Ventura County Transportation Commission

Addendum No. 2

For

Enterprise Resources Planning System, Grant Management System, and Implementation Services

Date Issued: November 2, 2026

The Ventura County Transportation Commission (VCTC) is issuing this Addendum No. 2, Responses to Submitted Questions. The following lists questions submitted by emails, and paraphrased questions from the pre-proposal conference meeting, and VCTC's response.

1. May a specialist submit a services-only proposal for migration and interfaces, or must this work be included under an ERP or GMS product proposer?
   1.1 VCTC is not accepting services-only proposals from firms providing specialized services such as data conversion and data validation. A services specialist may partner with an ERP or GMS proposer to provide services as part of the ERP or GMS proposal. The proposal should clearly describe the services, roles and responsibilities, costs, and third-party providers.

2. What historical migration period, source-data volumes and specific third-party interfaces should vendors assume?
   2.1 Please see page 16 through 18, Section "Interfaces", and see page 20, Section "Data Conversion".

3. If ERP and GMS are awarded separately, which vendor is expected to own the integration design, end-to-end testing and support?
   3.1 For VCTC will accept the approach the proposer recommends. If the ERP and GMS are awarded separately, VCTC expects the ERP and GMS vendors to work collaboratively to determine the best approach to design and deliver the interface, and each vendor will be responsible for end-to-end testing and support.

4. Will VCTC accept a proposal in which an authorized reseller and certified implementation partner of the proposed software is the proposer of record and contracting party, with the software publisher supplying the SaaS subscription under its standard subscription terms through the proposer? If so, should the publisher's subscription terms be included with the proposal or addressed in the Exceptions section?
   4.1 VCTC will accept proposals from authorized resellers and certified implementation partners. Subscription terms may be submitted as with the proposal and if exceptions to the PSA are known they should be stated there.

5. Will VCTC issue the September 28 pre-proposal conference materials, attendee list, and the questions raised during the conference as an addendum so that all proposers are working from the same information?

   5.1 Yes, the attendee list, questions, and answers are included in this addendum.

6. The RFP prohibits contact with VCTC staff, Board members, or consultants regarding this RFP. Please identify any consultant(s) assisting VCTC with this procurement so proposers can comply with the provision.

   6.1 Consultant: Eide Bailly is assisting VCTC with this procurement.

7. Does VCTC require subcontractors and third-party service providers (for example, a payroll processing engine or hosting provider) to be identified in the proposal, and will they be required to sign the Professional Services Agreement directly, or will flow-down terms from the prime contractor suffice?

   7.1 All subcontractors and third-party service providers should be identified as part of the proposal. Determination of who signs agreements, or prime-sub terms, or other options will be discussed and determined during contracting tasks with the selected vendor(s).

8. Given the interval between proposal submission (November 2026) and implementation start (April 2027), please confirm whether the substitution provision applies from proposal submission or from contract execution, and whether VCTC will accept confirmation of named individuals during contract negotiation.

   8.1 The substitution provision applies from proposal submission.

9. For the electronic copy on the thumb drive, should Appendix A and Appendix B be returned in native Excel format in addition to the PDF proposal? Must the bound paper copies include the full printed Appendix A workbook? Are there any page limits, font, or formatting requirements beyond those listed?

   9.1 For the electronic copy, Appendix A and B must be returned in native Excel in addition to the PDF proposal. For the bound copies, a printed Appendix A must be included. There are no page limits, fonts, or formatting requirements beyond what is listed in the RFP.

10. Proposals are valid for 120 days from November 9, 2026, which runs to approximately March 9, 2027, and Board approval is anticipated in March 2027. Will VCTC request a validity extension if needed, and is proposed Year 1 pricing expected to hold through contract execution?

    10.1 Proposals must remain valid for at least 120 days after the proposal deadline. If additional time is needed, VCTC may request a validity extension during the procurement or negotiation process, and proposed Year 1 pricing is expected to hold through contract execution.

11. Please confirm that Years 4 and 5 in Appendix B represent the optional two-year extension, and whether VCTC expects proposers to state an annual escalation cap for subscription pricing in the option years.

    11.1 Yes. The initial contract term is three years, and Years 4 and 5 represent VCTC's one-time optional two-year extension. Proposed costs for Years 4 and 5, including any escalation, should be entered in Appendix B.

12. How will the Cost Proposal (20 points) be scored: on the five-year total in Appendix B, on Year 1 cost, or on another basis? Will optional items be included in the scored cost?

    12.1 The points will be allocated collectively considering five-year total, year 1 cost, hourly rates, proposed hours, and other information provided. Optional items will not be included in the scored cost.

13. Will the January 2027 demonstrations be held on-site in Camarillo or virtually, what duration should proposers plan for, and how far in advance will the demonstration script be provided?

    13.1 VCTC prefers demonstrations to be onsite in Camarillo. Demonstration scripts are not complete yet, but ERP proposers can estimate duration to be 2 days plus or minus a half day. GMS proposers can estimate duration to be 1 day plus or minus a half day. VCTC anticipates giving proposers at least two weeks to prepare for the demonstrations.

14. Does VCTC expect on-site presence for specific phases (for example, kickoff, training, go-live)? Should travel be shown as a separate not-to-exceed estimate outside the Appendix B totals?

    14.1 VCTC prefers some on-site presence for key tasks during implementation (e.g. discovery, testing, other). But VCTC does not have an expected length for on-site visits. Proposals may include a block of hours or days for on-sites with the tasks, durations, other as “to be determined”.

15. In the subscription tab, Column K (five-year total) has no formula on the detail rows, and the HR/Payroll (row 23) and Other (row 32) subtotal rows have no formulas in Columns G through K, so the Total row (row 41) captures only the Finance Modules subtotal for Years 2 through 5. Will VCTC issue a corrected Appendix B, or may proposers correct the formulas and note the correction in Column L?

    15.1 Vendors may restore or copy the applicable formulas while preserving the required workbook layout. Vendors are responsible for reviewing all formulas and confirming that module subtotals and five-year totals are complete and accurate.

16. Please clarify the user population to be priced: what activities do the 12 end users perform (approvals, requisitions, inquiry and reporting, time entry)? Should all 25 employees be priced for employee self-service functions such as time entry, leave requests, and pay statements?

    16.1 The 12 end users are for approvals, requisitions, inquiry, reporting, data entry, and other various non-core finance processes. All 25 employees should be priced for employee self-service, time entry, leave requests, pay statement and similar employee centric items.

17. Appendix A does not indicate priority or weighting. Are any requirements considered mandatory or weighted more heavily in the Functional Requirements score (20 points)?

    17.1 Appendix A completion is mandatory. Point will be allocated on collectively across the submittal.

18. The project objectives describe generating “invoices, payment records and financial reports for grantees” and VCTC's role allocating federal, state, and local funds to operators and agencies, while the Grant Management requirements in Appendix A describe tracking VCTC's own awards and billing funding agencies for reimbursement. Please clarify whether the GMS scope includes grantor or pass-through administration (sub-allocations to cities and transit operators, subrecipient claims

and disbursements, subrecipient monitoring) in addition to grant accounting for awards VCTC receives.

18.1 The GMS system should track VCTC's awards and bill the funding agencies for reimbursement. VCTC does have subrecipients but the primary grant management is for VCTC awarded grants.

19. Is there a separate Grants Management System functional requirements workbook or cost proposal tab? If an ERP proposer's native grant module satisfies the Grant Management requirements in Appendix A, is any separate GMS submission required?

19.1 There is not a separate GMS functional requirements workbook or cost proposal tab. All requirements are in the RFP and Appendixes. ERP proposer's native system that meet the grants requirements do not need to submit a separate proposal; ERP and Grant functionality within a single system may be a single proposal.

20. Are the approximately 400 annual grant reimbursement requests VCTC's requests to funding agencies, claims received from subrecipients, or both? Which funding agencies or portals are involved (for example, Caltrans, FTA), and are there required invoice formats or electronic submissions the system must produce?

20.1 The 400 annual grant reimbursements requests are VCTC's claims to various funding sources (agencies). Certain funding agencies include FTA, Caltrans, SCAG/REAP. Some agencies do have specific invoice formats that must be used to request reimbursement.

21. Are reimbursement invoices generally cost-based billings of qualifying expenditures subject to eligibility and percentage rules, or are some grants billed on milestones or fixed amounts? Approximately how many of the 36-40 active grants are federal awards subject to Uniform Guidance and SEFA reporting?

21.1 Reimbursement invoices are mostly cost-based billings of qualifying expenditures subject to eligibility rules and percentage rules. The number of Federal Award Grants subject to Uniform Guidance vary from year to year depending on the Grant awards awarded.

22. For active grants and capital projects, does VCTC require inception-to-date actuals (multi-year) to be converted so award-to-date reporting is available at go-live, or will inception-to-date balances be loaded as summary opening balances by grant and project?

22.1 VCTC currently plans to convert data necessary for accurate reporting, including financial balances, and open transactions rather than complete historical detail. Open grant awards, budgets, contracts, purchase orders, receivables, and other transactions needed to continue processing at go-live should be converted. The final scope will be determined with the selected vendor based on best practices, benefits, costs, and risks.

23. Is VCTC a single legal entity reporting all eight funds within one set of books, or are any related entities or component units (for example, the Service Authority for Freeway Emergencies, ALUC, CTSA, VCTC Intercity, Valley Express) maintained as separate books or separately reported? Does VCTC consolidate any other entity?

23.1 VCTC is a single entity reporting all funds within one set of books. Each fund is maintained and accounted for separately. There are no consolidations with other entities.

24. Does VCTC maintain a single pooled cash bank account across funds with each fund's share of cash tracked in the ledger, or separate bank accounts by fund? How are interfund transactions and interest allocations recorded today?

    24.1 VCTC maintains one single checking/pooled cash bank account and tracks each fund separately in the general ledger. Interfund transactions and interest allocations are tracked in excel and recorded via journal entries.

25. Does VCTC expect the system to produce ACFR financial statements natively (government-wide and fund statements, including GASB 34 conversion entries), or to provide trial balance and fund reporting that feeds an external ACFR preparation process? Is the ACFR prepared in-house or by an outside firm?

    25.1 VCTC expects the new system to produce ACFR/financial reports (e.g., trial balance, income statement, other) and budget related reports. Currently the ACFR is being prepared by the outside audit firm. However, if the vendor's software includes functionality to completely build the ACFR, please include information about it in the proposal, but it is not required and should not be included in the cost proposal. The information will help VCTC at another time should the vendor's proposal be accepted, and VCTC choses to bring ACFR development in-house.

26. Is a separately licensed budgeting application acceptable if integrated with the ERP, and should it be priced as required or optional? Please describe the current budget process (tools used, approval stages from department through Board) and whether position-based personnel budgeting must be performed within the system or may be supported from payroll data.

    26.1 A proposer may include a third-party budgeting application to meet the requirements, but only a Grant Management System may be proposed as a standalone solution. Any third-party budgeting application needed to meet the requirements should be included and priced as required. VCTC currently develops its annual budget primarily in Excel and Word using program- and task-level budgets, payroll data for salary and benefit projections. Finance Department submits the budget for approval to the Commission and for public hearing.

27. Does VCTC operate encumbrance accounting with budget checking at requisition or purchase order entry, and are open encumbrances carried forward at fiscal year-end? Approximately how many requisitions and purchase orders are issued annually?

    27.1 VCTC expects the proposed system to validate budget availability at the encumbrance request or purchase order creation, depending on configuration options and decisions, and to track purchase order encumbrances and remaining balances. VCTC does not currently issue Requisitions or Purchase Orders (unless requested by vendors) VCTC would like to issue PO's and encumber funds at year end with the new system.

28. Approximately how many active contracts and agreements does VCTC manage (including zero-dollar agreements), how many involve retainage, and what types (for example, construction, rail, professional services)? Is the system expected to initiate DocuSign signature requests, or to store executed documents?

    28.1 VCTC manages a mix of agreements, primarily professional services, procurement, transportation, rail, lease, and other operational agreements. Contract tracking is currently maintained in Excel, with supporting documents stored outside Sage 50. DocuSign is identified as a potential interface for contract and document signatures. If the proposed

solution provides equivalent functionality natively, describe it in the proposal; otherwise, include the DocuSign interface.

29. Does VCTC have an existing document management or records retention system (for example, SharePoint or Laserfiche) that will remain the records system of record, with ERP transaction attachments linked to it? Or is the ERP expected to serve as the records repository with retention policy enforcement?

    29.1 VCTC does not currently use Sage 50 as its document-management repository. Documents are maintained in SharePoint, Teams, program files, and other external locations and are not linked to Sage 50. VCTC expects the proposed ERP to be the system of record for financial and payroll transactions and to support document attachments and audit history at the applicable record or transaction level. Proposers should describe any retention, storage, and external document-management dependencies.

30. Approximately how many capital assets does VCTC track, and how many GASB 87 leases and GASB 96 subscription-based IT arrangements? Is the existing fixed asset register, including accumulated depreciation, to be converted?

