

**State of Nebraska (State Purchasing Bureau)
REQUEST FOR INFORMATION**

RETURN TO:
State Purchasing Bureau
301 Centennial Mall South, 1st Fl
Lincoln, Nebraska 68508
OR
P.O. Box 94847
Lincoln, Nebraska 68509-4847
Phone: 402-471-2401
Fax: 402-471-2089

| | |
|--|--------------------------|
| SOLICITATION NUMBER | RELEASE DATE |
| RFI SA FINSYS12 | February 28, 2012 |
| OPENING DATE AND TIME | PROCUREMENT CONTACT |
| April 18, 2012 2:00 p.m. Central Time | Connie Heinrichs |

This form is part of the specification package and must be signed and returned, along with information documents, by the opening date and time specified.

PLEASE READ CAREFULLY!

SCOPE OF SERVICE

The State of Nebraska, Administrative Services, Materiel Division, State Purchasing Bureau, is issuing this Request for Information RFI SA FINSYS12 for the purpose of gathering information for alternative application solutions to replace the State of Nebraska's current Financial system and to integrate it with components of Human Capital Management (HCM), Talent Management, Learning Management System (LMS), Applicant Tracking, Procurement and other State systems. Information provided will assist the State of Nebraska in developing a potential Request for Proposal.

Written questions are due no later than March 12, 2012 and should be submitted via e-mail to matpurch.dasmat@nebraska.gov. Written questions may also be sent by facsimile to (402) 471-2089.

Vendor should submit one (1) original and ten (10) copies of the entire RFI response. RFI responses are to be submitted by the RFI due date and time.

RFI RESPONSES SHOULD OFFER SOLUTIONS FOR BEST BUSINESS PRACTICES, IN WHOLE OR IN PART, TO THE INFORMATION PROVIDED IN THIS RFI.

1. Sealed RFI responses are to be received in State Purchasing by the date and time of RFI opening indicated above. No electronic, e-mail, fax, voice, or telephone information will be accepted.
2. RFI responses should meet all specifications of the RFI.
3. This form "REQUEST FOR INFORMATION" should be manually signed, in ink, and returned by the information opening date and time along with vendor's response and any other requirements as specified in the RFI.
4. It is understood by the parties that in the State of Nebraska's opinion, any limitation on the contractor's liability is unconstitutional under the Nebraska State Constitution, Article XIII, Section 3, and that any limitation of liability shall not be binding on the State of Nebraska despite inclusion of such language in documents supplied with the contractor's bid or in the final contract.

VENDOR TO COMPLETE THE FOLLOWING

FIRM: _____

COMPLETE ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

SIGNATURE: _____ DATE: _____

TYPED NAME & TITLE OF SIGNER: _____

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GLOSSARY OF TERMS

Addendum: Something added or deleted.

Agency: Any state agency, board, or commission other than the University of Nebraska, the Nebraska State colleges, the courts, the Legislature, or any officer or agency established by the Constitution of Nebraska.

Amend: To alter or change by adding, subtracting, or substituting. A contract can be amended only by the parties participating in the contract. A written contract can only be amended in writing.

Amendment: Written correction or alteration.

Appropriation: Legislative authorization to expend public funds for a specific purpose. Money set apart for a specific use.

Authorized Agents Applications: A business process for creating and managing access to resources in the system, generally referred to as user account provisioning.

Automatic Accounting Instructions (AAI): Instructions used to control how values are posted to the financials from all modules.

Business: Any corporation, partnership, individual, sole proprietorship, joint-stock company, joint venture, or any other private legal entity.

Category Codes: An identifying piece of information attached to a record that allows the user to subcategorize data.

Confidential Information: Unless otherwise defined below, "Confidential Information" shall also mean proprietary trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. §84-712.05(3)). In accordance with Nebraska Attorney General Opinions 92068 and 97033, proof that information is proprietary requires identification of specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would provide.

Contract: An agreement between two or more persons to perform a specific act or acts.

Contractor: Any person or entity that supplies goods and/or services.

Copyright: A grant to a writer/artist that recognizes sole authorship/creation of a work and protects the creator's interest(s) therein.

Deviation: Any proposed change(s) or alteration(s) to either the language or deliverables within the scope of this Request for Information.

Documentation: The user manuals and any other materials in any form or medium customarily provided by the contractor to the users of the Licensed Software which will provide the State with sufficient information to operate, diagnose, and maintain the Licensed Software properly, safely, and efficiently.

Fund: A separate fiscal entity established to conduct specific activities and objectives in accordance with statutes, laws, regulations, and restrictions or for specific purposes. A fund is a fiscal and accounting unit

with a self-balancing set of accounts recording cash and financial resources with all related liabilities and equities or balances.

Late Response: Information received at the place specified in the solicitation after the date and time designated for all responses to be received.

Licensed Software: Any and all software and documentation by which the State acquires or is granted any rights under the contract.

Mandatory: Required, compulsory or obligatory.

May: Denotes discretion.

Module: A collection of routines and data structures that perform a specific function of the Licensed Software.

Must: Denotes the imperative, required, compulsory or obligatory.

Opening Date: Specified date and time for the public opening of received, labeled and sealed formal responses. Not to be confused with "Release Date".

Platform: A specific hardware and Operating System combination that is different from other hardware and Operating System combinations to the extent that a different version of the Licensed Software product is required to execute properly in the environment established by such hardware and Operating System combination.

Product: A module, a system, or any other software-related item provided by the respondent to the State.

Project: The total of all software, documentation, and services to be provided by the respondent.

Proposal: The executed document submitted by a bidder in response to a Request for Proposal.

Proprietary Information: Proprietary information is defined as trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. §84-712.05(3)). In accordance with Attorney General Opinions 92068 and 97033, proof that information is proprietary requires identification of specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would receive.

Public Opening: The process of opening responses, conducted at the time and place specified in the Request for Information, and in the presence of anyone who wishes to attend.

Release Date: Date of release of the Request for Information to the public for submission of responses. Not to be confused with "Opening Date".

Request for Information (RFI): All documents, whether attached or incorporated by reference, utilized for soliciting information.

Request for Proposal (RFP): All documents, whether attached or incorporated by reference, utilized for soliciting competitive proposals.

Responsible Bidder: A bidder who has the capability in all respects to perform fully all requirements with integrity and reliability to assure good faith performance.

Responsive Bidder: A bidder who has submitted a bid which conforms in all respects to the solicitation document.

Review Committee: A committee (or committees) appointed by the requesting agency that reviews the information.

Review of Information: The process of examining the information after opening to determine responsiveness to requirements.

Shall: Denotes the imperative, required, compulsory or obligatory.

Should: Indicates an expectation.

Solicitation: The process of notifying prospective bidders or offerors that the State of Nebraska wishes to receive information. The process may consist of public advertising, posting notices, or mailing Request for Information and/or Request for Information announcement letter to prospective bidders, or all of these.

Solicitation Document: Request for Information.

Specifications: The information provided by or on behalf of the contractor that fully describes the capabilities and functionality of the Licensed Software as set forth in any material provided by the contractor, including the documentation and User's Manuals described herein.

System: Any collection or aggregation of two (2) or more Modules that is designed to function, or is represented by the contractor as functioning or being capable of functioning as an entity.

Termination: Occurs when either party pursuant to a power created by agreement or law puts an end to the contract. All obligations which are still executory on both sides are discharged but any right based on prior breach or performance survives.

Trademark: A distinguishing sign, symbol, mark, word, or arrangement of words in the form of a label or other indication, that is adopted and used by a manufacturer or distributor to designate its particular goods and which no other person has the legal right to use.

Trade Secret: Information, including, but not limited to, a drawing, formula, pattern, compilation, program, device, method, technique, code, or process that; (a) derives independent economic value, actual or potential, from not being known to, and not being ascertainable by proper means, other persons who can obtain economic value from its disclosure or use; and (b) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy (see Neb. Rev. Stat. §87-502(4)).

Tranche: One of a number of related securities offered as part of the same transaction. Transaction documentation usually defines the tranches as different "classes" of notes, each indentified by letter (e.g. the Class A, Class B, Class C). The term "tranche" is used in fields of finance other than structured finance such as master lease.

Upgrade: Any improvement or change in the software that improves or alters its basic function.

Vendor: An actual or potential contractor; a contractor.

Warrant: An order drawn by a payor directing it's treasurer to pay a specified amount to the person named or to the bearer.

Will: Denotes the imperative, required, compulsory or obligatory.

