

REQUEST FOR PROPOSALS

FOR

FINANCIAL INFORMATION SYSTEM (FIS) AND HUMAN RESOURCE MANAGEMENT SYSTEM (HRMS)

RFP Posted August 15, 2012

Questions and Answers

Q: Can you please email the RFP in Word/Excel format so that we are able to fill the forms and the responses for the vendor questions sections?

A: This document is posted on our website in Word and you can now download it.

Q: Is this a solicitation to purchase new ERP Software, SaaS/Cloud, Hosted, or is this a request for consulting services to support your current ERP system?

A: This solicitation is to purchase new FIS and HRMS systems.

Q: The RFP indicates that you will be scheduling presentations from 9/19 – 9/25. Will you have flexibility on these dates?

A: We are in the process of amending the demonstration date in the RFP for those vendors that are selected to give a demonstration to include the time period from 9/17 -9/25. This adds two other days to the front of the proposed demonstration schedule that the selected vendors could choose from.

Q: Describe the number of concurrent users of the FIS and HRMS?

A: The number of concurrent users of the system will vary depending on the application. For the HRMS system, employees should be allowed to self-enroll and/or self initiate for certain activities such as medical insurance during open enrollment, enter change of address when necessary, etc. For this application the number of potential concurrent users should be set to a higher number such as twenty-five (25).

The core accounting system should allow for fifteen (15) concurrent users. The core accounting system includes General Ledger, Accounts Payable, Accounts Receivable, Billing, Grants Management, Project Accounting, and Payroll.

The electronic timesheet system should allow for up to fifty (50) concurrent users.

Q: For purposes of bidding on the data conversion for MAG, the RFP states that up to two years of data should be converted. Without having the specifications on the converted data, how can a bidder respond to the conversion portion of the RFP?

A: A bidder can document the assumptions made for performing the conversion of data and estimate the number of hours with an associated cost for the conversion presented by the bidder. The bidder can also present specific questions about the conversion of data during this Q&A period and MAG will respond.

