

Questions for RFP# 20-6943-01 Enterprise Resource Planning (ERP) System

1. If we provide referential site visits for government or municipal entities of comparable size and complexity who are NOT school systems, will it have a negative effect on that portion of the response scoring? **We prefer to visit school districts using your ERP system**

2. In regards to the fixed asset module: • The RFP states that RPS is not using the entire fixed asset module. Where is the fixed asset subsidiary stored? **Fixed assets are tracked using an excel spreadsheet. The spreadsheet also calculates the amount to be capitalized (additions), depreciation and disposals . All are recorded in the ledger via journal entries.** • Are fixed assets currently properly valued for GASB 34 reporting? **yes** (i.e. expensed for budget, depreciated for financial statement reporting).

3. Regarding student activity: • What functionality is desired for student activity reporting? • Is it just clubs and organizations? **Clubs and organizations**• Will club or organization managers need access to reporting or data entry for student activities or will all transactions be entered by accounting staff? **Each student activity fund has an assigned finance officer (FO) with very little overlap. Each FO will need access to reporting and data entry.**

4. Is RPS seeking to install a unified time and attendance solution to replace their legacy system(s)? **Yes, If meets time attendance requirements**

5. Does RPS require physical or web clocks for clocking in and out procedures for time?

Current Time attendance does not use physical or web time clocks

6. Do employees work multiple types of shifts with varying rates of pay in a single pay period?

Yes, Employees can work multiple types of jobs (assignments) in a single pay cycle

7. Is Recruiting and Onboarding applications in scope of this evaluation?

Yes. RPS needs a full life-cycle recruiting and onboarding solution. The applicant should be able to move through the full hiring process via the ERP and then be converted to hire with various applications such as electronic onboarding, licensure tracking and notifications, benefits enrollment and administration, performance/talent management processes, and contracts and renewals. The ERP should also handle the separation process (i.e. final pay, COBRA, notifications) and convert the employee's access to limited self-service view once he or she terminates.

RPS also needs a separately identified portal or a designation (icon) to delineate internal applicants from external applicants for active requisitions.

8. Is performance management / talent management in scope of this evaluation?

Yes. Our current solution provides online performance reviews, observations, and performance plans. The new ERP should handle these processes and allow admin users to see performance reviews when current employees apply for internal positions.

9. When will the List of Functional and Technical Requirements (Page 15 of the RFP - Tab 8 - Functional and Technical Requirements Response) be available for download via the Bonfire portal? Please Note: In Tab 8 - Functional and Technical Requirements Response (Page 15) the RFP references Attachment B as the Functional and Technical Requirements, however Attachment B in the RFP is the Contractor Reference Form (Page 40 - Attachment B – Contractor Reference Form). **This will be available on or before Friday, February 14th when answers to questions are posted.**

10. Would Richmond Public Schools (RPS) consider a 2 week extension due to the timing of receiving the Functional and Technical requirements? **Yes**

11. We have a question related to the List of Functional and Technical Requirements contained in Attachment B contains the detailed functionality RPS requires within each functional area in a future system(s) from STATEMENT OF NEEDS/SCOPE OF SERVICES:. Just wanted to know if there is any further document that refers to the detailed functionality in Attachment B. **Yes, that is being prepared now and will be posted at the time these answers are posted in Bonfire and on the RPS Procurement website.**

12. On page 19 of the RFP, it shows the placement of the Cost Workbook in Tab 19 as one of the required forms. Then, it says Tab 20 should be the price proposal, and it should be under separate cover (which we are not clear on how to do that with an entirely electronic response; is just a separate tab (20) sufficient as “separate cover”) Can you clarify where in our proposal / response document we should place the pricing forms? **Yes, all pricing should be loaded into the tab that references pricing which is Tab 20.**

13. Also Tab 20, price section, asks for a statement of our agreement to the proposed “payment and retainage terms”. But we do not find any in the RFP. Can we propose a payment plan that we have used in similar implementations, including with other Virginia school divisions? Or is a payment and retainage proposal forthcoming from the School District in way of an addendum? **Please propose your payment solution. Typical type arrangements are in progress payments as milestones are reached. That will all be negotiated in any formal contract.**

14. Can we get the required forms in a Word format to electronically complete? **We can provide most in an editable .pdf format if that will work. Word format allows changes to be made to the documents.**

15. If our integrated system solution includes a web-based timesheet system, do we need to proposed on an interface to the School District's current in-house AS400 developed timesheet system"? Same question as above regarding the TSSI time system Same question as above regarding the Transportation time system.

