



Addendum No 1

Finance & Accounting ERP System

Bid Deadline has been extended until 4/20/2026 at 11:59pm

<u>Question</u>	<u>Answers</u>
1. Does the Authority intend the system to support financial asset accounting only, or also operational asset lifecycle management and maintenance activities?	Currently, Fixed Assets only. Assets acquisition, improvement, disposal and depreciation.
2. Is there currently a maintenance management or CMMS system used to track work orders and asset maintenance activities?	No
3. Should the proposed solution replace an existing maintenance system, or only replace the fixed asset accounting system?	May replace the existing Fixed Assets system.
4. Requirement #3 references integration with work orders. Is the Authority expecting the proposed solution to include work order management functionality, or simply integrate with an existing work order system?	Neither with this RFP
5. What types of infrastructure assets must be tracked? Examples. a. Bridges b. Road segments c. Lighting d. ITS equipment e. Pump stations f. Toll equipment g. Facilities systems (HVAC, electrical)	All of them. Including also Building, Vehicles
6. How many maintainable assets?	Currently tracking approx. 6,500 assets.
7. Should the system support capital improvement projects linked to assets?	Ideally yes, but not required



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8. When project costs are incurred, should the system automatically:	
a. Track Construction in Progress (CIP)	Yes
b. Capitalize assets when complete	Yes
c. Maintain project-to-asset relationships?	Yes
9. Will maintenance activities need to generate capital improvements to assets?	Sometimes
10. Will staff perform physical asset inventories using mobile devices or barcode scanners?	No
11. Does the Authority maintain asset condition ratings today?	Not in our accounting software
12. Is the replacement report (#54) intended to support capital planning for infrastructure renewal?	No
13. Does the Authority monitor critical infrastructure equipment?	Yes, but not with the Current ERP system
14. Are there assets where unexpected failure would significantly impact operations or safety?	Yes
15. Would the Authority be interested in condition-based monitoring using IoT sensors?	Not with this RFP
16. For budgeting, do you expect department managers to enter and manage their own budgets directly in the system, including multi year planning and revisions?	We would like managers to: 1. Enter a proposed budget at a monthly allocation level, during the initial phase of budgeting. 2. give them visibility to their dept. budget throughout the year. 3. give them visibility to their dept. multiyear planning
17. For document management, are you expecting a full document management solution or is embedded document storage within the ERP sufficient?	Embedded document storage within the ERP is sufficient. We would like to be downloadable as needed too.



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18. For inventory, do you want visibility down to mobile assets like trucks or just fixed locations like garages?	No
19. For capital projects, can you confirm the level of detail expected for capitalization such as componentization into multiple assets?	Each project is unique. Assets classification varies. Please see answer to question 5
20. Would you like an Optical Character Recognition (OCR) tool to scan invoices? If yes, please outline the number of invoices you process monthly.	Yes. 4000 invoices are processed monthly
21. What is your yearly operating budget?	56 million
22. What are your user counts? If possible, please provide the user count separated by full users and light users (users who only view data in the system)	Full Users 7 Light Users 5 Read only 20-25
23. Will MTA accept a bid based on a Time and Materials basis or does MTA have a preference.	Please refer to Part IV Proposal submission requirements.
24. Please confirm the number of expense management users who will do expense data entry as well as back-office staff who will process the expenses	Expense Management users – 20 Expense Backoffice users - 5
25. We typically don't share audited financial statements and/or certificate of insurance during an RFP process – we would be happy to share this later in the process – please confirm this is acceptable.	Afterwards is acceptable
26. Please clarify when MTA expects to make a decision and sign a contract with the selected vendor.	After board approval on 5/28/2026
27. We notice that there are references to “File #1” by “Section I Preliminary Information” and “File #2” by “Section #2 Organization Qualifications...” Are we to infer that we are supplying these responses to you is actual separate physical files?	File #1 & File #2 are to indicate how could it be submitted in case of email size restrictions. File #1 would be Appendix A & B while File # 2 would be Appendix C and so forth.



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28. How significantly will this initiative change current business processes and day-to-day responsibilities for employees, managers, and administrative staff?	It would vary according with the Solution MTA chooses
29. Based on past initiatives, what factors have most influenced successful (or unsuccessful) adoption?	The submitted proposal meets all the requirements set for this RFP
30. What role does the Authority envision internal teams playing in supporting change management activities for this initiative or do you need full Change Management support from your system integrator?	We envision collaboration between MTA users and the system integration team
31. How are internal communications currently structured and delivered across the organization (e.g., centralized vs. departmental)?	Structured by departments. We use email, teams and memos to communicate
32. What training approaches have proven most effective for your workforce (e.g., instructor-led, virtual, hands-on, self-paced)?	Instructor led and Hands on
33. Please identify any systems requiring integration with Workday Financials beyond ADP payroll, document management, cash receipts, or other ancillary systems.	We are not requiring integration with other ancillary systems.
34. Beyond the standard one year of history already included, do you require any additional historical data to be migrated into Workday? If so, how many months?	Yes. Please include pricing options 5-10 years
35. Does MTA have a desired timeline or target go-live date?	July 1, 2027
36. Can MTA clarify the expected scope of data conversion, including the number of years of historical data?	5-10 years
37. Does MTA have preferred integration methods or standards (e.g., APIs, flat files, middleware), and are real-time integrations required or is near-real-time/batch acceptable?	APIs real-time integrations are preferred; near-real-time/batch are acceptable



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38. Is MTA open to a phased implementation approach by functional area (e.g., core financials first, followed by budgeting, assets, and procurement), or is a single enterprise go-live preferred?	Yes
39. Are three-way matching requirements primarily procedural, or expected to be system-enforced?	System enforced preferred
40. Is vendor self-service (invoice submission, status inquiry) expected?	No
41. Are billing requirements internal only, or public facing?	Internal
42. Is online payment expected to be native or integrated?	Integrated
43. Are partial payments and payment plans required?	No
44. Can MTA clarify whether Enterprise Asset Management (EAM) capabilities are expected to be included in the initial ERP implementation, or if EAM is anticipated as a subsequent phase following core financials go-live?	EAM is anticipated as a subsequent phase
45. To ensure alignment with MTA's evaluation process, can MTA elaborate on the importance of the "SQL Platform" requirement within the scoring methodology and its relevance to MTA's long-term system strategy?	Microsoft SQL Server is preferred
46. Can MTA expand on the total number of people that will be accessing the core financial solution? Please break this down by full access (accounting team), expenses management (employee credits cards and reimbursements), and view only licenses (think of department heads that just need to see their dashboards)	full access (accounting team) – 10 expenses management (employee credits cards) >20 view only licenses > 40
47. Does MTA have T's & C's for us to review?	No at this point in the process
48. MTA intends to replace how it currently handles its billing process. Is that an accurate interpretation?	Yes
49. Can specific invoices not interface with the GL?	We want all of the activity to happen in the subledger then post to the GL.



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50. Budgeting tab question 5 reads: “Bidders must use one code only per requirement using the following answer key: Y = Yes, N/A = Not Applicable, N = Not Planned, C = Customization, TP = Third Party Product. Please indicate name of Third-Party Product the appropriate field in the comments.”

It should read, “The software must support requested, recommended, and approved budget amounts?”



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All bidders are requested to acknowledge the receipt of Addendum No. 1 by signing below and email this sheet to Nathaniel Carll, Purchasing Department, Maine Turnpike Authority at ncarll@maineturnpike.com. Bidders are also required to acknowledge receipt of Addendum No. 1 in their submitted proposals.

Business Name

Print Name and Title

Signature

Date