



March 13, 2025

AFFILIATED AGENCIES

*Orange County
Transit District*

*Local Transportation
Authority*

*Service Authority for
Freeway Emergencies*

*Consolidated Transportation
Service Agency*

*Congestion Management
Agency*

*Service Authority for
Abandoned Vehicles*

**SUBJECT: Request for Proposals (RFP) 5-3968
“Business Process Review for Accounts Payable and
Accounts Receivable”**

Offerors:

This letter shall serve as Addendum No. 1 to the above RFP issued by the Orange County Transportation Authority (Authority). Offerors are reminded that the proposal submittal date is at or before **2:00 p.m., March 18, 2025**.

The following questions were submitted by the deadline:

Question 1:

Could the Authority confirm if Exhibit D is applicable to the Authority’s scope of work for RFP 5-3968?

Response 1:

Yes, it is applicable.

Question 2:

Would the Authority exclude a Table of Contents from the 20-page limit?

Response 2:

Table of Contents is excluded from the twenty (20)-page limit.

Question 3:

Could the Authority confirm that Exhibit B, Price Summary Sheet, and Exhibit E, Proposal Exceptions and/or Deviations, are excluded from the 20-page limit?

Response 3:

Confirmed. The proposal shall not exceed twenty (20) pages, excluding appendices.

Question 4:

Would the Authority allow resumes to be included as an appendix to the proposal and be excluded from the 20-page proposal limit?

Response 4:

Yes.

Question 5:

Would the Authority allow for work samples to be included as an appendix to the proposal and be excluded from the 20-page proposal limit?

Response 5:

No.

Question 6:

Given the results and findings of the work completed during Tasks 1-4 will directly impact the level of effort associated with Task 5, and the overall budget associated with this activity, would the Authority consider either (a.) focusing the primary scope of the engagement and budget to be on Tasks 1-4, or (b.) allowing for fixed-fee proposals for Tasks 1-4 with an hourly rate for Task 5?

Response 6:

No.

Question 7:

Can you tell us who the software vendor is for your "Finance Enterprise financial system" (e.g., Oracle/PeopleSoft, Workday, Infor, Microsoft, etc.)?

Response 7:

Central Square is the software vendor for Finance Enterprise.

Question 8:

Are current process maps available at the start of the project for both AP and AR functions?

Response 8:

No.

Question 9:

What is the staffing profile for both functions?

Response 9:

AP: One (1) supervisor and four (4) support staff. AR: one (1) manager and three (3) support staff

Question 10:

What are the current and desired performance metrics (output measures) for the AP and AR functions?

Response 10:

Information not available at this time.

Question 11:

How did you arrive at the \$26k budget?

Response 11:

Budget is based on market research.

Question 12:

Does this budget include travel expenses?

Response 12:

No; therefore, total proposed pricing shall include all expenses.

Question 13:

Does the project include the implementation of the to-be process changes?

Response 13:

Yes.

Question 14:

If the consultant deems the budget inadequate to meet the scope of work based on your responses to these questions, would you prefer that we not submit a bid?

Response 14:

It is the firm's business decision to submit a proposal or not.

Question 15:

Can you tell us who the software vendor is for your "Finance Enterprise financial system" (e.g., Oracle/PeopleSoft, Workday, Infor, Microsoft, etc.)?

Response 15:

Refer to the response to Question 7.

Question 16:

There seems to be some error in the budget amount shown - \$26,040. If this is the budget then for a one year term , the rate works out to only \$13.02 which is lower than the minimum wage in CA.

Response 16:

There is no error. The budget amount for this project is \$26,040 for a one (1)-year term.

Question 17:

The RFP mentions a one year term , so we assume it is full time for one year . Is our assumption correct?

Response 17:

Yes.

Question 18:

Can this be done remotely or does the vendor need to come onsite?

Response 18:

This is a hybrid effort.

Question 19:

Is there any extension to the RFP deadline?

Response 19:

No.

Question 20:

The title says informal RFP – so please let us know whether it is open to bid for everyone or it is planned as a sole source for a known party?

Response 20:

This is a competitive procurement, not a sole source.

Question 21:

We went on to the OCTA CAMMNET website but could not locate this opportunity in the RFP listings.

Response 21:

Here is the link to the procurement:

<https://cammnet.octa.net/procurements/landing/Default.aspx?id=53968>

Question 22:

May cover pages, table of contents, section dividers, and resumes be excluded from the 20 page limit? Additionally, what should be included in the appendices?

Response 22:

The items mentioned are excluded from the twenty (20)-page limit. They can be included as the appendices.

Question 23:

Is there an expectation to perform all the work onsite or is a hybrid communication and work environment allowed?

Response 23:

Refer to the response to Question 18.

Question 24:

The description for “Task 1: Review and Analysis of AP” states they would like a consultant to “...assess integration points between current and future procurement systems, contracts and vendor management.” Have the future procurement systems been selected already? If so, what system has been selected, and what is the implementation timeframe?

Response 24:

Yes, they have been selected. Workday for payroll (Go Live Dec 2025), Rider Validation System (RVS) for bus fare collection (Go Live July 2025), Enterprise Asset Management (EAM) and Finance Enterprise for procurement (Go Live August 2025)

Question 25:

The description for “Task 2: Review and Analysis of AR” refers to “... integrations between current and future third-party billing and payment solutions”. Have the future solutions been selected? If so, what system has been selected, and what is the implementation timeframe?

Response 25:

Refer to the response to Question 24.

Question 26:

How many people does Orange County estimate will need to be interviewed for the Accounts Receivable portion of the work?

Response 26:

Three (3) staff members.

Question 27:

How many people does Orange County estimate will need to be interviewed for the Accounts Payable portion of the work?

Response 27:

Five (5) staff members.

Question 28:

How recently was the Accounts Receivable process documentation created? How is the existing documentation formatted (narrative, flowchart, etc.)?

Response 28:

Six (6) months ago with narrative and screenshots.

Question 29:

The RFP states the contract is a year in duration. When are each of the deliverables due?

Response 29:

Task 1: Thirty (30) to sixty (60) days after start of contract.

Task 2: Thirty (30) to sixty (60) days after completion of Task 1.

Task 3: Thirty (30) days after completion of Task 2.

Task 4: Thirty (30) days after completion of Task 3.

Task 5: Sixty (60) days after completion of Task 4.

Offerors are reminded to acknowledge receipt of this Addendum No. 1 in their transmittal letter and Exhibit B, "Price Summary Sheet." All changes addressed in this Addendum No. 1 shall be incorporated into the final Agreement.

Questions regarding this Addendum No. 1 should be directed to the undersigned at mcardozo@octa.net

Sincerely,



Michael Cardozo

Contract Administrator

Contracts Administration and Materials Management