    30.1 VCTC currently tracks a few hundred fixed assets in Excel, including depreciation calculations, and does not use the Sage 50 fixed asset module. VCTC also tracks certain non-capitalized equipment in spreadsheets. The proposed solution should support the asset information and GASB-related asset tracking requirements identified in Appendix A. Final conversion scope for the existing asset register, including accumulated depreciation, will be determined with the selected vendor consistent with VCTC's minimum-data conversion approach.

31. Apart from grant reimbursement billing, what non-grant receivables does VCTC bill (approximate customer count, annual invoice volume, and recurring billings such as leases or fare and pass revenue)?

    31.1 Most of VCTC AR invoices relate to grants. Other AR invoices are related to railroad leases, pass sales and other agreements, and are estimated at 50 to 75 a month.

32. For Wells Fargo, which services are in scope (positive pay, ACH or wire origination, bank statement feed for reconciliation, lockbox)? For Microsoft Entra ID, please confirm SAML 2.0 single sign-on with multi-factor authentication enforced at the identity provider. For Outlook, is the expectation email notifications and approvals, or deeper calendar or mailbox integration?

    32.1 VCTC issues ACH and wire payments and checks through Wells Fargo. Proposers should describe their standard and recommended approach for the Wells Fargo, Microsoft Entra ID, and Outlook interfaces, including applicable configuration and connection options. Final integration methods, configurations, security settings, and related technical details will be determined collaboratively with the selected vendor during implementation based on feasibility, security, and best practices.

33. Is a vendor self-service portal (registration, invoice status inquiry, document upload) required at go-live or desirable in the future? Does VCTC use a portal today?

    33.1 VCTC does not use a vendor self-service portal today and does not consider a vendor-facing portal necessary for go-live. Vendor setup and maintenance are managed internally, and employees may be established as vendors for reimbursements. The proposed solution should support internally controlled vendor setup, documentation, duplicate checking,

status inquiry, and appropriate workflow and security. A vendor portal may be identified as optional functionality.

34. How are vendor invoices received today (email, paper, portal), and is the expectation that invoices sent to an AP inbox are automatically captured and coded, or captured as attachments for routing and approval?

    34.1 Vendor invoices are generally received and processed through project managers. Project managers route invoices for director approval using a manual stamp/signature process and then forward them to Finance. Finance tracks invoices in an Excel spreadsheet to avoid missing invoices. VCTC is open to options for how invoice data is received, captured, and routed for approval.

35. Requirement row 110 references a third-party HR management system. Please confirm whether VCTC currently operates an HR system of record, or whether employee records (hires, terminations, status changes, benefit elections) are maintained within the payroll system today. If no HR system is in place, is the proposed payroll solution expected to serve as the employee system of record, and should an HR module be priced as an optional, separately priced item?

    35.1 VCTC does not currently operate a comprehensive HR system of record. Payroll is processed in Sage 50, HR services are outsourced to CPS HR Consulting, and certain HR information is maintained through payroll records and spreadsheets. The proposed solution is expected to support the HR functionality necessary for payroll and time entry/attendance. A complete HR application is not required; any additional HR capabilities should be identified and separately priced as optional unless they are necessary to deliver the required payroll and time-entry functionality.

36. Please confirm payroll is processed in-house in the current system. What pay frequencies and pay groups are in use, how many MOUs or bargaining units have distinct pay and deduction rules, and which benefit and deduction plans must be supported? Given the planned May 2028 go-live, should year-to-date payroll balances be converted for W-2 and quarterly reporting continuity?

    36.1 Payroll is processed in-house in Sage 50. Pay dates are the 10th and 25th of each month. Accruals are maintained in Sage 50, while time entry is currently completed in Excel and overtime and retroactive-pay calculations may require manual calculations outside the system. VCTC does not have bargaining units. All leave, accrual, deductions, and other leave benefits per VCTC HR Policy should be supported by the proposed system. For year-to-date payroll balances, vendors should include services to support data conversion to support W-2 and quarterly reporting.

37. Is VCTC a CalPERS contracting agency, and is myCalPERS payroll contribution reporting a required output of the proposed payroll solution? Please identify any other required statutory or retirement reporting (for example, 457 plan remittance, State Controller's Office Government Compensation in California reporting).

    37.1 VCTC participates in CalPERS and has a 457 Plan. The proposed payroll solution must support required payroll, tax, deduction, employer-contribution, and retirement-related reporting.

38. The Required Interfaces table lists Atrix for 1099 processing and tax reporting, while requirement row 123 describes quarterly tax, EDD, and W-2 submittals. Please clarify what Atrix is used for today,

and confirm that if the proposed solution files federal and California payroll taxes, W-2s, and 1099s natively, no Atrix interface is required.

38.1 Atrix provides 1099, and payroll tax reporting services. If the proposed system provides similar services, please describe that in the proposal and services to interface to Atrix would not be required.

39. Does VCTC use physical time clocks or web and mobile time entry only? Are all employees salaried and exempt, or are some hourly and non-exempt? For row 212, please confirm that "qualified overtime reporting" refers to reporting qualified overtime compensation on Form W-2 under the 2025 federal legislation.

39.1 VCTC currently uses Excel-based time entry rather than physical time clocks. VCTC has salaried and hourly employees, including approximately 10 hourly employees. Appendix A row 212 is intended to address qualified-overtime reporting required by applicable federal law, including transfer of applicable results to payroll and Form W-2 reporting. Proposers should describe how federally qualified overtime is distinguished from other overtime through configurable pay and reporting codes.

40. Human resources is in scope only to the extent necessary to process payroll. If a proposer offers additional HR capabilities (for example, benefits administration, onboarding, recruiting, performance management) as separately priced optional items, will VCTC evaluate them, and should they be shown in the HR/Payroll section of Appendix B as optional lines excluded from the scored total?

40.1 A complete human resources application is not required. Human resources functionality is required only to the extent necessary to support payroll and time entry/attendance. Proposers may identify and separately price additional HR capabilities as optional items in the HR/Payroll section of Appendix B; optional items will not be included in the scored cost unless needed to meet a required function.

41. What is the "maximum compensation" limit referenced in row 142: the top of the position salary range, an MOU cap, or a statutory limit? Which user group should receive the alert?

41.1 VCTC would like payroll staff or designated others to be alerted (i.e., through a payroll report) for staff reaching near the top of their position salary range.

42. Should proposers use the balances and open-transactions conversion preference on page 20 as the baseline when pricing the broader historical and active-data wording on page 8?

42.1 VCTC currently plans to convert data necessary for accurate reporting, including financial balances, and open transactions rather than complete historical detail. Open grant awards, budgets, contracts, purchase orders, receivables, and other transactions needed to continue processing at go-live should be converted. The final scope will be determined with the selected vendor based on best practices, benefits, costs, and risks.

43. For a GMS-only proposal, which source-system or selected-ERP interfaces should be priced initially, and when will responsibility for the counterpart system be assigned?

43.1 For GMS-only proposals, the submitted proposal should anticipate interfacing the an ERP. The other stated interfaces in the RFP do not apply to GMS-only proposals. VCTC intends to

identify vendor awards once, regardless if its an ERP only or an ERP and GMS. At that time interface responsibilities will be defined.

44. Which reimbursement and request directions must be supported: VCTC drawing funds from funders, VCTC reimbursing downstream recipients, or both?

    44.1 Reimbursement to Subrecipients is done through A/P … Invoicing the grantor for reimbursement is part of the billing process. Therefore, both need to be supported by the new system.

45. Which original identifiers are expected to remain visible for active grants, reimbursement requests and open financial items, and what archive access must users retain?

    45.1 VCTC expects common identifying information to remain visible for active grants, reimbursement requests, and open financial items (e.g., grant name, grant number, dates, award amount, and other key fields). VCTC will work collaboratively with the selected vendor to identify the specific data fields to be displayed. Staff should retain access to both current and historical data, and proposers should describe how historical or archived information will remain accessible.

46. For an independently proposed GMS, may a proposer stage the agreed interface and conversion schedule around ERP selection while retaining the published May 2028 go-live date?

    46.1 Yes.

47. How is retainage tracked today? Is retainage always associated with a project/job, or can it apply to other vendor invoices?

    47.1 VCTC does not currently record retainage in Sage 50. For the limited number of contracts involving retainage, VCTC relies on the vendor to track and report retainage. Retainage is generally associated with contracts or projects rather than routine vendor invoices.

48. Is it a fixed percentage per project, or does it vary by vendor, contract, invoice line, or stage of completion?

    48.1 VCTC does not currently calculate retainage in Sage 50. Retainage terms may vary by contract or project; the proposed solution should support configurable retainage terms rather than assume one fixed percentage.

49. Do you need automatic calculation and withholding, or only to record an entered retainage amount?

    49.1 The proposed solution should support recording and tracking retainage. Vendors should describe whether their solution can calculate and withhold retainage automatically and also permit authorized users to enter or adjust retainage when required by the contract.

50. How is retainage released, fully or partially, and are approvals or supporting documents required?

    50.1 The proposed solution should support partial or full release of retainage, appropriate approvals, and supporting document attachments.

51. Are the recurring charges fixed or based on usage?

51.1 VCTC's recurring non-grant billing includes leases. Lease billings are generally recurring fixed amounts that may be updated annually for CPI adjustments.

52. What does a “billing code” represent for your organization? A product/service, charge type, rate, accounting classification, or something else? Can you share an example of a current code and what you are looking for in a new solution?

    52.1 A billing code should represent a configurable billing or charge type and support effective dating. VCTC currently uses customer-level revenue accounts and requires greater flexibility to centrally maintain recurring billing amounts and related accounting.

53. Should the customer’s designated revenue account override the account associated with the product/service or billing code?

    53.1 The proposed solution should support configurable accounting by customer and billing code. VCTC is open to the vendor's recommended design provided the applicable revenue account can be assigned accurately and consistently.

54. Should the same billing code post to different revenue accounts depending on the customer, or do you primarily need to report revenue by customer?

    54.1 VCTC requires reporting by customer and the ability to use multiple billing codes on an invoice. The proposed solution should support configurable revenue account determination based on the customer, billing code, or other applicable accounting dimensions.

55. Which fields may change after an invoice is issued, and what approval, audit history, and customer notification are required? Does “closed” mean fully paid, credited, or in a closed accounting period?

    55.1 Internal controls should be followed at all times. The proposed solution should preserve an audit trail of changes and restrict users when attempting to change a closed invoice. For this requirement, a closed invoice means an invoice that is no longer open for routine revision because it has been paid, credited, or otherwise closed through the accounting process.

56. Should recipients vary by document type or customer location? Do multiple billing codes mean separate invoice lines or multiple allocations on one line?

    56.1 The proposed solution should support multiple recipient email addresses per customer and multiple billing codes as separate invoice lines, with accounting distributions available when needed.

57. What are your document retention policies.

    57.1 The functional requirements require the proposed system to define, apply, and enforce document-retention policies and retain audit logs in accordance with records-retention requirements. Appendix C requires contractor accounting records and supporting papers to be retained for at least seven years after final payment.

58. Are these primarily vendor/procurement contracts, construction/subcontract agreements, customer contracts, or a mix?

    58.1 VCTC manages a mix of agreements, primarily professional services, procurement, transportation, rail, lease, and other operational agreements.

59. How are these contracts managed today? Do you already use a contract system, or is this a manual process today?

    59.1 VCTC does not currently use a contract management system. Approved contracts and balances are tracked in Excel, supporting documents are stored outside Sage 50, and invoice amounts are checked against the contract tracking spreadsheet.

60. How do you calculate the remaining contract balance? Do purchase orders reserve funds, or does the balance decrease only when invoices or payments are recorded?

    60.1 Contract balances are currently maintained in Excel using original amounts, amendments, expenditures, and remaining balances. VCTC does not currently use purchase orders. Under the current process, the tracked remaining balance is reduced as invoices or expenditures are recorded in the contract spreadsheet. The proposed solution should support linkage among contracts, purchase orders, invoices, payments, authorized amounts, and remaining balances.

61. Do insurance and certificates apply to the vendor overall, individual contracts, or both? Should expired documents block purchasing or payment?

    61.1 Insurance certificates may apply at the vendor and/or contract level, depending on the agreement. VCTC currently tracks insurance requirements and expiration dates in spreadsheets. The proposed solution should support multiple insurance and certificate types and configurable warnings or workflow controls for expired documents.

62. Must amendments have approval and version history? Should exceeding the contract balance warn users or block transactions? What zero-dollar agreements must be tracked?

    62.1 The proposed solution should maintain amendment history and approvals, alert users when contracts near expiration or their balances are nearing or exceeding authorized amounts, and support zero-dollar agreements that require date, document, and compliance tracking.

63. Which GASB-related asset tracking requirements are needed.

    63.1 VCTC requires the fixed asset capabilities stated in Appendix A, including depreciation, capitalized and non-capitalized assets, funding sources, lifecycle events, depreciation postings, identifying attributes, and GASB-related tracking for leases and subscription-based IT arrangements and for future GASB standards.

64. Are there any additional subsidiaries/entities that will need to be tracked? If yes, please provide details on the hierarchy and intercompany transaction requirements.

    64.1 No

65. Which transactions should trigger automatic balancing - AP invoices/payments, payroll, journal entries, allocations, or all of these?

