STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

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ADDENDUM #9

June 10, 2020

RFP #7603781

TITLE: URI Procure to Pay System

Submission Deadline: June 25, 2020 10:00 AM (Eastern Time)

ATTACHED ARE THE VENDOR QUESTIONS WITH STATE RESPONSES.

Interested Parties should monitor this website on a regular basis, for any additional information that may be posted.

Robert DeAngelis

Senior Buyer

Attached are the vendor questions with State responses regarding RFP #7603781 URI Procure to Pay System:

Vendor A

1. There are a lot of print instructions along with this response. With the COVID19 pandemic, will the University be accepting electronic versions of the response only?
   Answer: No, the office is open to accept proposals by mail or courier.

2. Would URI be able to extend the deadline for the due date of proposals so that we can adequately adjust all answers to accommodate the QA responses?
   Answer: The amendment to this RFP specifies the new deadline for this RFP.

3. We have not been able locate Exhibit 2-Cost Workbook mentioned in the materials provided. Could the University provide the Cost Workbook for us to complete for this response?
   Answer: Please disregard. This was replaced with the last tab of the Matrix. Respondents are instead required provide a comprehensive price schedule that details both what is included as well as identifying what will be required of the University but is NOT included.

4. Please provide Appendix B called out on page 21 of the RFP. No other mention of it found in the RFP documentation and we are unable to locate it.
   Answer: Again, please disregard, this was replaced with the matrix provided. See Tab 1.

5. From page 22 of RFP: 5. Implementation and Project Plan (Red tab #10 on the spreadsheet)
   "2. Include a specific plan detailing the manner in which the bidder will develop, provide, and_____" What is the rest of this sentence support to include?

Answer: It should read: "Include a specific plan detailing the manner in which the bidder will develop, provide, and support implementation."

6. What is the total amount of spend Univ of RI would like to put under analysis?

Answer: The University has processed over $215 million in spend on Purchase Orders last fiscal year. This includes construction.

7. Who is the current payment provider currently utilized by URI?

Answer: The current Payment provider is Bank of America.

8. Accounts Payable: What's the current payment processing solution used for issuing payments to vendors via checks, wire, ACH?

Answer: The current Solution is PeopleSoft v.92 standard/non customized PayCycle processing. The preferred method is ACH but checks are currently still issued also.

9. Accounts Payable: Is the University open to leveraging its current Accounts Payable module in the current ERP system - Peoplesoft?

Answer: Yes, we are open to leveraging this solution if that means we are able to streamline and improve the process.

10. Buying and Invoicing- What is your total cumulative annual catalog and AP invoicing spend annually?

Answer: Catalog Spend cannot be separately accounted for currently; it is estimated at $10 million. The second half of the question is not clear and therefore we have no response.

11. Contracts-How many individuals do you have that are creating contracts in behalf of Univ of RI?

Answer: There are seven (7) individuals in Purchasing and approximately five (5) in Sponsored Projects (Grants).

12. Sourcing- How many individuals do you have that are creating Sourcing events on behalf on Univ of RI?

Answer: There are seven (7) individuals in Purchasing and one (1) in a related office.

13. Supplier Lifecycle and Performance Management- How many individuals do you have that are managing your suppliers on behalf on Univ of RI?

Answer: There are two (2)

Vendor B

1. P2P is mentioned as the core functionality, but so are things like Analytics, Sourcing and Contract Management. For clarity, what core functional areas from the below list would you consider as in scope?

- Spend Analytics
- Strategic Sourcing (RFx, Bid Management, Public Portal)
- Contract Management (Repository, Authoring/Redlines, Clause Library, e-Signature)
- Supplier Management (Registration, Information, Performance, Risk)
- Procure 2 Pay (Req, PO, Receipt, Invoicing)
- Inventory Management (managing inventory from a demand and ordering perspective)
- Expense Management (associate expense reporting)

Answer: The following are to be included:

- Spend Analytics
- Strategic Sourcing (RFx, Bid Management, Public Portal)
- *There should be some level of Contract Management (Repository, Authoring/Redlines, Clause Library, e-Signature) but it is limited to P2P use for now.
- Supplier Management (Registration, Information, Performance, Risk)
- Procure 2 Pay (Req, PO, Receipt, Invoicing)
- Expense Management (associate expense reporting)

The following may be considered later but is not contingent on award:

- Inventory Management (managing inventory from a demand and ordering perspective)

2. When will the Pre-Bid/Conference take place?

Answer: As indicated on Page 1 of the RFP, there is no pre-bid conference.

3. What resources does URI plan to allocate to this project by role? (PM, Functional, Technical, Change Management)

Answer: The University has limited staff to dedicate to this implementation. Project management and change management will be shared between the resources we have. The functional and technical aspects will be assigned and shared when the implementation begins. Vendors submitting a proposal are again remined that they should be clear in what their system implementation will require and what they will be providing as part of that.