I. SCOPE OF THE REQUEST FOR INFORMATION

The State of Nebraska, Administrative Services (AS), Materiel Division, Purchasing Bureau (hereafter known as State Purchasing Bureau), is issuing this Request for Information, RFI SA FINSYS12 for the purpose of gathering information for alternative application solutions to replace the State of Nebraska's current Financial system and to integrate it with components of Human Capital Management (HCM), Talent Management, Learning Management System (LMS), Applicant Tracking, Procurement and other State systems. Information provided will assist the State of Nebraska in developing a potential Request for Proposal.

ALL INFORMATION PERTINENT TO THIS REQUEST FOR INFORMATION CAN BE FOUND ON THE INTERNET AT: <http://www.das.state.ne.us/materiel/purchasing/rfp.htm>

A. SCHEDULE OF EVENTS

The State expects to adhere to the tentative procurement schedule shown below. It should be noted, however, that some dates are approximate and subject to change.

| | ACTIVITY | DATE/TIME |
|---|---|---|
| 1 | Release Request for Information | February 28, 2012 |
| 2 | Last day to submit written questions | March 12, 2012 |
| 3 | State responds to written questions through Request for Information "Addendum" and/or "Amendment" to be posted to the internet at: http://www.das.state.ne.us/materiel/purchasing/rfp.htm | March 16, 2012 |
| 4 | RFI opening Location: Nebraska State Office Building State Purchasing Bureau 301 Centennial Mall South, Mall Level Lincoln, NE 68508 | April 18, 2012 2:00 PM Central Time |
| 5 | Conduct presentations (if applicable) | May 14, 2012 – May 23, 2012 |

II. RFI RESPONSE PROCEDURES

A. OFFICE AND CONTACT PERSON

Responsibilities related to this Request for Information reside with the State Purchasing Bureau. The point of contact for the procurement is as follows:

Name: Connie Heinrichs
Agency: State Purchasing Bureau
Address: 301 Centennial Mall South, Mall Level
Lincoln, NE 68508

OR

Address: P.O. Box 94847
Lincoln, NE 68509
Telephone: 402-471-2401
Facsimile: 402-471-2089
E-Mail: matpurch.dasmat@nebraska.gov

B. GENERAL INFORMATION

A subsequent Request for Proposal (RFP) may not be issued as a result of this RFI. There will not be a contract as a result of this RFI and the State is not liable for any cost incurred by vendors in replying to this RFI. If an RFP is issued, the information provided will assist the State of Nebraska in developing the Request for Proposal. This RFI does not obligate the State to reply to the RFI responses, to issue an RFP, or to include any RFI provisions or responses provided by vendors in any RFP.

C. COMMUNICATION WITH STATE STAFF

From the date the Request for Information is issued and until RFI opening (as shown in the Schedule of Events), contact regarding this RFI between potential vendors and individuals employed by the State is restricted to written communication with the staff designated above as the point of contact for this Request for Information.

The following exceptions to these restrictions are permitted:

1. written communication with the person(s) designated as the point(s) of contact for this Request for Information;
2. contacts made pursuant to any pre-existing contracts or obligations; and
3. state-requested presentations, key personnel interviews, clarification sessions or discussions.

Violations of these conditions may be considered sufficient cause to reject a vendor's response to the RFI. No individual member of the State, employee of the State, or member of the Interview Committee is empowered to make binding statements regarding this RFI. The State of Nebraska will issue any clarifications or opinions regarding this RFI in writing.

D. WRITTEN QUESTIONS AND ANSWERS

Any explanation desired by a vendor regarding the meaning or interpretation of any Request for Information provision must be submitted in writing to the State Purchasing Bureau and clearly marked "RFI Number SA FINSYS12 Questions". It is preferred that questions be sent via e-mail to matpurch.dasmat@nebraska.gov. Questions may also be sent by facsimile to 402-471-2089, but must include a cover sheet clearly indicating that the transmission is to the

attention of Connie Heinrichs, showing the total number of pages transmitted, and clearly marked "RFI Number SA FINSYS12 Questions".

Written answers will be provided through an addendum to be posted on the Internet at <http://www.das.state.ne.us/materiel/purchasing/rfp.htm> on or before the date shown in the Schedule of Events.

E. PRESENTATIONS

The Review Committee(s) may conclude that presentations are desired. At the discretion of the State, vendors may be asked to present their RFI offering, explaining and/or clarifying any unusual or significant elements related to their response. The State may request an on-site, hands-on presentation of the recommended functionality/solutions.

Any cost incidental to the presentation shall be borne entirely by the vendor and will not be compensated by the State.

F. SUBMISSION OF RESPONSE

The following describes the requirements related to the RFI submission, handling and review by the State.

To facilitate the response review process, one (1) original, clearly identified as such, and ten (10) copies of the entire RFI response should be submitted. The copy marked "original" shall take precedence over any other copies, should there be a discrepancy. RFI responses are to be submitted by the RFI due date and time.

A separate sheet must be provided that clearly states which sections have been submitted as proprietary or have copyrighted materials. RFI responses should reference the request for information number and be sent to the specified address. Container(s) utilized for original documents should be clearly marked "ORIGINAL DOCUMENTS". Please note that the address label should appear as specified on the face of each container. If a recipient phone number is required for delivery purposes, 402-471-2401 should be used. The request for information number must be included in all correspondence.

G. PROPRIETARY INFORMATION

Data contained in the response and all documentation provided therein, become the property of the State of Nebraska and the data become public information upon opening the response. If the vendor wishes to have any information withheld from the public, such information must fall within the definition of proprietary information contained within Nebraska's public record statutes. All proprietary information the vendor wishes the state to withhold must be submitted in a sealed package, which is separate from the remainder of the response. The separate package must be clearly marked PROPRIETARY on the outside of the package. Vendor may not mark their entire Request for Information as proprietary. Failure of the vendor to follow the instructions for submitting proprietary and copyrighted information may result in the information being viewed by other vendors and the public. Proprietary information is defined as trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. §84-712.05(3)). In accordance with Attorney General Opinions 92068 and 97033, vendors submitting information as proprietary may be required to prove specific, named competitor(s) who would be advantaged by release of the information and the specific advantage the competitor(s) would receive. Although every effort will be made to withhold information that is properly submitted as proprietary and meets the State's definition of proprietary information, the State is under no obligation to maintain the

confidentiality of proprietary information and accepts no liability for the release of such information.

H. REQUEST FOR INFORMATION OPENING

The sealed responses will be publicly opened and the responding entities announced on the date, time and location shown in the Schedule of Events. Responses will be available for viewing by those present after the opening.

III. PROJECT DESCRIPTION AND SCOPE OF WORK

The vendor should provide the following information in response to this Request for Information.

A. PURPOSE

The State of Nebraska is gathering information to compare with the State's existing financial software systems. Responses to this Request for Information (RFI) will be utilized to identify budget requirements for replacement of computer software systems. This process provides the vendors an opportunity to inform the state of new and existing products offering solutions for best business practices that may be of benefit to the State of Nebraska. Responses will be reviewed for technical, functional, and procedural innovations and cost estimates. The State may use knowledge gained from the RFI responses to assist in the development of a future RFP. Responses to this RFI will not be scored or evaluated. This is solely for an informational gathering process and a contract will not be awarded as a result of this RFI.

As a part of this RFI, the State is requesting respondents identify an estimated range of all costs associated with a replacement project, including but not limited to software licensing, software maintenance, third party software, third party software maintenance, implementation, conversion, and training. The State is requesting that the respondent identify the type(s) of software solution(s) being proposed such as State Owned, Vendor Hosted, On Demand Services, or Software as a Service.

Vendors may partner to provide a joint response to cover the State of Nebraska requirements, provided the proposed systems are integrated and meet the State's requirements. Such combined response should identify the primary vendor submitting the RFI.

B. BACKGROUND

The State was admitted to the Union as the thirty-seventh state in 1867. Nebraska's government is divided into three branches: legislative, executive, and judicial. Nebraska is the only state with a Unicameral Legislature, which has forty-nine non-partisan members. The chief executive is the governor, who is elected for a four-year term. Within the executive branch are various departments and agencies that perform a variety of functions. Since Nebraska's Constitution generally allows no indebtedness, government expenses of such departments and agencies must be met on a pay-as-you-go basis. The State provides a full range of services including: the construction and maintenance of highways and infrastructure, education, social and health services, public safety, conservation of natural resources, economic development, and recreation facilities and development.

