

**Department of Materials Management
Procurement Unit
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 W. Gude Drive, Suite 3100
Rockville, Maryland 20850**

November 5, 2015

NOTICE TO BIDDERS

**The following are questions and responses regarding
RFP No. 4371.1, Utility Information Management System**

Question 1: Are MCPS looking for a full service UBM solution that enters, validates and resolves utility bill errors OR a self-service solution that requires users to approve/reject actions using workflow?

Answer: MCPS is looking for a provider that will enter all billing data listed in the RFP. We want the provider to flag suspected utility bill errors using automate algorithms that will alert MCPS to the need for further investigation.

Question 2: Please confirm what level of validation is required for the 36 mths of historical data to be loaded. Is this to be loaded into the platform with no validation to record values, or have validation on cost and consumption only, or full validation against every invoice to tariff?

Answer: MCPS is looking for the provider to load historical data from the 60 previous months. The data will only be consumption and cost and no validation is necessary for the historical data.

Question 3: Does the school district currently have a Utility Information Management System provider? If yes, who?

Answer: MCPS uses a traditional database system hosted on a MCPS server that contains all utility billing records dating back over a decade. This database system is a proprietary software that is no longer supported called FASER. Utility invoice audits and analysis are performed by the Utility Analyst. Additionally, electronically scanned and stored copies of all utility invoices are housed by our accounting department. Software is Sybase SQL Anywhere Database Engine Version 5.5.05 Build #2509 for FASER.

Question 4: Under, 7.0 Pricing/Invoices it states Invoices shall be sent quarterly for one quarter of the annual amount, is this a requirement? (We bill monthly not quarterly)

Answer: Monthly will be acceptable, but quarterly is preferred.

Question 5: Can the solution be hosted completely offsite on the cloud and be accessible through VPN / internet?

Answer: Yes.

Question 6: If the system is hosted offsite on the cloud, does MCPS require that the backups be available within MCPS facility or can it be maintained entirely offsite?

Answer: MCPS requires the provider to maintain the backups and disaster recover infrastructure. MCPS also would like to have the capability of receiving a copy of the dataset on a quarterly basis.

Question 7: Once the system is implemented, will Montgomery county government own the system or can the vendor independently license it to other clients both governmental and non-governmental?

Answer: MCPS is not requesting ownership of the software program, but only a license to use the software system to interface, query, etc. the MCPS dataset. However, the data is owned by MCPS and is not for public use within the system this RFP is requesting.

Question 8: The RFP references "Five years of MCPS data to be incorporated into the new system." (top of page) while the last paragraph of section 4.2 references four years (12 months of physical copies + 36 months of Excel data). For pricing out the historical data piece, should we build our model around 5 years or 4 years?

Answer: Please ignore the reference to section 4.2. MCPS requests that 60 months of historic data be loaded imported into the proposed system. MCPS will provide 60 months of historical data. Up to 12 months of utility bill copies, in electronic PDF files, will also be provided to support the vendor's effort in configuring the system for MCPS accounts and importing the historic data.

Question 9: Do you have any MBE's participation in this project?

Answer: While MBE participation is encouraged, MCPS does not have a mandated set aside requirement for MBE participation.

Barbara Regalia

Barbara Regalia, CPPB, team leader, Procurement Unit

Please indicate your acceptance of this notice by signing below and returning with your RFP or under separate cover.

Accepted:

Name and Title

Company Name

