MEMO TO: **ALL BIDDERS**

FROM: Eastern Shore of Virginia Broadband Authority
Robert Bridgham, Director of Network Engineering

DATE: October 20, 2015

SUBJECT: **ADDENDUM #2**
IFB #2015C-005

This listing of addendum items is distributed to all bidding contractors and is to be included as part of the ERP System bid documents. Please certify on your Bid Form that you have received Addendum #1 and #2

Response to Queries

1. Question: What is the current (ERP?) system?

   Answer: Quickbooks online and SOS Inventory.

2. Question: Are you looking at redesigning your chart of accounts for this project?

   Answer: We may make some changes however, we plan on using the existing chart of accounts.

3. Question: Do you have a strategy for the data migration, or is that something for the vendor to propose?

   Answer: We expect the winning vendor to migrate our current data into the new platform.

4. Question: What are you looking to migrate into the new system?

   Answer: Our intention is to import our item list, chart of accounts, invoices, customer list, and transactions from the current fiscal year (July 2015 to present).

5. Question: Can you specify the number of users or type of users who will use the new system?

   Answer: Today, we will need access for a maximum of up to twelve people with a minimum of three users. We would be looking for three different privilege levels: One would be read-only members, the second group would access the inventory module distributing inventory into our fixed asset only and the third group would have access to all modules and areas within the ERP system. Ultimately, our desire would be to not have limits on the number of users accessing the system.

6. Question: Is there a preference between a cloud option or onsite?

Answer: There is no preference between either.

7. Question: Are the people accessing the system located in a single or multiple locations?

    Answer: Though we report to our office in Exmore, VA, our intention is to allow remote access as well.

8. Question: Will users used canned / batch reports or will they need to run reports ad hoc as the need arises?

    Answer: We need the system to allow reports to be run ad hoc as our users require those results such as current inventories on-hand, trial balances, etc.

9. Question: Is there a requirement to use the system via apps on mobile devices?

    Answer: No, we do not require any mobile devices. We do expect the ability to remote access the system with a web interface but not a customized mobile app.

10. Question: Is your system on a cash basis or accrual basis?

     Answer: We are on an accrual basis.

11. Question: How are you currently handling payroll?

     Answer: Currently, our payroll is handled through an external organization and that is not anticipated to change. We have no need for the ERP system to handle payroll.

12. Question: How is the cost of sales taken into account on a balance sheet with a third party taking care of payroll?

     Answer: It is answered through a journal entry or a vendor when we make the payments to reimburse those funds.
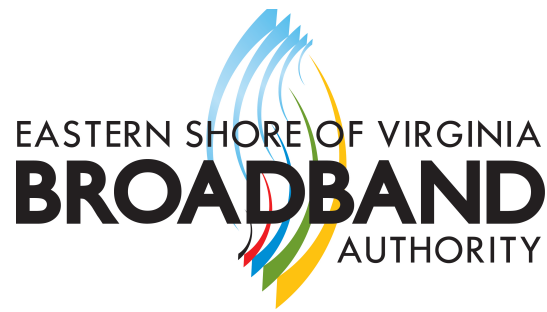
13. Question: So the payroll is listed as one transaction, with the money leaving the account and into the third party payroll account at the end of the month?

     Answer: Yes.

14. Question: Your inventory is a fixed asset, how do we allocate against our products being service based items?

     Answer: Most of our inventory is classified as fixed asset that will depreciate over time. The services we provide are billed to clients against a standardized product list which is fixed. It is not directly associated with the inventory deployed to enable the service.

15. Question: What is the average lifespan of your assets?

Answer: Our electronics has a lifespan of five years, Fiber optics, depending on the fiber count, are on a ten or twenty year schedule.

16. Question: Do you have service related billing in terms of manpower or people onsite?

    Answer: The billing we charge is based on a product set that is a fixed price.

17. Question: Was there a system study of requirements study done? What functionality is required, specifically?

    Answer: We did not go through a formal study or consultant. We have been evaluating and researching platforms that are available as well as compiling features we utilize today as well as those that will be required for our growth.

18. Question: Is there a budget in mind for this project?

    Answer: We are not publishing that information.

19. Question: If we have further questions what is the email we can send questions to?

    Answer: Questions can be sent to info@esvba.com.

20. Question: Is there a deadline for questions?

    Answer: We will continue to accept questions until Friday October 23 at 12:00pm EST.

21. Question: Has the deadline been changed or extended from October 29th

    Answer: No

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ALL OTHER SPECIFICATION, TERMS &CONDITIONS, AND BID DUE DATE REMAIN AS ISSUED IN THE ORIGINAL BID.

NOTE: Signature on this addendum does not constitute your signature on the Bid Form, Attachment A.

Sincerely,

Robert Bridgham, Director of Network Engineering

Bidder Acknowledgement of Addendum #2

_____

Name of Firm

_____

Signature/Title

_____

Date