Budgetary control of state expenditures is maintained chiefly by three processes. First, a budget is required to be adopted through passage of appropriation bills by the Legislature. Second, the appropriated funds are allocated by program and fund type and are controlled by the executive branch through an allotment process. The Legislature may also enact a supplemental appropriation bill and other appropriation bills as it deems necessary. Finally, the State's accounting system checks each expenditure to ensure the appropriation is not exceeded.

The State of Nebraska maintains a fully integrated enterprise resource planning system which consists of multiple modules as listed in the following section.

The existing financial software systems are utilized by approximately eighty plus individual State agencies. Current systems provide broad capabilities that enable the business operations for multiple agencies with separate budgets, derived from multiple funding sources.

The State's financial configuration is comparable to eighty plus businesses operating under one corporate structure. For a complete listing of all Nebraska State agencies, view the following link: <http://www.nebraska.gov/>

C. CURRENT BUSINESS PRACTICES AND MODULE FUNCTIONALITY

The following is a description of current primary financial system modules to address in vendor's information response. For each respective module, the State has identified current business practices to consider for best practices solutions. The State has also identified additional desired functionality where applicable. It is understood that no one system may be able to provide all functionality desired by the State. Please identify which functions your system and its partner(s) can offer, and describe how your solution can address the State's needs.

1. ACCOUNTS PAYABLE

The Accounts Payable module processes payments for goods and services. Accounts Payable is responsible for complying with federal and state laws relating to reporting of taxable payments via 1099 and for tax withholding under certain circumstances, for example, back up withholding required at the federal level and withholding for non-resident services provided in Nebraska.

a) Current Business Practices

- i.** Procurement and accounts payable modules are linked to:
 - a)** Process three-way match (receipt to purchase order to invoice) and two-way match (purchase order to invoice).
 - b)** Encumber funds at purchase order creation. Funds are expensed at the point of receipt.
- ii.** Individual transactions are coded into multiple funds when applicable.
 - a)** When multiple funding sources are used for transactions, cash is not affected in each fund until the payment is made.
- iii.** Invoices for payment are entered by multiple agency staff.
- iv.** Budget checking is performed by the system to ensure the agency has the appropriate budget authority to record the expenditure and a report is run to ensure the funds have adequate cash at the time of payment.
- v.** All vouchers are centrally processed for payment.
 - a)** Paper warrant
 - b)** Electronic payment via Automated Clearing House (ACH)
 - c)** Wire transfers
- vi.** Payments to vendors are consolidated based on invoice due date.
 - a)** Vendors are notified of ACH payments through a workflow e-mail message.
- vii.** Billing transactions for goods and services take place between agencies.

- a) Goods and services are billed, and invoices are generated.
 - b) Payments are made through an internal transfer process without generating an electronic payment through the banking system or paper warrant.
- viii. Currently interfaces with other systems.
- ix. Tracks prior year obligations.
- b) Additional Desired Functionality
 - i. One screen look-up to review payments to vendors.
 - ii. Optical character recognition for automatic entry of invoices.
 - iii. The ability to interface with a document management system for paperless workflow and approvals.
 - iv. Automated Pre-audit workflow to review transactions prior to posting.
 - v. Automated account distribution based on agency defined criteria, i.e. cost allocation plan.

2. ACCOUNTS RECEIVABLE

The Accounts Receivable module tracks amounts owed to the State. This includes receivables from external customers as well as internal customers (amounts billed from one agency to another).

- a) Current Business Practices
 - i. On-demand and monthly statements to customers are generated by the system.
 - ii. Individual transactions are coded into multiple funds when applicable.
 - a) When multiple funding sources are used for transactions, cash is not affected in each fund until the invoice is paid.
 - iii. Recurring invoices are produced automatically by the system where a consistent amount is owed periodically to the State.
 - iv. Payments received by the State are applied to open amounts on specific invoices/open lines.
 - v. Cash received by an agency is required to be deposited in the State's bank accounts through the State Treasurer's Office and is tracked by the system. (Most of the deposited receipts would not involve accounts receivable.)
 - vi. Sales Order module is linked with Accounts Receivable. Invoices are generated once finished goods are shipped confirmed.
 - vii. Process transactions for both taxable and tax exempt customers.
- b) Additional Desired Functionality
 - i. Send invoices electronically with approvals in an automated workflow.
 - ii. Ability to perform Accounts Receivable, Accounts Payable offset in order to prevent Accounts Payable invoices being paid to vendors who owe money to the State.

- iii. Ability to receive customer payment information electronically and create transaction in the system.
- iv. Loan tracking and transaction processing.

3. ADDRESS BOOK

Address book supports all functional areas within the system. Address book includes employees, customers, vendors, and entities receiving payments from the State. Multiple types of address book records within each general category are established to distinguish different types of records. Funds for the general ledger are also established as address book entries in the system.

a) Current Business Practices

- i. Address book interfaces with the Human Capital Management (HCM) and procurement modules.
- ii. Banking information (routing and account number) to be used for electronic/ACH payments to vendors is maintained in the system.
- iii. Request for, or a revision to, an address book record is created in the system.
 - a) The request goes through an approval process.
 - b) Activation of the record occurs.
- iv. Entities are capable of having multiple addresses (i.e. invoice to, contact information, purchase order, etc.), and related addresses can be linked.
- v. Parent/Child relationships are established between address book records.

4. AUTHORIZED AGENTS APPLICATIONS

Provides designated Authorized Agents with visibility of employees' security access within the system. This function ensures users have the ability to perform their job duties within EnterpriseOne without granting them the ability to perform functions outside their responsibility.

a) Current Business Practices

- i. New User IDs or revisions to existing User IDs are requested by Authorized Agents.
- ii. Requests are electronically routed for approval by business process owners.
- iii. User roles are updated.
- iv. User role history is retained and accessible.

5. BUDGET CONTROL

The Nebraska Legislature establishes appropriations for each fiscal year. The approved appropriations set spending limits by fund type for programs within each agency which is the legal level of control. Seven (7) budgetary fund types exist and five (5) of these are subject to appropriation.

a) Current Business Practices

- i. Appropriations set personal service spending limits by program.

- ii. Spending limits set by the Legislature cannot be exceeded.
- iii. Transactions are not posted if expenditures exceed the established spending limits.
- iv. Reports are available for agencies to see the current appropriations, allotment, actual expenditures and amount available.
- v. Portions of appropriation for open purchase orders and other encumbrances are reserved.
- vi. Budget amounts by objects within agency, division, program, sub-program are tracked.
 - a) Budget amounts are entered by agencies.
 - b) Budget amounts are compared to actual amounts.
 - c) Appropriations are tracked by different types.
- vii. Reports are run on-demand or scheduled.

b) Additional Desired Functionality

- i. A user-friendly process to enter budgeted amounts.
- ii. Ability to see budget by employee position, all payroll costs, i.e. wages and employer paid benefits, associated with an individual.
- iii. Ability to define multiple fiscal years.
- iv. Fiscal year should match the budget fiscal year.

6. CAPITAL ASSET MANAGEMENT

Capital Asset Management or CAM's provides increased functionality to the Fixed Assets Module for managing buildings and other fixed assets through the use of preventive maintenance and work orders.

a) Current Business Practices

- i. Agencies work with tenants to manage the maintenance of buildings. Work orders are created and processed to track maintenance and schedule preventive maintenance.
- ii. Vehicle maintenance is scheduled.
 - a) Links with Accounts Receivable to provide detailed billing and financial data.
 - b) Data for fleet management is created, and rates and vehicle usage are determined.
 - c) Vehicle mileage is stored to trigger preventive maintenance reminders.

b) Additional Desired Functionality

- i. Ability to share asset information across agencies.
- ii. Ability to perform self-service entry for mileage or copy usage at the agency level.