If a Substitute Calling /Absence tracking module is not available in the proposed ERP (web-based timesheet system) solution then an interface will be needed for integration with Smartfind express, Transportation's Quickbase timecard application may also require an interface.

16. If we are proposing our integrated Fixed Asset Tracking module, do we also need to propose an interface to the School District's "QuickBase" module? Same question as above regarding TIG Fixed Asset Reporting. **Yes**

17. We would like to know more about the need for / use of "OnBase". Is it possible our payroll reporting may be sufficient to no longer have to interface to this? **Depends on the capability of the proposed payroll reporting. Onbase is a dedicated electronic document image storage and retrieval system.**

18. If our proposed solution has a fully integrated Budget Preparation and Control system with a fully integrated Payroll and Position Control, do we need also to propose an interface to the "Budget Generator Interface"? **No, if the system is truly fully integrated and also equal to or better than the Budget Generator.**

19. Is the "EFP" system, an on-line benefits enrollment system on which School District employees self-enroll for their benefits? If so, does the School District wish to retain this? Or, is it interested in a module being proposed with the new Human Resources/Benefits/Payroll system which is fully integrated with those applications, and which can export files in prescribed formats to the District's benefits providers?

a. The EFP system is our official record of employee benefits as well as an on-line benefits enrollment system. We are interested in a module being proposed with the new HR/Benefits/Payroll system.

20. Please describe the type of interface that would be relevant between a system such as is being proposed and the District's Versatran system. If this has to do with cost accounting and work orders for fleet maintenance, would the District consider those modules as optional add-on components, fully integrated with the proposed financial (purchasing and general ledger) and fixed assets modules, in lieu of the need for this "Versatran interface"? 13. In lieu of an interface with the school-based EPPS system, is the District interested in considering integrating

these school-based bookkeeping functions under the proposed new ERP system (using security, and separated funds, for appropriate access and reporting)? **Versatran does not have a direct interface with the current ERP Package. An interface with the school-based EPPS system isn't necessary.**

21. Will you publish the names of the companies which participated in the vendor meeting? **No, the meeting was not mandatory in nature.**

22. What is your current student population count? **Approximately 25,000**

23. Page 8 of the RFP (19/54 of the pdf) states "Tab 8 - Functional and Technical Requirements Response - The eighth tab of the Proposal shall include the proposed capability to provide RPS's requirements as defined in Attachment B, Functional and Technical Requirements. This tab shall include the completed requirements worksheet in Attachment B." However, attachment B contains the customer reference form. Is there a functional and technical requirements worksheet that will be issued? **This will be available on or before Friday, February 14th when answers to questions are posted.**

24. We are trying to get clarity on Attachments B and G, particularly Attachment B, which is supposed to be a functional matrix, but the document in the RFP is not. Attachment G is also not exactly a matrix. Are we getting new Attachment B and G? We are unsure how to approach functional questions with what appears to be a mistake in the documents. **An updated Functional Requirements document will be available on or before Friday, February 14th when answers to questions are posted.**

25. At the pre-proposal conference, you agreed to an extension to March 6; however, the system has not adjusted the close date, and we have received no official word. Is that still the case? Given that we still don't have a good way to answer the functional questions, we are losing the time on the promised extension and would ask that when those are sent out that the March 6 date be extended further to give us time to provide you the best response. **Submission date has been extended to March 6th.**

26. The RFP indicates that proposal must be received as specified no later than 7:00 P.M. EST February 21, 2020. Would Richmond Public Schools (RPS) consider granting a three (3) week extension to allow vendors to incorporate fully RPS responses to vendor questions, which may have an impact to scope, timeline and costs? **Submission date has been extended to March 6th.**

27. How many legal entities are in scope? **1** The City of Richmond Public Schools.

28. Is the processing of financial transactions centralized or decentralized? **Centralized**

29. Do you need to revisit / redesign your Chart of Accounts Structure? **No**

30. Do you have a data warehouse? If so, what other applications feed data into it? **No**

Randy's response: we do not have a data warehouse.

