

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

1111 1ST Avenue, P. O. Box 1340
COLUMBUS, GEORGIA 31902-1340
706-225-4087 | WWW.COLUMBUSGA.GOV

October 7, 2026

ADDENDUM No. 2 Enterprise Resource Planning (ERP) System RFP No. 27-0008

Use the form provided in the solicitation to acknowledge receipt of this addendum. Failure to do so may result in your submittal being deemed non-responsive and not receiving further consideration for award.

Vendors are informed that the above subject solicitation is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

I. DUE DATE EXTENSION

**The due date for this RFP has been extended.
Proposals are due Wednesday, October 28, 2026, no later than 5:00 PM.**

II. QUESTION(S)/RESPONSE(S)

Responses to previously asked questions will be provided via a forthcoming addendum.

III. SPECIFICATION CHANGE

See attached section VIII. PROPOSAL PREPARATION AND SUBMISSION - REVISED

IV. ACKNOWLEDGEMENT

Indicate that your company has received this Addendum in the appropriate areas and include with electronic response. **Failure to acknowledge receipt of this addendum may render your Bid "Incomplete".**



**Andrea J. McCorvey
Purchasing Manager**

VIII. PROPOSAL PREPARATION AND SUBMISSION - REVISED

See Appendix A for information and instructions on how to register and submit proposals through OpenBids (formerly DemandStar).

- A. Firms shall include the information listed below with submission. Submissions will be deemed incomplete/non-responsive if the following required documents are not included, as prescribed within the specifications: **E-Verify Affidavit, Conflict of Interest Affidavit, and Communication Concerning This Solicitation form.** However, the City reserves the right to request **any other** omitted information
- B. Proposals shall be as thorough and detailed as possible so that the Columbus Consolidated Government may properly evaluate the proposer's capabilities to provide the required services.
- C. Proposals shall be prepared simply, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- D. Offerors shall submit the following items as a complete proposal:

Submit the information in the order listed below; include a header for each item, e.g., Section 1, Item A, Section 1, Item B, etc.

Section 1: Transmittal Letter

The transmittal letter shall:

- A. Introduce the business and include the name and email address(es) of contact person(s) during this proposal process.
- B. List the complete address, telephone number and fax number for the corporate office as well as for the office/branch that will administer the contract.
- C. Include a statement to the effect that the proposal is binding for at least 180 days from the proposal date. An authorized agent of the business must sign the transmittal letter.

Section 2: E-Verify Affidavit (Form 1)

A properly completed, notarized E-Verify Affidavit must be included with proposal; failure to do so will render the firm's proposal non-responsive and ineligible for further consideration.

Additional information regarding the State's E-Verify requirements can be found at: <https://www.audits2.ga.gov/wp-content/uploads/2021/10/13-10-91.pdf>.

Section 3: Communication Concerning This Solicitation (Form 2)

Form must be signed and returned with the vendor's proposal. Failure to include the form will automatically render vendor's response non-responsive.

Section 4: Conflict of Interest Affidavit (Form 3)

Form must be signed and returned with the vendor's proposal. Failure to include the form will automatically render vendor's response non-responsive.

Section 5: Federal Compliance (Form 4)
Complete the form titled “*Federal Compliance*”.

Section 6: Addenda Acknowledgement (Form 5)
Use form to acknowledge receipt for all addenda (if any). The Purchasing Division will post addenda (if any) for this project at <https://www.columbusga.gov/finance/Bid-Opportunities>. Vendors are responsible for periodically visiting the web page for addenda, before the due date and prior to submitting a response.

Section 7: Exceptions to RFP
A. List **ANY AND ALL** exceptions to the RFP specifications in this section of proposal submission. Exceptions listed in other areas of the vendor’s submission will not be considered. All exceptions will be vetted during the RFP process, and if found unacceptable, the vendor’s proposal will be rejected and no longer considered for award. Exceptions shall be considered by the Evaluation Committee. The vendor’s proposal may not receive further consideration if exceptions are not acceptable and/or cannot be clarified to the Committee’s satisfaction. Vendors shall be notified in writing if exceptions are not acceptable. **PLEASE NOTE: EXCEPTIONS TO THE RFP GENERAL PROVISIONS WILL NOT BE CONSIDERED, AND IF SUBMITTED WILL AUTOMATICALLY RENDER THE RESPONSE NON-RESPONSIVE.**

B. *If there are no exceptions*, vendor must include a statement for this Section stating the following: **No Exceptions**.

Section 8: Experience/Qualifications
A. Address in detail the Offeror’s ability and experience in providing the systems and services described in the specifications.

B. Provide résumés of key personnel who will be assigned to the contract. Additionally, identify Subject Matter Experts (SMES) for each functional area, i.e. Human Resources, Payroll, Accounts Receivables, Budgeting, Accounting, Procurement, etc...

Section 9: Client Work History
Complete **Form 6** focusing on public entity clients

Section 10: Proposed Enterprise Resource Planning (ERP) System
A. Provide descriptive literature that fully describes how the proposed ERP System meets the specified requirements identified in the Detailed Specifications.

B. Provide copy of Software License Agreement the City would be required to sign.

Section 11: Service Plan
A. Provide a Detailed overview of proposed system.

B. Include a typical schedule for implementation; do *not* include actual dates in the timeline, rather days, weeks and months.