7. **FIXED ASSETS**

The Fixed Assets module tracks all capitalized assets, computes depreciation and provides means for processing asset disposals through a centralized process. Fixed Assets must provide adequate audit trails for all assets and facilitate annual hard count inventory process. The capitalization threshold is subject to change and to override in some instances. Depreciation is straight line and may or may not include an anticipated salvage amount. The Depreciation function must be able to meet special circumstances required of State governments by Federal reporting requirements. Asset disposals require a centralized reporting and approval process.

a) Current Business Practices

- i. Defined guidelines are established to determine depreciation.
- ii. Items with costs below the capitalization threshold may still be capitalized.
- iii. A "disposal" process is used to remove the fixed asset from the system with a gain/loss calculation based upon the cost and accumulated depreciation.
- iv. History is retained on record.
- v. Barcode scanning technology has been implemented.
 - a) Location of fixed assets is tracked.
 - b) Reporting for annual inventory.
- vi. Fixed asset transactions are reflected as expenditures for budgetary purposes and are recorded as assets in the Fixed Asset module.
- vii. System generates unique identifier that stays with the asset through the life of the asset.

b) Additional Desired Functionality

- i. Accommodate multi-funded assets.
- ii. Integrate with the Procurement module.
- iii. Ability to review and recognize multiple funding and drive depreciation to the multiple funding sources.
- iv. Ability to reinstate a disposed/lost asset.
- v. Ability to generate/replace tag numbers between barcode software and financial system.
- vi. Ability to automatically send disposal proceeds to a cost center based upon predetermined criteria.
- vii. Produce a list of items to be insured whether or not they meet a capitalization threshold or whether they are housed in a State-owned or leased building.

8. **GENERAL LEDGER**

The General Ledger module is structured based on the basic principles of fund accounting as designed for government accounting. The State has over 1,200 funds. Maintaining a fund accounting structure is a requirement for the State's operations.

a) Current Business Practices

- i. The general ledger tracks all assets, liabilities, fund balances, revenues, and expenditures by fund.
- ii. Transactions are recorded in the general ledger.
- iii. Transactions initiated by accounts payable, accounts receivable and payroll are populated in the general ledger.
 - a) When entry is created.
 - b) When entry is posted.
- iv. The State uses a June 30 fiscal year reporting structure.
- v. Individual transactions are coded into multiple funds.
- vi. Accrual entries are tracked.
- vii. Multiple ledgers are used to track transactions.
- viii. Manual and machine generated encumbrances for budgetary purposes.
- ix. Track costs at multiple levels beyond cost centers and objects, i.e. subledgers and subsidiaries.
- x. Dollars are allocated from one funding source to multiple sources.
- xi. Users are able to establish optional object accounts to track transactions at an agency level.
- xii. Cost centers are defined through multiple discretionary data fields.
- xiii. Automatic accounting entries are used to create the offsetting entries to keep the system in balance.
- xiv. History is maintained on:
 - a) who created the entry;
 - b) who approved the entry;
 - c) when entry was entered; and
 - d) who approved and posted the entry.

9. GRANT MANAGEMENT

The Grant Management module provides a mechanism to track revenues and expenditures related to a particular grant over the full life of the grant. The grant life cycle can cover more than one year and may be on a different fiscal period than the State's fiscal year.

- a) Current Business Practices
 - i. Reports are generated to provide detailed and summary data for a designated period, which may include year-to-date or grant-to-date amounts.
 - ii. Authorized amounts associated with the grant are tracked.
 - iii. Grant expenditures, as well as the authorized amounts, are spread over multiple cost centers to provide for grant tracking and management.
 - iv. Parent/Child relationships are established between cost centers.
 - v. Budget checking prevents posting of expenditures exceeding the authorized amount.
 - vi. Individual transactions are coded into multiple funds.

10. INVENTORY

Inventory begins with the receipt of procured goods and ends when the purchased or finished goods are issued to a customer. The State implemented two very diverse applications of the inventory module. The first application is the management of purchased goods consumed within facilities. The second is the movement and use of raw materials used to manufacture finished goods. Inventory is tracked from receipt (purchase order) to the Manufacturing, Sales Order, and Accounts Receivable modules.

a) Current Business Practices

- i. Inventory is integrated with the General Ledger, Procurement, Manufacturing and Planning, Accounts Payable, Sales Order, and Accounts Receivable.
- ii. Depending upon the needs of the warehouse, the inventory module provides:
 - a) visibility of location;
 - b) reorder point purchasing;
 - c) supply and demand;
 - d) lot control/serial numbers; and
 - e) expiration date control.
- iii. Cost levels are tracked at the warehouse level and controlled by lot.
- iv. Agencies use the inventory module for "just in time" delivery within their facilities.
- v. Inventory cost is average costing.
- vi. The purchase order receipt process increases stock and non-stock inventory.
- vii. Receipt routing functionality is used to test/inspect raw good prior to final receipt into inventory and payment process.
- viii. A history (Cardex record) is maintained on all inventory items.
- ix. "As of" history is maintained to view point in time records and Integrity reports are run to check the GL against actuals.
- x. Cycle Counts are completed daily.
- xi. Shop floor calendars are established to determine cycle counts.
- xii. ABC analysis process identifies inventory usage.
- xiii. Back orders are created and filled when available.
- xiv. Unit of measure conversions are used to procure inventory to stock.
- xv. An item reclassification process is used to "redefine" an item in inventory.
- xvi. Stock Status reports provide current availability.
- xvii. Delivery confirmation provides assurance the finished goods were delivered.
- xviii. Inventory is issued, transferred, and adjusted with handheld scanners and/or a manual process.
- xix. Security is built into the module to limit access to secured data. (See Security section Fingerprint Biometrics.)

b) Additional Desired Functionality

- i. Pallet Control

11. **MANUFACTURING AND PLANNING**

The Manufacturing module is used to turn raw materials into finished goods. Each item manufactured is tied to a bill of material and a specific router. The manufacturing module also tracks cost of materials and labor. The State has a variety of different finished goods which includes but is not limited to: License Plates, Furniture, Print Shop, Braille Printing, Chemicals, Clothing, Student Desk, Mattresses, Pillows, Library Shelves, Church Pews, Tool Cages, Road Signs, Fire Pits, and Picnic Tables. Many items are custom built as a onetime only product.

a) Current Business Practices

- i.** Manufacturing and Planning is linked with the General Ledger, Procurement, Inventory, Accounts Payable, Sales Order, and Accounts Receivable modules.
- ii.** Barcode scanning is integrated to provide real time data.
- iii.** Manufacturing data may be transferred to Sales Order module for shipping and invoicing or inventory.
- iv.** Costs are tracked based on average, standard or actual.
- v.** Additives are added to cost based on agency requirements.
- vi.** Overhead rates are calculated.
- vii.** Blue prints and narratives are attached to the work order.
- viii.** Integrates with 3M for license plate processing.
- ix.** Routings are used to apply hours to a job.
- x.** Shop floor calendars are established to determine capacity planning.
- xi.** Bill of materials are used to track inventory consumed.
- xii.** Work orders are tracked from cost center to cost center until completed.
- xiii.** Subassembly and outside operations are tracked and cost is applied to work order.
- xiv.** Extensive reporting is used to inquire on manufactured goods and provides real time data.
- xv.** Planning for the supply and demand of items can be processed across multiple warehouses.
- xvi.** Work orders are related to sales orders by line.
- xvii.** Security is built into the module to limit access to secured data. (See Security section Fingerprint Biometrics.)

b) Additional Desired Functionality

- i.** Track ledger history on a work order.
- ii.** Copy a work order to create a new work order.
- iii.** Create multiple work orders from one order.
- iv.** Simplify and reduce the steps from work order entry to work order completion.
- v.** Create cost estimates prior to work order creation.
- vi.** Simplify the revision process of a work order if the work order changes in the middle of/post production.
- vii.** Access/print production units from each cost center annually to set future rates.
- viii.** Manufacturing dashboard.

12. MASTER LEASE

Master Lease is used to track dollars spent towards a tranche. Of the allocated funds, the expenditures and availability of remaining funds are maintained. The system links Master Lease, Procurement, and Accounts Payable modules. History is retained on each tranche.

a) Current Business Practices

- i.** Tranche usage is tracked.
- ii.** Reporting capabilities are required.
- iii.** Tranche balance is maintained.

