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9 Nov 07  
**Addendum #3**

**RFP # 7042776**

**Title: School District Financial Information System**

**Submission Deadline: EXTENDED to 20 Nov 07 @ 1:30 PM (EST)**

- Questions / Responses discussed at the 6 Nov 07 pre-proposal meeting are posted for review.
- No further questions shall be entertained.

A handwritten signature in black ink, appearing to read "Jerome D. Moynihan".

Jerome D. Moynihan, C.P.M., CPPO  
Administrator of Purchasing Systems

Notes from Pre-bid held 11/6/07, RFP for Software to support Uniform Chart of Accounts RFP# 7042776

Questions asked of the panel

**Regarding the Charter Schools and the fact that many are using Quick Books currently, will the vendor need to convert this data?**

We are looking at this as a new system and will not be converting historical data. Summary data in the form of beginning balances will need to be entered into the new system. The historical data should be accessible to them in the prior format but not imported and converted into the new system.

**Will there need to be a bridge conversion from the old data to the new data?**

There is no conversion of historical data so a cross walk will not be required. Prior data needs to be accessible and summary information needs to be entered into the new system.

**Can you address the implementation phases?**

Times 2 Charter School and Central Falls School District are pilots in the Uniform Chart of Accounts (UCOA) Project. They are scheduled to go live with expending funds under the UCOA beginning 7/1/08. All of the other schools involved in this RFP are non-pilots. They will need to have systems operational to build their budgets beginning 1/1/09, so that they are expending in the UCOA as of 7/1/09. January 1, 2008 is the contract start date, not the "go live" date for the new system.

**What payroll packages are Times 2 and the Central Falls currently using; would they need to be live on the new system for 1/1/08?**

Times 2 out-sources payroll to ADP. In order for Times 2 to be live on 7/1/08, their payroll data will need to be brought into the system. The same situation will exist for Central Falls. Central Falls runs payroll in-house through use of their current Tenex system. The implementation timing of payroll will need to be considered for the non-pilots as well.

**Will 37 school districts also be part of this?**

This is the only statewide RFP for an FMIS system that RIDE will be issuing. It is for one school districts, one state school, and 9 charter schools.

**Will the contract date for the purchase run through 6/30/09?**

The contract date and pricing ends 6/30/09. After that date, districts are on their own.

**Can the pricing schedules be copied?**

Yes, you can make duplicates if you have more than one pricing schedule.

**Regarding the account structure, do you anticipate that the digits will go beyond 34, possibly up to 50?**

The structure of the UCOA has now been finalized. While individual coding is still being added to the individual segments of the account number, the actual length of the structure at 34 digits is not expected to change. There are actually only 31 digits coming up to RIDE through the Data

Warehouse. The remaining three are for district use because of the uniqueness of some of the systems currently in use for internal reporting needs. The final structure was included in the RFP document.

**Is there a budget for this software per school?**

The budget information available is what was published in the RFP.

**How much training will need to be provided? What is the approximately number of individuals to be involved in training?**

The RFP lists the type of personnel that will need training and the size of the entities involved in the RFP. This information is sufficient to estimate the approximate number of people who need training. We recommend the bidder specify in the bid proposal who (numbers of people) and how much (total hours) are included in the bid.

**Would a central training lab be provided by the State or RIDE that the users could come to for the training?**

If a vendor requests this as part of the bid and tells us what the requirements would need to be met, we can look at this possibility.

**If RIDE hosts the system, would it be just server space with RIDE being responsible for keeping the server up and running and no help desk? Does a RIDE Data Center currently exist? If not, what is the State looking for? Are there existing wide area connections with RINET or another network? Is that network available for this use?**

RIDE would not be providing Help Desk Support and there is no RIDE sponsored network.

**Could you explain the budget detail sheet?**

These are standard forms used by the State. If training is provided, we will need to see the salary/fringe costs for review on these budget sheets. This is because there are limits and restrictions on certain items at the state level and we must be sure we are in compliance. Form 1 is a summary and there is a form for each fiscal year. All forms should tie in on the bottom line.

**What is the period for software maintenance fees?**

The maintenance fees should be for 18 months, January through the end of the following fiscal year.

**Can the submission deadline be extended? Concern was expressed about the turn-around time given the amount of information to be provided following the meeting.**

The bid closing date will be extended by approximately one week. The specific date will be in the Addendum.

