



ADDENDUM # 1

To: 1103-920-65-3458 RFP for IT Gap Analysis

The following questions were asked at the pre-submittal meeting:

Question 1: Will the meetings with the executive team and other groups be schedule in a timely manner?

Answer 1: The IT Director will work with the vendor to assure that meetings are scheduled in a timely manner.

Question 2: Will the awarded Contractor be excluded from bidding on any future work that may be forthcoming as a result of the Gap Analysis?

Answer 2: If the awarded Contractor is engaged to or participates in develop the final specifications for any of the work resulting from the Gap Analysis then the Contractor would be prohibited from responding. Recommendation of a specific solution will not necessarily prohibit the Contractor from participation in a future solicitation related to the Gap Analysis.

Question 3: Are you looking for various business process recommendations?

Answer 3: No we are not.

Question 4: Reference Section 3.6.1.2; Will this be only for MS Office or other software also?

Answer 4: We are looking for options and not restricting any solution to any specific software or environment.

Question 5: Reference Section 3.6.1.4; Are you looking for JDE support only?

Answer 5: Yes.

Question 6: What modules of the Emphasys software are we using?

Answer 6: We believe we are using all modules.

Question 7: In Section 3.7 you specify the electronic copies of the deliverables be in MS Word, Power Point and MS Project. Is there a specific reason they need to be in this format or could they be provided as PDFs?

Answer 7: These were elected strictly for familiarity purposes and compatibility with the capabilities of our system. PDF files will also be acceptable.

Question 8: May we offer some options that are outside of the scope of the RFP?

Answer 8: Yes, however SAHA is under no obligation to consider them but will retain the right to consider and explore any options offered and to enter into discussions regarding any option if it is determined to be in the best interest of SAHA.



Question 9: Is the cost of the options an important part of the final report?

Answer 9: Yes, you should define the approximate cost of the options you present in your final report.

The following questions were received after the pre-submittal.

Question 10: Can you specify the "module(s)" used from the JD Edwards Application System?

Answer 10: SAHA utilizes the following modules:

Financial Module

- Accounts Payable
- Accounts Receivable
- Address Book
- General Accounting

Human Resource Module

- Payroll
- Human Resources

Distribution Module

- Procurement

Cross Industry Module

- Contract Billing
- Fixed Assets

Question 11: Is MS Sharepoint 'globally' used at San Antonio; or are specific Departments using it?

Answer 11: It is used globally in a limited capacity.

Question 12: Can you specify the "module(s)" used from the Emphasys Application System?

Answer 12: See answer 6 above.

Question 13: Will the interviews of Senior Staff be limited to one (1) each? Can follow-ups get scheduled or should follow-ups get processed through 'paper'?

Answer 13: See answer 1 above. If follow-ups are required they will also be coordinated by the IT Director. If individual contact is required the IT Director will provide the contact information needed.

The pre-submittal sign in sheet is attached.

Charles R Bode

**Charles Bode
Assistant Director of Procurement**

Date: April 29, 2011

SIGN IN SHEET
IT Gap Analysis Pre-submittal Meeting
April 28, 2011 – 10:00 am
1103-920-65-3458

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