13. PAYROLL

The Payroll and time reporting functionality includes the ability to manage a multitude of tasks and business processes in accordance with Federal laws, State statutes, and union agreements when processing an employee's time and attendance to determine gross pay for time worked. The Payroll module is fully linked with the Accounting module.

a) Current Business Practices

- i.** Multiple pay cycles (monthly and bi-weekly) that fall within different pay periods while incorporating different pay plans and bargaining units are processed.
- ii.** Timecard input is interfaced with multiple sources, i.e. Kronos, Clarity, excel imports, manual input, and other custom applications.
- iii.** Hourly, salaried, per diem and piece rate payments are supported.
- iv.** Time is tracked in increments of five minutes.
- v.** Payroll is interfaced with Workday HCM.
- vi.** Overtime payments are calculated in the same work week in which they are earned or tracked as compensation time for future use.
- vii.** Workflow is used to notify individuals of time off request and approvals of time off.
- viii.** Multiple leave plans (union contracts versus non-union) are accommodated.
- ix.** Multiple layers of wage attachment including garnishments, bankruptcy, student loans, and Federal and State Levies as well as child support, in accordance with State Statutes, Federal Guidelines and affiliated exemptions are controlled.
- x.** Direct deposit of payroll funds are processed into multiple accounts.
- xi.** Labor distribution for employee time worked is allocated into multiple funds, multiple federal grants and multiple cost centers.
- xii.** Amounts earned are automatically calculated and tracked for employees eligible for:
 - a)** pay differential;
 - b)** premium pay;
 - c)** overtime rules for premium pay;
 - d)** on call pay;
 - e)** call-back pay;
 - f)** temporary pay;
 - g)** roll call; or

- h) lieutenant's briefing.
 - xiii. Reports and inquiry screens are available to view pay history, earnings, deductions, accruals and leave balances.
 - a) Error and warning messages are provided.
 - b) Users are alerted if entering something incorrectly, and system provides solutions.
 - xiv. Compliance with Federal and State tax withholding and reporting is maintained.
 - a) W-2 generation, both electronic and paper copies.
 - b) Form 941/tax documents.
 - xv. Pay codes are defined as needed such as back pay or other special types of pay.
- b) Additional Desired Functionality
- i. One screen look-up to review payments in Payroll.
 - ii. Enter and track multiple wage attachments on an employee.
 - iii. Calculate all payroll related financial accruals based upon time worked in a period but paid in the next period.
 - iv. Self-service time entry: the ability to enter time for multiple projects with multiple funding sources. Entries may be based upon project descriptions.
 - v. Process monthly payroll on current basis and record leave in arrears based on date it occurred.
 - vi. State contribution for social security/OASDI reflected on reports.
 - vii. Direct deposit distribution of net pay, including bank name and dollar amount, reflected on pay stub.
 - viii. Retain payroll reports for history purposes.
 - ix. Generate prior period payroll reports.
 - x. Delegation of leave approval to alternate individual.
 - xi. Report including all payroll costs associated with an individual, i.e. wages and employer paid benefits.

14. FINANCIAL PROJECT TRACKING

The Financial Project Tracking module, like the Grant Management module, provides a mechanism to track revenues and expenditures related to a particular project over the full life of the project. The project life cycle can cover more than one year and may be on a different fiscal period than the State's fiscal year.

- a) Current Business Practices
 - i. Reports are generated to provide detailed and summary data for a designated period, which may include year-to-date or project-to-date amounts.
 - ii. Authorized amounts associated with the project are tracked.

- iii. Project expenditures, as well as the authorized amounts, are spread over multiple cost centers to provide for project tracking and management.
- iv. Parent/Child relationships are established between cost centers.
- v. Budget checking prevents posting of expenditures exceeding the authorized amount.
- vi. Individual transactions are coded into multiple funds.
- vii. Construction-in-progress accounts are used to track project costs during the construction phase so costs do not have to post to an asset account until after project completion.

b) Additional Desired Functionality

- i. Future project commitments can be tracked separately from current year costs so contracts can be established for a multi-year project in excess of current year appropriation limitations.

15. SALES ORDER

Sales Orders for goods and services provides quick access to detailed information about customer preferences and product purchasing criteria. Sophisticated order templates capture customer information and product service options so they are automatically available to customer service personnel. Facilities receive orders through an array of media which are then input into the system in a standardized format.

a) Current Business Practices

- i. Sales Order is linked with the General Ledger, Procurement, Inventory, Accounts Payable, Manufacturing and Planning and Accounts Receivable modules.
- ii. Sales quotes, sales order acknowledgements and sales orders are electronically created and sent to customers.
- iii. Sales quotes may be converted into sales orders.
- iv. Sales orders are approved and updated based on finished goods inventory or services.
- v. Invoice is not generated until goods or services are received or shipped.
- vi. Physical product returns restore item(s) to inventory and issues customer credit.
- vii. Sales credits and cash credits are utilized.
- viii. Customer holds are applied when required.
- ix. Extensive reporting is used to inquire on the sale of goods and provides real time data.
- x. Integrity reports are used to verify data to the General Ledger.
- xi. Data created through the Sales Order module provides agencies with a baseline for determining future rates for cost of finished goods.
- xii. Security is built into the module to limit access to secured data. (See Security section Fingerprint Biometrics.)
- xiii. Transfer orders and corresponding revenue are moved from one warehouse to another.
- xiv. Reports are generated to show bookings by category, daily approvals, consultant activity, sales ledger activity, and/or open order summary.
- xv. Sales ledger history is maintained.
- xvi. Revisions to existing sales orders can be made per customer request.

xvii. Functionality to sell items at cost, standard, average, price breaks, and timelines is utilized.

b) Additional Desired Functionality

- i. Pricing listed with gross selling price and reflect the per-line discount and the net amount per line.
- ii. On screen inquiry functionality for sales consultant assignment.

16. TREASURY

The Treasury module tracks the State's banking activity. Each of the State Treasurer's bank accounts are set up as cost centers so that all activity can be tracked in the system and used in the State's periodic bank reconciliation processes, generally daily and monthly.

a) Current Business Practices

- i. All deposits are tracked by bank and processed centrally in the State Treasurer's Office rather than by each individual agency.
- ii. Daily electronic files from the State's primary banks are processed to electronically reconcile most individual transactions occurring that day.
- iii. Payments made by the State are tracked by:
 - a) electronic payments such as automated clearing house (ACH) payments;
 - b) warrants (checks); or
 - c) wire transfers.
- iv. Daily reports detailing outstanding warrants and exceptions are produced.

b) Additional Desired Functionality

- i. Automatic bank reconciliation from the Treasury records to the bank system.
- ii. Cashiering system allowing multiple agencies to accept point of sale transactions. Any solution proposed that accepts credit cards must be PCI Data Security Standard (PCI DSS) compliant.
- iii. Cash management solution.
- iv. A system to record and track bad debt.

The business practices identified are how the State is currently conducting business. The additional desired functionality is information that the State would like to consider automating. The State is seeking best business practices to address the needs of the State and is open to exploring alternative solutions. Vendors are encouraged to address the modules in whole or in part.

D. CURRENT ADDITIONAL FUNCTIONALITIES

The following functions are either provided by the current system software or third-party software. The items listed below are not module specific but can be utilized throughout the entire system. Most of these functions cross modules. Please indicate which functionality you or a partner **may or may not** be able to provide as part of your solution.

1. ALLOCATIONS

Allocations distribute indirect costs across multiple funding sources. The State's system allocates on various bases. Those bases include, but are not limited to, square footage, clients served, hours worked, hours paid, equipment, random moment time studies, and usage. The information for these bases are not always obtained from the system. The system allows for multiple tiered bases as well as scheduling allocations as predecessors and successors.

a) Current Business Practices

- i. Indirect costs are allocated as follows: agency wide, cost centers, federal funds only, grants, geographic areas and other multiple sources.
- ii. Allocation costs can be matched to the allocation bases for the same time period.

b) Additional Desired Functionality

- i. Reporting allocations to support the federal cost allocation plan.
- ii. Automated loading of information in an easy manner.
- iii. Automated batches.
- iv. Posting sequence is factored in with the hierarchy.
 - a) If allocation 1 goes to allocation 2, allocation 2 treats the costs from allocation 1 as if it was already posted when allocation 2 runs.
- v. All hours are factored in.
 - a) Allocations could be run on hours worked or hours paid basis.
- vi. Temporary employees' hours could be included in the allocation.
- vii. All allocations to and from are checked for unallocated amounts.
 - a) Allocating accounts are at 0, once allocations are run.
- viii. Link with the Budget module.
- ix. Allocation costs could use unposted transactions in the calculation of bases, to speed the allocation process.

2. BI PUBLISHER

BI Publisher is a tool used to create specialized forms specific, which may include watermarks, bar coding, or special formatting. This gives the State a full range of reporting capabilities. BI Publisher is used to print warrants, sales orders, shop packets, invoices, W-2's, etc.

a) Current Business Practices

- i. Print immediate is routed through BI Publisher.
- ii. Creates custom forms specific to the State.
- iii. Routes print jobs to multiple printers.

3. FINGERPRINT BIOMETRICS

The Department of Correctional Services utilizes inmate workers in various roles which require access to Enterprise One modules. Access to the system is through a Citrix Thin Client with authentication of biometric identification (fingerprint swipe) managed by the IdentiPHI software product. Multiple roles in the system are defined and have the ability to be controlled at a higher level.

