

Office of Purchasing and Contracts  
P.O. Box 1687, Lakeland Florida 33802

<b>1. SOLICITATION No.</b> 12-004	<b>2. AMENDMENT No.</b> 2	<b>3. EFFECTIVE DATE:</b> 04/30/2012
<b>4. ISSUED BY:</b> Lisa Harris, Contracts Specialist Direct Dial: (863) 327-1314 Email: LHarris@ridecitrus.com		<b>5. NUMBER OF PAGES:</b> 8
<b>6. AMENDMENT OF SOLICITATION:</b>  The solicitation identified in Block 1, is hereby amended as described in Block 9. Except as provided herein, all other provisions of the solicitation, as hereto amended, shall remain unchanged and in full force and effect.		
<b>7. REQUIREMENT TO ACKNOWLEDGE AMENDMENT:</b>  Failure of an offeror to acknowledge receipt of this amendment may result in offer rejection. Offeror must acknowledge receipt of this amendment prior to the deadline specified in the solicitation for receipt of offers and by one of the following methods:  A. by signing Block 8 and returning this amendment to the District with your Proposal; B. by separate letter or e-mail which includes a reference to this solicitation and amendment numbers.		
<b>8. OFFEROR'S ACKNOWLEDGEMENT OF AMENDEMENT:</b>  Name & Title: _____ Signature: _____  Offeror: _____ Date: ____/____/____		
<b>9. DESCRIPTION OF AMENDMENT:</b> The following modifications are hereby made to the solicitation document:  A. Section 2.5 – 2.13 of Amendment 1, Revised Section 2.0, Statement of Work” is available in excel format as Revised Attachment 3.  a. This document does not contain any changes, alternations or additional information from that noted in Amendment 1 to RFP 12-004.  b. Changes made in Amendment 1 are in red and marked with a vertical bar in the left-hand margin of the attachment.  B. Attached to this amendment are Questions and Clarification. Responses to questions are provided as a courtesy and do not “modify” the solicitation.		

[END]

## RFP 12-004 ERP Software and Implementation

### Questions and Clarifications

April 30, 2012

1. **Question:** Are we able to get the requirements for the revised sections 2.5 – 2.13, in Excel

**Response:** The document is attached, in Excel format, as Revised Attachment 3 to RFP 12-004.

2. **Question:** Do we only have to include the first page of Amendment 1 to the ERP Software and Implementation RFP 12-004

**Response:** Yes, you may sign and return the first page of the Amendment or Form P as suggested in Section 3.5, paragraph 3 of the solicitation.

3. **Question:** I received Amendment 1 and gathered the following information.

GL – 3 concurrent users:	Fixed Assets – 2 concurrent users
AP – 3 concurrent users	Procurement – 3 concurrent users
AR – 3 concurrent users	HR – 2 concurrent users
Bank Rec – 3 concurrent users	Payroll – 3 concurrent users

Are any of these concurrent users the same people? Or are the three in GL, AP, AR, Bank Rec and Fixed Assets (2 concurrent) different individuals needing access at the same time?

**Response:** Total number of unique users: 8 – CFO (1), Financial Analyst (2), Accounting Associate (1), Contract Specialist (1), Buyer (1), HR Director (1), HR Specialist (1)

GL – 3 concurrent users: **CFO (1), Financial Analyst (2)**  
AP – 3 concurrent users: **CFO (1), Financial Analyst (2)**  
AR – 3 concurrent users: **CFO (1), Financial Analyst (1), Accounting Associate (1)**  
Bank Rec – 3 concurrent users: **CFO (1), Financial Analyst (2)**  
Fixed Assets – 2 concurrent users: **CFO (1), Financial Analyst (1)**  
Procurement – 3 concurrent users: **CFO (1), Contract Specialist (1), Buyer (1)**  
HR – 2 concurrent users: **CFO (1), HR Director (1), HR Specialist (1)**  
Payroll – 3 concurrent users: **CFO (1), Financial Analyst (1), Accounting Associate (1)**

[END]