



**Solicitation Information  
February 27, 2014**

**Addendum #2**

**RFP # 7548424**

**TITLE: SCHOOL DISTRICT FINANCIAL MANAGEMENT SYSTEM – EDUCATION**

**Submission Deadline: March 7, 2014 @ 11:00 AM (Eastern Time)**

**VENDOR QUESTIONS WITH STATE RESPONSES ARE ATTACHED. NO FURTHER QUESTIONS WILL BE ANSWERED.**

**Gail Walsh  
State of Rhode Island  
Division of Purchases**

RFP #7548424 – Financial Management Information System (FMIS)

Vendor A

1. Many ERP Software solution pricing models are based on the number of users within Departments that will use the various software modules as part of their daily responsibilities. These pricing models can range from a named user basis or concurrent user basis in most cases. In terms of most Human Resource Software offerings the pricing models are based not only on the number of actual users of the system within the HR Department but in addition the number of Employees served and accessing the system from an on line self- service perspective. As each district and municipality will vary in the number of users utilizing the system and the number of employees served by the system, can the State provide any specific guidelines towards the number of users and employees in order to develop a pricing model in a tiered fashion?

**West Warwick:** 6 users for the school department and 5 users for the municipality

**Pawtucket:** approximately 50 to 75 users for the school department and 50 to 75 users for the municipality. Pawtucket would not need 150 licenses, as no more than 30 users would be on at a time. A total of 150 users would need log in capability, with the option to expand access and capacity as needed.

**Woonsocket:** 12 users. However, the district has 800 users that access payroll information remotely on their current system.

**Met Center:** 5 users

2. The HR component of the RFP is broad in nature and does not specifically identify functionality included in many integrated HR systems (See list below). Is this intentional because the Districts have such systems currently in place, or is the Department interested in this functionality at this time?

- Employee Performance Management
- Employee Learning Management
- Succession Planning
- Goal Management
- Incentive Compensation
- HR Call Center
- Applicant Onboarding
- Employee Self Service Knowledge Base

West Warwick, Met Center, Woonsocket and Pawtucket are interested in this functionality. Districts would need to analyze pricing options prior to committing. The HR component should be priced separately.

3. Since software is often by user count, providing the pricing models you are requesting is straightforward. However, since implementation services is front end loaded and the configurations will be the same, the services costs cannot be easily divided among the 8 models you are requesting. Is it permissible to bundle the services pricing together for all six entities?

All six entities are seeking FMIS services, but will have staggered implementation timelines. Thus, the implementation costs should be spread over the years of the initial contract. Implementation costs for each district and each model should be shown separately.

4. Can you elaborate on the hosting model(s) you are considering? Do you desire a vendor hosted solution, hosted by a state or local government entity at a new or existing data center, or Software as a Service offering?

All entities would prefer a vendor hosted solution, but would also like to see a list of requirements for a locally hosted solution so that they could make a determination as to the best approach for their district prior to committing.

5. Have the other school districts in Rhode Island already adopted the new Uniform Chart of Accounts and the three referenced in the RFP the last adopters?

All school districts in Rhode Island have adopted the Uniform Chart of Accounts, including the three referenced in the RFP. These districts are looking to replace their existing financial management information systems.

6. Are municipalities required to adopt the Uniform Chart of Accounts?

Currently municipalities are required to adopt a Uniform Chart of Accounts, however, no determination has been made as to what that chart will be or when it will need to be implemented.

7. On whose infrastructure will the software reside? (State, municipality or schools)

The infrastructure for the schools, will reside in the schools. The municipality infrastructure will reside in the town finance office. In case of combined municipality/school bundle, infrastructure would likely reside with the municipality, however, this determination will be made on a community by community basis.

8. Will each entity using the Financial Management System require its own unique instance of the applications or can they an instance and be treated as a unique entity?

In cases where both town & school are participating in this bid, they should be treated as two companies within one system with the ability to roll them together into one financial reporting for the municipality in addition to having separate reporting capabilities. Rolling them into one assumes that the school and municipality will have a chart of accounts that is compatible.

9. The project schedule outlined in section 3.3. Does that assume that the system will be fully operational in 120 days or does it assume that each task must be completed before the next task can begin and track more to a 13 month implementation?

Districts want opportunity to stagger implementation between July 1 and January 1. For example, Accounts Payable could be implemented on July 1 and Payroll on January 1. Additionally, West Warwick is looking for a minimum six month implementation schedule. The Met Center would prefer a system that was implemented in its entirety at once. The selected vendor will meet with each entity and finalize schedules immediately following the issuance of a contract. (see page 15 of the RFP).

Vendor B

10. Is it possible to get a copy of the RFP questions in a Word doc or spreadsheet?

No. RFP questions and answers are posted as a .pdf.

11. Referring to Appendix A:

a. Are you looking for a total 5 year cost for all 4 schools?