    65.1 Automatic balancing is needed for cross funded transactions. The proposed solution should support due-to and due-from entries and balanced accounting for applicable AP, payroll, journal, allocation, and other transactions that cross funds.

66. By cross-funded transactions, do you mean transactions between funds within the same legal entity, between separate entities, or both?

66.1 Cross-funded transactions refer to transactions between funds

67. How many cash pools do you maintain? Does each represent a bank account, an investment account, or several accounts combined?

    67.1 There is currently one cash pool account. More accounts may be added in the future.

68. Can a fund participate in more than one pool? Do you track shares only by fund, or also by grant, department, or project?

    68.1 Yes, a fund can participate in more than one pool. For cash pool and investment pool, its share is tracked by Fund.

69. How do receipts and payments update each fund's share? Do you track cash directly by fund or use due-to/due-from accounts?

    69.1 By Fund and Due to/Due From (GASB Accounting)

70. Does interest allocation mean distributing pooled investment/bank interest among funds? What calculation basis do you use?

    70.1 Yes. Interest allocation refers to distributing pooled bank or investment interest among participating funds. VCTC currently calculates interest allocations in Excel. The proposed solution should support configurable allocation methods and related journal entries.

71. Can funds have negative balances? Are any funds excluded from interest, or subject to different rules? How are investment fees or losses allocated?

    71.1 Interest and Investment fees and losses are all tracked manually. It is expected the new system will be able to track and auto allocate these items.

72. How frequently do you allocate interest?

    72.1 VCTC allocates interest quarterly, however this is subject to change based on the proposed system's functionality.

73. What reports show each fund's share, allocated interest, and reconciliation to the bank or investment balance? Do you need daily or historical balances?

    73.1 Common reports are cash by fund, trial balance, due to / due from, bank reconciliation report, and others. The system should support monthly bank reconciliation and interest allocations. VCTC expects to work collaboratively with the selected vendor to identify and configure reports and options for daily and historical balances.

74. How do you currently calculate pool balances or interest?

    74.1 Monthly bank reconciliations and interest allocations are performed manually to allocate interest.

75. How are grants managed today?

    75.1 Grant tracking and monthly grant billing are currently performed in Excel.

76. What types of billable rates do you need - labor, services/units, indirect costs, or something else?

76.1 VCTC needs to support labor-related billable rates and other grant reimbursement rates. Appendix A requires rates to be stored in the grant module and applied to reimbursement calculations where applicable.

77. Are there any pass-through grants or sub awardees? If yes, how are these managed today and what is the volume?

77.1 Yes. VCTC administers pass-through funding and currently works with approximately 20 subrecipients, including cities within Ventura County and nonprofit organizations. Grant tracking, recipient activity, claims, and billing are currently maintained primarily in Excel and related external records.

78. Must rates only be stored, or automatically applied to grant billings/reimbursement requests? Can rates vary by role, activity, or effective date, and are caps required?

78.1 Billing rates vary depending on hours worked on each task/project. They may change throughout the year.

79. Confirm relationship between Grants and Projects? Are all Projects funded by a Grant?

79.1 Projects and grants are related but not every project must be funded by a single grant. The proposed solution should support projects with multiple funding sources and link grants, projects, expenses, revenues, budgets, and reporting as applicable.

80. Please provide an Employee Breakdown by number between Salary, Hourly, and Union

80.1 VCTC has 26 FTEs. This includes 2 part time positions. Approximately 10 employees are hourly, and 16 are exempt/salaried. VCTC does not have any unions.

81. What is your Payroll Run Frequency? Are Employees paid via Direct Deposit, Checks, or both?

81.1 Payroll is processed twice monthly, with pay dates on the 10th and 25th. Direct-deposit processing is performed through Wells Fargo outside Sage 50. Proposers should describe support for direct deposit, checks, and other payment methods and identify any banking-interface assumptions.

82. Number of Earnings and Deduction Codes? (0-25, 26-50, 51-75 – a range is fine). Please also provide the range for Employee Garnishments.

82.1 Deduction codes range from 0-25.but may change. Garnishments also vary and are not constant. The new system should support multiple deductions.

83. Who is the 3rd party HR management service being used today? Is Payroll and Time-Tracking managed through this company, too? If not, what solution is being used for Payroll and Time-Tracking today?

83.1 VCTC uses CPS HR Consulting for outsourced HR services. Payroll is processed in Sage 50. Time entry is currently completed in Excel and then entered into Sage 50 for payroll processing.

84. Regarding requirement 144, does your organization have union, collective bargaining, or other MOU requirements that govern payroll? If so, please identify the employee groups covered and provide the applicable agreements or summarize any distinct rules for pay rates/steps, overtime, premiums, deductions, employer contributions, leave accruals, and retroactive pay. Please also confirm

whether the proposed system must automatically calculate and enforce these rules, and provide the applicable MOUs or agreements for review.

84.1 VCTC does not have bargaining agreements. The payroll system should support and calculate leave accruals, pay rate increases, etc.

85. How are regular time, overtime, double time, and premiums calculated for each employee group? For 9/80 schedules, when does the workweek begin, including the time of day?

85.1 VCTC follows FLSA to calculate overtime. The new system should support payroll calculations for various flexible schedules.

86. Do 8/9-hour increments refer to the entitlement granted, hours paid for a holiday, or increments employees can request? What happens when schedules change?

86.1 The Payroll system should support flexible work schedules.

87. For requirement 201, does “15-minute time increments” mean employees enter time in 0.25-hour increments, clock-in/out times are automatically rounded to 15-minute intervals, or both? If rounding is required, please specify the rounding method and whether original punch times must be retained.

87.1 The requirement means employees must be able to enter time in 0.25-hour increments. VCTC does not currently use physical time clocks.

88. Retroactive Pay - Must the system automatically recalculate previously processed payroll following a backdated rate or MOU change, or is entering a manually calculated adjustment acceptable? Should recalculations include overtime, premiums, deductions, employer contributions, and prior fund/project allocations? Please provide a representative example.

88.1 The proposed solution should calculate retroactive pay. VCTC currently calculates retroactive pay outside Sage 50 in Excel. The calculation should include the applicable earnings, overtime, deductions, employer contributions, and accounting distributions affected by the retroactive change.

89. Do compensation ranges apply by position, grade/step, employee, or bargaining unit? Does “maximum compensation” mean the maximum base pay rate, annual total earnings, or another limit? Please define the 80% alert calculation, recipients, and whether exceeding the limit should trigger a warning, approval, or payment block. Are automatic step increases required?

89.1 Compensation ranges apply to positions. The maximum compensation limit refers to the top of the applicable position salary range. VCTC wants payroll staff or designated users to receive an alert or report when an employee approaches a defined limit (e.g., 80%). The requirement is an alert and does not require a payment block. Automatic step (merit) increases are not required.

90. Please provide leave policies by employee group, including eligibility, accrual basis, proration, caps, carryover, reset dates, sick-pay calculations, and floating holiday hours.

90.1 VCTC does not have bargaining groups; leave benefits are governed by VCTC HR policy. The proposed solution should support standard leave types, such as PTO and sick leave, with configurable rules for eligibility, accruals, proration, caps, carryover, and reset dates. VCTC

will provide detailed leave policies and data to the selected vendor during implementation.

91. For payroll allocation, should wages, employer taxes, and benefits be distributed using actual time, fixed percentages, or both? Must employees enter multiple fund/project/grant combinations within a day, and should leave costs follow those allocations?

    91.1 VCTC needs payroll costs allocated across funds, programs, projects, and grants based on employee time and other configured allocation methods. Employees may enter multiple funding combinations within a day. The proposed solution should apply the approved allocation to wages and related payroll costs and support corrections or retroactive redistribution.

92. Which payroll, HR, and timekeeping systems will remain in place? Please identify where schedules, leave balances, pay rules, and funding allocations should be maintained, and whether reviewed manual calculations or imports are acceptable for any requirement.

    92.1 VCTC intends to replace Sage 50 payroll and Excel-based time entry with the proposed solution or an integrated third-party payroll/timekeeping solution. The proposed environment should maintain schedules, leave balances, pay rules, time entry, and funding allocations in the ERP or tightly integrated applications. Manual calculations or imports should be limited to approved exceptions.

93. Please provide the pay/deduction code list and formulas, including which earnings form each calculation basis. Do effective dates apply to employee assignments, rates, or the code definitions?

    93.1 VCTC does not have bargaining groups. Pay and deductions vary by employee. Effective dates apply to employee pay rates, such as pay increases. The proposed solution should support configurable pay and deduction codes, calculation bases, and effective dating. VCTC will provide its pay and deduction codes, formulas, and related policies and data to the selected vendor during implementation.

94. Please describe approval levels, routing, and delegation. Should insufficient leave balances warn or block submission/approval, and should validation include pending requests and future accruals?

    94.1 The proposed solution should support configurable approval levels, routing, delegation, out-of-office alternatives, escalation, and approval history. Time-off requests should validate available leave balances. Vendors should describe whether pending requests and future accruals can be included in the validation and how warnings or blocks are configured.

95. Does this include calculating qualified overtime compensation, detailed employee reporting, transfer to payroll, and W-2 reporting? How should FLSA-required overtime be distinguished from state- or MOU-required overtime?

    95.1 Yes. The requirement includes qualified-overtime reporting and the transfer of applicable results to payroll and W-2 reporting. The solution should distinguish federally qualified overtime from other overtime required by state law, policy, or an MOU through configurable pay and reporting codes.

96. How many active projects do you have

    96.1 VCTC typically has several active projects at any given time, ranging from smaller to larger efforts. Because projects open and close frequently, the number of active projects varies

throughout the year. The proposed solution should support project management and track expenditures by project.

97. How many projects have retainage

    97.1 This varies by project.

98. Does the provision for one or more contracts permit a services-only proposal limited to data conversion, validation and interfaces, without supplying ERP or GMS software, or should such a specialist participate under a platform provider's proposal?

    98.1 VCTC is not accepting services-only proposals from firms providing specialized services such as data conversion and data validation. A services specialist may partner with an ERP or GMS proposer to provide services as part of the ERP or GMS proposal. The proposal should clearly describe the services, roles and responsibilities, costs, and third-party providers.

99. Can a specialist application-engineering partner participate as part of a respondent team, or must all implementation work remain with the ERP and GMS vendors?

    99.1 Yes. VCTC will consider proposals submitted by an ERP or GMS vendor with a separate implementation or integration partner. The proposal should thoroughly explain the vendor's role and the partner's role.

100. May the three completed references include private-sector ERP implementations and ERP-integrated financial or administrative systems where comparable scope, complexity and relevant modules are documented, or must each reference include public-sector fund or grant accounting?

    100.1 VCTC prefers public-sector experience but will accept private-sector references. Proposers should include the experience most relevant to the requested ERP and GMS scope.

101. If the proposer is a Wyoming LLC, may it cite completed work performed by its disclosed Mexican operating affiliate, with the contracting entity and each firm's actual delivery role clearly identified?

    101.1 Yes. The proposer should clearly identify the contracting entity and the respective delivery roles of the proposer, affiliate, and any subcontractors.

102. Does the agreement permit implementation and support personnel working remotely from Mexico, with all hosting, processing and backup locations disclosed? Also, is California company registration, a certificate of authority, or California tax good standing an express condition of proposal, award or performance?

    102.1 Vendors are expected to propose the staff best suited to provide the services described in the RFP. VCTC will accept onshore, offshore, or combined delivery approaches. The proposal must disclose where client data will be hosted, stored, processed, and backed up; data-center locations and regions; and any third-party hosting providers. The selected contractor must obtain applicable permits and licenses and comply with California law.

103. Appendix C sets insurance requirements for the contract. Will VCTC consider adjusted insurance limits for a vendor awarded only the Grant Management System component?

    103.1 VCTC will consider exceptions to Appendix C. Proposers should clearly identify each exception, the reason for the exception, and any proposed alternative. VCTC will consider the exceptions during evaluation and contract negotiations.

104. Should subrecipients submit reimbursement requests and supporting documentation directly through the Grant Management System?

    104.1 Yes. VCTC expects recipients to be able to submit reimbursement requests and supporting documentation through the Grant Management System.

105. Requirement 98 calls for integration from the grant module to accounts receivable for reimbursement invoices. Because the ERP will be selected through the same process, should a proposer responding only to the Grant Management System component describe a standard integration method, such as an API or scheduled file export, rather than integration with a specific ERP?

    105.1 Yes. A GMS-only proposer should describe how accounts receivable invoices may be processed through an interface from the GMS to the ERP, such as an API, file export, or other supported method.

106. Which tabs of the cost proposal spreadsheet should a proposer responding only to the Grant Management System component complete?

    106.1 Complete the applicable portions of Appendix B for the proposed solution and services. Leave non-applicable items blank and note “Not applicable” in the Notes column. Vendors may submit supplemental cost documentation, provided it reconciles to Appendix B.

107. May a Grant Management System vendor submit its own proposal and also be named as a third-party provider in one or more ERP vendors' proposals?

