

## ADDENDUM TWO

DATE: March 16, 2012

TO: All Vendors

FROM: Connie Heinrichs, Buyer  
State Purchasing Bureau

RE: Questions and Answers for RFI Number SA FINSYS12  
to be opened April 18, 2012 2 PM Central Time

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**Notice:** For Contractual purposes it is 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.

Following are the questions submitted and answers provided for the above mentioned Request For Information. The questions and answers are to be considered as part of the Request For Information.

See next page for Questions and Answers.

<b>QUESTIONS</b>	<b>ANSWERS</b>
<p>1. It appears from the RFI that the State does not intend to award based upon the response to this procurement initiative. It has been our experience that States evaluating such an award for Financial Management requirements will proceed with a Request for Proposal (RFP) that includes several thousand detailed functional and technical requirements for such activities at General Ledger, Accounts Payable, Accounts Receivable, Asset Management, Financial Reporting, technical infrastructure and other related functions. Such detailed RFP's are followed by a scripted demonstration that each vendor is expected to perform that is quantified and scored to determine merit and capabilities. Does the State of Nebraska intend to follow this same course of action?</p>	<p>As stated on page 1, Section II, 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.</p>
<p>2. SECTION III. PROJECT DESCRIPTION AND SCOPE OF WORK, Subsection C. CURRENT BUSINESS PRACTICES AND MODULE FUNCTIONALITY 2. Accounts Receivable: Additional Desired Functionality, iv. Loan tracking and transaction processing</p> <p>a. Please elaborate more about "Loan tracking and transaction processing."</p> <p>b. Please describe the nature of the loans, who the loans are made to, and the basic business process as it relates to AR requirements.</p>	<p>a. Loans may consist of loans to other governments or students. Due to budgetary requirements, loans must be recorded as expenditures when the loans are made.</p> <p>b. Loans are collected or forgiven based on program requirements.</p>

QUESTIONS	ANSWERS
<p>3. SECTION III. PROJECT DESCRIPTION AND SCOPE OF WORK, Subsection C. CURRENT BUSINESS PRACTICES AND MODULE FUNCTIONALITY, 11. Manufacturing and Planning</p> <p>a. Do some of these items produced also have installation projects attached to them? For example, does the State manufacture a fire pit or some landscape item, and then also have a related landscape project with costs and schedule that needs to be entered, staffed, and managed?</p> <p>b. Do some of the manufactured items require special or outsourced transportation for which scheduling and costs need to be attached to the work order?</p>	<p>a. The Manufacturing/production process is separate from the Projects Module. They are not integrated.</p> <p>b. Yes</p>
<p>4. SECTION III. PROJECT DESCRIPTION AND SCOPE OF WORK, Subsection C. CURRENT BUSINESS PRACTICES AND MODULE FUNCTIONALITY, 11. Manufacturing and Planning: Current Business Practices</p> <p>viii. Integrates with 3M for license plate processing.</p> <p>a. Why do you integrate with 3M?</p> <p>b. What type of information is sent to and from 3M, and with what frequency is it transmitted?</p> <p>c. How is the integration done today and how would you like to do it?</p> <p>d. What are the technical standards 3M or the State of Nebraska imposes (i.e., file type, meta-data, transmission protocol, etc.)?</p> <p>e. Is the info sent directly to 3M or a reseller or printer of 3M materials?</p> <p>f. Do you have a 3M device (printer, scanner, meter?) on your property that is involved in the integration with 3M?</p>	<p>a. 3M is the provider for the integrated order/production process that automatically feeds our current ERP.</p> <p>b. Manufacturing work order and sales order information is transmitted daily.</p> <p>c. The State uses the batch file process and custom files where manufacturing records create what has been completed and update the sales order files. The State would consider best business practice options.</p> <p>d. Currently FTP is used to transfer data between servers. The State would consider using SFTP or best business practice options.</p> <p>e. No</p> <p>f. No</p>

