



Memorandum

Responses to Questions Received on the Request for Proposal (Ref#FIN0825-001)

Enterprise Planning Resource (ERP) System Architecture and Configuration

Date of doc: 8/22/2025

1. Beyond water supply, what are the District's highest-priority business functions expected to benefit most from the ERP (finance, HR, reporting, project tracking)?
A: Finance and reporting are the highest priority areas. The ERP will be used to modernize core financial functions, including general ledger, budgeting, accounts payable, payroll/HR integration, and fund accounting. Project tracking may be considered in future phases.
2. Are there unique utility-industry reporting needs (e.g., consumption data, rebate tracking) that should integrate with the ERP?
A: Not at this time.
3. Does MWD OC anticipate ERP usage by Board members for dashboards or is it limited to staff?
A: ERP usage will be limited to staff. Board members will continue to receive reports and Board packets generated by staff.
4. Will Metropolitan Water District (MET) data exchange or reporting be required within ERP workflows?
A: Not at this time.
5. How many departments/divisions will be active ERP users?
A: Finance, HR/Payroll (via Paylocity integration), and selected administrative staff will be active users.
6. How many end users in total (full-time and part-time) will require system access?
A: Approximately 10 users are expected.
7. Are there grant-funded programs that require specialized tracking/reporting within ERP?
A: Not at this time.

8. Does the ERP need to support “Choice services” fee-for-service programs for member agencies?

A: Yes, ERP reporting should allow tracking and reporting of Choice services.

9. Will ERP outputs need to align with State of California reporting mandates (e.g., Controller’s Office, grant compliance)?

A: Yes. ERP must support State of California reporting mandates as required for public agencies.

10. What growth projections should the ERP be designed to scale for (e.g., +20% users in 5 years)?

A: While we do not have specific growth projections, the system should be scalable to accommodate moderate increases in users and transaction volumes over the next 5–10 years

11. What is the scope of data migration (e.g., years of historical data, active vs. closed projects)?

A: Data migration will include customers, employee records, payroll items, vendors, chart of accounts, items, open transactions, and relevant historical financial records from AccuFund. MWDOC anticipates migrating all historical data if possible (approx. 500,000 GL lines).

12. Is the legacy ERP capable of structured exports for migration, or will custom scripts be required?

A: Data can be exported from AccuFund’s on-premise SQL database. Depending on the target ERP’s import requirements, some data transformation or custom scripting may be necessary

13. Are chart of accounts redesigns expected, or should the structure remain consistent?

A: No redesign is expected at this time. Existing chart of accounts will be retained.

14. Are there requirements for fixed asset module integration (depreciation, asset tagging, GASB)?

A: Yes, ERP must support fixed asset accounting, including depreciation, GASB compliance, and tagging.

15. Will Paylocity need to interface with time clocks or external attendance systems?

A: No. Time clocks or external attendance systems are not in scope. Users will key in their hours worked by project and pay type by themselves on the timesheet portal from Paylocity.

16. Should ERP support expense reimbursements through payroll or separate workflows?

A: Expense reimbursements are processed through paylocity on a predefined disbursement date

17. Does MWDOC expect implementer assistance in selecting the final reporting tool or is the District planning to decide independently?

A: MWDOC has selected a reporting tool, please refer back to the updated RFP

18. Should the reporting tool allow real-time dashboards, or are batch/scheduled reports sufficient?

A: Both are desirable.

19. How many staff members require training at go-live?

A: Approximately 7-10 users.

20. Should training be provided as onsite, virtual, or hybrid sessions?

A: Virtual training is acceptable.

21. Will a train-the-trainer model be acceptable, or is direct training for all users preferred?

A: train-the trainer is acceptable

22. Should the consultant prepare customized documentation/user guides per department?

A: Yes, department-specific guides are preferred.

23. Is there a need for recorded video training modules for future onboarding?

A: Not required, but desirable if available.

24. Will the District require a dedicated sandbox environment for staff practice and UAT?

A: Yes. A sandbox/UAT environment is required.

25. Does the ERP need to comply with California Government Code records retention laws?

A: Yes. Compliance with public agency records retention requirements is mandatory.

26. What are the District's requirements for audit trail tracking (transactions, approvals, edits)?

A: Complete audit trail tracking is required, including user activity, approvals, and edits, in alignment with public agency standards.

21. Will external auditors require direct access to the ERP/reporting environment?

A: Maybe. If so, read-only or auditor-specific access is required.

22. Are there specific cybersecurity standards (NIST, FedRAMP, SOC 2) that the ERP must meet?

A: We do not have specific cybersecurity standards identified; however, we expect the ERP to follow industry current best practices and comply with applicable regulations

23. Will the ERP need to support GASB reporting automation (e.g., GASB 87 lease accounting, GASB 96 subscription accounting)?

A: Yes, ERP should support GASB 87 and GASB 96 compliance.

24. How long of a post-go-live support period does MWDOC expect (90 days, 6 months, 1 year)?

A: At least 6 months of post-go-live support is expected.

25. Will ongoing support be billed as time-and-materials or require a fixed monthly retainer?

A: Either is acceptable; District is open to vendor proposals.

26. Does MWDOC expect the implementer to provide system update roadmaps and recommend enhancements over time?

A: Yes, ongoing roadmap guidance and recommendations are expected.

27. Will consultant invoices be expected monthly, quarterly, or by milestone completion?

A: Monthly billing is preferred.

28. Is there a preference for time-and-materials billing or fixed-fee per deliverable?

A: Either model will be considered. Fixed-fee by deliverable is preferred for implementation; T&M may apply to support.

29. Are travel and incidental costs billable separately, or must they be included in labor rates?

A: Travel/incidental costs should be included in labor rates.

30. Will invoices be submitted through a procurement portal or directly by email to Accounts Payable?

A: Invoices should be submitted by email to our Accounts Payable email inbox.

31. What level of billing record detail is required (labor category, hours by staff, task-by-task breakdown)?

A: Task-by-task breakdown by staff and hours is required.

32. Will the District require supporting documentation (timesheets, receipts, task reports) with each invoice for review?

A: Yes. Supporting documentation will be required for review.