    107.1 Yes.

108. Could you please clarify whether VCTC would consider an ERP/GMS vendor submitting a proposal with a separate implementation/integration partner, with the partner’s role identified in the proposal?

    108.1 Yes. VCTC will consider proposals submitted by an ERP or GMS vendor with a separate implementation or integration partner. The proposal should thoroughly explain the vendor’s role and the partner’s role.

109. Will VCTC also accept and separately evaluate a proposal limited to operating budgeting, multiyear forecasting, capital improvement planning, capital budgeting, and capital project tracking, with integration to VCTC’s selected ERP?

    109.1 No. VCTC is accepting stand-alone proposals only for Grant Management System functionality. Budgeting and capital planning are expected to be part of the ERP scope.

110. We would like to clarify whether budgeting and CIP are eligible for a separate award, or whether MDSS must structure its independent proposal around the grant management scope, with budgeting and CIP offered as additional capabilities.

    110.1 Budgeting and capital planning are not eligible for a separate award. If a proposed grant management solution also includes budgeting or capital planning capabilities, those capabilities may be described, but the independent proposal will be evaluated primarily for grant management functionality.

111. Please also clarify how a permitted limited-scope proposer should complete Appendices A and B for requirements outside its proposed scope.

    111.1 Complete Appendix A and Appendix B for the functionality and services included in the proposed solution. For items outside the proposed scope, indicate “Not applicable” and explain the limited scope in the vendor comments or notes.

112. Would VCTC consider a proposal covering budgeting and CIP, including mCIP’s integrated grants management, responsive and eligible for a separate award without requiring MDSS to propose a full ERP system?

    112.1 No. VCTC is accepting stand-alone proposals only for Grant Management System functionality. Budgeting and capital planning are expected to be part of the ERP scope.

113. If this approach is permitted, please clarify how we should complete Appendix A and the pricing forms for requirements outside our proposed scope, including whether any requirements must be addressed specifically to qualify as an independent grant management provider.

    113.1 Complete Appendix A and Appendix B for the functionality and services included in the proposed solution. For items outside the proposed scope, indicate “Not applicable” and explain the limited scope in the vendor comments or notes.

114. Please identify any mandatory or pass/fail requirements in Appendix A and confirm how standard functionality, configuration, custom development, third-party functionality, and planned enhancements should be coded and scored. Which capabilities must be available at proposal submission and demonstrated in January 2027, and may separately identified developments be completed and accepted before go-live?

    114.1 Appendix A does not designate individual requirements as pass/fail. Proposers should use the published response codes and provide the explanations required for the selected code. Capabilities should be described as they exist at proposal submission; roadmap items must identify the expected version or date and roadmap reference.

115. May the three comparable project references include public-sector implementations delivered by the proposer on other ERP platforms, with experience and client counts for the proposed product disclosed separately? May qualified implementation or software partners contribute references? Please identify any minimum live-client, product-age, or California implementation thresholds that determine eligibility rather than scoring.

    115.1 VCTC prefers public-sector experience but will accept other comparable references. Qualified implementation or software partners may contribute to references. Proposers should provide at least three projects completed within the past ten years that are similar in scope and complexity and clearly identify the proposer’s role and experience with the proposed solution. There are no other criteria for minimum live-client, product-age or California implementation other than what is stated in the RFP and this addendum.

116. Would an integrated payroll service or specialist payroll platform be acceptable for the required payroll functions, with the ERP providing employee time entry, approvals, labor distribution, and payroll journal integration? If acceptable, please identify functions that must remain within the ERP, the current payroll provider, and responsibility for tax calculations, filings, deposits, and statutory updates.

116.1 VCTC prefers payroll to be part of the ERP but will accept a proposal in which payroll functionality is provided by an integrated third-party solution. Payroll is currently processed in Sage 50. The proposal should identify the functions provided by each product and all related integration, licensing, support, and contractual dependencies.

117. Please provide the applicable pay frequencies, MOUs or pay policies, overtime rules for 9/80 and 4/10 schedules, leave accrual and retroactive-pay rules, and pension or benefit reporting interfaces, including CalPERS if applicable. For Req. 212, please define the required qualified-overtime calculation, reporting outputs, and payroll interface, including how qualifying statutory overtime is distinguished from other overtime premiums.

117.1 Payroll is processed twice monthly, with pay dates on the 10th and 25th.. Time entry is currently completed in Excel; overtime and retroactive pay may require manual calculations, and accruals are maintained in Sage 50. VCTC participates in CalPERS. Requirement 212 is intended to support qualified-overtime reporting required by applicable federal law.

118. The RFP describes Atrix for 1099 processing and tax reporting, while Req. 123 includes quarterly tax, California Employment Development Department, and W-2 submissions. Please confirm the product name and version, all required filings, available integration specifications, and existing licenses. For the permitted native alternative, which electronic filing, correction, acknowledgement, and remittance services must be included?

118.1 Atrix is currently used for tax-reporting functionality. Appendix A identifies quarterly tax, California Employment Development Department, and W-2 submissions. If the proposed solution provides the required functionality natively, the proposer should explain that approach; otherwise, include the Atrix interface.

119. Please distinguish grants for which VCTC is the recipient from funds administered or passed through to other agencies. Does the GMS scope include subrecipient agreements, claim review, disbursements, compliance monitoring, and closeout, or primarily VCTC reimbursement claims to grantors? Are external grantee or subrecipient portals required, and how many external organizations and users would need access?

119.1 VCTC currently works with approximately 20 subrecipients, including cities within Ventura County and nonprofit organizations. The GMS scope is primarily post-award financial grant administration rather than a competitive application and scoring process. Recipients must be able to submit reimbursement requests and supporting documentation through the GMS. The number of external users per organization will be determined during implementation; proposers should state licensing and user-count assumptions.

120. Please provide representative reimbursement scenarios and claim formats, including multiple funding sources, matching shares, eligible cost categories, reimbursement caps, partial claims, and rejected or revised claims. Must duplicate-claim prevention apply when a claim is prepared or submitted, before reimbursement is received? How should corrections, credits, and subsequent resubmissions update the expense, claim, accounts receivable, and payment records?

120.1 VCTC administers multiple grants, each with specific reimbursement requirements. Representative claim scenarios and claim forms will be provided to the selected vendor during implementation. Duplicate-claim prevention should apply when a claim is prepared or submitted, before reimbursement is received. VCTC expects the proposed solution to support a process for correcting, revising, and resubmitting claims while keeping related

financial records accurate. The specific configuration and options will be determined collaboratively with the selected vendor during implementation.

121. Please provide the chart-of-accounts structure and clarify requirements for governmental versus proprietary fund accounting, including modified-accrual and full-accrual reporting adjustments. For cross-fund transactions and pooled cash, please describe required automatic balancing entries, allocation methods, reconciliation, and each fund's share of pooled cash. Are statutory budget and GAAP reporting bases maintained separately?

    121.1 VCTC's current chart of accounts includes fund, department, account, and other segments. Each fund has a separate fund number, and fund activity is maintained and reconciled monthly. VCTC expects to work collaboratively with the selected vendor to determine the new segment structure. VCTC uses modified accrual accounting for governmental funds and full accrual accounting for proprietary funds, and the proposed solution should support both. Specific balancing entries, allocation methods, reconciliation processes, and each fund's share of pooled cash will be discussed with the selected vendor during implementation. VCTC expects budget and GAAP reporting to be provided from a single system rather than maintained separately.

122. Does Financial and ACFR Reporting require fund financial statements and supporting schedules, government-wide conversion and elimination entries, or production of the complete ACFR document, including notes and statistical sections? Please provide the required report inventory and samples, including SEFA and California or transportation reports where applicable, and identify any existing reporting tool or external auditor role.

    122.1 VCTC expects the proposed solution to support the financial and ACFR reporting requirements identified in Appendix A, including fund financial statements, government-wide reporting, budget-to-actual reporting, trial balances by fund, and applicable year-end adjustments. Production of the complete ACFR document, including notes and statistical sections, is not required; the ACFR is currently prepared by VCTC's outside audit firm. If the proposed solution can produce the complete ACFR, proposers may describe that capability in the proposal, but it should not be included in the cost proposal. VCTC's ACFR and Single Audit report are available on VCTC's website for reference. VCTC will work collaboratively with the selected vendor during implementation to identify the required report inventory, including SEFA and other grant or state reports, and to use the solution's standard reports where possible.

123. For Req. 82, does VCTC require full GASB 87 lease and GASB 96 subscription accounting, including liability schedules, amortization, remeasurement, and general ledger postings, or asset tracking with externally prepared calculations? Please confirm whether GASB 101 compensated-absence valuation and reporting are also in scope, and provide the expected number and complexity of relevant agreements.

    123.1 The new system shall comply with all GASB pronouncements. VCTC's ACFR is posted to the website and includes the GASB pronouncements that have been implemented including GASB 101.

124. Please identify mandatory security attestations or certifications, accessibility standards and evidence, and requirements for encryption, incident reporting, and audit-log retention. Must

production data, backups, support access, and processing remain within the United States? Please clarify restrictions on offshore implementation or support access and on third-party processors, including AI service providers.

124.1 VCTC prefers that production data, backups, and data processing remain within the United States. Proposers should identify the locations from which implementation and ongoing support services will be provided, including any offshore resources or third-party processors. Proposers should also identify any use of artificial intelligence or third-party AI service providers and describe applicable data processing, retention, security, privacy, and configuration options, including whether AI functionality can be disabled where appropriate. For security certifications and attestations, accessibility, encryption, incident reporting, audit-log retention, and related technical requirements, proposers should describe their standard capabilities, recommended approach, and industry best practices. Specific configurations, controls, connection methods, and other technical details will be reviewed and determined collaboratively with the selected vendor during implementation based on VCTC's requirements, security considerations, and best practices.

125. Would a consumption-based subscription be acceptable if the proposal states measurable usage assumptions, included allowances, overage rates, and an annual not-to-exceed amount? Please confirm how such pricing should be represented and evaluated in Appendix B alongside fixed subscriptions. May optional AI services or customer-provided AI model credentials be priced separately from a fully functional base ERP and GMS solution?

125.1 Consumption-based pricing is acceptable if the proposal clearly states the pricing metric, included allowances, assumptions, overage rates, and annual totals for each of the five years. Enter enterprise, tenant, or fixed-fee pricing as directed in Appendix B and explain the pricing basis in the Notes column. Optional AI services may be separately identified and priced as optional, provided all required ERP and GMS functionality is included in the base proposal.

126. Please define Year 1 for Appendix B and the commencement of subscription charges, including implementation and non-production access before the May 2028 go-live. How should annual subscription invoices or milestone-based fixed fees be reconciled with monthly billing, and should the two option years include binding escalation caps?

126.1 For Appendix B, Year 1 is the first contract year and should include the recurring subscription costs applicable during that year, including implementation and non-production access if charged. Enter the applicable annual totals for Years 2 through 5, including proposed increases. Separately identify one-time or milestone-based implementation fees on the One-Time Implementation Services tab. Years 4 and 5 are VCTC's optional two-year extension and may include proposed escalation.

127. In the supplied workbook, detail-row five-year total formulas in column K are absent, and the main recurring-cost tab lacks Years 2-5 and five-year subtotal formulas for HR/Payroll and Other. Please provide a corrected workbook or confirm that vendors may restore these formulas while preserving the required layout, so all recurring costs flow into the five-year grand totals.

127.1 Vendors may restore or copy the applicable formulas while preserving the required workbook layout. Vendors are responsible for reviewing all formulas and confirming that module subtotals and five-year totals are complete and accurate.

128. Where a proposer presents a compliant native GMS as its base solution and separately prices a specialist GMS alternative, will each configuration be evaluated separately? If VCTC selects ERP and GMS from different proposals, who will own and fund cross-system interface design, reconciliation, acceptance testing, and ongoing support, and which integration assumptions should each bidder include?

    128.1 VCTC may evaluate native and specialist GMS configurations separately when they are clearly presented and priced. If ERP and GMS are awarded separately, VCTC expects the vendors to work collaboratively to define and deliver the interface. Each proposal should state its interface assumptions, responsibilities, services, testing, support, and costs.

129. Please describe grant and project labor-cost allocation, indirect-cost methods, billable-rate calculations, and allowable administrative costs. Are effective-dated rates, burdened payroll costs, and shared costs across several awards required? Please also clarify budget carryforward, grant-to-date reporting, and reimbursement cutoffs when a grant period spans fiscal years or ends before all related transactions are paid.

    129.1 VCTC uses billable rates for grant reimbursement. Labor is billed using fully burdened rates that include fringe benefits and payroll taxes and is allocated based on actual employee time. Because billing rates may change during the year, the proposed solution should support effective-dated rates and costs shared across multiple grants and projects. With the new system, at fiscal year-end, open encumbrances should roll forward; however, the related budget may not roll forward with the encumbrance and must be re-appropriated in the new fiscal year. The proposed solution should support grant-to-date reporting for grants that span fiscal years. Specific indirect-cost methods, allowable administrative costs, and reimbursement cutoff rules will be discussed collaboratively with the selected vendor during implementation.

