



ADDENDUM 1

Request for Proposals

OJRSA Project #2027- 01

Procurement and Implementation of a Financial and Accounting Software System RFP

June 17, 2026

Question 1: Can you tell me the reason for the readvertisement please?

Answer 1: See <https://ojrsa.org/wp-content/uploads/Memo-2026-5-11-Rejection-of-All-SOQs.pdf> for information.

Question 2: Per the RFP timelines provided, are you able to explain what are the factors that would or would not warrant board approval on the award of the project?

Answer 2: *If cost for system exceeds threshold established in OJRSA Procurement and Property Disposal Policy, then the Board must approve the purchase.*

Question 3: Have you already reached out to your contacts at Trimble to notify them of your upcoming ERP project and gathered their API documentation for the purposes of integration design?

Answer 3: *Trimble is aware of this project and they will provide any necessary documentation as it is required.*

Question 4: Per the statement of “The Owner shall select one (1) qualified vendor...” Is OJRSA open to working with an alliance partner of the selected software vendor to provide the implementation and support services?

Answer 4: *Yes.*

Question 5: Beyond Trimble, ADP, ArcGIS what software systems does OJRSA leverage today that would require integration to your new platform?

Answer 5: *Currently no others.*

Question 6: As the software vendor evaluated does not themselves hold licensing with Trimble, for the integration demonstration requirement, would a demonstration of the software’s open API capabilities suffice?

Answer 6: *Yes.*

Question 7: How many legal entities (EIN(s)) does OJRSA manage?

Answer 7: *One (1).*

Question 8: What fiscal year does OJRSA follow?

Answer 8: *July 1 through June 30.*

Question 9: What basis of accounting does OJRSA follow? GASB?

Answer 9: *First in, first out (FIFO) for inventory. The OJRSA is subject GASB requirements.*

Question 10: For the operating revenue inbound via the municipalities/water purveyor direct billing, does OJRSA intake a summary journal entry into Publiq today to note this revenue? If not, how is the revenue booked to the general ledger?

Answer 10: *Yes, we manually do journal entries in Publiq for revenue checks from the municipalities.*

Question 11: What payment gateway is utilized for credit card processing?

Answer 11: Credit cards are currently being processed through Elavon via their form on our company website at a charge of 2.95% convenience fee + \$0.65 transaction fee charged to the customer.

Question 12: For impact fees and unused capacity fees, are AR invoices generated in Publiq and sent out to the appropriate customer? If not, how are these fees invoiced?

Answer 12: Impact Fees: Customers fill out a permit application form and generally pay by check or cash; however, if they choose to pay by credit card, we have to create an invoice in the Publiq system so that they can pay via the form on our website. Unused Capacity Fees: These are included in the quarterly invoices sent to our industries in the Publiq system.

Question 13: Are sales orders ever leveraged or strictly direct AR invoices?

Answer 13: No sales orders.

Question 14: How is payment received against these fees?

Answer 14: Not sure of the question. If this refers to the impact and unused capacity fees noted above, the impact fee payment process was already addressed. Unused capacity fees are billed to each industry on its quarterly invoice and are typically paid by check or ACH transfer. In rare cases, payment has been made by credit card.

Question 15: What approval processes are leveraged on purchase order creation?

Answer 15: See general list below. For more information, see OJRSA Procurement and Property Disposal Policy at www.ojrsa.org/info.

- Less than \$5,000 purchase requires department supervisor approval.
- \$5,001 - \$10,000 purchase requires 3 vendors' competitive pricing. Then the department supervisor and the department manager must approve the P.O.
- \$10,001 - \$25,000 purchase requires 3 vendors' competitive pricing. Then the department manager and the Procurement Officer must approve the P.O.
- \$25,001 - \$100,000 purchase requires informal quotes for bids and solicitations. These must be approved by department manager, Procurement Officer, and Executive Committee Member.
- \$100,001 and more purchase requires a RFP/RFQ competitive sealed bid. This must be approved by our board. These purchases generally aren't on purchase orders.

Question 16: Do you track encumbrances?

Answer 16: We don't currently but would like to with the new system.

Question 17: Are item receipts recorded for purchase orders?

Answer 17: Yes. We currently itemize each item on the purchase order and retain the receipt with a paper copy of the P.O. We want to be able to capture the receipt in the new financial system.

Question 18: What approval processes are leveraged on vendor bills received?

Answer 18: Currently in Publiq, employees create requisitions and submit the bills to the applicable requisition to hand in. The Office Manager then verifies all the charges and creates a P.O. Bills are then paid weekly.

Question 19: What is the split of payments for vendor bills between check and ACH, are majority ACH?

Answer 19: It is approximately 60% check/40% ACH.

Question 20: Does OJRSA leverage a blank or pre-printed check stock today?

Answer 20: Pre-printed three-part check.

Question 21: What financial institutions do OJRSA work with for operating cash accounts? We ask this question for the purpose of scoping an integration for generation and transmission of ACH files.

Answer 21: Wells Fargo for all accounts.

Question 22: Are fixed assets depreciation schedules tracked within Trimble or is the preference for the financial system to maintain? If so, approximately how many fixed assets are tracked by OJRSA?

Answer 22: Tracked by Trimble CMMS.

Question 23: Does OJRSA leverage a software for internal employee expense reporting/reimbursement?

Answer 23: Employee reimbursements are treated like a regular vendor bill and paid through the financial system.

Question 24: For Inventory:

1. How many SKUs are managed?
2. Do you use Average Costing for inventory valuation?

Answer 24: See below:

1. **We currently have 316 inventory items.**
2. **We do FIFO and it is the average of each individual purchase made for the item.**

Question 25: For Projects in OpX:

1. Are project budgets tracked in OpX? How are those updated for Budget vs. Actuals reporting?
2. Are time entries tracked in OpX that need to be integrated into the ERP.

Answer 25: This is not currently used and there is not an immediate plan to use OpX but this will be something that will be integrated in the future as staff become comfortable with using the CMMS and financial systems.

Question 26: How many AP invoices are processed monthly?

Answer 26: Approximately 260.