

**ADDENDUM 1
RFP 01-2021
Enterprise Resource Planning (ERP) System
October 16, 2020**

This addendum addresses questions that have been asked regarding RFP 01-2021 Enterprise Resource Planning (ERP) System.

- Q -** Given the nationwide pandemic our entire company is working remotely and as such;
- a. Would Mohave Community College allow emailed submissions of the proposal response in place of the hard copies described in the RFP?
- A -** Hard copies are preferred as they are easier for the Evaluation Committee members to read, make notations, compare and score. However, MCC will accept emailed submissions if the vendor feels they are not able to provide the hard copies as requested in the RFP.
- b. Would Mohave Community College remove the notarization requirement for the Non-Collusion Affidavit?
- A -** The Non-Collusion Affidavit is a requirement for all solicitations and we would need to have this Affidavit notarized as requested.
- Q -** Given the global pandemic would vendors selected to give presentations be allowed to present their product(s) via ZOOM rather than in person at the College?
- A -** Mohave Community College is still in Phase II and "ZOOM" will be the required mode of presentations.
- Q -** Has there been a budget identified by the College for purchase and implementation of a ERP system?
- A -** Yes.
- Q -** Regarding CRM, how many full access users (able to configure the system, update settings/workflows, create and manage campaigns/communication plans, use live chat, write reports, other higher level functions) do you anticipate will access the solution?
- A -** Please start with 25 with an opportunity to adjust pending structure.

Q - Regarding CRM, how many limited access users (only able to update contact data fields, add notes, and run pre-written reports) do you anticipate will access the solution?

A - 45 with opportunity to adjust depending on structure.

Q - Would you use the chat feature in a CRM? If so, how many chat users do you anticipate will access the solution?

A - We would like it as a consideration – yes.

Q - Regarding Finance/HR/Payroll, how many full access users (able to configure the system, update settings/workflows, perform accounting and finance back office tasks (AP, AR, GL, process transactions, generate financials), write reports, approve and manage budgets, and other higher level functions) do you anticipate will access the solution?

A - 10 Business Office, 4 Human Resources, 4 Admins with opportunity to adjust.

Q - Regarding Finance/HR/Payroll, how many limited access users (only able to view pay stubs/W-2s, view and select benefits, update personal information (address, demographic info), submit and approve timecards and expense reports, submit budget and purchasing requests) do you anticipate will access the solution?

A - All employees – Estimating around 200 +/-.

Q - What are the following numbers for Mohave Community College to date?

Unduplicated Student Count:	3,659	
Full-time Employees:	236	(estimate)
Part-time Employees:	181	(estimate)