130. Which external agency or transportation systems must be integrated at go-live, beyond the named interfaces? For FTA or Caltrans reimbursement and reporting processes, are direct electronic interfaces required, or are system-generated reports and files for staff upload sufficient? Please identify any required fare-revenue, transit-operator, or ridership feeds and provide available data formats and exchange frequencies.

    130.1 No interfaces are required at go-live beyond those identified in the RFP: Wells Fargo, Outlook, Microsoft Entra ID, Atrix, DocuSign, and the selected GMS or ERP counterpart. Direct electronic interfaces with FTA, Caltrans, or other funding agencies are not required; system-generated reports and files that staff can submit or upload are acceptable, including agency specific invoice formats where required. No fare-revenue, transit-operator, or ridership interfaces are required.

131. Please confirm the baseline conversion scope: opening balances by fund, open AP/AR/PO transactions, active grant and project inception-to-date balances, budgets, assets, employees, and leave or payroll year-to-date balances. May closed historical transactions remain in an accessible legacy archive? Please identify the Sage 50 version, other source systems, and any minimum history needed for reporting or grant-claim validation.

    131.1 VCTC currently plans to convert data necessary for accurate reporting, including financial balances, and open transactions rather than complete historical detail. Open grant awards, budgets, contracts, purchase orders, receivables, and other transactions needed to continue processing at go-live should be converted. VCTC intends to archive historical information.

The final scope will be determined with the selected vendor based on best practices, benefits, costs, and risks.

132. Please identify the Wells Fargo services required at go-live, including payment initiation, ACH or wire files, check printing, positive pay, bank-statement imports, and reconciliation. Please provide supported file or API specifications, transmission methods, testing requirements, and bank approval responsibilities. Are third-party bank connectivity services acceptable, and who will hold and pay for required bank-service subscriptions?

    132.1 VCTC uses one Wells Fargo bank account and Wells Fargo Payment Manager. Current processes include checks, ACH, limited wires, direct deposit, daily online activity review, monthly statement retrieval, manual file upload or portal activity, and monthly bank reconciliation in Sage 50. No live bank interface currently exists, so file layouts, protocols, testing requirements, and bank approvals will be developed with Wells Fargo and the selected vendor during implementation. Proposers should identify any third-party connectivity services and related costs.

133. Does Outlook integration require notifications, invoice ingestion, calendar integration, or approvals within email? For Entra ID, please identify the required authentication protocol, MFA and user-provisioning expectations, and tenant restrictions. For the permitted native alternative to Docusign, please specify signature, signer-authentication, evidence, and external-party requirements; otherwise, please identify the existing Docusign plan and integration access.

    133.1 Outlook notifications and approvals, including any invoice ingestion or calendar integration, will be determined during implementation based on the approach deemed feasible and secure. For Microsoft Entra ID, VCTC will determine the authentication protocol, multi-factor authentication, user provisioning, and tenant settings with the selected vendor during implementation. DocuSign is identified as a potential interface for contract and document signatures. If the proposed solution provides equivalent signature functionality natively, proposers should describe it in the proposal, including signer authentication, evidence, and external-party signing; otherwise, include the DocuSign interface.

134. Please identify the existing third-party HR management system and whether it will remain in place. Which system should be authoritative for employee details, positions, salary changes, benefits, leave balances, and termination dates? Please specify required HR-to-payroll or ERP interfaces and confirm whether all 25 employees require time-entry and paystub access.

    134.1 VCTC does not currently operate a comprehensive HR system of record. HR services are outsourced to CPS HR Consulting, payroll is processed in Sage 50, and time entry is maintained in Excel. The proposed solution or integrated applications should become the authoritative source for employee data needed for payroll and time entry. All 25 employees should be priced for employee self-service, time entry, leave requests, and paystub access.

135. Please confirm whether the 5 core users and 12 end users are separate populations and whether employee self-service, approvers, external vendors, and grantees require additional access. Please provide expected document storage and annual growth, grant-claim attachment volumes, and required test or training environments. Does the annual grant-budget figure shown as $159.6 mean $159.6 million, and does it overlap the operating or capital budgets?

    135.1 The 5 core users (primarily Finance staff) and 12 end users (distributed across multiple departments) are separate groups, totaling 17 ERP users. VCTC has 26 FTEs, and all

employees require employee self-service access. Specific roles, approvers, and external vendor or grantee access will be determined during implementation; proposers should state their licensing and user-count assumptions. Expected document storage and attachment volumes are not currently known. At a minimum, proposals should include production and test environments. VCTC's FY 2026-27 budget is $165.9 million, including operating and capital budgets.

136. At what level must budget availability and encumbrances be controlled: fund, account, department, grant, project, or combinations? Should insufficient budgets block a purchase order or permit an approved override? Please describe pre-encumbrances, carryforward, blanket or multiyear orders, retainage, three-way matching exceptions, and tax-jurisdiction rules that must be configured for go-live.

    136.1 VCTC expects governmental encumbrance functionality that can reserve and liquidate budget and track purchase-order commitments and remaining balances. Budget checking should be configurable at requisition or purchase-order creation using applicable combinations such as fund, account, department, program, grant, and project. The proposed solution should support configurable warnings, blocks, authorized overrides, carryforward, blanket or multiyear orders, retainage, matching exceptions, and audit history. Final control levels and future-state procedures will be designed during implementation.

137. Please provide approximate counts and categories of capital and non-capital assets, including infrastructure or rail assets, and capitalization thresholds by fund or asset type. Must project costs accumulate as construction in progress and then capitalize automatically when placed in service? Please describe required asset transfers between governmental and proprietary activities and any grant-funded asset reporting obligations.

    137.1 The annual budget includes $39 Million of projected capital projects in various Budget Tasks. There are typically construction in progress for assets that are not completed by the end of the fiscal year. VCTC has various reporting requirements depending on the Grant.

138. Please provide document and audit-log retention schedules, legal-hold requirements, supported file-size expectations, and vendor-portal functions. For invoice inbox malware scanning, may the solution use VCTC's existing email-security service, and what service is available? Please clarify requirements for access restrictions and auditability of payroll, vendor banking, and grant-claim attachments, including uploaded audio or video files.

    138.1 The document retention policy will be shared with the selected vendor. System access and restrictions will be determined at the time of implementation with the vendor.

139. Please identify any minimum uptime, recovery time, recovery point, backup retention, support coverage, severity-response, or resolution commitments. Are separate disaster recovery regions or customer-tested recovery exercises required? Please state the required post-go-live stabilization period and whether after-hours critical support, upgrade testing, and ongoing regulatory updates must be included in the base recurring price.

    139.1 System access and restrictions will be determined at the time of implementation with the vendor

140. Would optional AI-assisted invoice extraction, reporting, or workflow recommendations be acceptable when configurable human approvals and an audit trail are retained? Please identify any

restrictions on AI processing of financial or personnel data, model-provider retention or training, and autonomous actions. May VCTC disable AI features while retaining all required base functionality without an AI-provider dependency?

140.1 Optional AI-assisted functionality may be proposed if required base functionality remains available without reliance on AI. Human approvals, role-based access, and audit trails must be retained. Vendors should disclose AI providers, data use and retention, training practices, autonomous actions, security, and configuration controls.

141. Is the May 2028 go-live intended for all modules simultaneously, or may payroll, ERP, and GMS be phased? Please identify payroll parallel-run and financial-close validation expectations, acceptance milestones, and any fiscal-year constraints. What staff availability, onsite workshops or training, and remote-delivery arrangements should bidders assume, and will VCTC have a project manager or implementation advisor?

141.1 May 2028 is the target go-live. Proposers may recommend an implementation sequence or phased approach while maintaining that target. VCTC prefers some on-site participation for key activities such as discovery and testing but will consider onshore, offshore, remote, or combined delivery. Proposers must identify VCTC and vendor staffing, estimated effort, testing, acceptance, training, cutover, and stabilization assumptions. VCTC has not contracted with a separate implementation project manager or quality-assurance resource.

142. Is there an approved budget range or not-to-exceed amount for implementation and the full three-year plus optional two-year term? Please identify the funding sources for this procurement and any additional federal or FTA contract clauses, DBE participation requirements, or certifications that must be included in the proposal or contract.

142.1 VCTC appropriated $500,000 in its FY 2026-27 budget for software and implementation services. VCTC may revise the budget after proposals are received and a contract is awarded.

143. Will the mandatory January 2027 demonstrations be onsite or virtual, and what duration should proposers plan for? When will scripts, sample data, and evaluation criteria be provided? Please make available any pre-proposal presentation, recording, or documented grant-workflow examples that supplement the published requirements and will be relied upon in evaluation.

143.1 VCTC prefers demonstrations to be on-site in Camarillo. ERP proposers should plan for approximately two days, plus or minus one-half day; GMS proposers should plan for approximately one day, plus or minus one-half day. VCTC anticipates providing demonstration scripts at least two weeks in advance. The pre-proposal conference transcript and Q&A are included in the addendum.

144. Please share any required closing-control procedures, report examples, or corrective-action requirements that should be incorporated into the implementation. In particular, what validation and approval controls are expected for asset classification between governmental and business-type activities, construction in progress, and intra-fund eliminations, and which of these controls should be demonstrated during evaluation?

144.1 Proposers should respond based on the requirements stated in the RFP and appendixes. Proposers should describe standard functionality and recommended controls provided by their system. Policies, procedures, report designs, and other similar types of information will be provided during implementation, developed during implementation, discussed collaboratively with the vendor to reach a configured state.

145. May the contract include a SaaS license and data-processing addendum that distinguishes vendor pre-existing software from VCTC-specific deliverables? Please specify required data, attachment, configuration, and audit-log exports, transition assistance, and post-termination access, and how agreed SaaS provisions will fit within the contractual order of precedence.

    145.1 Proposers may identify exceptions and propose SaaS subscription or data-processing terms with the proposal.

    Proposers should respond based on the requirements stated in the RFP and appendixes. Proposers should describe standard functionality and recommended controls provided by their system. Policies, procedures, report designs, and other similar types of information will be provided during implementation, developed during implementation, discussed collaboratively with the vendor to reach a configured state.

146. VCTC's published financial policies indicate that governmental funds use modified accrual accounting and proprietary funds use the accrual basis. Does VCTC expect the proposed ERP to maintain both bases and produce the associated fund-level and government-wide reporting directly? May conversion and reconciliation adjustments be maintained in separate accounting or reporting books?

    146.1 Yes. VCTC expects the proposed solution to comply with GASB requirements and support both modified accrual accounting for governmental funds and full accrual accounting for proprietary funds, including the associated fund-level and government-wide reporting identified in Appendix A. Conversion and reconciliation adjustments should not be maintained in separate accounting or reporting books; VCTC expects budget and GAAP reporting to be provided from a single system. Production of the complete ACFR document is not required. Specific reporting requirements and year-end adjustments will be determined collaboratively with the selected vendor during implementation.

147. Must each of VCTC's eight funds maintain an independently balanced trial balance with automated due-to/due-from entries? For pooled cash, must the system calculate each fund's share of the pool and automatically allocate cash activity and interest, or are periodic accounting entries acceptable?

    147.1 VCTC expects each fund to maintain balanced accounting and the proposed solution to support due-to and due-from entries for cross-funded transactions. VCTC has one bank account and currently calculates pooled-cash balances, each fund's share, and interest allocations in Excel, with related journal entries recorded in Sage 50. Interest is currently allocated quarterly. The proposed solution should support pooled-cash accounting, reconciliation, and configurable allocation methods.

148. What allocation methods does VCTC currently use for shared administrative costs, payroll, employee benefits, interest, and other direct or indirect expenses? Are drivers based on fixed percentages, actual labor hours, payroll costs, headcount, direct expenditure, square footage, or another basis? Are methodologies or rates established by grant or funding source, and does VCTC require automated periodic allocations, recalculations, or true-ups? Where available, a redacted allocation worksheet or methodology would be helpful.

    148.1 VCTC currently uses a combination of actual employee time, billable rates that include fringe and payroll taxes, manual fund splits, and spreadsheet calculations for labor, grants, pooled cash, and interest allocations. Funding and allocation methods may vary by grant or funding source. The proposed solution should support configurable allocation bases.

149. Which ACFR statements, reconciliations, government-wide conversion entries, elimination entries, budgetary comparisons, and supporting schedules must be produced directly by the proposed ERP? Are certain year-end adjustments or financial statement disclosures expected to remain outside the system? Would VCTC make representative year-end reporting schedules available?

    149.1 Proposers should respond based on the requirements stated in the RFP and appendixes and describe the standard functionality and recommended controls provided by their system. Detailed policies, procedures, report designs, workflows, configurations, and similar future-state decisions will be provided, developed, or discussed collaboratively with the selected vendor during implementation. VCTC expects the proposed solution to support the financial and ACFR reporting requirements identified in Appendix A, including fund financial statements, government-wide reporting, budget-to-actual reporting, trial balances by fund, recurring and reversing entries, and applicable year-end adjustments.

150. Must the Grants Management System support both grants awarded to VCTC and funding allocated or awarded by VCTC to external agencies or subrecipients? For externally administered funding, which award, obligation, claims, approval, disbursement, documentation, compliance monitoring, and recipient reporting activities must occur within the system?

