

**Department of Materials Management
Procurement Unit
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 W. Gude Drive, Suite 3100
Rockville, Maryland 20850**

May 1, 2018

NOTICE TO BIDDERS

**The following are questions and responses regarding
RFP No. 4455.1 Enterprise Resource Planning Software & Implementation Services**

Question 1. Would like to understand, about the bidding process, can you please help me with the following information. Is this an open bid? Do we need to register in MCPS vendor list to participate in this bid? If so, can you please help me with the details of registration process.

Answer: This is an open bid. There is no MCPS pre-registration required.

Question 2. Whether companies from Outside USA can apply for this?
(like. from India or Canada)

Answer: This is an open bid. The bid is open for all vendors to view and submit a response.

Question 3. Will we need to come over there for meetings?

Answer: Please refer to the **RFP–Part A, Section 4.4 Implementation Requirements** beginning on page 19 that explains which work is to be performed on site.

Question 4. Can we perform the tasks (related to RFP) outside USA?
(like. from India or Canada)

Answer: Refer to **RFP–Part A, #3.14.4 on page 57–** All work shall be performed in the United States (no off-shore work is permitted)

Question 5. Can we submit the proposals via email?

Answer: Please refer to the **RFP–Part A, Section 4 – General Instructions** (beginning on page 36) for submittal requirements.

Question 6. Is the pre-bid conference available via phone or only in person?

Answer: Offerors may call in to the pre-bid conference. Please refer to the RFP, Section 4, General Instructions, 4. Pre-Bid Conference on page 38-39. Toll Free: USA 877-973-0884, Passcode: 6489354

Question 7. Considering most of the RFP appears to consider Oracle Financials in scope for Implementation. Please clarify the comment “the District should continue to use Infor Lawson for human resources/payroll and Oracle for financials.”

Answer: Please refer to **RFP–Part A, page 2**, and note that this comment is from an independent assessment conducted in 2017. One of the recommendations from that assessment was to continue to use Infor Lawson for human resources/payroll and Oracle for financials. The District is currently in the process of upgrading the Infor Lawson system, and is projected to go-live in 2019.

Question 8. SaaS solution doesn’t allow customizing of application. Is it safe to assume that MCPS be willing to modify existing business processes to eliminate customizations?

Answer: Yes. Refer to **RFP–Part A, page 19, 4.2 Reengineer Business Processes**.

Question 9. The District has required references of School Districts of a minimum size of the software being implemented as minimum qualifications. SaaS ERP Applications are relatively new in the market and the District would have very few options to choose from. Would the District accept other Public-Sector entities in lieu of School Districts for the Software Implementation Vendor minimum requirements?

Answer: The District is not limiting references to other School District implementations. Experience with public sector implementations other than school districts is acceptable as long as the projects are similar to the District’s scope of work. Please refer to **RFP–Part A, page 1, 2.0 Minimum Qualifications**.

Question 10. Would it be possible to provide approximate volume of the following from your current system?

1. Assets
2. Suppliers
3. Customers
4. Inventory Items
5. Open PO's
6. Open Invoices
7. System Users

Answer: No. Please refer to **RFP–Part A, page 3, About Montgomery County Public Schools (MCPS)**, to gain an understanding of the District's size.

Question 11. The District has mentioned "The future system must accommodate wireless barcode scanners that interface with the system." Can you provide more details (system, version, operating system/software) of the existing wireless barcode scanner system with which Oracle SaaS need to integrate?

Answer: The District is currently using Motorola Symbol MC9000 series barcode scanners in its warehouse. These scanners use Wavelink emulator to access the Oracle Mobile Supply Chain Applications, Release 11i via Telnet.

Question 12. The District has mentioned about "DocuWare Document Management System".

- a. Does this system provide OCR capability to scan the invoices and produce - data to create invoice information or the OCR capability needs to be provided by Oracle?
- b. Does this system provide document routing capability or the Oracle system expected to provide document routing capability?

Answer:

- a. OCR capability is not in scope for DocuWare integration.
- b. The District is interested in utilizing the document management tool that is included with the Oracle ERP Cloud.

Question 13. Can the district provide list of current workflows being used within the Oracle EBS and purchasing system?