**Will a project manager be assigned from RIDE or from a school district?**

This is the responsibility of the individual school district.

**Will school districts implement all modules? For example, will charter schools purchase the applicant module?**

You should keep in mind that the Charter Schools are single building locations serving smaller populations. Use your professional expertise as to what they might need when you are pricing

your system. Bidders should make clear what are the basic elements to operate their FMIS system efficiently and what could be add-ons.

**Regarding the RIDE Data Center model, if you don't have one, what do you propose?**

The bid should pertain to software only. Bidders should be clear in their bid about the minimum specifications for the hardware infrastructure necessary to run these applications in the different schools and locations. The bid should be clear as to what is covered and what costs are not covered as well as what you suspect will be the additional costs for items such as hardware infrastructure since sufficient information was not provided with the bid.

**If Central Falls does not propose to use the vendor's payroll system, for example, can they refuse and select just the modules they prefer?**

We are purchasing a comprehensive FMIS system. Your bid should propose which pieces comprise a comprehensive FMIS system.

**What do you mean when you refer to Web-based reporting? Who are the envisioned users of the Web-based reporting?**

Web-based reporting can be looked at in two ways. First, if the product is web-based, reporting can be generated from other locations through a web-based system. Secondly, the system has to be able to provide the data that RIDE needs in the format required, essentially the ability to upload information to our data warehouse and fulfill the mandatory obligation for federal reporting. Any proposed system must have the ability to interface with our data systems using a combination of web services, csv files or xml.

**For the Accounts Receivable module on page 10, what fees, charges etc. to you expect to get billed?**

Items such as sales to students through the bookstore and facility rentals. We do not expect to be billing tuition or transportation through this module.

**Regarding automated processing of remittances – are you processing credit cards?**

Yes – Times 2 is utilizing this feature. While they are not tracking credit scores, they are checking credit limits to regulate student purchases. Central Falls is not utilizing this feature.

**What would they be using the Accounts Receivable Module for?**

They may be using it for Cobra Payments, Facilities Rental Payments, etc.

**Regarding the RIDE eGrants Management System – What is meant by “Statewide mechanism for interface of EGrants”?**

The program RIDE is currently rolling out is called Accelegrants. This is a web-based grant application and tracking system used by school districts and hosted by RIDE. The successful bidder will be working with the Accelegrants vendor, HMB, in order to provide a mechanism for transferring between the applications.

**Can you address 3.1.9.b – Cash flows of fixed assets?**

The Charter Schools are run like a normal business. Cash flows dictate how much can be spent, unlike government accounting. Fixed assets are considered as assets with depreciation. The amount of cash dictates how much can be purchased in fixed assets. Charter Schools run non-

profit accounting and use the full accrual basis of accounting. They must comply with 990 regulations.

**Regarding Human Resources, section 3.1.10, Can employees change their own info on-line?**

The RFP provides a system that allows employees to change much of their own information on line, but the system itself would have some sort of approval or "stop" mechanism at which Managers must approve or change the information.

**Section (i) in Human Resources talks about intake forms – Are these on line or actual forms or both?**

Assume that these are on-line forms.

**Page 13, item 3.1.11 f, refers to Boolean Searching – What format would the documents be in?**

Assume the documents are in word format.

**Item g in this same section refers to Contractor tracking – What is this referring to?**

Contractor assignments such as personnel assigned under a contract like Kelley Services, or people working under a 75 day work rule.

**Item h in this same section refers to pulling resumes from the internet – Are there target locations from which these would be pulled?**

No.

**Under Benefits Administration Services – Are these benefits administration services from a provider vs the software company?**

The intent of the RFP is to allow a district to manage benefits administration as part of a comprehensive system.

**What specifically does item 3.1.12 e mean when it says "Determines and tracks employee eligibility based on 18 delivered fields;" (what is this?).**

This should have said: Determines and tracks employee eligibility based on various eligibility criteria of the benefit plans offered.

**What format should this be submitted in?**

Submission in word format is acceptable.

**Can you address Addenda #1 – Could not find the matching location in the bid document.**

Addenda #1 was issued in error and actually goes with a different bid document.

**Note: An addenda will be issued with a revised submission date. It will also request that the bid be provided on a CD as well as that vendors provide a W-9.**