    150.1 Yes. The GMS must support grants awarded to VCTC and funding allocated or passed through by VCTC to external agencies and subrecipients. The required post-award scope includes awards, obligations, recipient claims, approvals, reimbursement or disbursement processing, supporting documentation, compliance monitoring, balances, deadlines, closeout, and reporting. VCTC currently works with approximately 20 subrecipients, including cities and nonprofit organizations.

151. What are VCTC's most complex grant reimbursement rules, including eligible expenditures, reimbursement percentages, matching funds, indirect costs, labor billing rates, multiple funding sources, grant-period restrictions, and duplicate reimbursement controls? Could VCTC provide a representative redacted reimbursement package and its related review and approval workflow?

    151.1 VCTC's current grant processes include multiple funding sources, percentage-based fund splits, matching funds, eligible expenditures, labor billed using burdened rates, grant-period restrictions, reimbursement claims, and controls to avoid duplicate reimbursement. Proposers should respond based on the requirements stated in the RFP and appendixes and describe the standard functionality and recommended controls provided by their system. Detailed policies, procedures, report designs, workflows, configurations, and similar future-state decisions will be provided, developed, or discussed collaboratively with the selected vendor during implementation.

152. For transportation funding administered by VCTC but held or disbursed by another entity, including the County Auditor-Controller where applicable, must the system track apportionments, awards, recipient claims, disbursement instructions, recipient balances, payment status, and reconciliations to the external custodian? Which activities are expected to post to VCTC's general ledger?

    152.1 The system is expected to track GASB Accounting including Cash balances, A/R, accruals, etc.

153. Is project management primarily intended for project financials, budgets, tasks, funding sources, and reporting, or must it also include operational schedules, milestones, resource assignments, and project progress? How are multi-year project appropriations, unspent budgets, funding changes, and project closeout currently managed?

153.1 VCTC's project management needs focus primarily on project financials, including budgets, funding sources, contracts, invoices, expenditures, projections, tasks, milestones, documents, and reporting, rather than software-development task management. Unspent and multi-year budgets are managed through VCTC's annual budget process; unspent budget needed in the following fiscal year is re-appropriated in the new fiscal year's budget.

154. Must the proposed solution manage the full annual budget development process, including program/task-level budgets, position-level salary and benefit projections, departmental submissions, supporting narratives, review and approval stages, and Commission-approved versions? Which activities must take place in the budgeting application rather than in spreadsheets or published budget documents?

154.1 Yes. The proposed solution should support VCTC's annual budget-development process, including program and task-level budgets, salary and benefit projections using payroll data, departmental submissions, supporting narratives, review and approval, draft versions, and the Commission-approved budget. VCTC currently performs these activities primarily in Excel and Word. The intent is to move the required budgeting activities into the proposed solution.

155. How must VCTC manage original, amended, current, and forecast budgets across fiscal years, grants, and capital projects? Must budget transfers or amendments follow approval workflows and preserve a full version history? Which forecasting drivers and periods are required?

155.1 The proposed solution should maintain original, amended, current, and forecast budgets; support budget transfers and amendments through configurable approval workflows; preserve version and audit history; and support multiple fiscal years, grants, projects, fund balances, and draft budgets. Forecasting should support payroll, COLA, merit, medical insurance, fringe, indirect costs, hourly rates, project hours, and other configurable drivers. Detailed periods and drivers will be finalized during implementation.

156. Please describe the required workflow from purchase requisition (PR) to purchase order (PO), receipt of goods or services, vendor invoice (VI), and payment. Which steps require distinct approval, and when may earlier approval carry forward? Must changes to amounts, accounting distributions, or funding sources initiate reapproval?

156.1 VCTC's current process begins with the program area or project manager receiving or initiating the purchase and related invoice. Directors approve invoices, Finance validates the invoice, contract, math, coding, and funding, enters it in Sage 50, and routes it for final review and payment. VCTC does not currently use purchase requisitions or purchase orders consistently. The proposed solution should support an electronic PR-to-PO-to-receipt-to-invoice-to-payment workflow, configurable approvals, reapproval when material amounts or accounting distributions change, and a complete audit trail.

157. For multi-line PRs, POs, and vendor invoices distributed across different funds, departments, projects, or grants, must approvals occur by individual line or by the overall document? Can different line items require different approvers? Must routing evaluate combinations of amount thresholds, fund, department, project, or other criteria?

157.1 Proposers should respond based on the requirements stated in the RFP and appendixes and describe the standard functionality and recommended controls provided by their system. Detailed policies, procedures, report designs, workflows, configurations, and similar future-

state decisions will be provided, developed, or discussed collaboratively with the selected vendor during implementation. The proposed solution should support line-level and document-level approvals and route transactions using configurable combinations of amount, fund, department, program, project, grant, account, and other criteria. Final approval rules will be designed during implementation.

158. Where multiple approvers participate, when is approval required from all individuals versus any one individual? Are sequential and parallel routing, out-of-office delegation, reassignment, time-based escalation, and full approval-history reporting required at all transaction stages?

    158.1 The proposed solution should support sequential and parallel approvals, all-versus-any approval logic, delegated or backup approvers, reassignment, escalation, and complete approval-history reporting.

159. Does VCTC require formal governmental encumbrance accounting, including budget reservation and liquidation, or is PO commitment tracking with available-budget reporting acceptable? At which stages should the budget be checked, at what level of detail, and should transactions exceeding available funding be blocked or routed for override approval?

    159.1 VCTC expects governmental encumbrance functionality that can reserve and liquidate budget and track purchase-order commitments and remaining balances. Budget checking should be configurable at requisition or purchase-order creation and by combinations such as fund, account, department, grant, and project. The proposed solution should support configurable warnings, blocks, and authorized overrides.

160. Is a documented receipt of goods or services required for three-way matching, and what tolerances are acceptable? How should the system address partial receipts, partial invoices, price or quantity variances, retainage, and invoices exceeding approved PO or contract balances?

    160.1 Proposers should respond based on the requirements stated in the RFP and appendixes and describe the standard functionality and recommended controls provided by their system. Detailed policies, procedures, report designs, workflows, configurations, and similar future-state decisions will be provided, developed, or discussed collaboratively with the selected vendor during implementation. The proposed solution should support three-way matching, partial receipts and invoices, quantity and price variances, retainage, and controls for invoices exceeding purchase-order or contract balances.

161. Is contract management primarily intended for procurement and vendor agreements, including amendments, insurance certificates, expirations, retainage, encumbered amounts, and linkage to PO and payment records? Does VCTC also require contract drafting, legal review, negotiation, signature, or renewal lifecycle management? Would an integrated external contract administration application be acceptable?

    161.1 Contract management is primarily intended for procurement, professional-services, construction, rail, lease, license, and other agreements, including amendments, insurance certificates, expirations, retainage, authorized amounts, remaining balances, documents, and linkage to purchase orders, invoices, and payments. VCTC currently tracks contracts in Excel, SharePoint, Teams, and program files. VCTC does not require contract development, drafting, legal review, and other contract preparation tasks. Contract Management is primarily post contract execution. An integrated external contract application is acceptable if all required functionality, interfaces, costs, and responsibilities are included in the proposal.

162. Does VCTC require a vendor-facing portal for registration, W-9s, insurance documents, invoice submission, and inquiry into invoice or payment status, or are internally managed vendor records and an AP email inbox sufficient? Must the solution enforce document retention schedules, email acknowledgement, and incoming-document security controls?

    162.1 VCTC does not currently use a vendor-facing portal and does not consider one necessary. Vendor records are managed internally. The proposed solution should support an AP email inbox, acknowledgement of received invoices, document attachment, routing and approval, vendor setup requests, W-9 and insurance documentation, retention controls, security scanning, and inquiry into invoice and payment status by authorized users.

163. Does VCTC require automated GASB 87 lease accounting and GASB 96 subscription-based IT arrangement accounting, including schedules, postings, and disclosures? Must the asset solution support construction in progress, capitalization from projects, additions/improvements, asset funding sources, physical inventory or barcoding, and distinct governmental versus business-type accounting treatments? Approximately how many active assets are in scope?

    163.1 The proposed solution should support the fixed-asset requirements in Appendix A, including depreciation, GASB 87 leases, GASB 96 subscription-based IT arrangements, construction in progress, capitalization from projects, additions and improvements, funding sources, physical attributes, locations, non-depreciable items, and governmental versus business-type reporting. VCTC currently tracks hundreds of assets in Excel.

164. Which Wells Fargo services and interfaces are currently used for ACH, printed checks, wires, positive pay, statement reconciliation, and payment approvals? What file layouts, connectivity protocols, or automated transfers must be supported at initial go-live?

    164.1 VCTC uses one Wells Fargo bank account. Current processes include checks, ACH, limited wires, direct deposit, Wells Fargo Payment Manager, daily activity review, monthly statements, monthly bank reconciliation, and manual file upload or portal activity. No live bank interface currently exists. The proposed solution should support payment files or APIs, check processing, ACH and wires, bank-statement import, reconciliation, and appropriate payment approvals. Interface specifications and testing details will be developed with Wells Fargo and the selected vendor during implementation.

165. In addition to grant reimbursement invoicing, what recurring, contract-based, rate-based, or other customer billing scenarios must the system accommodate? Are effective-dated billing rates, revisions to issued invoices, or revenue recognition independent of invoicing material operational requirements?

    165.1 In addition to grant reimbursement billing, VCTC primarily bills recurring leases. Lease billing is generally recurring and may receive annual CPI adjustments. VCTC needs effective-dated billing rates, customer-specific and multiple GL codes, invoice revision with audit history, multiple invoice recipients, recurring billing, and the ability to recognize or accrue revenue separately from formal quarterly billing when appropriate.

166. Which HR, payroll, benefits, and timekeeping systems are currently in use, and which will be retained or replaced? Does VCTC intend to process payroll and manage tax filings and bank files internally, or would a full-service payroll provider responsible for processing and remitting payroll taxes be acceptable?

166.1 VCTC currently uses Sage 50 for payroll, Excel for time entry, and CPS HR Consulting for outsourced HR services. These processes, except for CPS HR Consulting, are expected to be replaced by the proposed ERP or integrated payroll, HR, and timekeeping applications. VCTC prefers payroll within the ERP but will accept an integrated third-party payroll solution. The proposal should identify responsibility for payroll processing, tax calculations and filings, bank files, statutory updates, interfaces, support, and costs.

167. Please confirm payroll frequencies, employee classifications, and any distinct pay groups. What are the most complex payroll scenarios involving 9/80 or 4/10 schedules, multiple MOUs, overtime, retroactive or off-cycle payments, sick leave, holiday accruals, and qualified overtime reporting? Could VCTC share representative redacted examples?

167.1 Payroll is processed twice monthly, with pay dates on the 10th and 25th. VCTC has salaried and hourly employees. Current complexities include overtime, retroactive pay, CalPERS-reportable pay, sick and vacation accruals, floating holidays, salary ranges, maximum-compensation monitoring, multiple funding codes, and qualified-overtime reporting. Proposers should respond based on the requirements stated in the RFP and appendixes and describe the standard functionality and recommended controls provided by their system. Detailed policies, procedures, report designs, workflows, configurations, and similar future-state decisions will be provided, developed, or discussed collaboratively with the selected vendor during implementation.

168. VCTC's FY2026–27 Budget identifies three CalPERS retirement tiers, including two Classic tiers and one PEPRA tier, with differing employee and employer contribution responsibilities.

168.1 Confirmed. VCTC participates in CalPERS and has retirement tiers and contribution arrangements that must be supported by the proposed payroll solution. The solution should support configurable employee and employer contribution calculations, CalPERS-reportable pay codes, effective dating, reconciliation, and required reporting.

169. Must employees record worked and leave time by fund, department, program, project, grant, and task? If a timesheet has multiple funding distributions, must each project or grant manager approve applicable time lines, or is one supervisor approval sufficient? Which system should enforce leave availability, work schedules, and overtime rules, and may an integrated timekeeping application perform these functions?

169.1 Employees must record worked and leave time using applicable fund, program, project, grant, task, or budget codes. The proposed solution should support multiple funding distributions, configurable line-level or timesheet-level approvals, leave-balance validation, work schedules, overtime rules, and integration with payroll and billing. An integrated timekeeping application is acceptable if the requirements, interfaces, costs, and responsibilities are included in the proposal. Final approval routing will be configured during implementation.

170. How are wages, payroll taxes, employer retirement contributions, benefits, and other labor burden distributed to funds, programs, projects, and grants: actual approved time, preset percentages, calculated rates, or a combination? What approval and accounting process applies to retroactive labor redistribution, corrections, or closed grant periods? A redacted time-to-payroll-to-GL example would be helpful.

170.1 VCTC currently distributes labor using approved employee time, billable rates that include fringe and payroll taxes, funding-source information, and manual spreadsheet calculations. The proposed solution should support actual-time and configurable percentage or rate-based allocations to funds, programs, projects, and grants, including employer costs, corrections, retroactive redistribution, and audit history.