31. How many IT staff support your current ERP? **2 active 3 backups**

32. Do you want to replace EPPS? **Yes. Producing 1099's is manual and cumbersome. EPPS is lacking on the reporting side - reports are not user friendly and cannot be exported into excel.**

General Ledger

33. How many GL allocations do you do per month? **0**

34. How many manual journals do you do per month? **Approximately 150**

Receivables

35. How many different invoice formats do you use? **1**

Payables

36. Are your checks pre-printed or laser printed? **pre-printed**

Fixed Assets

37. How many corporate and tax books do you have? **1**

38. How many asset categories do you have? **61**

Grants Management

39. How many departments / users use the Grants module? **The current system does not have a grants module.**

40. How do you track sub-recipient costs and contracts? **Manually using excel.**

41. Do you act as grantor to sub-recipients? **Yes. Only one program, Head Start, has a sub-recipient.**

Projects – Financial

42. How many users are there for Project Costing & Project Billing? **N/A**

43. Are there billable projects, and if so, is the billing based on contracts? **N/A**

Suppliers

44. RFP p. 8 lists 11,200 suppliers. Are they all active? **No**. Are there any duplicates in the total? **Yes**

45. Who maintains supplier data – AP, PO, combination, separate supplier management team?
Combination - Finance & Procurement

46. Will suppliers be allowed direct access to

- a. manage their information, **probably not**
- b. enter / upload invoices, **yes**
- c. review invoice payment status, **possibly - yes**
- d. respond to negotiations, etc.? **yes**

Purchasing

47. Is your purchasing process centralized or decentralized? **Decentralized**

48. How many purchasing personnel / buyers do you have? **One Procurement Admin Associate, Four Procurement Officers of various levels and one Director.**

49. What types of purchasing documents do you issue – standard purchase orders (POs), blanket agreements, contract agreements, contracts, other? **Standard PO's, Blanket PO's, Contracts**

50. RFP p. 8 lists 17,000 POs per year. Are they all standard POs or are some blanket agreements? **The majority are standard PO's. Around maybe 100 Blanket PO's in total**

51. Do you have any cooperative purchasing agreements? **Yes**

52. Please describe the purchasing approval process. **Currently, PO Keyers enter an "Unapproved PO". That comes over to the procurement group the next day for processing. That PO is then processed based on the dollar value per RPS policies and procedures.**

Requisitions

53. How many supplier punch-outs do you have? **None**

54. How many requisitions are created annually? **Zero. We use Unapproved Purchase Orders.**

55. Do you encumber requisitions? **We do not use requisitions however the unapproved PO's do encumber funds at the PO entry point by the PO Keyers.**

56. Do you create internal requisitions? **No**. If yes, in which system? How many do you create annually?

Receiving

57. Do you require purchase receipts for all orders? **Yes. Either by being entered in the system as a goods receipt if a physical item is received or via signature on an invoice for a service**. If No, please describe for both goods and services.

58. Who enters purchase order receipts in the system? Is it performed centrally (i.e. a loading dock with a receiving clerk), by the requestor (desktop receiving) or both? **Both**.

Negotiations

59. What negotiation types do you use in your business processes – Request for Proposal (RFP), Request for Quotation (RFQ), other? Please identify all that apply. Do you require a requisition first? **All negotiations are done outside of any system directly with vendors face to face or via templates depending on the dollar value of the procurement.**

60. What is the approval process to issue a negotiation? Are additional approvers required based on the estimated value? Content? Other? **There is no approval process for a negotiation.**

Reports

61. How many reports have been created for Procurement modules (Purchasing / Requisitions / Receipts / Negotiations / Procurement Contracts / Suppliers)? Please provide the names of 10. **30+**

- **Unapproved Purchase Orders**
- **Unapproved PO's from the previous day, excluding PO's that are associated with VDOE restricted funds**
- **Purchase Order Status Report**
- **Aged Open Purchase Order Status Report**
- **Unapproved Purchase Orders Listing**
- **Print Purchase Order Requisitions**
- **Print Purchase Orders in Account Summary**
- **Aged Open P/O's by Buyer Code**
- **Purchase Order Summary Listing**
- **Vendor Performance Report**

Human Resources/Recruiting/Benefits/Talent Management

62. Number of Employees –In the RFP is states there are 5000 employees. Can you provide a breakdown of full time, part time, seasonal retirees, board members etc.?

