

Please confirm that electronic submission should be made via email - rphilpott@tcpud.org.

- Confirmed, please submit via email.

Does the project have an anticipated Go-Live target date(s)? If a phased approach is preferred is there a tentative go-live schedule based on module or department?

- Implementation will be in Q3 of 2026, with full transition and go-live being January 1, 2027.

Please provide the number of Financial users, categorized as follows:

- **Full Users:** have access to all the features and functionalities of the system and can perform any task within their role.
 - o About 12-15
- **Team Users:** Have limited access to view data and complete tasks like entering time, requisitions, or expenses. Some managers may also be team users if they only approve expenses or run reports, without performing accounting entries.
 - o About 10-15

How many bargaining unit/groups does the District support?

- 1 union bargaining unit

Being a government entity, will you need DCAA compliance?

- No, we don't have any defense contracts

Are you looking for a Point of Sale solution to be natively into the ERP you're choosing?

- This is not a priority as we have minimal sales. Our primary revenue is from billing.

Do you have a current software today to track grants on?

- No.

Do you need to store inventory items, or non-inventory items (such as office supplies) in the system?

- We don't need to store inventory in the ERP system, but it could be useful if the module is available.

Are you making any formal Purchase Orders's/Work Order's to vendors currently? If so, what is that process or software you use for it today.

- No, we don't have a PO process, but we do have Work Orders to track staff hours based on project. We use VueWorks for that.

What is your current Payroll provider? Are you looking to replace payroll as well?

- Payroll is processed through our current ERP, Springbrook, so it would need to be replaced.

What integrations with other softwares are you looking to have phase 1?

- Current software for integration is listed in the RFP.

How often does the COA change today and who approves changes?

- Chart of accounts does not typically change, and would need approval from Director of Finance & Administration

Has TCPUD formally approved a target COA structure (segments, naming, mandatory dimensions), or is this still conceptual? Example: Fund-Main Account-Function-Program-Grant-Project-Activity

- Current COA structure was not formally approved, and TCPUD has not determined a target/new structure.

Could the District please clarify which of the COA dimensions are used today, which are new for future state, and how they are expected to be applied (mandatory vs conditional) across transactions? In other words, which dimensions are mandatory by transaction type (e.g., task, project, grant), and where are exceptions allowed?

- Currently only fund-program-account is mandatory, and there are additional dimensions available for project and activity. For future state, those three would be required for all and additional options for the others listed in the RFP (Fund, Account, Function, Program, Activity, Project, Grant)

Are integration (GIS, utility billing, banks, portals, POS) real-time, near-real-time, or batch acceptable?

- Real time is preferred to allow multiple users in the same module to see activity.

Will legacy systems remain read-only accessible post-go-live?

- Once historical data is transferred and activity is fully on a new system, legacy systems will be removed.

Which system is the system of record for assets: ERP or GIS?

- ERP.

How many legal entities will you have in ERP?

- One.

Which business process definitions, policy decisions, and structural changes reflected in the RFP requirements are considered final versus still subject to change during implementation?

- District policies can be amended at any time, pending Board approval.

Are there any known or anticipated policy changes (such as purchasing thresholds, approval authority, or billing rules) planned between RFP submission and implementation start?

- No.

What level of flexibility does the District have if future-state business processes require tradeoffs between scope, timeline, or cost during implementation?

- Current systems are functioning, so there is flexibility where needed.

How granular is labor budgeting expected (position-level vs. aggregated)?

- Position-level. The District has 64 full time employees, so budgeting for each position is necessary.

What categories of employees are considered part-time or seasonal, and approximately how many users fall into each category?

- Our only part time employees are seasonal, so there isn't a need to differentiate. Approximately 90 of these.

What types of system transactions do part-time or seasonal employees typically perform (for example: time entry, time approval, purchase requisitions, expense submissions, or other self-service functions)?

- They would not be using the system outside of potentially entering their hours worked.

Could you provide examples of the types of projects tracked by the District (e.g., capital projects, internal projects)?

- Construction and capital projects are tracked individually, as well as time spent working on various water/sewer systems and parks.

How does the District currently track grants?

- Manually.

What level of detail is tracked (e.g., award, funding source, expenditures, reporting requirements)?

- Important dates, award amounts, restrictions, usage, and reporting requirements.

Is the District seeking a robust grant management solution, including support for awards and subawards?

- This is a minimal priority for the District.

What is the average monthly volume of recurring sales invoices generated by the District?

- We don't have recurring sales invoices, everything is processed through billing for our customers.

Has the District conducted an evaluation of the current procurement process, and defined a desired future-state process?

- No, we don't have a current procurement process.

What is the District's average monthly Accounts Payable invoice volume?

- Approximately 200 checks.

Given the challenges noted with P-Cards, is the District open to alternative or integrated solutions for expense reimbursements and P-Card management?

- Yes, we are open to that.

Does the District currently use a document repository (e.g., SharePoint or similar)?

- Laserfiche

What types of documents are stored there?

- Board agendas, resolutions, policies, etc.

Is the District interested in integrating the future-state ERP with this repository?

- Open to it but not necessary.

Which banking institution(s) does the District currently use?

- Plumas Bank.

Approximately how many bank accounts does the District maintain?

- One checking account, two CDs, CA Class, LAIF

Has the District evaluated standalone HRIS solutions, and does the District have a preference to integrate with an external HRIS or to have HR functionality included within the ERP to some extent?

- This has not been evaluated, but will be depending on the ERP solution.

Are there requirements that are "must-have" at day 1 or are there any acceptable in future Phases? Previous discussions alluded to a possible phased Go-Live approach rather than a big bang implementation

- Phasing is acceptable, with a priority being on accounting/finance/payroll.