4. Does URI have any additional systems that require integration other than PeopleSoft? (Inventory, Work Orders, Assets, Budget, HR, Projects, other if not in PSFT)

Answer: Most additional systems tie to PeopleSoft directly which will be the integration point for this Procure to Pay system. For example, our Budget Office uses PBCS but that will integrate with PeopleSoft before the feed to the P2P system will be necessary. Decisions to tie directly to the P2P system will need to be handled on a case by case basis if it is determined to be the most efficient solution.

5. Does URI expect the vendor to either lead or support sunset of existing processes in technology that will be replaced? For example, the PSFT Supplier Portal Package. We assume we will replace this with our solution and migrate current records. The question will be does URI require our support to 'sunset' those aspects of the application?

Answer: Overall the effort is expected to be collaborative. Since PSFT will remain the system of record, minimal integration should be necessary, but URI will expect the vendor to migrate those. The sunset of the existing systems such as requisitioning, and the vendor portal is more a matter of change management and will be collaborative.

6. How is the Purchasing Organization aligned at URI today? De-centralized? Department by department or center-led?

Answer: It is primarily centralized but URI departments can process small dollar activities up to $5000 currently. With the new system, it is expected that departments will be able to process more activities against contracts without going through the Purchasing Office.

7. We assume the Finance/Payables organization is center led/shared service across URI?

Answer: Finance and AP are Centralized.

8. Does URI have specific requirements as it relates to payments to any State systems?

Answer: A feed is necessary to the State of RI's Department of Administration but that will likely continue to come from PeopleSoft. Assumption is that if we maintain our current payment processing that feed could replace the payments to RIFANS which are updated manually today. This may change however depending on the systems reporting capabilities.

9. Does URI expect the system to transact in part with P-Cards?

Answer: Yes absolutely.

10. Has URI completed the work to map NIGP to UNSPSC or is that an expectation of the service provider as in scope for the project?

Answer: This will be part of the Vendor/Supplier migration and the awarded vendor for this contact will be asked to assist.

11. In terms of electronic enablement for transactions (receive a PO, send an invoice) does URI expect the service provider to enable all suppliers (>21K)?

Answer: Yes, it is the expectation that the system will be able to provide this capability for all transactions for all suppliers although not all suppliers may be capable at this time. The reference to >21K is not clear.

12. We are unable to download the RIVID Vendor Certification Cover form from the RIVID Information Center. Upon clicking on the 'Solicitation #" this following pop-up is received. Can it be downloaded anywhere else?
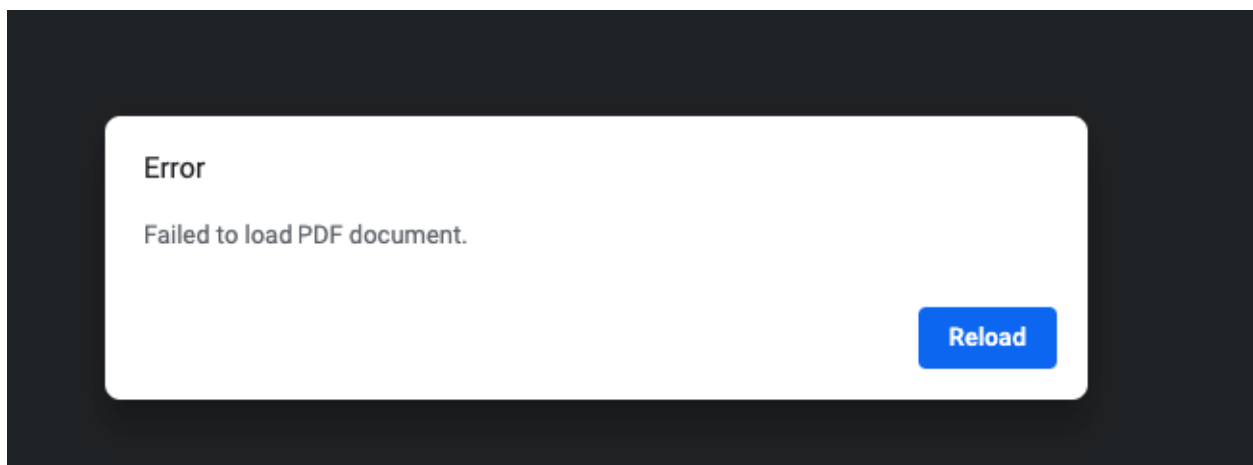
Answer: Go to www.ridop.ri.gov and go to "Doing Business With Us". Click on "RIVIP Vendor Registration Guide". This will guide you thru the process.

13. Section 3.7 (Scope - Accounts Payable) calls out payment types. Is your goal to have this new tool as a source for processing payments or will you continue to Pay out of PeopleSoft?

Answer: We assume we will continue to pay out of PeopleSoft but we are open to change if it streamlines the process.

14. Under Project Plan, it calls out 2 phases; Phase 1 calls out Catalog Management. However, Requisition/Purchase orders are in Phase 2. Can you please explain what aspects of Catalog Management were you looking to accomplish in Phase 1?

