.5 states "The following project goals and objectives include efforts to a). Provide the following functionality" with several business processes listed. Are there other adjacent business processes that should be considered as part of the scope of this work other than the ones listed in the above section?</p> <p><u>Answer:</u> Initial phase will focus on processes listed, however, design should be contemplated to potentially accommodate other CTRMA business processes over time, and if the ERP system chosen can add efficiency by adding functions CTRMA would consider adding in the future.</p>
2.13	<p>RFP Appendix 1, Section 1.3 states "The CTRMA uses private sector contractors with specialized expertise to provide staffing support for individual projects and ongoing administrative and operational requirements. The CTRMA's Finance Department is currently a five+ (5) person operation with limited/no ability for other departments to view, enter, modify, route, or approve information in the financial system.</p> <p><u>Question:</u> Will the project team be made up of individuals from the Finance Department alone or will other individuals be involved where required?</p> <p><u>Answer:</u> CTRMA's finance department is the main source, however, other departments will be used as needed.</p> <p><u>Question:</u> Will the project team include private sector contractors supporting current state?</p> <p><u>Answer:</u> No, the project team does not anticipate including private sector contractors.</p> <p><u>Question:</u> What is the approximate number of professionals or departments who will be assigned to the project team?</p> <p><u>Answer:</u> CTRMA anticipates assigning one person from the Finance department and will utilize other staff from other departments if/when needed.</p>
2.14	<p><u>Question:</u> RFP Section 4.2: Copies. In lieu of original signatures, are e-signatures permissible?</p> <p><u>Answer:</u> Yes, electronic signatures are allowed.</p>
2.15	<p><u>Question:</u> RFP Section 5.1: Understanding of Project. Given the amount of information requested in this section for the response, would CTRMA consider expanding the page limitation from 3 to perhaps as many as 5 or 6 pages?</p> <p><u>Answer:</u> We will allow up to 5 pages, front and back.</p>

2.16	<p><u>Question:</u> RFP Section 5.2: Project Plan, Approach, and Timeline. Given the amount of information requested in this section for the response, would CTRMA consider expanding the page limitation from 10 to perhaps as many as 15?</p> <p><u>Answer:</u> We will allow up to 12 pages, front and back.</p>
2.17	<p><u>Question:</u> RFP Section 5.4: Personnel and Team. With respect to resources, can we assume dedicated resources from CTRMA to complete this effort? If so, how many resources and for how many hours?</p> <p><u>Answer:</u> Yes, one person from Finance will be dedicated and hours will be allocated as needed to ensure completion of the project. Additional CTRMA staff will be available on an as needed basis.</p>
2.18	<p><u>Question:</u> Appendix 1: Project Overview, Section 1.1 General. Given general scope, how many end users/impacted stakeholders do you envision? From within which areas of the organization are they located?</p> <p><u>Answer:</u> CTRMA anticipates all staff to be impacted, initially commencing with the finance department, with the system design expanded to include additional CTRMA staff. Currently, there are 40 budgeted positions. There may be up to 5 contract staff, for a total of 45.</p>
2.19	<p><u>Question:</u> Appendix 1: Project Overview, Section 1.2: ERP Initial Scope. With respect to financial modules, the RFP notes Financial Management, Financial Reporting, Budget, Payroll, and Procurement systems. Is this a complete list of all modules anticipated within the ERP implementation?</p> <p><u>Answer:</u> This is the contemplated initial list, however, if after assessing and selecting an ERP system, other areas offer improved functionality and efficiencies, CTRMA may opt to add other functions.</p>
2.20	<p><u>Question:</u> Appendix 2: Scope of Work, Section 1.2: Project Management Responsibilities, Paragraphs 2.d and 3.c. We are seeking clarification on the number of RFPs expected to be produced by the Project Manager. Please clarify if CTRMA expects the production of two RFPs / vendor information packages – one for the software/solution and another for the SI? If so, is there a preferred sequence? If not, is CTRMA managing the SI procurement outside of this contract? Alternatively, is the expectation for one solicitation to be developed covering both the software and the SI?</p> <p><u>Answer:</u> CTRMA will likely have two RFPs, one for software solutions and one for system integration. The procurement for both will be separate from this project management contract.</p>
2.21	<p><u>Question:</u> Appendix 2: Scope of Work, Section 1.2: Project Management Responsibilities, Paragraph 4.c. This paragraph refers to the term “user acceptance training (UAT).” Traditionally UAT references User Acceptance Testing. Would CTRMA please confirm if this task refers to training or software testing?</p> <p><u>Answer:</u> This task refers to training and software testing.</p>
2.22	<p><u>Question:</u> Appendix 2: Scope of Work, Section 1.2: Project Management Responsibilities, Paragraph 5.e. Please describe the nature of the change management support requested as part of this RFP. Is the vendor expected to provide change management around the implementation of a new ERP (e.g., documenting change impacts, developing training plans, etc.) or is the expectation to manage the change management services likely to be provided by the SI?</p> <p><u>Answer:</u> CTRMA would like the project management to provide change management if not provided elsewhere.</p>
2.23	<p><u>Question:</u> Appendix 3: Price Proposal, Staffing Tab. The Price Proposal spreadsheet requests the expected hours to complete the work and an hourly rate to come up with a total price for the duration of the project. In our experience, the scope and level of effort for the planning and procurement phases are clear and specific in the RFP to determine total price. The level of effort related to the implementation, however, can vary significantly based on final scope, services offered, and timelines for the completion of the chosen solution, which are not known at this time. To address these unknowns during implementation, estimates can be made with assumptions to provide CTRMA Rough-Order-Magnitude cost estimates. Is CTRMA open to a task order driven approach for implementation that allows the vendor and CTRMA to account for the final implementation scope, with task orders mutually agreed upon between CTRMA and the vendor once the procurement is finalized?</p> <p><u>Answer:</u> Yes, CTRMA would consider this approach.</p>