QUESTIONS	ANSWERS
<p>5. SECTION III. PROJECT DESCRIPTION AND SCOPE OF WORK, Subsection C. CURRENT BUSINESS PRACTICES AND MODULE FUNCTIONALITY, 11. Manufacturing and Planning: Additional Desired Functionality</p> <p>i. Track ledger history on a work order</p> <p>a. To clarify, does the State mean “to have the ability to track every GL posting related to the work order over the life of the order?”</p>	<p>a. Yes, a history ledger would be beneficial or best business practice.</p>
<p>6. SECTION III. PROJECT DESCRIPTION AND SCOPE OF WORK, Subsection C. CURRENT BUSINESS PRACTICES AND MODULE FUNCTIONALITY, 12. Master Lease</p> <p>a. Please provide more information about the business process related to Master Lease.</p> <p>b. Are these a specific type of purchasing contract or similar to a contract?</p>	<p>a. Master Lease is the State’s mechanism to obtain lease purchase financing for Capital Assets on a State-wide basis.</p> <p>b. No</p>
<p>7. SECTION III. PROJECT DESCRIPTION AND SCOPE OF WORK Subsection C. CURRENT BUSINESS PRACTICES AND MODULE FUNCTIONALITY 15. Sales Order: Current Business Practices xi. Data created through the Sales Order module provides agencies with a baseline for determining future rates for cost of finished goods.</p> <p>Can you please provide an example of this business process?</p>	<p>Rates are set by a cost center and include overhead, depreciation, anticipated expense divided by the number of units to determine rates for future jobs.</p>
<p>8. Subsection D: CURRENT ADDITIONAL FUNCTIONALITIES 9. Security: Additional Desired Functionality, iii. SAS 70 Type II</p> <p>a. Is this a request for external hosting? <u>or</u> Please explain the context of the question.</p>	<p>No</p>
<p>9. Subsection E. DESIRED CAPABILITIES IN THE PROPOSED SYSTEM, 2. Customer Relationship Management</p> <p>a. What specific types of functions are you looking to perform within the functions of CRM?</p>	<p>Customer Self Service functions such as billing and delivery, marketing, mobile sales, support, and service manager.</p>

QUESTIONS	ANSWERS
<p>10. Subsection E. DESIRED CAPABILITIES IN THE PROPOSED SYSTEM 5. Employee Scheduling: Desired Functionality</p> <p>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</p> <p>a. Please provide more information and possible examples on this “bid” process.</p>	<p>a. Example: When leave requested places the level of staffing below expected standards, the supervisor is alerted and the system provides potential options and has the ability to prioritize requests by date entered, seniority and/or other criteria.</p>
<p>11. Subsection I: DELIVERABLES / VENDOR CAPABILITIES 2. Systems Operations: Describe how your system: 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.</p> <p>a. What solution is being used for Enterprise Content Management?</p>	<p>a. OnBase</p>
<p>12. Subsection I: DELIVERABLES / VENDOR CAPABILITIES 2. Systems Operations: Describe technical requirements: i. equipment required</p> <p>a. Is this a request for a proposed server infrastructure?</p>	<p>a. Server Infrastructure would be dependent on a vendor’s proposed solution.</p>

QUESTIONS	ANSWERS
<p>13. Can you please provide us anticipated, or estimated, user counts across the following functional areas? Within each there are different user types (see below).</p> <p>User types:</p> <p>a. Developer User – Will use the software in a technical manner...use the development tools, program, write code</p> <p>b. Professional User – Will use the software on a daily basis to do their job...run transactions, enter information, etc...</p> <p>c. Employee/ESS User – Will use the Software in a self-service manner (vacation request, change of address, on-line procurement, etc...)</p> <p>d. Expert User – Will use the software to create and build dashboards and reports</p> <p>e. Information User – Will use the software to view dashboards and reports.</p>	<p>Estimates are based on current practice:</p> <p>a. 3</p> <p>b. 3,500</p> <p>c. 18,000</p> <p>d. 5</p> <p>e. unknown</p>
<p>14. Can you please provide us the User estimates, for the types of users mentioned above, within the following:</p> <p>a. Accounts Receivable / Payable</p> <p>b. Budgeting</p> <p>c. Asset Management / Fixed Assets</p> <p>d. GL</p> <p>e. Grants Management</p> <p>f. Inventory</p> <p>g. Manufacturing and Planning</p> <p>h. Master Leasing</p> <p>i. Payroll</p> <p>j. Financial Project Tracking</p> <p>k. Sales Orders</p> <p>l. Treasury</p> <p>m. Allocations</p> <p>n. BI Publisher</p> <p>o. Finger Print</p> <p>p. Import / Export Data</p> <p>q. Media Attachments</p> <p>r. Nebraska Technology Access Standards</p> <p>s. Printing Report Writing</p> <p>t. Security</p> <p>u. Etc..</p>	<p>a. Refer to page 28 Security access end-end-user breakdown.</p>

QUESTIONS	ANSWERS
<p>15. To make it easier, it would be fine if you could provide a total user count across all the anticipated State areas for the new system, using the breakdown of the user types (Developer, Professional, etc...) mentioned above.</p>	<p>See answer to questions 13 and 14.</p>
<p>16. Section G indicates several modules that the State does not intend to replace as part of this RFI. Can the State please confirm which of these functions are provided by each system: Cornerstone OnDemand, NEOGOV, Workday, JD Edwards EnterpriseOne? It is unclear whether any EnterpriseOne modules will remain in use by the State after this solution is implemented.</p>	<p>HCM = Workday  Performance Management = Cornerstone  TMS = Cornerstone  On Boarding = To be determined  LMS = Cornerstone  Applicant Tracking = NEOGOV  Procurement = Workday</p>
<p>17. Section C indicates that the State is seeking best business practices to address the needs of the State and is open to exploring alternative solutions. Best practice is to utilize the procurement functionality within your ERP system. As evidenced throughout your RFI, procurement functionality is tightly integrated with financial system functions. Utilizing the native procurement system will eliminate the cost to run two systems, reconcile two systems, administer user security in two system, train users on two systems, as well as significantly decrease the number of required interfaces to the financial system. Is the State open to considering this best practice as part of their procurement?</p>	<p>No</p>
<p>18. Are vendors required to address all modules in the State's current set of primary financial system modules, or will partial responses be considered?</p>	<p>As indicated throughout the RFI, a partial response will be considered.</p>
<p>19. How comfortable is the State with a best-of-breed solution that incorporates partner solutions?</p>	<p>The State is comfortable with this approach.</p>

