

**REQUEST FOR PROPOSAL #2020-045
ERP ASSESSMENT CONSULTANT
RESPONSE ADDENDUM #02**

QUESTIONS

1. The SOW notes that the Consultant will work with IT and core business stakeholders as well as an oversight committee; how broad a group does this encompass, who will be represented on the committee, and how comprehensive should stakeholder engagement be with members of each of the campuses during this assessment?

ANSWER: Stakeholder engagement should be sufficient to ensure the accuracy and integrity of the system-wide assessment effort. This would include such UMS stakeholder groups as:

- SSSC (Student Systems Steering Committee)
- ITSC
- Functional area user groups (Student Records, Student Financials, Financial Aid, etc.)

2. In "Appendix C – Required Cost Evaluation Exhibits", instruction bullet point #7 states that the Consultant is "encouraged to provide price incentives for providing an enterprise solution." Is there a preconception as to what these solutions will be (e.g. cloud implementation vs. on-premise PeopleSoft upgrades), and is the desire to provide enterprise solutions for the Student Information System, Human Resources, and Financials, or just a subset of those three solutions? If the desired future state is relatively ambiguous at this point, is it permissible for the Consultant to submit a series of pricing and timeline options based on potential future services that UMS may desire?

ANSWER: The scope of work is noted in Section 1.1.3 and 1.1.4, you should provide pricing as it relates to that work only. You can ignore the statement concerning "enterprise solution" this language is part of the template and should have been removed.

3. Who is the Executive Sponsor(s) of this project at UMS?

ANSWER: David Demers, Chief Information Officer

4. Does UMS expect the consultant to map current processes as part of this engagement? If yes, please provide specific detail about UMS expectations.

ANSWER: As part of the deliverables from this effort, we would hope to have proposed future-state process maps for those areas that the consulting partner identifies as key to our future success. We anticipate that these will be in relation to UMS strategic goals and our current pain points. Mapping current processes may be necessary to accomplish this goal, at the discretion of the selected partner.

5. What functions and institutions are represented by the Core Team referenced in Section 1.1.4 of the RFP?

ANSWER: See answer in question 1 above.

6. Does the Core Team referenced in Section 1.1.4 of the RFP meet regularly now? If yes, what is the frequency of these meetings and are any meeting minutes available for review?

ANSWER: The Core Team will begin meeting once the contract is in place.

7. To whom will presentations be given for the following deliverables?

- a. Current State
- b. Fit-Gap Analysis
- c. Draft Future State Report
- d. Final Future State Report

ANSWER: The Core Team and other designated campus representatives.

8. Do you have a budget estimate or not-to-exceed threshold for this project that you can share? If yes, please provide detail.

ANSWER: We are not prepared to share budget.

9. How is product support provided? Is it in-house support or any third-party vendor is rendering support services?

ANSWER: If required to support the assessment of requirements listed RFP Section 1.1.3 and 1.1.4, the awardee will address this as a function of the assessment.

10. If it is in-house support, then please provide the no. of developers, functional analysts, DBA's, etc.?
ANSWER: If required to support the assessment of requirements listed RFP Section 1.1.3 and 1.1.4, the awardee will address this as a function of the assessment.
11. Do you have a backlog of user requests? If so, how large is the backlog?
ANSWER: If required to support the assessment of requirements listed RFP Section 1.1.3 and 1.1.4, the awardee will address this as a function of the assessment.
12. What is the average number of hours you would expect to use from a vendor during any given quarter?
ANSWER: The Respondent is required to review Section 1.1.3 and 1.1.4 to determine the number of hours needed to respond to Exhibit 1 Table 2. This RFP is for consulting work specific to performing assessment of current state, fit-gap analysis, future state, only. Please review RFP Sections 1.1.3 and 1.1.4.
13. Please provide a list/description of all customizations in all modules within the SOW, please provide inventory of Customizations/Interfaces/Integrations
ANSWER: If required to support the assessment of requirements listed RFP Section 1.1.3 and 1.1.4, the awardee will address this as a function of the assessment.
14. Please provide a list/description of all interfaces for all modules within the SOW.
ANSWER: If required to support the assessment of requirements listed RFP Section 1.1.3 and 1.1.4, the awardee will address this as a function of the assessment.
15. Can you confirm if any interfaces are with third party systems?
ANSWER: If required to support the assessment of requirements listed RFP Section 1.1.3 and 1.1.4, the awardee will address this as a function of the assessment..
16. Is there any third-party tool for change and document control?
ANSWER: If required to support the assessment of requirements listed RFP Section 1.1.3 and 1.1.4, the awardee will address this as a function of the assessment.
17. How many environments are currently in place and do we have to support these environments?
ANSWER: If required to support the assessment of requirements listed RFP Section 1.1.3 and 1.1.4, the awardee will address this as a function of the assessment.
18. Please confirm all the data base types that will have to be supported
ANSWER: If required to support the assessment of requirements listed RFP Section 1.1.3 and 1.1.4, the awardee will address this as a function of the assessment.
19. Please confirm if your intent is to have the contractor provide support to the current system as well as additional customizations? Will the client be open changing the designs of customizations to reduce issues and improve efficiency?
ANSWER: Our intent is for the awardee to provide an assessment of current state, fit-gap analysis, future state, only. Please review RFP Sections 1.1.3 and 1.1.4.
20. Please provide a list/description of any custom SQR's or crystals that have been developed to support the existing system?
ANSWER: If required to support the assessment of requirements listed RFP Section 1.1.3 and 1.1.4, the awardee will address this as a function of the assessment.
21. Please provide a sample of documentation available for all customized modules. Other than HRMS and Financial Supply chain modules, are there any other modules that have been customized.

ANSWER: If required to support the assessment of requirements listed RFP Section 1.1.3 and 1.1.4, the awardee will address this as a function of the assessment.

22. Please provide details of any BOLT-ON application.

ANSWER: If required to support the assessment of requirements listed RFP Section 1.1.3 and 1.1.4, the awardee will address this as a function of the assessment.

23. Please suggest level of documentation available with version controls

ANSWER: If required to support the assessment of requirements listed RFP Section 1.1.3 and 1.1.4, the awardee will address this as a function of the assessment.

24. Could you provide us with a picture of current application landscape and IT infrastructure?

ANSWER: If required to support the assessment of requirements listed RFP Section 1.1.3 and 1.1.4, the awardee will address this as a function of the assessment.

25. On a more detailed level, would you say that application landscape, interfaces and IT architecture are well documented?

ANSWER: If required to support the assessment of requirements listed RFP Section 1.1.3 and 1.1.4, the awardee will address this as a function of the assessment.

26. Would you say that the current data is relatively clean and is ready to be converted to the new system, and that master data management is in place and is functioning well?

ANSWER: If required to support the assessment of requirements listed RFP Section 1.1.3 and 1.1.4, the awardee will address this as a function of the assessment.

27. Detailed information about the modules implemented (HRMS/CAMPUS/FSCM).

ANSWER: If required to support the assessment of requirements listed RFP Section 1.1.3 and 1.1.4, the awardee will address this as a function of the assessment.

28. Do we have internal/contractor teams to support the third-party applications integrated with the Peoplesoft implementation? To what capacity we would be able to meet/gather information from them.

ANSWER: If required to support the assessment of requirements listed RFP Section 1.1.3 and 1.1.4, the awardee will address this as a function of the assessment.

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