One for School Districts, one for municipal finance offices and one that bundles/discounts service for cities/towns that want both services .Please refer to section 4.4 Cost Proposal of the RFP.

b. How does the 5 year cost on page 19 relate to the other pricing?

The 5 year cost on page 19 does not relate to the other pricing (Master Price Agreement Pricing). Budget form 3 on page 21, will be used as the cost proposals component that will be scored to enter into a Master Price Agreement with the state. This will allow other districts and towns not listed in the RFP to use vendors on this list. A total of 23 budget forms are required. Please reference page 16 of the RFP.

c. On pages 19 and 20 what are you looking for when asking about Employee Salary and Benefits? We cannot disclose our employee's salary and benefit information.

We are not requiring the detailed information on page 20. Only summary level information on page 19 will be required. This information is needed to make an accurate cost proposal comparison between vendors.

12. When referring to intake forms on page 10;

a. Can you further define "intake forms"?

Intake forms are entry programs and not actual forms.

b. Are you looking for the creation of actual forms or entry programs for this information?

Entry programs

13. Project Schedule on page 15;

a. Are we correct in assuming that you are looking to be fully operational in approximately 1 year from starting Install to fully operational?

Yes

b. Additionally, is this 1 year for each school or entity, or 1 year for all entities to be up and running?

1 year for all entities who ultimately issue a PO under this bid.

14. Can you please provide the number of employees at each municipality?

**The Met Center:** 250 employees

**Pawtucket School Department:** approximately 1,000 employees

**City of Pawtucket:** 550 employees

**West Warwick School Department:** 448 employees

**Town of West Warwick:** 215 employees

**Woonsocket:** approximately 875 employees

Vendor C

15. Who will be involved in the review and selection? What is the make up the RIDE committee?

The review and selection committee will be composed of members of RIDE staff and members of the school districts and municipalities referenced in the RFP. Please note: No contact/conversation about this RFP is allowed with any member of the review team during the process.

16. Applicant tracking: Do the entities currently utilize an applicant tracking program (i.e. such as Appli-track, or School Spring?)

The four school districts use School Spring. No applicant tracking systems are in use by the municipalities involved.

17. What taxation and work order systems are in use at the city entities?

West Warwick uses Opal. The Met Center uses SchoolDude for Facilities and IT work orders. Pawtucket uses Vision Appraisals for taxation, but data file imports occur in Sungard HTE to generate bills. Pawtucket does not have a work order system in place, but has an interest in purchasing such a model if available.

18. Do any of the school entities utilize a substitute placement program (i.e. Aesop or Subfinder?)

West Warwick uses Aspen as sub placement program. Pawtucket and Woonsocket use Aesop and would like to have this system interfaced with the financial system in the future. Met Center does not have any a substitute placement program in place.

19. The RFP speaks to the systems being fully operational in 120 days? Please expand on this requirement... what is the starting point? From date of install? Is this flexible?

See response to Vendor A, question 9.

Vendor D

20. Could you please tell me the number of employees that would be using the time and attendance software to enter their time for RFP #7548424 for a School District Financial Management System, on behalf of my company \_\_\_\_\_?

See response to Vendor A, question 1.

Vendor E

21. What is the annual operating budget of each entity?

- a. Woonsocket PS = \$67,000,000
- b. Metropolitan Reg. = \$16,500,000
- c. West Warwick PS = \$30,000,000
- d. Town of West Warwick = \$52,000,000
- e. Pawtucket PS = \$100,000,000
- f. City of Pawtucket = \$100,000,000

22. How many employees at each entity?

- a. Woonsocket PS = 875
- b. Metropolitan Reg. = 250
- c. West Warwick PS = 448
- d. Town of West Warwick = 215
- e. Pawtucket PS = 1,000
- f. City of Pawtucket = 550

23. What are the software solutions/vendors in use at each entity for Finance and Payroll / HR?

- a. Woonsocket PS **Keystone**
- b. Metropolitan Reg. **Sungard & ADP**
- c. West Warwick PS **Innovak**
- d. Town of West Warwick **Sungard Phoenix**
- e. Pawtucket PS **Phoenix Systems**
- f. City of Pawtucket **Sungard HTE**

24. In the joint price proposal for Pawtucket and West Warwick.

- a. Would the City and Schools of Pawtucket look to share one database and have a combined Chart of Accounts and the same for the Town and Schools of West Warwick? Or would each entity have their own database with completely separate COA's?

**Each entity would have its own database. However, Pawtucket would consider sharing one database and a combined Chart of Accounts.**

- b. Are these 4 entities looking to all be housed as a single installation, or each its own installation? (if Self-Hosted)

**See response to Vendor A, question 7.**

25. Due to the complexity of the pricing models would the State of RI consider extending the submission deadline?

**The deadline has been extended to March 7, 2014.**