4. IMPORT/EXPORT DATA

The State may use import functionality to populate data within an application. The system verifies the data to determine if it is applicable, if the data is not valid it gives a warning or a hard error. This allows the user to correct the data before saving. Export functionality grants the user control over what data is being exported into another platform to be analyzed or changed. The data is dumped into either spreadsheets, word processing documents or comma separated values.

a) Current Business Practices

- i.** Import/Export functionality is supported by major browsers.
- ii.** Import/Export files are transmitted in a secure fashion.

b) Additional Desired Functionality

- i.** Edit check to avoid errors and omissions when moving data.
- ii.** Import/Export functionality should not require administrative rights to the computer.

5. MEDIA ATTACHMENTS

The ERP system uses media object to attach information to transactions within the system. Different types of attachments are used based upon the type of information required.

a) Current Business Practices

i. Text Attachments

- a)** First Text Attachment prints on a printable document.
- b)** The system allows you to have multiple attachments.

ii. Object, Linking and Embedding (OLE) Attachments

- a)** File format may be MS Word, MS Excel, or PDF (Adobe Acrobat®).
- b)** Stored as a .stg file.
- c)** OLE attachments do not print on documents and can be modified.

iii. File Attachments

- a)** File format may be MS Word, MS Excel, or PDF (Adobe Acrobat®).
- b)** File attachments do not print on documents and cannot be modified.

iv. URL Attachments (Web Page) link to a web page.

b) Additional Desired Functionality

i. Inquire on media attachments.

6. NEBRASKA TECHNOLOGY ACCESS STANDARDS

Supplier shall review the Nebraska Technology Access Standards, found at <http://www.nitc.state.ne.us/standards/accessibility> and ensure that services procured under this Agreement comply with the applicable standards. In the event such standards change during Supplier's performance, the State may create a change order to the Agreement to request that Supplier comply with the changed standard at a cost mutually agreed to by both parties.

7. PRINTING

The State utilizes four consistent types of printing methods.

a) Current Business Practices

- i. On demand – Document is reviewed by users prior to printing.
- ii. Print Immediate - Bar code labels and documents automatically print.
- iii. Magnetic Ink Character Recognition (MICR) - Creates the routing number and account number at the bottom of warrants.
- iv. Bar Code utilizes:

- a) Third party software dcLINK®; and
- b) Zebra printers.

8. REPORT WRITING

The State utilizes reports for all modules and has the functionality to create custom reports. The reports are configured by using different versions to report user specific data.

a) Current Business Practices

- i. Multiple tables are tied together into a single report.
- ii. Reporting is real time.
- iii. Reports are scheduled to run on a scheduler or on demand.
- iv. Different data selection criteria is used to produce reports specific to immediate needs.
- v. Different versions of reports are stored for future access.
- vi. Execution detail information is viewable to assist in trouble shooting.
- vii. Scanning labels are created from reports.
- viii. Reports are secured by user id and business unit.
- ix. Available data is limited to users based on individual security.

b) Additional Desired Functionality

- i. More than one person to view/access the output of a report.
- ii. Create ad hoc reports and save report definitions.
- iii. Financial consolidation reports based upon numerous consolidation drivers.

- iv. Create formal forms that have special formatting needs including attaching graphics, electronic signatures, and watermarks.

9. SECURITY

System is secured from entities external to the state accessing the software or data. This includes data stored on networks, transient data and information being sent on forms or data streams.

a) Current Business Practices

- i. Passwords meet the State's NITC standards, including use of capital letters, numbers, special characters, and minimum length.
- ii. Password(s) and expirations are configurable.
- iii. Data transmissions utilize the latest data encryption standards.
- iv. Secured Socket Layer (SSL) Encrypted.
- v. Batch management is used to secure users from posting transactions to the General Ledger.

b) Additional Desired Functionality

- i. Self-service password reset.
- ii. ISO 27001 or greater if applicable.
- iii. SAS 70 Type II.

10. TRAINING

The State offers classroom and computer based training for all modules. Training guides are maintained as upgrades are implemented with new and current information. The State has a second level Help Desk that assists in individual training as needed.

a) Current Business Practices

- i. Classroom training for the modules are coordinated and organized by trainers.
- ii. Software is used to create and maintain training guides.
 - a) Publishes documents online as printable materials and online courses.

b) Additional Desired Functionality

- i. On-line system help available to users.

11. WORKFLOW INTEGRATION WITH STATE'S EMAIL SYSTEM

The State currently utilizes Microsoft Exchange system as their email software. The State is moving towards utilizing Microsoft Office 365.

a) Current Business Practices

- i. Software initiates and sends workflow messages to the State's email system for all modules.
- ii. Email addresses are stored in one location and can be revised.

- iii. External emails are utilized for communication of errors, job completions, and other information rather than communication internal to the system.

12. Z FILE PROCESS (API – APPLICATION PROGRAM INTERFACE)

The current system has the capability to import standard-format files of different types on an automated schedule utilizing Z-files. The Z-files allow batch processes to create entries in JDE without manual input. Each type of file (ie, journal entry, voucher, purchase order, etc) has its own file format and corresponding editing program. Files from other external processes are formatted to meet the requirements of the z-file process. A z-file holds all of the information needed to create the specified transaction in JDE. The corresponding batch processing program performs edits on the data. If the data passes all the edits, the data is written to the specific tables in JDE. Otherwise, if the edits do not pass, a report is created notifying users of the problems.

a) Additional Desired Functionality

- i. Service Oriented Architecture (SOA) provides a standards based approach for interoperability between disparate systems.
- ii. Web services provide a common interface between systems.

The business practices identified are how the State is currently conducting business. The additional desired functionality is information that the State would like to consider automating. The State is seeking best business practices to address the needs of the State and is open to exploring alternative solutions. Vendors are encouraged to address the additional functionalities in whole or in part.

E. DESIRED CAPABILITIES IN THE PROPOSED SYSTEM

The State is considering the development of the following functionality. Please indicate any capabilities to assist the State in identifying a solution to meet the needs of the State in these areas.

1. BUSINESS ANALYTICS

Business Analytics is an area that the State would like to use to increase their statistical knowledge and analysis capabilities in areas all financial modules. The State requires a tool to address: Why did things happen? Will it happen again? What will happen if “x” changes? What other information can be derived from the data?

a) Desired Functionality

- i. Analyze data from the database as well as the data warehouse simultaneously.
- ii. Change data to experiment with different variables.
- iii. Real time data.
- iv. Store analysis for future reference.
- v. Copy capabilities for easy comparison of results.
- vi. Predict results based on past data trends.

2. CUSTOMER RELATIONSHIP MANAGEMENT

Customer Relationship Management will be used in conjunction with the Sales Order module to enhance sales automation, mobile sales, and configuration.

- a) Desired Functionality
 - i. Facilitates a quick response to customers while maintaining sales information.
 - ii. Provide customers with the ability to view billings, sales request, and order information.

3. **DASHBOARD**

Dashboard technology may provide current data and project future data to assess the State's operations. The intent is to use this tool to view possible financing strategies. It may be used to develop a rate structure, budget for expenses, and forecast revenues and expenses. For fixed assets, the Dashboard will assist the State in capital assets and surplus equipment, and provide an overview of the assets that are owned by the State.

- a) Desired Functionality
 - i. Configurable by user.
 - ii. Report data in different formats, including charts, graphs, spreadsheets, etc.
 - iii. Compatible with all modules.

4. **DATA WAREHOUSE**

Data Warehouse will provide the State with a means to retrieve and analyze data, to extract, transform and load data, and to manage data.

- a) Desired Functionality
 - i. Support Ad hoc queries.
 - ii. Support Ad hoc reporting.
 - iii. Support all modules.
 - iv. Span across major business modules including HCM and Procurement.
 - v. Report and query output must be based on individual security.
 - a) Users may have limited security.
 - b) Users may have enterprise wide security.
 - vi. On demand data warehouse refreshes.
 - vii. Store queries and reports.
 - viii. Dump reports into a variety of Microsoft products or similar software for additional analysis.