2.24	<p><u>Question:</u> 1. In reference to RFP Section 5.6, Financial Ability to Implement Project: A privately owned company, is not required to prepare publicly audited or un-audited financial statements. Many privately held companies or partnerships do not release detailed financial statements; however, they release other forms of financial information to provide evidence of financial stability. This has previously been deemed responsive to several government agency procurement requirements. Will the CTRMA accept these alternative forms of financial disclosure in lieu of detailed financial statements requested in this RFP, so as to ensure the broadest and most competitive pool of responses to the CTRMA's RFP?</p> <p><u>Answer:</u> Yes, CTRMA will consider alternative forms of financial disclosure if statements are not prepared, however, must be deemed responsive by CTRMA.</p>
2.25	<p><u>Question:</u> 2. In reference to RFP Section 5.4, Personnel and Team, 2. Staff Resumes and References, could the CTRMA confirm it would like items i. through xv. included in the one-page resume? Or can the proposer include a one-page resume for each key team member and address some of the items included in i. through xv. within the maximum five-page count that excludes resumes, such as references?</p> <p><u>Answer:</u> CTRMA will accept either option.</p>
2.26	<p><u>Question:</u> 3. In reference to RFP Section 5.10, Standard Contract Terms, could the CTRMA give an example of what standard contract terms it is expecting in this section?</p> <p><u>Answer:</u> CTRMA does not have an example to provide.</p>
2.27	<p><u>Question:</u> 4. Would the CTRMA consider proposed exceptions to its terms and conditions? As a professional services firm, we are aware of the limitations on exceptions and additional constraints. If selected for this project, we fully expect to work with the CTRMA to reach an agreement on terms and conditions that is fair and beneficial to both parties. Should proposed exceptions be allowed, should they be included in Section 5.10?</p> <p><u>Answer:</u> Yes, CTRMA will consider proposed exceptions, please include in section 5.10 – Standard Contract Terms.</p>
2.28	<p><u>Question:</u> 5. In Reference to RFP Section 5.3 items 4 and 5: Could the CTRMA clarify if items 1 through 6 must pertain only to the three projects required in this section, or do just items 1-3 pertain to the three projects required? For instance, for #6, does the CTRMA expect a comparable size and scope project schedule and readiness timeline for each of the three projects, or can the vendor submit one project schedule and readiness timeline from another project?</p> <p><u>Answer:</u> Only items 1-3 pertain to the three projects required. Other information can be provided to fit CTRMA's size and scope.</p>
2.29	<p><u>Question:</u> 6. In reference to RFP Section 4.1 (2), regarding the CTRMA's 11-point font requirement, would the CTRMA allow exceptions for graphics, captions, and tables?</p> <p><u>Answer:</u> Yes, we would allow exceptions for graphics, captions, and tables.</p>
2.30	<p><u>Question:</u> Does the CTRMA have any desired timelines or goals for specific items mentioned in the scope (e.g. a specific date for an RFP for ERP software and services to be made public or a date to be in production on a future system)?</p> <p><u>Answer:</u> CTRMA does not have a defined timeline for the project, however, it is the objective to be fully implemented, operational, and in production by the end of Fiscal Year 2026 (June 30, 2026).</p>
2.31	<p><u>Question:</u> Does the CTRMA have a budget defined for any component of this initiative?</p> <p><u>Answer:</u> CTRMA has an estimate on the overall delivery and implementation of this initiative, however, does not have any estimates for individual components.</p>
2.32	<p><u>Question:</u> Does the CTRMA have a desire for any part of services provided by the consultant to be provided onsite, remote, or hybrid?</p> <p><u>Answer:</u> There are components of this assignment that may be better performed in person, however, CTRMA would consider collaborating with the project manager to plan for performance of work on a hybrid basis.</p>

2.33	<p><u>Question:</u> Section 1.1 of the RFP: Is CTRMA able to clarify the following statement related to the purpose of the procurement? “The Central Texas Regional Mobility Authority (the “Mobility Authority”), a political subdivision of the State of Texas, is soliciting statements of interest and qualifications from professional accounting firms to serve as external auditors for financial statements produced by the Mobility Authority.”</p> <p><u>Answer:</u> See Section 1, item 1.1 for revised language.</p>
2.34	<p><u>Question:</u> Section 3.1.1 of this RFP: Could the CTRMA specify what work AtkinsRealis has performed or is performing in relation to this RFP? And could the CTRMA specify their planned or contemplated involvement in the resulting scope of work, if any?</p> <p><u>Answer:</u> It is not anticipated that AtkinsRealis will provide any work related to this RFP. Any AtkinsRealis involvement in this RFP is anticipated to be limited to AtkinsRealis’ General Engineering Consultant role associated with CTRMA processes and functions.</p>

**END OF ADDENDUM**