

**HILLSBOROUGH COUNTY SHERIFF'S OFFICE  
FINANCIAL SERVICES DIVISION  
PURCHASING SECTION  
QUESTIONS AND ANSWERS FOR  
RFI 1-20 Enterprise Resource Planning Software, Implementation, and Integration  
Services  
As of January 16, 2020 3:00 PM**

**Question #1:** *To provide a better and more thorough response to HCSO, would it be possible to extend the RFI deadline two weeks?*

**Answer #1:** The deadline to submit an RFI response has been extended to 2/3/2020. Refer to Amendment #1 for additional information.

**Question #2:** *Is HCSO looking to have a SaaS (software as a service) solution?*

**Answer #2:** Section 2. Scope and Intent, paragraph G states:

*The responses to the RFI will assist in determining the structure, type, and implementation of an ERP for the HCSO. Responses may be used to support the business justification and funding requirements for implementing an ERP.*

**Question #3:** *Are you looking to evaluate both options of purchase or SaaS?*

**Answer #3:** The HCSO will evaluate RFI responses including purchase and SaaS options.

**Question #4:** *Does the HCSO have a consultant on board that assisted in drafting the RFI and that will assist the Sheriff's Office in the review of RFI responses and any subsequent activities related to the acquisition of the ERP system?*

**Answer #4:** No, the HCSO did not have a consultant that assisted in drafting the RFI. It is undetermined at this time if a consultant will be considered at a later date.

**Question #5:** *The RFI states that any material submitted in response to this RFI will become a public document pursuant to §119.07, Fla. Stat, including material which we would consider to be confidential or trade secret. Normally the information requested in this RFI is provided as part of an RFP process and subject to public disclosure after an award is made. Because this request is an RFI and will be subsequently followed by an RFP, any information from this RFI made available to the public prior to the release of an RFP could be disadvantageous to responders to this RFI. We would request any information provided in this RFI response only be made available to the public after an award is made from the subsequent RFP.*

**Answer #5:** Section 14. Submission of Information, paragraph B, states:

*Respondents shall submit two (2) originals of the required response documents and any additional literature and one (1) electronic copy in Microsoft Windows® compatible format such as .pdf, saved on a USB flash drive or thumb drive. The electronic copies of Attachments A and B shall be returned in Microsoft® Excel. Any proprietary information shall be marked as such in the Response Package and a redacted electronic copy shall be provided in a separate folder labeled "Redacted Copy".*