

**REQUEST FOR PROPOSALS #2021-003**  
**Enterprise Resource Planning Solution**  
**RESPONSE ADDENDUM # 1**  
**August 18, 2020**

**CLARIFICATION**

**QUESTIONS**

1. Do you anticipate extending the bid due date?

ANSWER: No

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

ANSWER: Refer to RFP Section 2.0 for the details on the evaluation and award process.

3. Was this bid posted to the nationwide free bid notification website at [www.mygovwatch.com/free?](http://www.mygovwatch.com/free?)

ANSWER: No, we post on our University website, advertise in the Bangor Daily News and provide announcements to interested parties.

4. Other than your own website, where was this bid posted?

ANSWER: Refer to answer in question 3.

5. Does this ERP supports only the research operation or will it be used as a regular system of record for all Project and Financial Operations across all the University Institutions?

ANSWER: As outlined in Section 1.1.3, the solution is being sought on behalf of the University of Maine, Advanced Structures and Composite Center (ASCC).

Though this document is primarily for University of Maine, Advanced Structures and Composite Center (ASCC), all campuses in the University of Maine System must be afforded the use of this solution, with all the same terms and conditions applicable to the various University locations.

6. Does University has any preference on the ERP to be implemented?

ANSWER: Please see Specifications, Section 1.1.4

7. Please provide details on implementation timeline expected from the respondents for the new ERP.

ANSWER: The University of Maine, Advanced Structures and Composite Center (ASCC) preference would be to start the implementation this October, see Appendix E, Section 2 Term. We would like the system to be functional and staff trained by end of this CY 2020. However, the timeline will be greatly dependent on the need for University resources (people and infrastructure).

8. Is the University looking for an on-premise ERP implementation or Cloud based SaaS solution is also an option?

ANSWER: We would prefer a cloud-based SaaS solution. Any solution must provide data security that complies with project export control requirements.

9. Please provide technical specifications of the current Applications or System (Application Landscape Topology) in place in the University.

ANSWER: Please read RFP Section 1.1.3 to get a better sense of the current state. There is currently no integrated solution.

10. Please provide details of current KPIs in place for the Projects.  
ANSWER: The University has requested that the Respondent provide a service level agreement and other specifics related to KPI's in Appendix H, Support Questions.
11. Please provide details on the data volume that needs to be migrated, data storage and retention policy requirements.  
ANSWER: Finance database and timesheet database are ~800MB.
12. Please provide details on internal/external systems to be integrated with the new ERP.  
ANSWER: This information was provided in Appendix H, General Requirements Questions, Question 4.
13. Please provide details on user count per University Institution who need access to the new ERP system and also specify the level of access (Read/Write/Execute) required.  
ANSWER: Approximately 230 users need to be able input time against a project. Of these users, approximately 50 need to be able to create and modify project information or approve time. Of these users, approximately 30 will need full access to the entire functionality of the system.
14. Does the University have any preference on the resource location of the respondents/contractors who will be assigned to this project? Does University willing to consider Onshore/Offshore working model?  
ANSWER: We are seeking a model that would allow us easily to interact with the Respondent.
15. Please provide details on the resources and the level of support that will be provided from the University to support the new ERP implementation and also the third-party system integrations like PeopleSoft and any other custom built applications.  
ANSWER: Please review Appendix H, Implementation Question 5, the University is requesting that the Respondent provide their recommendation for the need of University staff and roles to support implementation.
16. Will ongoing ERP maintenance/support be part of this contract? If so, please provide details on the duration and level of support expected for the maintenance/support of ERP from the Respondent.  
ANSWER: This information is provided in RFP Appendix C, Cost Evaluation Exhibits and in the term is in Appendix E, Section 2.
17. Is there any specific budget for this implementation?  
ANSWER: It is not in the University's best interest to provide this information.
18. In Appendix K Evaluation Questions – General Technical Question 5, and in Appendix J, Evaluation Questions - Technical Security Question 1, we require and NDA to provide that information, Who should I send that NDA over to for signature?  
ANSWER: We do not sign NDA prior to the submission process. You can provide a response for those two questions that indicates you will need an NDA to provide a response and provide a copy of the NDA. If the team determines the submission will move forward to the presentation stage, we will move forward with the consideration of the NDA at that time.
19. Is Timekeeping required for the entire employment population (2,000 faculty and 3,000 regular staff) or is it limited to people working on projects (covered under the project and financial management section)?  
ANSWER: At this point, the timekeeping functions are required for ~230 personnel working for projects managed by the Advanced Structures and Composites Center.
20. Do you anticipate that multiple managers will be approving a single employee's timesheet? For example, if an employee works on multiple projects, will each project on an employee timesheet require a separate manager's approval or can a single manager approve the employee's entire timesheet?  
ANSWER: Multiple managers may be needed to approve time for employees working on multiple projects.