Answer:

STANDARD WORKFLOWS	
POERROR	PO Approval Error
APPEWF	AP Remittance Advice
HZCRUSER	HZ User Creation API
POSBPR	POSBPR
POSSPMI	POS Supplier Registration and Profile Management
POS_REG	Supplier User Registration Workflow
POREQCHA	Requester Change Order Approval
POSCHORD	PO Supplier Change
POXML	PO Xml Delivery
OAM_BE	OAM Business Exception
PORPOCHA	PO Change Approval for Requester
UMXNTWF2	UMX Notification Workflow (Account Request)
IBYOPCC	iPayment Operations Credit Card/Purchase Card
APWRECPT	Expense Receipts
ARIPRNTF	Print Notification
OMERROR	OM Error
AMEUPDUN	AME update FND user name
WFTESTS	System: Tests
MCPOAPPR	MCPS PO Approval
POWFDS	PO Wf Directory Synch
UMXREGWF	UMX Registration Workflow
UMXUPWD	UMX Password
APEXP	Expenses
AZNF003	General Ledger Processes
AZNF004	Receivables Processes
AZNM000	Procurement Processes
GLBATCH	Journal Batch
CREATEPO	PO Create Documents
POAPPRV	PO Approval
PORCPT	PO Confirm Receipt
WFERROR	System: Error
IBEALERT	iStore Alerts Workflow
MCREQAPP	MCPS PO Requisition Approval
OEOH	OM Order Header
OEOL	OM Order Line
RCVDMEMO	PO Debit Memo Notification
PSBBR	PSB Budget Revision
PSBWS	PSB Worksheet

APCCARD	Credit Cards
GMSWF	GMS Workflow
ECXERROR	XML Gateway Error Processing

CUSTOM WORKFLOWS	
MCPOAPPR	MCPS PO Approval
MCREQAPP	MCPS Requisition Approval
MCREQAPP	MCPS Requisition Approval
APEXP	AP Expenses
GLBATCH	Journal batch Approval
FAFLEXWF	FA Account Generator
POWFPOAG	PO Account Generator
POWFRQAG	PO Requisition Account Generator
PAAPWEBX	Project Expense Report Account Generator

Question 14. Would the district be open to adopting delivered Oracle security roles?

Answer: Yes

Question 15. District has allocated 2 Oracle Cloud Subject Matter Experts for the project. Can you provide their area of expertise (Financial/SCM/Budgets/HR)? Would district be open to provide additional SME for related areas as needed?

Answer: The District will have multiple subject matter experts working in each functional area (Financial/SCM/Budgets/HR). The total FTE listed in the RFP reflect the maximum time effort estimated and provided by the District. e.g. 2 FTE = 16 hours per day.

Question 16. MCPS has allocated 0.75 FTE tech lead, however no other technology resources (developers) allocated to support extraction of conversion data and development of technical developer to support the project as needed?

Answer: Since the District is upgrading Oracle, it is expected that the Offeror will perform the data extraction from the District’s existing Oracle application. The District will extract data from non-Oracle legacy applications under the guidance of the Oracle implementer. It is also expected that the Offeror performs all of the Oracle Cloud Real-Time Integration, when applicable, with other applications.

Also, refer to **RFP–Part A, page 27, 4.4.3.3:** The Offeror shall develop and install interface programs from proposed software packages to the District’s legacy and/or required third party systems. The Offeror is also responsible for development and installation of any systems integration programs/adaptors (that) are needed between the proposed software packages.

Question 17. Would MCPS be open to new chart of accounts common to all applications and if so is it in scope for the implementation? If so is the CoA design part of the implementation scope?

Answer: Yes to both questions. The implementation scope includes an analysis and revision of the Chart of Accounts to ensure it allows for maximum utilization of the Oracle ERP Cloud system.

Question 18. MCPS indicated that the current system has AR customization to transfer data from GL to AR and AP to AR for Invoicing. Can you provide more details about the purpose of the customization?

Answer: MCPS provide these services on behalf of schools. Every month schools will receive the invoices through receivable system for the transactions posted in GL.

Question 19. Can MCPS provide more details about the purpose of including employee owned items in the Inventory owned by the district?