RPS's total number of employees is 4450.

Full Time = 3780

Non-Contracted (Hourly) = 670

63. Workflow approvals- for determining the complexity of the workflow approvals, how many levels of approvals are typically needed to approval a transaction. Do you have vacation rules if the normal approval is out of office?

We do not currently have any approval rules for transactions. We would like to establish one level of approval (the direct supervisor of the employee) for transactions.

64. Recruiting – For the recruiting process, does the Richmond Schools have civil service requirements?

No.

65. How many Unions does the Richmond Schools have? **One**

66. Human Resources - Do all employees have a position and use Position Management? Do employees have multiple assignments?

Yes, all employees have a position and we do use position management. Yes, employees can hold multiple assignments with RPS but they can only one full time assignment. We do not have an online/automated system that integrates position management into multiple systems. Position management is currently a manual process.

67. Compensation - For Compensation increases, do any groups of employee/teachers, clerical staff etc. have grade step progression and if so how is the eligibility for those increases? Are they based on date of service or date of service in a position or a certain licenses or certification achieved or degrees?

Yes, some employees based upon their role have grade step progression. Step progression is contingent upon years of experience in the role.

68. Benefits – Per the Addendum retirees are currently not processed for Benefits? If benefits going to be configured and processed for Retirees in Oracle Cloud and if so are the benefit offering the same as the regular employee population? Benefits – If unions exist are benefits based on union eligibility for plans.

Retirees are currently not processed in RPS's benefits system. They are offered medical coverage up to age 65 and dental coverage without an age limit which is different from the regular employee population. We would like a comprehensive benefits admin system that could process retirees and employees on COBRA.

No unions exist so union eligibility is not a factor.

69. Performance and Goal Management – Is Performance Management tie to compensation? Example does the performance process have to occur first before someone can

get an increase or do the two processes stand-alone. Does the Richmond Schools have goals associated with their performance process?

Performance management and compensation increases are independent processes. Some employee roles have goals that are tied to their performance review process (i.e. teachers, principals, assistant principals).

70. Employee Contracts- Can an employee have more than one contract? If so does that employee then have multiple assignments.

Randy's response: Only one contract per employee. However, the employee can have multiple additional non-contracted assignments. (Talent Office agrees.)

71. Student Teachers/Interns- Does a student teacher/intern receive any benefits?

No.

72. Student Activity Reporting – Is there any information from the HCM applications that is required for the Student Activity system?

No.

73. HCM Reporting – Can you please define any special reporting requirements from the HCM applications?

Virginia Employment Commission (VEC) - Headcount and earnings reporting is submitted each quarter to the VEC.

Affordable Care Act (ACA) - Look back period reporting to determine whether an employee has met eligibility requirements.

Virginia Retirement System (VRS) - Reporting job titles, earnings, job changes, and salary changes to VRS monthly.

Performance Management - Tracking performance review and performance plan activity completion by school/division and job title.

We would ideally like to produce metrics on absenteeism, turnover, time to fill, fill rate, termination reasons, offer acceptance rate, decline reasons, tenure, and benefit decline reasons.

Time and Labor/Payroll

74. Time and Labor and Absence Management – Does the Richmond Schools have special time and labor and absence requirements for Teachers or any other type of personnel such as scheduling based on seniority, certification etc.

Each employee receives access to a bank of time based on their role and the requirements to use the time or have unpaid time off are also based on the role. We do not have seniority or certification rules.

75. Time and Labor – On the RFP, it is listed there is a listing for Time and Attendance and TSSI Time and Attendance. Can you please describe what the two systems are used for? Will any of these applications remain with the new HCM solution? **TSSI is the interface between SmartFind Express (Sub Calling/Absence tracking) web application and the current ERP. Time and Attendance is a payroll module where all time worked / absences are stored before being processed by payroll. F RPS continues using Smartfind express some type of integration will be needed to/from the new ERP.**

76. Time and Labor – In RFP it is listed that 3700 employee have exception pay and 700 are hourly. Is the 700 employees counted in that 3700 number for exception pay. **No** It was also stated that Richmond School have 5000 employee, how are the remaining 1300 employee paid.

The correct headcount for RPS is 4450.

