



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

October 25, 2013

TO: ALL OFFERORS
FROM: BRUCE KRUG
STATE CONTRACT PROCUREMENT SUPERVISOR
SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO: GSS13700A-FINANC_RPT

ADDENDUM #1

	QUESTIONS	ANSWERS
1.	We would like to know if this bid can be converted to an 8(a) or SB. Please advice on this!!	<p>8(a) is a Federal certification used in federal contracting. While the State of Delaware encourages diversity suppliers to participate in the procurement process, State contracting that does not include Federal Transportation funds, does not establish any preferences in the evaluation of submissions. This procurement does not include Federal Transportation funds.</p> <p>The State's Office of Supplier Diversity provides an avenue for minority, women, veteran, and service disabled veteran owned suppliers to apply for certification as a diversity supplier. While this certification increases the visibility of a diversity supplier and assists the State in tracking how it spends with the community, it does not have an impact on the evaluation and scoring of proposals.</p>

2.	<p>While no mandatory pre-bid meeting is required for this RFP, will there be an optional pre-bid meeting? If so, can you kindly direct me to the those details?</p> <p>Additionally, the RFP states that the successful Vendor will be required to report on the participation by a minority and/or women owned business (MWBE) under this awarded contract, however, are there any mandatory W/MBE ranges to be met?</p>	<p>There is neither a mandatory nor optional pre-bid meeting for this procurement.</p> <p>The State encourages the participation / inclusion of minority, women, veteran, and/or service disabled veteran owned businesses but there are no mandatory ranges.</p> <p>Please see the answer to question 1 for more information on participation by diversity suppliers.</p>
3.	<p>Can you provide the name of the current contractors supporting Delaware's PeopleSoft Financial suite?</p>	<p>The current support is offered in-house by the Department of Technology and Information.</p> <p>The State also has a contractor (Smart ERP) supporting department security, workflow and custom forms.</p>
4.	<p>I see that the Government Support Services released RFP GSS13700A-FINANC_RPT to acquire a financials reporting solution. Can you tell me if the RFP # # GSS13700-FINANC_RPT that was posted on July 29, 2013 was cancelled and this is a rebid for the same item?</p>	<p>Yes, RFP GSS13700-FINANC_RPT was cancelled and RFP GSS13770A-FINANC_RPT is a new solicitation for the same need. It is the responsibility of interested parties to fully familiarize themselves with the contents of the current solicitation RFP GSS13700A-FINANC_RPT if choosing to submit a proposal.</p>
5.	<p>Why was there an initial bid that was cancelled and then almost immediately released?</p>	<p>Review of proposals received for the initial solicitation relative to compliance with minimum requirements led to a determination that it was not in the best interest of the State to move forward with the solicitation. The solicitation was re-issued as there is still a need to identify a solution.</p>
6.	<p>Are you looking for COTS solution with 15% customization or 100% customization is also another option?</p>	<p>If proposing a COTS solution, the customization of the COTS solution must not exceed 15%. It is conceivable that an offeror could choose to propose a fully customized solution built specifically to meet the requirements of the RFP.</p>
7.	<p>Regarding the references, if we partner with any</p>	<p>Per Attachment 5 of the RFP, the</p>

	company, how many references do you need from Prime Vendor minimum?	prime contractor must provide a minimum of 3 business references.
8.	<p>RFP Section: II Scope of Services Paragraph: C - Project Overview Page: 4 Text: Ability to merge data from different data sources</p> <p>Question: Need to know information (like volume, technology, version) about the different data sources we have.</p>	<p>MS Excel, Access, .dat, .txt, .csv Volume unknown. Variety of version software in use. Please describe the capability of tools that can merge data.</p>
9.	<p>RFP Section: II Paragraph: C.2. Page: 4 Text: The intended solution(s) should allow for upload of data to a non-production repository and provide enhanced functionality to the data sets made public through that repository that utilize the vendors reporting tools.</p> <p>Question: Does the scope of the RFP include reporting on agencies KPIs and program performances or is the focus on the 104 SQRs and Crystal reports to make public?</p>	<p>Scope of the RFP does not include development of KPI or program performance. However, the capabilities of the tool should give the State the flexibility to create/develop them.</p>
10.	<p>RFP Section: II Paragraph: C.2. Page: 4 Text: The intended solution(s) should allow for upload of data to a non-production repository and provide enhanced functionality to the data sets made public through that repository that utilize the vendors reporting tools.</p> <p>Question: What are the file formats of the data sources to be uploaded? How many?</p>	<p>Refer to question 8. Current Peoplesoft Finance database size is 500 GB</p>
11.	<p>RFP Section: II Paragraph: C.2. Page: 5 Text: The web sites are provided in order to assist bidders in more fully understanding the State of Delaware's desired accessibility and data presentation and these sites are located at: http://www.texasransparency.org/moneygoes and http://www.in.gov/itp/2406.htm</p> <p>Question: The RFP reference the State of</p>	<p>The current transparency that is linked to the Financial System is the Web checkbook and the State Employee Credit Card transactions.</p> <p>http://checkbook.delaware.gov http://pcard.accounting.delaware.gov</p>