Answer: The District does not currently track employee-owned items in the Inventory but is interested in the future capability to track certain types of employee-owned items such as personal technology approved for use in the network.

Question 20. Would MCPS be expecting the Oracle cloud ERP to support all treasury functions functionality provided by a separate application?

Answer: Yes. Refer to **RFP–Part A, page 25, Table 3.4 List of Required Deliverables – Design Phase, Deliverable ID #9**. A Fit Gap Analysis is required, including a detailed analysis of each gap and a recommendation on potential solution which may include proposing a separate commercial product.

Question 21. Do we need to include the cost of six months of post-production support within the fixed fee bid for the project?

Answer: Yes

Question 22. Is the District open to a Train-The-Trainer approach to training with the District taking on the End User training? This will enable the District to build in-house capabilities for ongoing training needs after the implementation is done.

Answer: Yes

Question 23. Can you please elaborate the reasoning behind MCPS waiting to freeze requirements until the middle of UAT (p18) or introduce requirements through the middle of UAT? Would MCPS be open to freeze the requirements early in the process towards the end of the design?

Answer: The District is open to freezing requirements during an earlier stage (though not earlier than design)

Question 24. Stress testing is not part of scope for typical SaaS Implementations since its part of the service from Vendor. Is it OK to have this considered as in-scope for Oracle and out of scope for ERP Implementer?

Answer: The Offeror should include a stress testing methodology (that may or may not include the participation of Oracle) as part of the scope.

Question 25. Does MCPS currently use any Integration middleware to facilitate data transfer between applications? If not would the district be open to purchase a middleware tool (like SoA / iCS) to facilitate integration between on-premise and cloud applications?

Answer: The District does not use integration middleware but is open to available options.

Question 26. Is the Procurement process centralized or decentralized? Is the District proposing to change its manner of working in the future?

Answer: The MCPS procurement process is centralized. The District has no plans to decentralize the procurement process in the future.

Question 27. Does the district want a single sign on capability? If so, how many active directories does the Organization have for Single Sign on purposes?

Answer: Yes. The District has one Active Directory in one Domain.

Question 28. Is the District open to some offshore work for the implementation?

Answer: See Question #4

Question 29. Will MCPS provide an extension of the RFP proposal response deadline for 2 weeks?

Answer: No

Question 30. You have business process changes and improvements highlighted, but are you planning any major changes like for example Chart of account structure.

Answer: See Question #17

Question 31. You have specified active records and open transactions for conversions, and have also specified historical legacy data conversion is required. How many years of historical data conversion is required, and does it include closed transactions.

Answer: Since the District is upgrading Oracle, it is the preference that most (if not all data) can be converted. If this is not possible, the Offeror should provide reasons and recommend alternatives (including cloud storage) that are within their capabilities.

Question 32. Please specify the total number of budget users including Budget Admins, Budget Super-users and all department users who will be responsible for entering budget or running any budget reports?

Answer: The District estimates a total of 285 budget system users.

Question 33. Does the District have any schedule or timeline constraints that we should be aware of in preparing our response, like black-out-dates? When is project expected to go-live?

Answer: The District's goal is to go-live by April 30, 2020. Go-live is not recommended from May 1, 2020–October 18, 2020 due to the school operational calendar, school ordering /procurement and financial closing activities.

Question 34. Other than Oracle Fusion Cloud (GL) & Infor Lawson (HRIS), does the District plan to integrate with any other source system on Budgeting side?

Answer: No

Question 35. For Capital Budgeting, will the District continue integration with the Grant module? or will the source be different in the new system?

Answer: The District is open to process redesign as appropriate, and utilizing the system as recommended by the Implementer.

Question 36. For reports like CAFR, MSDE and the Federal Single Audit Report, is GL the main source of data? Is there any other data source that needs to be integrated?

Answer: Offerors should assume, at a minimum, that the CAFR, MSDE, and Federal Single Audit Report can be built from the data and modules in scope. Time and position data may be required from Infor; however, in these cases, the Offeror should be able to describe the data that is required to be imported into Oracle for these reports.



Laurie Checco, Buyer II, Procurement Unit

Please indicate your acceptance of this notice by signing below and returning with your RFP or under separate cover.

Accepted:

Name and Title

Company Name

LC: br
Copy to:
RFP File