Employees either have contracts and are therefore exception reporting or hourly and enter time worked. Some of our contracted employees are hybrids because they are contracted to work less than 8 hours a day. If an employee is contracted to work 6 hours a day or 30 hours a week the contracted hours are paid as straight salary but all hours worked over 30 up to 40 are paid at the calculated hourly rate as straight time.

Do you swipe a time clock or are they paid a straight salary? **Employees who are paid hourly submit paper and timekeepers enter time online. Contracted employees are paid straight salary and only absences are reported. Employees (contracted or hourly) do not swipe time clocks.**

Employees do not currently swipe time clocks regardless of the role. We would love to use time clocks.

77. Payroll – It is stated in the RFP that Richmond School has 20 pays per year? Are all employees on that pay frequency or do some employees opt to be paid all year? **This was a mistake. The majority of RPS employees are paid 24 pays per year. Only a few employees were grandfathered into 20 pays a year.**

78. Payroll – Does the Richmond Schools have complex calculations for determining Overtime? **Calculations are complex because the process is manual . OT is submitted to payroll on paper (maintenance sheets). Absences/time worked must be verified manually before OT hours can be entered into the system.**

79. Payroll to Financials- Can you describe the information needed from Payroll to Financials after each payroll example costing, general ledger interface etc. **RPS posts payroll**

transactions to the GL in detail; salaries, all benefits and voluntary deductions for each employee.

80. Can Richmond Public Schools (RPS) extended the timeline due date to March 6th? **a. YES. The new deadline is now Friday, March 6th at 7:00pm**

81. On page 19, TAB 8 – will there be a more detailed Functional Requirements Document issued by RPS, to include a detailed workflow?

A. Yes. A more detailed Functional Requirements Document will be issued but not and a detailed workflow as we do not wish to carry on any of the old processes into this new project.

82. What is RPS' current student count? **a. Just under 25,000 students**

83. Is there a possibility of multiple vendors being awarded? **a. Yes.**

84. Are there any charter schools in the district that may use separate billing or tax requirements? **one**

85. Is RPS currently using any Project Management consultant firms to run this program?

a. No

86. Is there a formal Go-Live date established yet ? **a.No, there is no proposed Go-Live date.**

87. Has this project been budgeted for FY20?

a. Yes. A portion of this project has been budgeted for the current FY20 and additional funds are requested for future fiscal year.

88. Can the RFP question deadline be extended to Friday, February 7th?

a. Yes. We will extend the deadline to Friday, February 7th at midnight. All questions will be answered in an addendum that will be posted by Friday, February 14th at 7:00pm

89. Can you post the attachments in Microsoft Word versions on Bonfire?

a. No. Word documents can be edited if posted in Word only. We will post as .pdf's and they can be converted on your side to word from Adobe.

90. Are there any restrictions for developing the application off-shore?

- a. **No, there are no restrictions for developing the application off-shore, however, data must be stored within the US**

91. Will you need a copy of SWAM certification?

- a. **Yes. Please include this in RFP response to Attachment**

92. Will questions from this pre-proposal conference be posted?

- a. **Yes. The questions and answers will be posted to Bonfire and our Procurement & Property Management website**

93. Whether companies from Outside USA can apply for this?

- a. **No.**

94. Whether we need to come over there for meetings?

- a. **Only companies in the US will be considered.**

95. Can we perform the tasks (related to RFP) outside USA? **a. No.**

96. Can we submit the proposals via email? **a. No, only via the Bonfire Portal will responses be accepted.**

97. Do you anticipate extending the bid due date? **a. Yes.**

98. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid? **N/A**

99. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com? **a. No.**

100. Other than your own website, where was this bid posted? **a. Bonfire, eVA, RPS Procurement Website.**

101. Do your Charter Schools have a separate Tax ID Number than the district? **No**

102. Do you utilize Applicant Tracking over multiple entities or only a single entity? **RPS only uses a single entity for Applicant Tracking.**

103. Is the district expecting to do away with as many of Data or Reporting Exchanges as listed in section E?

Not expecting to do away with Payroll; Accounts Payable, W2's, 1099's and ACA processing, Microsoft Excel data exchanges unless the data exchanges are no longer necessary because the new ERP automates processes that are currently manual.

EPPS does not integrate with AS/400. SAF accounts are not on RPS ledger. That will not change with a new ERP system. However it may be necessary to have a data exchange for W2 purposes.

Not sure about the others listed.