	<p>Indiana Transparency Program. Are the only agency KPIs those contained on the Delaware's Transparency website, http://www.delaware.gov/topics/transparency}?</p> <p>If the scope includes reporting on agency KPIs and program performances beyond what is listed on the current website, are those KPIs defined? If yes, what are the KPIs, how are the KPIs captured and reported, how may external files? Are you providing program performance measures today? If yes, what are the performance measures how is the performance data captured and currently reported, now many external files? How many Agencies?</p>	
12.	<p>RFP Section: II Paragraph: C.1.ii Page: 3 Text: The State lists the possible enterprise applications to be included:</p> <ul style="list-style-type: none"> • PeopleSoft Payroll Human Resources Statewide Technology (PHRST) • Statewide financial data warehouses • Agency specific data warehouses • Other data warehouses • Other State applications for reporting <p>Question:</p> <ul style="list-style-type: none"> • How may Statewide Financial data warehouses exist? • What is the critical data for reporting for the Statewide Financial data warehouses? • How many tables and overall data size of the Statewide Financial data warehouses? • How may Agency specific data warehouses exist? • What is the purpose of the Agency specific data warehouses? • What is the critical data for reporting for the Agency specific data warehouses? • How many tables and overall data size of the Agency specific data warehouses? • How may "Other data warehouses" exist? • What is the purpose of the "Other data warehouses"? 	<p>Statewide Financial data warehouse does not exist. Depending upon the proposed solution, this may be beginning of the financial data warehouse. Further reporting requirements for data warehouse have yet to be defined and not within the scope of this RFP. There are several agency specific data warehouses in existence within the State using various reporting tools. If this is to be an enterprise tool then State may choose to expand the use of this tool. Many reporting tools are used within the State. If this is chosen as an enterprise tool than the State may choose to</p>

	<ul style="list-style-type: none"> • What is the critical data for reporting for the "Other data warehouses"? • How many tables and overall data size of the "Other data warehouses"? • How may "State applications for reporting" exist? • What is the purpose of the "State applications for reporting"? • What is the critical data for reporting for the "State applications for reporting"? • What is the technology of the "State applications for reporting"? 	<p>expand this tool.</p>
<p>13.</p>	<p>RFP Section: II Paragraph: C.2. Page: 4 Text: Archiving of template/canned reports (parameter based)</p> <p>Question: Explain the requirement For "Archiving of template/canned reports".</p>	<p>Some of the critical reports that the end users utilize today will become template/canned reports in the new solution.</p> <p>Each of our current reports has an archive policy assigned to it so that it is available to the end users for a specified period of time. This varies by report.</p>
<p>14.</p>	<p>RFP Section: II Paragraph: E.5. Page: 8 Text: Explain the requirement For "Archiving of template/canned reports".</p> <p>Question: Provide more clarification of an Expansion Module. Is an expansion module considered to be one of the data warehouses listed on Page 3 or upload of agency KPIs and Performance Measures for the transparency program?</p>	<p>Refer to #13 above.</p> <p>To clarify what the State means by "Expansion Module" is having the capability and the flexibility to procure additional licenses and functionality. For example, expanding the reporting tool with other data warehouses, instances, etc.</p>