5. **EMPLOYEE SCHEDULING**

Scheduling software automates the complex task of assigning staff to roster posts and of ensuring staff assigned to those posts have appropriate, documented education, credentials, certifications or training required for the specific post. Additionally, it supports the tasks of staffing for emergency situations or unexpected absences in a manner that complies with State and Agency policy and Labor agreements.

a) Desired Functionality

- i.** Automates scheduling and manages leave, schedules training, and accommodates unplanned leave.
- ii.** Facilitates the “bid” process required to grant vacation, to accommodate shift preferences, and to complete similar personnel scheduling tasks in an environment where maintaining required staffing assignments is critical to the safety and security of patients, clients and citizens.
- iii.** Integrates with the timekeeping solution in order to capture leave, overtime, and other data.

6. EXPENSE MANAGEMENT

Expense Management provides a mechanism for an employee to record the details of an expense reimbursement (most commonly involving travel expenses). It is anticipated that a voucher document would be created by the system based on the data entered. A workflow process would be used to send that document through an approval process before processing.

7. MOBILE TECHNOLOGY

Provide mobile solutions for software using wireless and handheld devices to increase productivity and reduce operational costs. The State's desire is to extend workforce capabilities to off-site locations to effectively and efficiently manage transactions.

a) Desired Functionality

- i.** Provide solutions for iPad, iPhone, Android smartphone and tablets, and other technologies as they become available.
- ii.** Works with all modules, performs real time updates, reviews reports, and views data.

8. PERSONAL PROPERTY MANAGEMENT

Provide a module that tracks the acquisition, accountability, issuance, control, storage, management, and disposal of State-owned personal property. Personal property includes clothing issue, badges, weapons, software, hardware, and tools.

9. POINT OF SALE (POS)

Can manage sales as it integrates with Inventory and Accounting. The system should manage the selling process by a salesperson. The same system should create and print receipts.

a) Desired Functionality

- i.** Ease of use.
- ii.** Item lookup.
- iii.** Query cost information from register.
- iv.** Credit card processing is integrated.

10. RECORDS RETENTION MANAGEMENT

All records, regardless of the media on which they reside, must be retained for the minimum retention period required per State of Nebraska general records retention schedules (24 and 124) and/or agency specific records retention schedules which may be found at the following address: http://www.sos.ne.gov/records-management/retention_schedules.html. The ability to flag transactions for retention purposes must be available in order to flag purging dates.

11. TRANSPORTATION MANAGEMENT

A module to include information related to outbound shipping orders. The State would use the Transportation Management module as a tool to suggest routing solutions. The module could provide comprehensive reports to manage shipments.

12. VENDOR SELF-SERVICE

Provide ability for suppliers to have access to review status of payments in process and prior payments.

a) Desired Functionality

- i.** Updates contact information, including names, phone numbers, addresses, and banking information.
- ii.** Suppliers must be restricted to view only their contact information and payments.

The business practices identified are how the State is currently conducting business. The additional desired functionality is information that the State would like to consider automating. The State is seeking best business practices to address the needs of the State and is open to exploring alternative solutions. Vendors are encouraged to address the desired capabilities in whole or in part.

F. SYSTEM OVERVIEW/ENVIRONMENT

1. HARDWARE / TECHNICAL

| Topic | | |
|----------------------------------|---|--|
| Enterprise Server | Number of servers | Two - One with two Logical Partitions (LPARs) Development/Prototype and Production and the second for real time data replication |
| | Model / CPU / Memory of each server | AS400 iSeries 570 97 GB RAM (PROD) 40 GB RAM (DEV) |
| | HDD / Used HDD on each server | 4114 GB (PROD) 62.629 used 2116 GB (DEV) 37.9312 used |
| | OS version | R6V1 |
| | Additional information | We have a logic server which runs BI Publisher and routes Print Immediate jobs on an Intel server. |
| BI Publisher\Logic Server | Number of Servers | Two – PD & PY\DV |
| | What is the Operating System and Service Pack | 2003 Standard R2 SP2 |
| | Model / CPU / Memory | HP Proliant DL580 G5 Intel Xeon E7430 2.13 GHz dual quad core/ 20 Gb RAM |
| | HDD / Free HDD on Server | C Drive – 546 GB total\494 GB free |
| Deployment Server - Intel | Number of Servers | One |
| | Model / CPU / Memory | HP Proliant DL380 G5/Intel Xeon X5460 3.16 GHz dual quad core/12Gb RAM |

| | | |
|--------------------------------|---|--|
| | What is the Operating System and Service Pack | 2003 Standard R2 SP2 |
| | HDD / Free HDD on Server | C Drive – 136 GB total\116 GB free D Drive – 683 GB total\363 GB free |
| | Additional information | This server is not a Domain controller Central objects resides on this Microsoft SQL Server Service Manager Version 8.00.760 |
| Java Application Server | Platform | Windows 2003 Enterprise R2 SP2 |
| | Number of servers | 15 |
| | CPU / Memory of each server HDD / Free HDD of each server | HP Proliant DL360 G5\Intel Xeon X5450 3.00ghz dual quad-core\8 GB RAM 68.3 GB total\24.1 GB free hard drive |
| | Additional information | Oracle Application Server version 10.1.3 Load Balancing is used with – F5 with SSL |
| Datacenter | Location of servers | Onsite and a full set offsite located in Lincoln\Omaha |

2. NETWORK

| Topic | | |
|------------|----------------------|--|
| LAN | EnterpriseOne Domain | All located in a single domain |
| | Network Connection | Gigabyte |
| | Network Staffing | There are two Configurable Network Computing or CNCs which also are the Domain Administrator - State Accounting. Office of the CIO supports the network. |

| | | |
|------------|--|---|
| WAN | WAN locations | WAN locations are unlimited; no maximum |
| | Type of connectivity between the WAN locations | SSL |

a) Software

| Topic | | |
|--------------|--|---|
| | Version, update, service pack and baseline ESUs | EnterpriseOne 9.0 |
| | Total Number of licenses purchased for EnterpriseOne | Enterprise |
| | Third party products | dcLINK, Vertex, iTera (data replication between AS400s), F5 |

3. EnterpriseOne

| Topic | | |
|----------------------|--|---|
| Configuration | Current EnterpriseOne Release / Cumulative of Program (CUM) Temporary Fix (PTFs) CUM level | EnterpriseOne 9.0 CUM TL10215 Tools Release 8.98.2.0 |
| | Modules in use | Accounts Payable Accounts Receivable Address Book Authorized Agent Applications Budget Capitol Asset Management Fixed Assets General Ledger Grant Management Inventory Manufacturing and Planning Master Lease Payroll Project Management Sales Order Treasury |
| | Total number of users | 18,760 (roughly 2500 power users included in that number) |

| Topic | | |
|-------|---|--|
| | Security access end-user breakdown NOTE: This is an estimate | Accounts Payable 1,716 Accounts Receivable 1,092 Address Book 3,027 Allocations 32 Authorized Agent 1,607 Budget 887 Business Unit 3,118 Capitol Asset Mgt 181 Self Service 18,760 Fixed Asset 892 Interface 544 General Ledger 1,674 Grant/Project 983 Human Res 2,383 Inventory 306 Mfg 186 Mfg Plan 56 Price Mgmt 68 Procurement 1,839 System Code 18 Sales Order 122 |
| | NOTE: No records, documents or attachments have been purged from the current system since inception. | |

4. THIRD PARTY

| Topic | | |
|-------------------|---|--|
| Interfaces | All third party software being used that interfaces with EnterpriseOne. | Clarity, Lotus Notes & Kronos (Time Entry) SAP (University) used for financials Internally Developed (Department of Roads, DHHS) Used for payroll time entry and financials 3M (Department of Corrections – transmitting license plate journal entries) |

| Topic | | |
|-----------------|--|--|
| | Additional details on the interfaces, if applicable (for e.g. the interfaces are custom written or are standard interface drivers from the third party vendor, etc). | In-house custom interfaces: 169 interfaces Type: Vouchers Journal entries Payroll feedback Time Entry Employee feedback Phone uploads Directory downloads Budget Cashflow Misc See Appendix A for details |
| Software | Email software currently used | Exchange, and it is integrated with EnterpriseOne (e.g. workflow). |
| | Other software being used, which is integrated with EnterpriseOne. | Vertex, dcLINK and BI Publisher |

5. INTERFACE

The State has external systems that feed data into the EnterpriseOne system. These systems are focused to specific governmental needs and will continue to feed into the new system. See appendix A for a detailed list of current interfaces.

a) Current Business Practices

- i.** Process inbound and outbound interfaces.
- ii.** Utilize one program to input data from multiple sources.
- iii.** Data can be transmitted from PC, Mainframes, and other platforms.
- iv.** Extract data from various modules to support external systems.
- v.** Interfaces can be scheduled to run on a scheduler in a batch mode or they can be kicked off at will.
- vi.** Interfaces can be scheduled from the mainframe scheduler and or the EnterpriseOne scheduler.
- vii.** Data must be transmitted in a secure protocol.
- viii.** Users have the functionality to import and export data directly into or out of the system. (See Importing and Exporting.)

b) Additional Desired Functionality

- i.** Support XML as an application interface program.
- ii.** Support CSV and fixed format files.
- iii.** Be able to change formats of files being imported and exported.