21. Would employees track time against projects as hours such as 4 hours on Project A and 4 hours on Project B, or by times such as, worked on Project A [from 8:00AM to 2:00PM](#) and Project B [from 2:00PM to 6:00PM](#)?  
ANSWER: Both methods may be necessary. Currently, time-stamps are required to be used for student's time but not for staff time.
22. Does U of Maine system envision needing/installing physical clock terminals for time & attendance data capture?  
ANSWER: Not currently, due to various projects that employee could work on during one shift.
23. Does the Timekeeping solution require scheduling functionality like advanced scheduling, shift swapping, demand based scheduled, shift based scheduling, shift premiums etc.?  
ANSWER: Yes
24. What HR and Payroll system/solution is currently in place?  
ANSWER: Custom web-based timesheet to record time and effort on ASCC projects, and Peoplesoft HR timesheet.
25. Is the "custom payroll report" required for people receiving payments based on project activities?  
ANSWER: The system should be able to generate monthly reports that list time/effort reported on multiple projects for each staff member. (This information is used to allocate employee salary and wages to Peoplesoft GL through the Labor Distribution function of Peoplesoft HR.)
26. How many integration points to current applications are envisioned for the Project and Financial Management system, the Timekeeping system, the Human Resource management system and the CRM system. The RFP lists the following:
- Contact databases and Email integration
  - PeopleSoft GL
  - Concur
  - Jagger Marketplace
  - Are there any others?
- ANSWER: This is the current list. PeopleSoft GL integration is mandatory, and the remaining integrations are preferred but not mandatory.
27. Which organization within the UMS System maintains the current environment; IT? Will the IT group be responsible for the new system? (1.1.4 Specifications)  
ANSWER: IT manages the Peoplesoft GL system. ASCC specific databases and systems are managed in collaboration between the ASCC and dedicated IT staff.
28. Do employee rates, equipment costs, budget codes etc. need to automatically updated from Peoplesoft or will some/all of this information be entered manually? (1.1.4 Specifications)  
ANSWER: Employee rates and accounting codes should be automatically updated from Peoplesoft with ability to manually add and edit.
29. Does the institution have any currently defined KPIs? If yes can you share some example KPI report formats?  
ANSWER: We do not have any examples of KPI report formats
30. Does the University currently license the Microsoft Dynamics Suite of products? If so, which products are currently licensed?  
ANSWER: We do not currently license Microsoft Dynamics Suite
31. In addition to the planned presentation schedule will the team require software demonstrations part of the selection process?  
ANSWER: We will not require onsite demonstrations.

32. Does the University currently utilize an identity management or single sign on system(s)? If yes, please provide what is used. (Appendix K – Evaluation Question(s) - Information Technology)  
ANSWER: Yes, the University does have an SSO system with support for CAS and Shibboleth / SAML
33. Will the system need to track projects funded by special Grants? Should it document and track compliance to defined grant requirements?  
ANSWER: Yes, the system should be able to meet the requirements of our awards terms and conditions
34. Does the system desire a single instance for all campuses who choose to utilize the solution? If yes do all campuses utilize the same business process for tracking and “billing” against projects?  
ANSWER: At this point, only the Advanced Structures and Composites Center on the University of Maine Orono campus will be using this solution.
35. Please can you provide the insight about 'Equipment' and 'Fringe' part in the Project budgets? (Specifications / Scope of Work / 1.1.4 (#2))  
ANSWER: Equipment in this instance refer to large equipment purchase, or capital equipment construction/fabrication budget in a grant. Fringe benefits are predetermined rate that charged on regular employee salary (faculty and staff).
36. Please share the existing / proposed integration process. Example. API, SOAP etc. (Specifications / Scope of Work / 1.1.4 (#22))  
ANSWER: Please review Appendix H, Implementation Questions, the University is requesting that the Respondent provide their recommendation and process for implementation
37. And let us know about the PeopleSoft infrastructure, is it in Cloud hosted or On-Prem? (Specifications / Scope of Work / 1.1.4 (#22))  
ANSWER: On-Premise
38. Will the system be expected to track off-shore projects or projects operated out of international campuses?  
ANSWER: No
39. Please let us know the data migration requirements - Master and Opening balances from current system to ERP. Or is it required to migrate transactional and/or historical data from incumbent system to ERP?  
ANSWER: All project information for current, active projects will need to be migrated to the ERP for an accurate picture of project status. This includes historical data from the project start-date.
40. Which PeopleSoft modules are you using today?  
ANSWER: Financial and HR.
41. Is the existing PeopleSoft environment centralized or do any campuses run their own PeopleSoft Instances?  
ANSWER: We have one PeopleSoft Instance for all 7 campuses
42. How many open projects do you currently have?  
ANSWER: ASCC currently has 20-30 federally funded awards, grants, and contracts (ranging from \$100k to \$25M), and also 25 to 40 industrial testing contracts (ranging from \$1k to \$500k). ASCC typically has 100 to 150 individual project numbers that we manage and track due to the reporting requirement of the federally funded awards. (Awards can have multiple project numbers.)
43. What are the main sources of funds for projects?  
ANSWER: Funding sources are primarily federal grants and contracts (95%), with remaining funding from private organizations (5%).
44. What are the main ways that you bill and recognize revenue for your grants/projects?

ANSWER: All billing and revenue recognition is performed by relevant department (Office of Research Administration for federally-funded projects and Department of Industrial Cooperation for industry-funded projects) using financial information from Peoplesoft GL

45. Is there an estimated timeline for this implementation/project?

ANSWER: October 2020 – December 2020

46. Approximately How many 'Full' users will have access to this system? A 'Full' user is any user who can add / edit data.

ANSWER: See answer to #13, above.