15.	<p>RFP Section: B. Executive Summary Page 2 D. Current Environment page 5 Exhibit A</p> <p>Question: Approach one states that these reports need to be web enabled and that facilitates content sorting, analysis, etc.</p> <p>Also, Approach One Current Environment states not all reports expect to be generated on demand.</p> <p>For the reports that are not to be generated on demand, is the state expecting to have sorting, filtering, drill down, analysis on these type of reports or are these static reports?</p>	<p>Sorting and filtering is available in the current reporting environment by creating a policy. This is expected for the template reports. Drilldown on the template reports would be a benefit.</p>
16.	<p>RFP Section: II Paragraph: c.2, ix & xii</p> <p>Question: The RFP states the solution is to be developed using existing security and later mentions SSO using PS credentials. What security is the state using now? Is SSO to be implemented?</p>	<p>Utilizing existing Peoplesoft security for users access however logon credential should utilize Oracle Identity Access Management (SSO)</p> <p>Currently information is posted online for citizens to use. We need to understand what the vendor has available to make a portion of the system public facing. Also need to know if the citizens would be expected to authenticate.</p>
17.	<p>RFP Section: II Paragraph: B Executive Summary</p> <p>Does the State intend to select either Approach One or Approach Two or both?</p>	<p>The State intends to select either Approach One or Approach Two. There is no intention to select both.</p>
18.	<p>What resources will the State be bringing to the project?</p>	<p>The State will bring both technical and functional resources to the table. Project Management will also be available to work with the consultant.</p>

19.	<p>Based upon the information that has been shared in the RFP, any effort levels and related costs detailed in Appendix B would be estimates based upon the information shared to date.</p> <p>The assess/design phase of the project would be intended to obtain more detail regarding the reports, approach and options discussed, in order to confirm these estimates.</p> <p>Please confirm our assumption is reasonable.</p>	<p>Pricing provided in Appendix B should reflect a final cost to the State based on the information provided in the RFP and any addenda.</p>
20.	<p>Is the IBM DataStage tool the standard ETL tool in use at the State? Is ODI or Informatica acceptable as an ETL tool?</p>	<p>IBM DataStage tool is preferred and currently in use. If another tool is proposed that will factor into decision regarding the solution selected.</p>
21.	<p>Why was the first round of bids closed and reopened?</p>	<p>Please see answer to question 5.</p>
22.	<p>Does the Web Enabled reporting need to be integrated into an existing portal? What is the existing portal?</p>	<p>PeopleSoft Portal is currently used. Would like single signon.</p>
23.	<p>Can you provide the reason the RFP was re-issued?</p>	<p>Please see answer to question 5.</p>
24.	<p>We plan to propose approach two and replace existing Document Direct reports by a different solution. We assume that you are open to replace Document Direct and re-write the solution in a PeopleSoft native or new technology to replace Document Direct and re-write the solution in a PeopleSoft native or new technology?</p>	<p>The State would like to replace Document Direct for the reports.</p>
25.	<p>Project Overview? Project Overview section mentions in Approach 2 that "Convert the existing reports in Document Direct". Do you currently use a separate database for reporting purpose which needs conversion along with report programs development?</p>	<p>Currently the Production database is used to produce the reports via a nightly schedule.</p>
26.	<p>We understand from RFP that you would like to move to template based reports. Do you already have templates or it is going to be part of project effort to identify the templates?</p>	<p>The template based reports will consist mainly of the current reports that are available in Document Direct.</p>