Proposers should respond based on the requirements stated in the RFP and appendixes and describe the standard functionality and recommended controls provided by their system. Detailed policies, procedures, report designs, workflows, configurations, and similar future-state decisions will be provided, developed, or discussed collaboratively with the selected vendor during implementation.

171. What payroll data must be converted, including employee master records, year-to-date earnings, deductions, tax balances, leave accruals, and retirement-related information? Are parallel payroll runs required and, if so, for how many pay periods? Which reconciliation and acceptance results must be achieved before payroll cutover?

171.1 Proposers should respond based on the requirements stated in the RFP and appendixes and describe the standard functionality and recommended controls provided by their system. Detailed policies, procedures, report designs, workflows, configurations, and similar future-state decisions will be provided, developed, or discussed collaboratively with the selected vendor during implementation. The proposal should include conversion of employee master data and the payroll, deduction, tax, leave, retirement, and year-to-date information necessary for an accurate cutover and required reporting. Proposers should state their recommended number of parallel payrolls and reconciliation and acceptance criteria. Detailed conversion fields, parallel-run count, and cutover acceptance results will be established with the selected vendor during implementation.

172. When the proposed solution includes separate ERP, grant, payroll, timekeeping, budgeting, or procurement applications, is consolidated reporting across applications required within one reporting environment, or may users access linked reports in the source applications? Must reporting include in-process transactions, approval histories, attachments, and field-change audit logs?

172.1 VCTC expects consolidated reporting across the proposed ERP, GMS, payroll, timekeeping, budgeting, and procurement environment. A common reporting environment is preferred; linked reporting from integrated source applications may be acceptable if users can obtain complete and consistent information. Reporting should include posted and in-process transactions, approval histories, attachments, and field-change audit trails where applicable.

173. For Outlook, Microsoft Entra ID, Atrix, DocuSign, and the GMS, which processes currently use live integrations versus manual exports, and which must be automated by go-live? Are there required authentication, file transfer, data ownership, or record retention conditions that would govern third-party integrations?

173.1 No third party integrations. VCTC uses manual process but is looking to automate with the new system.

174. The RFP identifies April 2027 as the anticipated implementation start and May 2028 as the planned go-live. Must all ERP, GMS, payroll, timekeeping, budgeting, and related functions become

operational simultaneously, or may selected components follow a phased deployment? Would VCTC consider a financial cutover aligned with its June 30 fiscal year-end if warranted by implementation and reconciliation needs?

174.1 May 2028 is the target go-live, and VCTC prefers implementation and cutover near the beginning of the fiscal year. Proposers may recommend a phased deployment if the overall approach, dependencies, interfaces, testing, payroll cutover, and target dates are clearly identified. Any proposed financial cutover aligned with June 30 should be explained in the implementation plan.

175. The RFP indicates an initial preference to migrate balances and open transactions rather than complete historical detail. Could VCTC clarify the expected open-item and beginning-balance conversion for grants, project budgets, contracts, POs, fixed assets, employee/payroll balances, vendor/customer data, and supporting attachments? Would read-only access to the legacy system or a separate archive satisfy historical audit inquiries?

175.1 VCTC currently plans to convert data necessary for accurate reporting, including financial balances, and open transactions rather than complete historical detail. Open grant awards, budgets, contracts, purchase orders, receivables, and other transactions needed to continue processing at go-live should be converted. The final scope will be determined with the selected vendor based on best practices, benefits, costs, and risks.

176. What level of participation does VCTC anticipate from finance, grants, payroll, IT, and department approvers during design, testing, training, and cutover? Are there fiscal close, budget adoption, payroll, audit, or grant reporting periods during which implementation activities should be limited? Are there preferred training and knowledge-transfer expectations for VCTC staff?

176.1 Proposers should identify the VCTC participation, estimated effort by role, training approach, knowledge transfer, and scheduling assumptions required by their implementation methodology. Detailed staffing assignments, blackout periods, training plans, and cutover calendars will be established with the selected vendor during project planning.

177. Please confirm whether a proposer may submit a GMS-only proposal that will be evaluated and considered for a separate award independently of the ERP award. If so, please identify which proposal requirements, evaluation criteria, and implementation responsibilities apply specifically to a GMS-only proposer.

177.1 Yes. A GMS provider may submit independently without an ERP partner and may be considered for a separate award. The provider should complete the proposal requirements, functional requirements, implementation approach, and cost proposal applicable to its GMS solution and identify non-applicable ERP items accordingly.

178. Please identify the specific existing or planned systems with which the ERP and GMS must interface, including the system owner, data exchanged, anticipated frequency, available API or file-transfer method, and which party will be responsible for third-party access or transaction fees.

178.1 Potential interfaces identified in the RFP are Wells Fargo banking, Microsoft Outlook, Microsoft Entra ID single sign-on, Aatrix tax reporting, DocuSign contract and document signatures, and an interface between the ERP and GMS if separate systems are selected. No live integration currently exists with Wells Fargo, and several current processes rely on manual files, portal activity, or processes outside Sage 50. Proposers should describe their supported interface methods, anticipated data exchanges, frequency assumptions,

implementation responsibilities, testing, ongoing support, and all third-party dependencies and costs.

179. Please specify the source systems, number of historical years, approximate record and attachment volumes, available export formats, and expected vendor responsibilities for data extraction, cleansing, reconciliation, and validation for both financial and grant-management data.

    179.1 Current source information includes Sage 50 for financial and payroll processing and Excel, Word, SharePoint, Teams, and other externally maintained files for grants, budgeting, contracts, projects, fixed assets, time entry, reporting, and supporting documentation. VCTC's baseline preference is to convert the balances, master data, open transactions, and active records needed to continue processing and produce accurate reporting at go-live rather than complete historical detail. Proposers should describe their proposed responsibilities and approach for data extraction, mapping, transformation, cleansing, loading, reconciliation, validation, and acceptance. Final responsibilities and conversion scope will be determined with the selected vendor.

180. Please clarify whether external grantees, subrecipients, vendors, or partner agencies require direct portal access to submit invoices, reimbursement requests, supporting documents, or status updates, and provide the estimated number of internal and external users by role.

    180.1 No direct portal access to vendors or partner agencies is required.

181. Please identify any mandatory security certifications or contractual standards required at proposal submission or go-live, including SOC 2, data-residency requirements, encryption standards, recovery objectives, incident-notification periods, and minimum uptime commitments.

    181.1 No specific certification is required. Proposers should state which they hold (for example SOC 2 Type II or equivalent) and describe where VCTC data is hosted, stored and backed up, their encryption in transit and at rest, recovery time and recovery point objectives, breach-notification period, and uptime commitment.

182. Is the grant management system intended to support (a) billing VCTC's funding agencies (e.g., Caltrans, FTA) for reimbursement, (b) administering subrecipients to which VCTC passes through funds, or (c) both? If both, please provide the approximate split of the 36–40 active grants and 400 annual reimbursement requests between the two, and the number of subrecipients.

    182.1 Both. Proposers should respond based on the requirements stated in the RFP and appendixes and describe the standard functionality and recommended controls provided by their system. Detailed policies, procedures, report designs, workflows, configurations, and similar future-state decisions will be provided, developed, or discussed collaboratively with the selected vendor during implementation.

183. Please provide the number of employees paid, the pay frequency, and the current payroll provider. Will VCTC accept an integration with a third-party payroll provider in lieu of a native payroll module? Is retirement system reporting (e.g., CalPERS) required? Will employees be required to enter time against specific grants or projects so that labor costs can be charged to them?

    183.1 VCTC has 25 employees. Payroll is processed in-house in Sage 50 twice monthly, with pay dates on the 10th and 25th. VCTC prefers payroll to be part of the ERP but will accept an integrated third-party payroll solution. VCTC participates in CalPERS, and the proposed

payroll solution must support applicable retirement reporting. Employees record time by applicable funds, programs, projects, grants, tasks, or budget codes so labor and related costs can be allocated and billed appropriately.

184. Does VCTC prepare the ACFR in-house or with its external auditor? Is encumbrance accounting required?

    184.1 VCTC has prepared the ACFR In house in the past. The new system should be able to prepare the ACFR schedules.

185. Please confirm the user counts. Are the 12 end users in addition to the 5 core users, and are approval-only or read-only users included in these counts?

    185.1 The 12 end users are in addition to the five core users, for a total identified ERP/software user population of 17. VCTC has 26 employees overall.

186. Does VCTC require on-site presence during implementation? If so, for which phases or activities (e.g., design sessions, training, go-live)? Or is remote delivery acceptable for the full project?

    186.1 VCTC prefers some on-site participation for key implementation activities such as discovery, testing, training, or go-live preparation, but will consider onshore, offshore, remote, on-site, or combined delivery approaches. Proposers should present the delivery model they believe is best suited to the project and clearly identify staffing, locations, responsibilities, assumptions, travel costs, and expected VCTC participation.

187. For proposers submitting a grant management system independently, should requirements that apply only to ERP functionality be marked "N/A," or should all vendors complete Appendix A in its entirety using the response codes provided?

    187.1 A GMS-only proposer should complete the requirements applicable to its proposed solution and identify requirements outside its scope as not applicable, with an explanation in the Vendor Comments column.

188. Was the September 28, 2026 pre-proposal conference recorded? If so, is the recording available, or will it be made available, to prospective proposers?

    188.1 The pre-proposal conference was transcribed. The questions and responses from the conference are included in this Q&A document. Only responses issued through the official addendum are binding.

189. With approximately 400 grant reimbursement requests annually, which parts of the current process create the most delays or manual effort, particularly around expense validation, supporting documentation, approvals, or reconciliation?

    189.1 Current grant tracking, reimbursement billing, funding allocations, and related calculations are primarily maintained in Excel. Supporting documentation and approvals are also handled through manual or externally maintained processes. Manual effort includes identifying eligible expenditures, applying funding percentages and billable rates, assembling supporting documentation, obtaining approvals, preparing reimbursement requests, preventing duplicate reimbursements, and reconciling grant activity with financial records. The proposed solution should reduce spreadsheet reliance and provide integrated expense validation, documentation, workflow, reimbursement processing, status tracking, reconciliation, and reporting.

190. As VCTC transitions from Sage 50 and spreadsheet-based processes, what historical financial, project, and grant data does the agency expect to migrate into the new system, versus retaining in an accessible archive?

    190.1 VCTC currently plans to convert data necessary for accurate reporting, including financial balances, and open transactions rather than complete historical detail. Open grant awards, budgets, contracts, purchase orders, receivables, and other transactions needed to continue processing at go-live should be converted. The final scope will be determined with the selected vendor based on best practices, benefits, costs, and risks.

191. Beyond meeting the functional requirements, which two or three measurable operational improvements would VCTC consider the strongest indicators of a successful ERP and grant management implementation?

    191.1 The RFP identifies VCTC's objectives for the project, including replacing spreadsheet-intensive and manual processes, integrating financial and grant information, improving workflow and reporting, supporting timely and accurate reimbursement processing, and increasing access to reliable information. Detailed success measures and post-go-live performance targets will be established with the selected vendor during implementation.

192. Please confirm that the Annual Grant Budget listed as "$159.6" means $159.6 million. How much of that annual grant budget is expected to be administered through the GMS versus the ERP?

    192.1 Yes. The Annual Grant Budget figure of $159.6 represents approximately $159.6 million. The entire budget will be supported by the ERP. The Grant reimbursements or invoicing will be completed through the GMS system. The invoicing amount will vary depending on project completion.

193. Could VCTC share any details regarding the anticipated budget range for this project based on procurement and/or government parameters?

    193.1 VCTC appropriated $500,000 in its FY 2026-27 budget for software, licenses, subscriptions, and implementation services. VCTC may revise the budget after proposals are received and a contract is awarded.

194. Do GMS vendors responding as a best-of-breed solution without partnering with an ERP provider need to respond to the ERP sections of the Functional Requirements Workbook?

    194.1 A GMS-only proposer should complete the requirements applicable to its proposed solution and identify requirements outside its scope as not applicable, with an explanation in the Vendor Comments column.

195. Would VCTC consider allowing electronic proposal submission in lieu of printing and shipping hard copies, to help make proposal intake and review easier for the VCTC team (e.g., through global search functionality)?

    195.1 No. Proposers must submit four paper bound copies and one electronic copy on a thumb drive. Proposals submitted electronically will not be accepted.

196. Would VCTC consider extending the proposal due date to allow vendors a full three weeks to respond after VCTC issues its responses to submitted questions?

196.1 VCTC issued Addendum No. 1 on October 22, 2026 that extended certain deadlines in the schedule and tasks table of the RFP. Please refer to Addendum No. 1.

197. Can VCTC provide an example workflow from intake through closeout for the GMS? Would VCTC consider sharing a redacted copy of its most complex grant management workflow documentation, such as an Excel-based workflow?

197.1 Proposers should respond based on the requirements stated in the RFP and appendixes and describe the standard functionality and recommended controls provided by their system. Detailed policies, procedures, report designs, workflows, configurations, and similar future-state decisions will be provided, developed, or discussed collaboratively with the selected vendor during implementation.

198. For each program application, are the application forms minimally different or materially different? Are there different approval workflows for each program and/or application type? If so, how do they materially differ?

