



Request for Proposal (RFP) Addendum 2

For

Enterprise Resource Planning System

For

Kitsap 911 Kitsap County, Washington

Kitsap 911

Contracts Manager

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Questions and Answers

General

Under Section 4. Implementation & Project Management, Funding & Schedule, The Board approved up to \$90,000 for implementation (2026) and estimates ~\$40,000 annually thereafter. Target cutover is January 2027, with testing prior to go-live. Proposers may propose alternate timelines with justification.

Q1. Did the approval include the cost of the software for 2026?

A1. The \$90,000 approved for 2026 is an estimate for all implementation costs.

Q2. Is the \$40,000 annually expected to cover software AND support costs?

A2. To help make the proposals as comparable as possible, rather than separating software and support costs, \$40,000 is merely provided as an estimate of total annual costs but is not the amount budgeted. Our primary focus for choosing a service provider based is “best fit,” not lowest cost, so that estimate should not be misinterpreted as a cap. It was simply the number we determined to be the industry average based on the preliminary data we were able to find from publicly available information.

Q3. How many entities do you have with a separate tax identification number? (Please note the type of entity for each)

- Do any of those entities have a limited number of transactions per month / year?
- If there are limited transactions, how many limited entities are there?

A3. We have no subsidiary entities and only one EIN. For reference, in 2025, we made approximately 25,000 entries to our general ledger (including all entry types).

Functionality

Q4. Do you receive grants and/or contracts?

- If yes, how many of each?
- If yes, please describe your current process for tracking revenues and expenses related to those grants?

A4: We receive two grants on a regular basis each year; one of which is a block grant, while the other is a reimbursement grant. We also apply for an occasionally receive grants related to a specific project or task, and historically, those have primarily been reimbursement grants. For both regular and incidental grants, all that we receive are from either state or federal sources. Tracking is currently done manually using an Excel spreadsheet.

Q5. Are you required to be fully GASB 87 compliant now, or is compliance planned for a future fiscal year?

A5. Yes, and we are already fully compliant. We are required to be compliant with all GASB pronouncements applicable to cash-basis entities and as required by the WA State Auditor.

Q6. Do you currently have any arrangements that meet the GASB 87 definition of a lease (i.e., convey the right to use an underlying asset for a period of time in exchange for consideration)?

A6. We have several lease arrangements as both lessor and lessee. These agreements are primarily related to server rack space and/or allocable space on a communications tower.

Q7. Do any leases include variable payments, renewal or termination options, non-standard payment schedules, or incremental borrowing rates?

A7. Details for our lessee lease agreements can be found in the notes to our audited financial statements, which are available on our website: [Kitsap 911 – CENCOM – Audit Reports](#)

Q8. Do you need the system to automatically calculate present value of lease payments, allocation between principal and interest, or amortization of right-to-use assets?

A8. Under the cash basis, present value calculations are not necessary, and we do not have amortization/depreciation expenses, since we do not capitalize and both revenues and expenses are recorded as incurred. Additionally, none of our lease agreements include imputed interest.

Payroll

Q9. Based on payroll requirements on lines 81, 90 and 91, we want to confirm K911 intends to use an “inhouse” model and handle employee direct deposit payments and quarterly tax payment/filing on their own. If it is correct, has there been any consideration to having payroll handle the payments and take on that liability?

A9. This is correct, and while we have seriously considered the topic of transitioning payroll functions to a 3rd party in the past, based on our analysis, it is not in our best interest. We will continue to process all payroll functions in-house following the implementation of the new system.

Q10. Does K911 have any 24 hour+ shifts? (not shifts that cross midnight, but rather a shift that runs for a total of 24 or more hours at a given time – i.e., Monday 9 AM to Tuesday 9AM)?

A10. Yes. Kitsap 911 runs 24/7/365 and shifts start every 2 hours (sometimes every hour) and are typically between 10-12 hours for most employees.

Q11. How many state/local jurisdictions are you operating in?

A11. As a local government, we operate exclusively in Kitsap County, WA.

Q12. For timekeeping, is a physical clock(s) required, or would employees use a computer/phone for time entry?

A12. A physical clock is not required or even preferred. Employees would use a computer for time entry (as they currently do), and possibly a phone as well, if geofencing controls are strong.

Budgeting

Q13. Budgeting users

- How many budget creators do you have?
- How many budget contributors do you have?

A13. Depending on the year, we have between 7-10 primary budget stakeholders, some of which have a team from which they request information that they use to produce the budget for their group. Including members in those groups, there are approximately 20 budget contributors each year.

Q14. Describe the organization’s process for budgeting.

- Who creates the budget?
- Who do you send the templates to for providing input?
- Who approves the budget?
- How many reporting levels do you budget on (GL, Grants, programs, depts, funds, etc.)?

A14. All group budgets are combined by the Finance Manager who then creates the master budget, which is ultimately reviewed and approved by the board of directors. Budget templates are sent to the primary stakeholders (i.e., department heads). While the majority of the budget is at the GL level, we maintain budgets for several other levels, including grant, project, job, contract, department, and operating/non-operating costs.

Q15. Do you need the ability to prevent and/or receive warnings related to spending beyond budgeted amounts?

A15. Yes. This is currently done manually by reviewing line items upon entry, or monthly during the preparation of the financial statements.

Q16. Do you need budget checking as you enter purchase orders or invoices?

A16. Yes.

Q17. How many lines approximately are in your overall budget (less than 3000, between 3000-5000, or over 5000)?

A17. Our chart of accounts in our 2026 budget included 168 GL lines, 11 projects, 2 grants, 21 lessor leases, and 9 lessee leases.

From Pre-Proposal Meeting

Q18. Are you at least 80% sure you will move forward with a proposal to replace the ERP after all have been received?

A18. Kitsap 911 is very motivated to find a new solution so we are over 90% sure we will move forward if a proposal meets the required parameters and budget limitations.

Q19. Are you looking for a custom-built system or off the shelf?



A19. Kitsap 911 does not have an appetite for a custom-built system and wants an off the shelf product.

Q20. Will there be an opportunity for the vendors who score high enough for the demo/interview virtual meeting to get information about the expectations for the demo?

A20. Yes, Kitsap 911 will provide additional information on the interviews after the initial assessment is complete and vendors are notified.