

## **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.

Q: I know several questions were asked about data conversion in the Q&A but my question is more specific to the type of detail. Please let me know which of the three options you are you looking for:

1. Summary level (GL Beginning balances)
2. GL Transaction Detail
3. GL, AP, AR Detail

A: The RFP stated that we would like two years of data converted. There is a certain minimum amount of information needed in a new system in order to produce 1099's, have accurate beginning GL balances, possible population of certain HRMS system, payroll information, etc. Depending on the software, conversion tools may be available with the software, there may be processes in the software to load beginning balances, and other conversion tools may be available that are not mentioned in this answer. Described in the question directly above also, 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. Assumptions could include assistance from MAG staff such as mapping fields, upload of files, and so forth. MAG wants to populate the new system with as much information from the old system as possible. We will be keeping our old accounting system in order to maintain this historical information.

Q: You indicate on page 12 of the RFP that you expect the demonstration to last approximately 2 hours. This will not be nearly enough time to show all the financial system components and the HR system.

A: If additional time is needed by a firm, then this will be arranged at the time we set up the demonstration. The 2 hour is a minimum, not a maximum. Reasonable requests for additional time will be honored.

Q: Appendix E – Do we need to do anything with this for the RFP response or is this just for our reference so that we have a good understanding of your expectations regarding progress reporting?

A: Appendix E is an example of our progress reporting format. There is nothing that needs to be done with this Appendix in responses to this RFP.

Q: On page 49 of the RFP, section XIII, Purchasing, you state the following: "MAG would like the ability to create and route Purchase Requests online with the appropriate budget approvals and encumbrances."

But the Q&A document lists the following question asked by a vendor with a corresponding response from MAG:

"Does MAG require an electronic approval encumbrance process as a new feature in the new system? The key component is that MAG can encumber. Project management and control is handled exclusively by fiscal services. An electronic approval encumbrance process would not be necessary at this time."

Please confirm if you need or do not need an electronic approval functionality for encumbrance to be included in the proposal.

A: MAG would like the ability for electronic approval of encumbrances at some future date, however, this capability is not necessary at this time and is not required in this proposal. If not included in the proposal, this capability should be an available add-on feature of the product proposed to ensure the future capability is available.

Q: Section XII, Accounts Payable – the first section states the need for electronic routing of AP invoices for approvals. This requirement is not mentioned in Appendix L. Do you need this functionality included in the proposal? If so, how many people will need access to route and approve invoices?

A: MAG would like the ability for electronic routing of AP invoices at some future date, however, this capability is not necessary at this time and is not required in this proposal. If not included in the proposal, this capability should be an available add-on feature of the product proposed to ensure the future capability is available.

Q: During the Q&A, you indicated that you have very little need for electronic banking but item #s AP8 and AP10 asks for this functionality. Should we include this functionality in the proposal? Same question about Positive Pay. This is mentioned in the second paragraph of Section XII.

A: MAG would like the ability for electronic banking and the ability to format a file for positive pay processing at some future date; however, this capability is not necessary at this time and is not required in this proposal. If not included in the proposal, this capability should be an available add-on feature of the product proposed to ensure the future capability is available.

Q: Item # AP11 asks about credit card processing. Do you need this functionality included in the proposal?

A: MAG would like the ability for credit card processing at some future date; however, this capability is not necessary at this time and is not required in this proposal. If not included in the proposal, this capability should be an available add-on feature of the product proposed to ensure the future capability is available.

Q: Is section XIX of Appendix K just for information purposes only? I just want to make sure we do not need to do anything for this section.

A: Responses to Appendix K, General Questions and Application Questions is required by this RFP. A description of the proposer's organization and approach to work are required by the solicitation, including a description of work plan and responses to all items in Appendix K of this solicitation. See item i, under Proposal Evaluation and Selection Process.

Q: Budgeting Functionality - How many budget manager or total number of people that will need access to prepare their budgets? How many super users within the accounting department that will manage and oversee the budgeting process?

A: One to two staff members will work on line item budget entry for GL, one to two staff members will work on budget entry by project, one to two staff members will work on budget entries for grants, however, the work on the individual budgets, i.e., entry of budgets for the GL base accounts will never be performed simultaneously by two people; the same is true for project budgets, two staff will never be entering the project budgets simultaneously; and, the same is true for grant budgets, only one staff at a time would be entering budgets for grants. At this time, there may be up to four staff managing and overseeing the different budgeting processes, and this would break down into a staff person entering the budget and a staff member overseeing this process.