C. Describe training/implementation plan.

D. Identify any additional responsibilities or tasks that the City will be required to perform.

- E. Describe the implementation methodology and project management approach, including project governance, status reporting, issue and risk management, and change-control procedures.
- F. Identify the proposed project team, including the project manager and all key personnel, with their roles, relevant ERP implementation experience, and whether they are located in the United States. Indicate the percentage of time each will be dedicated to this project and whether any work will be performed offshore or by subcontractors.
- G. Describe the proposed data migration and conversion approach, including extraction, cleansing, mapping, loading, and validation of financial, procurement, human resource, and payroll data from the City's current CGI Advantage environment; the number of years of historical data proposed for conversion; the number of test conversions to be performed; and the respective responsibilities of the vendor and the City.
- H. Describe all interfaces and integrations to be developed, including interfaces with the City's other applications, financial institutions, benefit providers, and State and Federal reporting systems.
- I. Describe the testing approach, including unit, system, integration, interface, conversion, performance, security, and user acceptance testing; the test scripts and test environments to be provided; parallel payroll processing prior to go-live; and the acceptance criteria the City will use to approve each phase.
- J. Describe the training program, including role-based training for end users, functional administrators, and technical staff; delivery method and location; class sizes; the training environment to be provided; and all training materials and system documentation to be delivered to the City.
- K. Describe the go-live and cutover plan, including the cutover schedule, freeze periods, readiness criteria, on-site or remote support during cutover, and the rollback contingency if go-live criteria are not met.
- L. Describe post-go-live support, including the duration and staffing of elevated (hypercare) support following go-live, support through the City's first fiscal year-end close and first calendar year-end payroll and tax reporting cycle, and the transition from implementation support to ongoing support.
- M. Describe ongoing maintenance and support, including help desk hours and contact methods, problem severity definitions, guaranteed response and resolution times, escalation procedures, and any service level agreements and associated remedies or credits.
- N. Describe the hosting environment and system availability, including data center locations, guaranteed uptime, planned maintenance windows, data backup frequency and retention, disaster recovery and business continuity provisions, and recovery time and recovery point objectives.

- O. Describe how software updates, patches, and version upgrades are managed and how frequently they occur, including any City responsibilities, downtime, testing, and retesting of interfaces and configurations required for each release.
- P. Describe the organizational change management and communication approach to be used to support City staff through the transition.
- Q. Describe the approach to data ownership and transition out, including how City data will be returned in a non-proprietary, machine-readable format upon expiration or termination of the contract.
- R. Describe at least two (2) comparable public sector ERP implementations of similar size and scope completed by the proposed team, including the go-live date, whether the project was completed on schedule and within budget, and a contact reference for each.

Section 12: Transition Plan

Provide a plan for transitioning the City from the current ERP System to the new ERP System, in the event that the incumbent contractor is not awarded. Refer to page 13, General Specifications, IV. Transition Period.

Section 13: Cost Proposal *(subject to negotiations)*

Provide an itemized cost proposal inclusive of system cost, training, implementation, go live and post go live support, yearly licensing fees (if applicable), maintenance fees for up to five (5) years and any other associated costs including, ***but not limited to***, the following ***(if applicable)***:

- Application Development
- Integration and Interfacing
- Customer Report Development
- Technical Support and Resolution
- Service and Maintenance
- Secure Data Collection and Storage
- Management and Implementation of future application upgrades
- Future Expansions to Application Functionality
- Data Migration and Conversion, including Conversion of Historical Data
- Custom Report Development, including Hourly or Per-Report Rates for Reports Requested After Go-Live
- Standard and Ad Hoc Reporting Tools and Any Associated Licensing
- Testing Support, including Test Environments and Parallel Payroll Processing
- Go-Live and Cutover Support
- Post Go-Live (Hypercare) Support
- Ongoing Hosting and Subscription Fees
- Additional or Optional Modules Not Included in the Base Proposal
- Travel and Per Diem Expenses, if Any
- Hourly Rates by Labor Category for Additional Services Requested by the City
- Data Migration and Conversion, including Conversion of Historical Data
- Custom Report Development, including Hourly or Per-Report Rates for Reports Requested After Go-Live
- Standard and Ad Hoc Reporting Tools and Any Associated Licensing
- Testing Support, including Test Environments and Parallel Payroll Processing

- Go-Live and Cutover Support
- Post Go-Live (Hypercare) Support
- Ongoing Hosting and Subscription Fees
- Additional or Optional Modules Not Included in the Base Proposal
- Travel and Per Diem Expenses, if Any
- Hourly Rates by Labor Category for Additional Services Requested by the City

Section 14: Contract Signature Page (Form 7)

Complete **Form 7**. City officials will sign the copies after Columbus Council approves the contract award with the successful firm (*see note below*). Per the General Provisions, Page 11, Item X, the final contract shall include the following: 1) The RFP; 2) Addenda; 3) Awarded Vendor(s) response; 4) Awarded Vendor(s) Clarifications; 5) Negotiated Components; and 6) Awarded Vendor(s) Business Requirements.

Please note: After award of contract by Columbus Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted proposal with original signatures.

Section 15: Business Requirements

1. Provide Insurance Checklist (**Form 8**) or Certificate of Insurance.
2. **Page 1** of form W-9 (see <https://www.irs.gov/pub/irs-pdf/fw9.pdf> for the most recently revised form W-9)
3. Provide a current copy of the Business License (Occupation License) that is required to conduct business at your location.

If awarded the contract, the successful vendor must obtain a business license from the City of Columbus. However, if the business is located in Georgia and has proof of being properly licensed by a municipality in Georgia, and paid applicable occupation taxes in that City, the contractor will not be required to pay occupation taxes in Columbus, Georgia.

If you have questions regarding this requirement, please contact the Revenue Division at 706-225-3780.