DEPARTMENT OF ADMINISTRATIVE SERVICES
FACILITIES DIVISION
P.O BOX 1178
BILLINGS, MONTANA 59101

MASTER Q & A FORM

PROJECT: Construction Project Management Software for Facilities Division

#	Date Submitted	Question or Comment	City Response
1	7/26/2021	How many users internal and external do you anticipate	Internal – minimum of 2 External – unknown, would depend on project size and volume
2	7/26/2021	What is term for the license, 1, or 3 or 5 years?	Minimum 3 years, but open to longer terms
3	7/26/2021	Do you have migrations or integrations we will have to take into account?	No
4	7/26/2021	Do you have a budget for this RFP and if so can you disclose it?	Funds are allocated for the program expense, however, we are not disclosing a specific budget
5	7/27/2021	What scheduling tool are you using, if any?	Outlook calendar

6	7/27/2021	Are your users familiar with Microsoft Project?	No
8	7/27/2021	Does the City use SharePoint (for documentary repository)?	Facilities has SharePoint but uses it only for dynamic editing of documents
9	7/27/2021	Please state the minimal requirement for invoice management?	Tracking of invoice status
10	7/27/2021	Does that City's users have Office 365 licenses already?	Yes
11	7/27/2021	Does the City use Microsoft Teams?	Yes
12	7/27/2021	Is there a desirable timeline for the City to start using the new system?	Mid-September
13	7/27/2021	Is there a not-to-exceed budget the City would like the vendor to be aware of?	No
14	7/28/2021	Total number of licensed users expected by the system?	Minimum of 2 but could expand in the future
15	7/28/2021	Pricing model – does the City want pricing for BOTH SaaS and On-Premise or is there a preference?	Yes, pricing for both SaaS and On-Prem
16	7/28/2021	Does the software need to integrate with any other software?	No
17	7/28/2021	Process timeline – does the City have a date of expected 'Go Live' of the completed system?	Mid-September
18	7/29/2021	How many users does the City anticipate?	Minimum of 2 but could expand in the future
19	7/29/2021	Do you have need for data migration? If so, what type and size of data will need to be migrated?	No

20	7/29/2021	Will the City of Billings need to integrate with other systems? What systems will be integrated?	No
21	7/29/2021	Does the City have an estimate of how many internal and external users?	Internal – minimum of 2 External – unknown, would depend on project size and volume
22	7/29/2021	What is the City annual construction budget for the City?	This RFP is for the Facilities Division. From January 1 to July 30 the Division has awarded $3 million in bids for construction projects
23	8/3/2021	Procore offers unlimited users and does not charge based on user licenses. Our pricing is based on millions of dollars construction each year and the modules within the platform being used. Can you provide an average construction spend per year? If there are particular modules of Procore that are of primary interest to the city, that will also affect our price and I have attached out products broken out by module.	See response to question #22
24	8/3/2021	What is the anticipated number of employee user licenses?	See response to question #1
25	8/3/2021	Have you participated in any demonstrations related to this RFP? If so, from what vendors?	We have not participated in any demonstrations related to this RFP. We have in the past had demonstrations from project management software and we have experience in the past with different project management software solutions
26	8/3/2021	Are you currently using software to manage construction projects? If so, what software are you currently using?	Yes. Outlook, KANBAN, and Excel, Word

27	8/3/2021	Can you please share the scoring criteria and their corresponding weight that will be used to evaluate the proposals? What is the weight of the pricing?	No formal scoring matrix is used for selecting the best solution for the Facilities division
28	8/3/2021	Can you confirm that Canadian companies can submit a response for this RFP?	Yes, Canadian companies can submit a response for this RFP