<b>QUESTIONS</b>	<b>ANSWERS</b>
<p>20. The State has listed several delivery model options in Attachment One: Cost Proposal. Can you please provide a definition for each option such that each option is uniquely distinguishable?</p>	<p>State Owned – Hardware and software is owned, housed and staffed by State of Nebraska.</p> <p>Vendor Hosted – Hardware and/or software is owned by vendor but staffed by State of Nebraska.</p> <p>On Demand Services – Hardware and software is owned and housed by State of Nebraska and uses vendor services for supplemental staffing on an as-needed basis for time and materials.</p> <p>Software as a Service – Hardware and software is owned by vendor, State of Nebraska staffs and pays vendor on a subscription basis.</p> <p>Managed Services – Vendor can offer services based on Software, Hardware and/or staffing on a subscription basis to fit the needs of the State of Nebraska.</p>
<p>21. Does the State have a preferred delivery method for their financial system?</p>	<p>No</p>
<p>22. Is the State seeking an enterprise license for the replacement financial system or a per user license?</p>	<p>The State will consider all information submitted.</p>
<p>23. Page 28 indicates that no records, documents, or attachments have been purged from the current system since inception. What are the State's requirements for converting this activity into the new financial system?</p>	<p>To be determined.</p>
<p>24. Does the State have a preferred start date and go-live date for this project? Would you prefer an implementation approach that focuses on knowledge transfer to State employee with consultants on-site? Does the State have a preferred level of effort split between the vendor and state staff (50:50, 60:40, etc)</p>	<p>No, the State does not have a preferred start date or go-live date.</p> <p>Yes, an implementation approach that focuses on knowledge transfer to State employees with consultants on-site is preferred.</p> <p>No, the State does not have a preferred level of effort.</p>

QUESTIONS	ANSWERS
<p>25. Section I requests three current customer references using the proposed software – please confirm these should be state government references who have implemented the proposed solution version with comparable modules implemented. State government financial management is unique, and the selected software should be proven to address these challenges.</p>	<p>Refer to the RFI: page 30 Section III, I. 1. f and g.</p>
<p>26. Is there a productive use requirement for the proposed software version being proposed for the State? We would suggest that the State only consider financial management solutions that are live with other U.S. State governments to prevent the inherent risks associated with utilizing an emerging solution instead of a proven one.</p>	<p>No</p>
<p>27. Can a Total Estimated Range of Costs be provided in the cost proposal in place of completing the 24-item cost schedule?</p>	<p>Yes</p>
<p>28. The RFI Scope of Services states the purpose is to replace the existing financial system and “integrate it with components of Human Capital Management (HCM), Talent Management, Learning Management System (LMS), Applicant Tracking, Procurement and other State systems.” Can the State please identify the “other” State systems that are being replaced?</p>	<p>To be determined dependent on the proposed solution.</p>
<p>29. The RFI indicates that the State is keeping its existing procurement system, but we do not see a procurement system in the interface listing of Attachment 2. We do see an interface for print shop requisitions and Roads purchase orders – can the State please indicate what systems those documents are being created in?</p>	<p>Procurement is currently performed in JD Edwards; procurement functionality is being developed in Workday.</p>

<b>QUESTIONS</b>	<b>ANSWERS</b>
<p>30. The RFI requests a sample implementation plan (Section I.1) and implementation costs (Attachment 1 – Cost Proposal) but does not request details on the implementation partner and their experience implementing the proposed solution. The experience of the implementation firm is critical to the success of your project. Would the State like vendors to provide the history of the partnership between the software and implementation firm?</p>	<p>This would be useful, but not required as a part of this RFI.</p>
<p>31. Would the State like vendors to provide three state government customer references for the proposed software implementation firm? We recommend that these be references where the implementation vendor served as the prime contractor for the proposed financial software to ensure their ability to successfully implement the solution. References with an alternate solution cannot speak to their ability to configure the proposed solution for your needs. Similarly, references where the implementation firm merely provided individual contributors to a project instead of serving as prime would raise concerns about their ability to adequately staff your project.</p>	<p>Refer to the RFI: page 30 Section III, I. 1. f and g.</p>