6. SEE ATTACHMENT TWO (2) FOR DETAILS OF INTERFACES

G. CURRENT MODULES NOT BEING CONSIDERED

The State has several modules that we will not be replacing and they should not be considered as part of this RFI.

1. Cornerstone On-Demand with Workday through the Human Capital Management (HCM) platform.
 - a) Provides core Human Resource and open enrollment functionality (benefits)
 - b) Performance Management
 - c) Functionality for the Talent Management System
 - d) On Boarding
 - e) Learning Management System
 - f) Application Tracking
 - g) Procurement

H. DESCRIPTION OF PROPOSED SOLUTION

Describe your solution, and clearly identify the application software modules, add-ons, e.g. utilities/tools/report generators, underlying technology, and third-party applications that you would recommend to meet the State's requirements.

Based upon your analysis of the State's business structure, identify any system solutions or add-ons that you feel would help the State optimize its investment.

I. DELIVERABLES / VENDOR CAPABILITIES

Provide a detailed description of your proposed solution.

1. RESPONSE COMPONENTS

Include in the packet:

- a) A company profile including partners and subcontractors.
- b) Brochures and functional specifications.
- c) A narrative describing how the product meets the State's functional needs as summarized in the Functional Needs section of this document.
- d) Design and Technical Requirements.
- e) A sample implementation plan including; a schedule of key dates, a recommended training plan, Conversion, testing, and installation support.
- f) A list of three current customer references that are using your software.
- g) List of other Government entities currently using the software.
 - i. Define if State, Federal, County, City or other
 - ii. What modules
 - iii. How long
- h) A description of support services.
- i) An estimated cost for all required and optional components of your software.
- j) A description of how often the software is updated and how updates are distributed to clients.
- k) Identify all additional estimated expenses required to complete implementation that are not shown in the estimated cost.
- l) Final estimated range of cost.

2. SYSTEMS OPERATIONS

a) Describe how your system:

- i. Provides user level security to the process function level.
- ii. Provides individual security settings to view, add, revise, approve, delete for all applications.
- iii. Logs all transactions to a history log that can be used to determine exactly what has occurred on the system.
- iv. Has a consistent and logical look throughout the system.
- v. Search and/or look-up options, i.e. account number versus description, project description versus project number.
- vi. Uses a test and or development environment.
- vii. Uses workflow.
- viii. Integrations to other systems and products, including historical data from the State's EnterpriseOne ERP system, Enterprise Content Management "Document Imaging System", and Workday.
- ix. Sorts and filters inquiries and reports on all data fields for screens and modules.
- x. Navigates from module to module.
- xi. Allows for configuration of screens and tool bars.
- xii. Configures workflow.
- xiii. Implements enhancements and upgrades and how often.
- xiv. Integrates with MS Outlook Email.
- xv. Meets the Nebraska Technology Access Standards.
- xvi. Performs system backups.
- xvii. Handles the process to resolve a system failure.

b) Describe technical requirements:

- i. equipment required;
- ii. software required;
- iii. licenses required;
- iv. implementation requirements; and
- v. on-going requirements:
 - a) staff;
 - b) equipment; and/or
 - c) upgrades.

3. VENDOR PRESENTATION

At the discretion of the State, vendors may be asked to present their RFI offering, explaining and/or clarifying any unusual or significant elements related to their response. The presentation may either be onsite at the State of Nebraska in Lincoln, Nebraska or via a webinar/video conference. The State may request an on-site, hands-on presentation of the recommended functionality/solutions. Any cost incidental to the presentations shall be borne entirely by the vendor and will not be compensated by the State.

a) Vendor to present these modules:

- i.** Address Book Setup
- ii.** General Ledger
- iii.** Budget
- iv.** Accounts Payable
- v.** Accounts Receivable
- vi.** Fixed Assets
- vii.** Payroll
- viii.** Inventory
- ix.** Sales Order
- x.** Manufacturing
- xi.** Grant Management
- xii.** Project Management
- xiii.** Capital Asset Management
- xiv.** Print Immediate
- xv.** Attachments

b) Vendor to present how to:

- i.** Configure your software
- ii.** Backup and recovery your software and related files
- iii.** Adhoc reports
- iv.** Setup security
- v.** The software meets the Nebraska Technology Access Standards
- vi.** Workflow
- vii.** Show your online documentation and help process

Form A

Vendor Contact Sheet

Request for Information Number SA FINSYS12

Form A should be completed and submitted with each response to this solicitation document. This is intended to provide the State with information on the vendor's name and address, and the specific persons who are responsible for preparation of the vendor's response.

| Preparation of Response Contact Information | |
|---|--|
| Vendor Name: | |
| Vendor Address: | |
| Contact Person & Title: | |
| E-mail Address: | |
| Telephone Number (Office): | |
| Telephone Number (Cellular): | |
| Fax Number: | |

Each vendor shall also designate a specific contact person who will be responsible for responding to the State if any clarifications of the vendor's response should become necessary. This will also be the person who the State contacts to set up a presentation/demonstration, if required.

| Communication with the State Contact Information | |
|--|--|
| Vendor Name: | |
| Vendor Address: | |
| Contact Person & Title: | |
| E-mail Address: | |
| Telephone Number (Office): | |
| Telephone Number (Cellular): | |
| Fax Number: | |

Attachment One

Cost Proposal

Request for Information Number SA FINSYS12

Vendor to identify Response to RFI by checking one of the following. If vendor chooses to submit two or more solutions, vendor must submit subsequent responses.

- State Owned
- Vendor Hosted
- On Demand Services
- Software as a Service
- Managed Services
- Other Proposed Solution (please explain)

Please provide in narrative format your proposed fee structure (or include as an attachment).

Final Cost Estimate may be provided as a range of overall costs by period.

Range of cost shall include an explanation of costs that have been included in the estimate by selecting the box in the grid that is part of the total estimated range of cost.

| Cost Proposal - Cost Schedules | | Initial Costs* | Year One | Year Two | Year Three | Year Four | Year Five |
|--------------------------------|---|----------------|----------|----------|------------|-----------|-----------|
| 1. | Software Costs | | | | | | |
| 2. | Software Maintenance Cost | | | | | | |
| 3. | Data Conversion Costs | | | | | | |
| 4. | Server Software Products | | | | | | |
| 5. | Implementation Costs | | | | | | |
| 6. | Annual Service & Maintenance Costs | | | | | | |

| Cost Proposal - Cost Schedules Continued | | Initial Costs* | Year One | Year Two | Year Three | Year Four | Year Five |
|---|---|-----------------------|-----------------|-----------------|-------------------|------------------|------------------|
| 7. | Software Warranty Costs | | | | | | |
| 8. | Cost of Upgrade (Software and Service) | | | | | | |
| 9. | Help Desk Support Costs | | | | | | |
| 10. | Training Services Costs | | | | | | |
| 11. | Custom Software Development Costs | | | | | | |
| 12. | System Installation Training | | | | | | |
| 13. | Project Management | | | | | | |
| 14. | System Set-Up Consultation | | | | | | |
| 15. | System Support Fees | | | | | | |
| 16. | Software Licensing Fees | | | | | | |
| 17. | Third Party Software | | | | | | |
| 18. | Outside Consultant | | | | | | |
| 19. | Per User Fees | | | | | | |
| 20. | Per Unit/Metric Fees (specify) | | | | | | |
| 21. | Network Fees | | | | | | |
| 22. | **Custom programming rate per hour Other Costs | | | | | | |

| Cost Proposal - Cost Schedules Continued | Initial Costs* | Year One | Year Two | Year Three | Year Four | Year Five |
|--|----------------|----------|----------|------------|-----------|-----------|
| 23. Optional software or services Software or services which exceed the scope of the RFI; however, which may be of value. Please submit attachment. | | | | | | |
| 24. Disaster Recovery and Continuity of Operations Planning | | | | | | |
| | | | | | | |
| Total Estimated Range of Cost | | | | | | |

****Vendor to provide estimated number of hours when providing an hourly rate.**