198.1 Proposers should respond based on the requirements stated in the RFP and appendixes and describe the standard functionality and recommended controls provided by their system. Detailed policies, procedures, report designs, workflows, configurations, and similar future-state decisions will be provided, developed, or discussed collaboratively with the selected vendor during implementation.

199. For each program application, do the line-item grantee budget templates vary minimally, or are they materially different? Would VCTC be open to sharing the current budget format/template?

199.1 Proposers should respond based on the requirements stated in the RFP and appendixes and describe the standard functionality and recommended controls provided by their system. Detailed policies, procedures, report designs, workflows, configurations, and similar future-state decisions will be provided, developed, or discussed collaboratively with the selected vendor during implementation.

200. Does VCTC administer grant payments in advance or through claim reimbursement?

200.1 Depending on the nature of the Grant or Apportionment allocation. The GMS System will support claim reimbursements.

201. Does VCTC need to track sub-awards and/or re-grants?

201.1 Yes. VCTC administers funding passed through to cities, nonprofit organizations, and other recipients.

202. Approximately how many types of automated email communications are sent to applicants/grantees? Approximately how many document templates will need to be generated within the system (e.g., grant agreements, payment letters, etc.)?

202.1 Proposers should respond based on the requirements stated in the RFP and appendixes and describe the standard functionality and recommended controls provided by their system. Detailed policies, procedures, report designs, workflows, configurations, and similar future-state decisions will be provided, developed, or discussed collaboratively with the selected vendor during implementation.

203. What is the anticipated external-user scale for the GMS? Approximately how many operator, city, and other grantee organizations—and approximately how many external users—will submit requests or reports through the system?

    203.1 VCTC currently works with approximately 20 subrecipients, including cities within Ventura County and nonprofit organizations. Proposers should respond based on the requirements stated in the RFP and appendixes and describe the standard functionality and recommended controls provided by their system. Detailed policies, procedures, report designs, workflows, configurations, and similar future-state decisions will be provided, developed, or discussed collaboratively with the selected vendor during implementation.

204. Does VCTC currently use any advanced reporting or analytics software, such as Tableau, Power BI, or Qlik? If yes, does VCTC plan to continue using that type of software going forward? If not, is there interest in pursuing this type of reporting capability?

    204.1 No.

205. Would VCTC prefer software with AI functionality that can be toggled on or off to align with internal or agency AI governance requirements?

    205.1 Optional AI-assisted functionality may be proposed if all required base functionality remains available without reliance on AI. Human approvals, role-based access, and audit trails must be retained. Proposers should disclose AI providers, data use and retention, model-training practices, autonomous actions, security controls, dependencies, optional costs, and the ability to disable AI functionality.

206. Can VCTC estimate approximately how many records will need to be migrated from existing systems, including grant records, organizations, people, reports, and documents?

    206.1 VCTC's baseline preference is to convert the balances, master data, open transactions, active grants, active projects, contracts, fixed assets, employee and payroll information, vendors, customers, and supporting records necessary to continue processing and produce accurate reporting at go-live rather than complete historical detail.

207. Are there any known data quality issues or constraints that vendors should consider when planning data conversion?

    207.1 Current information is maintained across Sage 50, Excel, Word, SharePoint, Teams, and other externally maintained files. Proposers should anticipate the need for data profiling, mapping, cleansing, normalization, reconciliation, validation, and business-owner approval. VCTC expects the selected vendor to work collaboratively with VCTC to identify data-quality issues during conversion planning and work collaboratively with VCTC to resolve them.

208. Which systems must be integrated with the proposed platform at launch, and do those systems have APIs available for integration? As VCTC consolidates systems, which platforms does VCTC expect to continue using, and which does it anticipate consolidating, deprecating, or reaching end of life?

    208.1 Potential interfaces identified in the RFP are Wells Fargo banking, Microsoft Outlook, Microsoft Entra ID single sign-on, Atrix tax reporting, DocuSign contract and document signatures, and the Grant Management System. Proposers should describe supported interface methods and identify all third-party dependencies, costs, and assumptions.

209. Are any required integrations expected to involve on-premise systems, or will all software involved in the proposed environment be cloud-based?

    209.1 VCTC prefers a cloud-based or SaaS solution for the ERP and GMS. Proposers should describe supported interface methods and identify all third-party dependencies, costs, and assumptions. VCTC expects the selected vendor to work collaboratively with the selected vendor(s) to finalize integration details.

210. Are any of VCTC's current systems managed or administered by an external resource or third party?

    210.1 VCTC uses CPS HR Consulting for outsourced HR services. Aatrix provides tax-reporting services, and Wells Fargo provides banking and payment services. VCTC also uses third-party services such as DocuSign and Microsoft cloud services where applicable.

211. Does VCTC currently have sandbox or test environments available for each relevant system?

    211.1 No. VCTC's current financial system is Sage 50, and we have no sandbox or test environments for it. Proposers should include a non-production environment for configuration, testing and training as part of their solution.

212. Is VCTC seeking SaaS best practices aligned with AWS, cloud-based, multi-tenant architectures, or similar deployment models?

    212.1 VCTC prefers a cloud-based or SaaS solution for ERP and GMS. Vendors are encouraged to propose data, and deployment models they believe are the best match for VCTC.

213. Are there any specific security concerns or requirements beyond those identified in the RFP that vendors should be aware of?

    213.1 No additional mandatory security requirements beyond those stated in the RFP and Appendix C have been identified in the provided procurement documents. Proposers should describe their security controls, compliance alignment, audit logging, backup, recovery, availability, and data-hosting approach.

214. Who are VCTC's technical stakeholders for this project, including system administrators and IT contacts?

    214.1 VCTC will identify the appropriate technical, financial, grants, payroll, operational, and executive stakeholders during implementation. Proposers should identify the VCTC participation, roles, estimated effort, decisions, and technical resources required by their implementation methodology.

215. What would make this project a clear success at 6, 12, and 24 months after go-live? Does that definition of success differ among the Board, executive leadership, and the Grants Management Team's day-to-day users?

    215.1 Detailed success measures by stakeholder group and measurement periods will be developed collaboratively with the selected vendor during implementation.

216. Is it VCTC's expectation that all requested functionality be delivered on a single integrated platform? Will the ERP and GMS be scored separately or together, and would a proposal for only an ERP be considered responsive?

216.1 VCTC is seeking all functionality and services described in the RFP, whether delivered through one platform or multiple integrated platforms. Proposals will be evaluated separately, and GMS-only functionality will be compared with grant functionality proposed as part of an ERP solution. An ERP-only proposal may be responsive; however, if the ERP does not provide sufficient grant management functionality, the ERP provider should include a qualified third-party GMS partner.

217. ERP/Software Users shows "5,12." Could you clarify the numbers? Is it 5 core users and 12 end users? How many total users will need access, and can you break that out by role (Finance, HR, Budget, department heads, field, etc.)?

217.1 The five core users are primarily Finance users. The 12 end users are distributed across multiple departments. The total identified ERP/software user population is 17. VCTC has 25 employees overall.

218. Has VCTC set a budget? If so, what is it for the SaaS subscription and for implementation services?

218.1 VCTC appropriated $500,000 in its FY 2026-27 budget for software and implementation services. This appropriation is not stated as a not-to-exceed procurement cap. VCTC may revise the budget after proposals are received and a contract is awarded. Proposers should provide complete pricing in Appendix B for the proposed solution and services.

219. The RFP targets a May 2028 go-live. What deadlines are driving that date (budget cycle, fiscal year start, audit, board mandates)?

219.1 Based on the anticipated contract award, project scope, and VCTC's preference to go live near the beginning of the fiscal year, May 2028 was established as the target go-live month.

220. Does VCTC want payroll built into the ERP, or is a connection to a third-party payroll provider acceptable? Could you also describe how payroll is handled today?

220.1 VCTC prefers payroll to be part of the ERP but will accept a proposal in which payroll functionality is provided by an integrated third-party solution. Payroll is currently processed in Sage 50.

221. For the minimum-conversion approach, how many fiscal years of balances does VCTC want brought over? Should open grant awards, budgets, billing history, and payroll history be included, or open transactions only?

221.1 VCTC currently plans to convert data necessary for accurate reporting, including financial balances, and open transactions. Open grant awards, budgets, contracts, purchase orders, receivables, and other transactions needed to continue processing at go-live should be converted. The final scope will be determined with the selected vendor based on best practices, benefits, costs, and risks.

222. Did VCTC build the requirements matrix, or is it a template from a vendor?

222.1 VCTC and its consultant, Eide Bailly, worked collaboratively to develop the functional requirements matrix.

223. Has VCTC brought in an outside consultant or QA resource for this project? If so, how will they work with the vendor team?

223.1 VCTC has not contracted with a separate implementation project manager or quality-assurance resource. Proposers must identify the expected responsibilities and estimated level of effort for both VCTC and vendor roles.

224. Is it Sage that you're using now or is it some other piece that is tracking your human resource capabilities?

224.1 Sage if tracking payroll. For HR, we don't have a software, the HR function is outsourced. Personnel files are maintained by the Finance Director.

225. Who is HR outsourced to?

225.1 CPS is our HR consultant.

226. You have about 36 to 40 grants. What is the process now? I saw that there was 2,000 invoices monthly. Can you provide information about what you're doing from grants management today?

226.1 All monthly billing is done in Excel. Several formulas have been written to manage the grant billing. The formulas are updated as needed based on grant funding requirements and matching requirements.

227. For a proposal that covers grants management only, will the functional requirements be scored only on the sections we complete, or would it be against the full requirements list where the ERP sections we leave blank would essentially county against us?

227.1 Grants will be compared to grants, and global sections to global sections, and sections that apply to both grants only , and ERP will be compared. You will not have points count against you for the functionality that your grants only system does not provide.

228. Approximately how many sub recipients do you currently manage or interact with for grants?

228.1 This varies but on average 20.

229. For the 20 sub recipients, is that local, nonprofits or other agencies within the county?

229.1 Yes, it's comprised of cities and nonprofits.

230. Are you combining the responses that you get for ERP alone and the grant management software alone, and you're trying to get the best of breed from both proposals?

230.1 VCTC is looking to get the most appropriate functionality for grants and for ERP regardless if that is a single vendor for an ERP and a grant module, or an ERP and a separate grant management software. VCTC is looking for he best fit that gives them the functionality they need, so there are a couple of different scenarios for it.

231. For payroll, is that more like a GL import that you do from the other provider or from Excel, Excel import or do you have a system to system integration?

231.1 Payroll is currently processed in Sage. The Human Resources function is outsourced and records all personnel records are maintained on site.

232. Do you have a preference of doing a GL import of payroll information if it's an outside provider versus a system-to-system integration?

232.1 VCTC is looking for payroll to be part of the system

233. Is there a budget not to exceed number, 10 years TCO that you want, TCO that you want to stay under?

    233.1 VCTC appropriated $500,000 in its FY 2026-27 budget for software and implementation services. VCTC may revise the budget after proposals are received and a contract is awarded.

234. For grants management, is there a competitive award process that you're typically doing with them, where you need an application portal, to review applications, score, and award them through the system?

    234.1 VCTC is currently not looking for a Grant Management System to review and award grants. We are looking for a grant financial management system to invoice and obtain reimbursement from Federal , State and Local Agencies..

235. Will you need recipients to be able to submit reimbursement requests through the system?

    235.1 No. Grant recipients will be issued payments via the AP process. They normally submit invoices for payment to VCTC.

236. Will VCTC accept a separate proposal for budgeting and capital improvement planning (CIP) software integrated with the selected ERP, or must an independent proposal address the grants management scope, with budgeting and CIP included as additional capabilities?

    236.1 VCTC is accepting independent proposals only for the Grant Management System scope, not for budgeting or capital improvement planning as a separate award. A proposer may offer a grants management solution within a broader software product that also includes budgeting and CIP capabilities, provided the independent proposal addresses VCTC's grants management requirements. Those additional capabilities may be described, but the proposal will be evaluated primarily for grants management functionality. Budgeting and capital planning remain part of the ERP scope.

237. How are you going to evaluate, will preference be given to a grant module within an ERP; a system or module within an ERP versus an independent grant module solution?

    237.1 There are many items to be evaluated for this procurement, functionality, requirements, cost, interfacing, vendor stability. All will be part of the evaluation process along with other items.

238. Will you share the list of attendees for this meeting?

    238.1 Yes, attending companies were Faraday, Kerr Consulting/Cherry Bekaert Advisory, TokenJunkieLabs, Oracle Netsuite, Hathority, Shiftr, Alluxi, Grantwell, Thanasi Infotech, McLain Decision Support Systems, V3iT Consulting, Net at Work, Concourse Tech, Bond Consulting Services, Avila Technologies, Superior Data Science, Fluxx, and GovSense.

239. Is Atrix for 1099 processing and tax reporting?

    239.1 Yes, that's what VCTC is currently using it for.

240. Is AI something VCTC would consider now or at a later date?

    240.1 It's not something VCTC is currently focused on. If it's something offered vendors are encouraged to provide information about, but it is not in scope and should not be proposed. It is something VCTC may consider in the future.