



**February 20, 2026**

**Wayne Water Districts  
RFP - Enterprise Resource Planning Software (ERP)  
Addendum No. 1**

The purpose of this addendum is to answer questions received during the open question and answer period. All other terms and conditions given in this Request for Proposals are in full force and effect.

**Vendor Question:** The RFP lists that there are 5 districts and each district operates as its own financial entity, are all being managed under one instance of the QS1 software or do you have 5 unique systems running? Does each district have its own Tax ID number?

**Answer:** All 5 Districts are managed under one instance of the QS1 software. Each district has its own Tax ID number.

**Vendor Question:** How is time currently captured for payroll? Paper timesheets, time clock (clock in/out), electronic timesheets? What is your preference for the new system?

**Answer:** Currently paper timesheets are manually entered into QS1 (our current billing software). We desire an employee portal that allows direct entry of employee time and approval of their time entered (by login or digital pin) with workflows for supervisor approval and flow of data from the portal to the payroll module.

**Vendor Question:** How many full-time employees does Wayne Water have?

**Answer:** 33 full-time employees paid bi-weekly and 25 board members (5 members to each of the 5 boards) that are paid a flat rate once a month.

**Vendor Question:** On page 2 under **Purpose and Objectives** it lists Permitting, Inspections and Code Enforcement, we typically see these requirements at a city. Can you give me a little more information about how these modules are used at Wayne Water? I want to make sure I include everything needed to satisfy this requirement.

**Answer:** Please disregard these because they do not apply to us.

**Vendor Question:** Also, listed is Accounts Receivable, roughly how many invoices do you send out each month? Do you want the ability to pay these miscellaneous invoices online?

**Answer:** We receive 10-20 miscellaneous payments outside of utility billing each month across all districts and desire the ability to enter receipts within cash receipting with codes that can be tracked in reporting. We do not need an additional accounts receivable module for invoicing. We desire the ability to take all payments in one cash receipts module.

**Vendor Question:** Do you have documents scanned into the QS1 system that will need to be converted? If so, are there documents in both the financial and utility billing modules?

**Answer:** Yes, and we have scanned documents in both the finance module and the utility billing module that will need to be converted.

**Vendor Question:** How many years of data is to be converted?

**Answer:** A minimum of three years if possible.

**Vendor Question:** Is Inventory tracking desired?

**Answer:** Yes

**Vendor Question:** Is GIS integration desired?

**Answer:** Yes, if possible

**Vendor Question:** Is onsite training desired?

**Answer:** Yes for all Utility Billing

**Vendor Question:** Is cashiering hardware to be proposed?

**Answer:** If so, how many payment windows are there? Yes, 6 totals (4 up front and 2 drive-thru stations)

**Vendor Question:** How many EINs are used to process payroll and create employee W-2s?

**Answer:** We have 5 different EINs, one for each district. The 33 full-time employees are paid out of Eastern Wayne Sanitary District (EWSD) and then the other four districts reimburse EWSD their predetermined percentage share of that cost. The board members are paid out of their corresponding district (5 members per district)

**Vendor Question:** Can one employee be paid from more than one EIN?

**Answer:** No, not currently

**Vendor Question:** Currently your organization is absorbing the online payment portal fees and credit card user fees but might consider passing those fees on to the residents. How should we prepare our RFP response and quote?

**Answer:** Because our boards currently want to absorb the costs as part of doing business, the proposals need to show that we will continue to do so. We will re-evaluate that sometime in the future.

**Vendor Question:** Payroll is not mentioned in the RFP. I wanted to confirm that Payroll is part of the RFP. Does Wayne Water run payroll for each district separately?

**Answer:** On page 3 of the RFP Under Required System Capabilities Payroll is listed as: "Payroll and Human Resources". We run our employee payroll out of our Eastern Wayne Sanitary District (EWSD). The remaining four boards reimburse EWSD for their predetermined cost share. The payroll for our Board Members are run through their respective district.