Answer: The expectation is that URI Purchasing Department will continue to receive requisitions and apply them to Contracts while the system is being implemented and piloted to select departments in Phase 1. In Phase 2 we expect to have Departments processing requisitions that will auto-source to a PO based on the managed contract. This may be amended while decisions are made based on system implementation and rollout.

15. Unable to locate Appendix B - Key Staff Qualifications. Will this be provided separately?

Answer: Again, please disregard, this was replaced with the matrix provided. See Tab 1.

16. Exhibit 3 - roles & responsibilities matrix - Is there a special format required?

Answer: No, as long as it is comprehensive to your businesses' structure and approach.

17. Exhibit 2 - Cost Proposal Workbook - Is there a special format required?

Answer: This is on the last tab of the Matrix. Respondents should provide a comprehensive price schedule detailing what is included as well as identifying what will be required but is NOT included.

18. One of our proposed subcontractors is a minority business enterprise (MBE) in Virginia. They are in the process of completing an interstate certification in RI but are delayed due to COVID-19 closures. Would we receive credit for their MBE certification in Virginia?

Answer: Please complete the MBE form and submit it with your proposal.

19. Has URI received any demonstrations from vendors or consultants regarding this project's scope?

Answer: The University did see a demonstration from Perfect Commerce as it relates to the State's new OSP system. Additionally, URI will ultimately be looking for a new ERP system as PeopleSoft is expected to sunset in a few years and as a result we had brief demonstrations from Oracle and Workday as a result of a publicly solicited RFI. Informally, we also looked at Jaegger following a meeting with a peer institution who was collaborating with us to look at a

Managed Print Program. Not all members of the technical review committee were present at these presentations. To ensure all respondents are given a fair evaluation, we are asking for formal presentations as it relates specifically to URI's Procure to Pay system as Phase 2 of this RFP, from those respondents whose written technical proposal are deemed acceptable.

20. Due to current COVID restrictions and closures, we would like to know if it's possible for Electronic submission only. If not, would we able to submit electronically by 5/19 with hardcopies to follow?

Answer: The State is not accepting electronic submissions. We are open to accept mail and packages.

21. When will question responses be posted?

Answer: As soon as the agency can answer all of the questions, they will be posted.

22. One of the mandatory requirements is to submit an audited
financial statement for the most recent fiscal year. Due to the current extension of 2019 tax filing, these have not been completed. Will you accept 2018 financial statements?

Answer: Yes. Additional statements may be requested depending on the timing of this award. The University is seeking to ensure financial stability from potential suppliers. This information will be kept confidential and will not be publicly available as part of this RFP. Vendors are encouraged to provide this in a separate envelope and identify it as confidential. If there are further concerns, vendors may submit a cover letter addressing their commitment to provide this separately to ensure the vendor is capable of servicing a long-term investment of the University.

23. In order to obtain the 6 bonus points for ISBE participation, will the supplier need to be Prime on the contract or will they receive the same amount of points if they are a subcontractor?

Answer: Subcontractor points are calculated at a participation rate. See "a. Calculation of ISBE Participation Rate on page 25 of the RFP.

24. Does the ISBE supplier need to be fully registered with the State of Rhode Island by RFP submission date or award date?

 Answer: No

Vendor C

1. Is budgetary control/funds checking to be done in Peoplesoft or in the new Procurement system?

Answer: In PeopleSoft

2. Is budgetary control needed on Projects/Grants?

Answer: Yes but will be done in PeopleSoft.

3. Accounts Payable is to be costed separately – is there a desire to use Cloud Payables, or some other application?

Answer: Not at this time

4. Are there any dates in mind for starting or completing the project, for Phase 1 and Phase 2?

Answer: Start up for evaluation and planning is expected immediately after award of contract however the University is looking for realistic timelines and activities for each phase as proposed by the respondent. Payment schedules should also be reflective of stages of completion.

5. Are there any restrictions for technical work being done by offshore consultants?

Answer: Evaluation of your security protocols will determine whether this is seen as a risk. Your response to the HECVAT is what will be used to determine acceptance of your proposal.

6. Do you require asset management as part of the P2P business process?

Answer: It is not required but may be considered later.

7. Do you require inventory management as part of the P2P business process?

Answer: It is not required. It is listed as an alternate. It may be considered later but is not part of the award evaluation.

8. Do you have centralized receiving?

Answer: There is a Central Receiving department that is utilized for deliveries intended for the majority of the Kingston campus. There are however a few areas have dedicated loading docks and receiving areas so not all deliveries come to one place. Additionally, our satellite campuses have their own receiving areas.

9. How do you see Covid-19 changing your P2P business processes?

Answer: Quite simply it reinforces the need to move forward as soon as possible and make more services available remotely. It will also enhance the end user's ability to buy off contract in a more streamlined fashion, making the process more efficient for the University's departments.

Additional Notes:

Respondents are reminded that the project plan needs to account for integration needs and specify what services the vendor can provide.

For those respondents who do not typically include support services in their offer, we would ask that they propose experienced partners that may be available to assist with implementation and advice as to how we phase the project for the best outcome for URI. This should be included by the respondent as part of their proposal to ensure costs are comparable between the bidders.