27.	We understand that you need to have a single sign on solution. Do you currently have single sign on implemented within PeopleSoft instances or PeopleSoft Portal?	Yes, the State utilizes PeopleSoft Portal.
28.	We have an idea of Ledger groups and BU however we would like to get an idea of the data volume which is source of the report e.g. number of journals in a day or number of vouchers in a day etc.?	Average Vouchers <u>daily</u> - 2,200 <u>Monthly Averages</u> Summary information: Ledger KK - 166K GL Actuals Ledger - 110K Detail information Journal Line table - 294 K KK Activity Log table - 1.7 M
29.	Solution for Approach 2 would need a foundation and modular expansion, do you have defined criteria on modular expansion e.g. by BU or by Operating Unit or Country or Ledger etc.?	Department security is important to all State organizations. Refer to question 14.
30.	What are the pain areas in your current reporting solution including performance and security? Please elaborate.	Flexibility is the current pain point.
31.	Do you have data or row level security report? For example, two people can run the same report but one person can see all accounts data but other person can see a limited data?	Yes, the scheduled/template reports are run nightly for the entire State. Each organization, with the exception of some central organizations, have access to see only their department's data. The central organizations have access to view all departments.
32.	Do you keep all history data in FSF which is needed for reports? If not, how much history is required?	Currently - YES Vision is to off load history data into Financial data warehouse if needed for the reports.
33.	In the event history data is archived, what is the method and do you have a situation where archived data is required for reporting solution also?	Archived within the application. Refer to question 32.
34.	Do you want to build foundation solution which includes right away Payroll (PHRST), Statewide Financial Data, and other state application? Other approach could be to just live plug-ins for future if not now.	Current objective is to implement solution for Financials.

35.	Do you see data flowing in and out of reporting foundation solution? In this case, do you have an estimate of number of integration from report foundation?	Don't envision using reporting tool to integrate data between applications/Systems.
36.	Do you have enterprise level integration process or standards such as Vitria, Tibco etc., which we need to consider while integrating reporting solution?	We don't have enterprise level integration process. Not needed for this solution.
37.	<p>RFP Section: II Paragraph: D Current Environment Page: 6</p> <p>Question: Average number of daily transaction rows for each application area - e.g. for accounts payable how many invoice lines and payment lines are processed daily.</p>	There is an average of 2,200 vouchers daily and 5,500 lines.
38.	<p>RFP Section: II Paragraph: D Current Environment Page: 6</p> <p>Question: Do you have an existing data warehouse, if so how large is it? How many years of history are maintained? What tools did you use to design, build and maintain it?</p>	Current Financial warehouse does not exist.
39.	<p>RFP Section: II Paragraph: D Current Environment Page: 6</p> <p>Question: What are you current reporting tools?</p>	<p>Current reporting tools:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Document Direct - reports have policies created to download to excel and perform analysis <input type="checkbox"/> nVision - mainly used for CAFR reporting <input type="checkbox"/> Query - used for reconciliation, up-to-the-minute analysis, enforcing controls
40.	<p>RFP Section: II.B.3.Executive Summary Approach 2 Paragraph: 1 Page: 2 Text: The State of Delaware is seeking for proposals from qualified vendors to provide and ERP financials reporting solution that will"</p> <p>Question: Regarding Approach Two, is The State of Delaware willing to replace PeopleSoft Financials for a different ERP Financial solution</p>	The State is not considering the replacement of PeopleSoft Financials

	<p>or just improving its reporting functionality?</p>	
41.	<p>RFP Section: II.D.2. Current Environment Approach 2 Paragraph: 1 Page: 6 Text: "The State envisions that Approach Two will additionally provide for incremental expansion to accommodate an expanded end user community across multiple agencies as well as an expanded number of reports. Such expansion of capability shall be achieved through modular addition to the foundation of the solution at such time as the State may identify a need for such expansion."</p> <p>Question: Can you explain what an expansion module is? Is it a new installation of the final solution in another department of The State of Delaware to solve their financial reporting needs (i.e. the same software components/packages with some customization for the new users/needs)? Is it a new module for a different purpose from PeopleSoft Financials?</p>	<p>An expansion module is a new module for a reporting need beyond what is specifically defined in the RFP. Refer to question 14.</p>
42.	<p>RFP Section: Appendix D - FAQ Paragraph: Question # 16 Page: 65 Text: Q: Can we get some more detail about the different data sources? A: Excel, MS Access, Word Document, Text Files, etc.</p> <p>Question: What are the data sources the reporting solution will ingest data from? In our understanding it will ingest data only from the PeopleSoft Financials solution (for accessing real-time production data) and from the repository that will be built in this project to off-load non real-time reporting needs (e.g. for data that does not change). In the Q&A you mentioned that other data sources would be Excel, Microsoft Access, Word documents, Text files, etc. Please clarify this point.</p>	<p>No detail information is gathered regarding the data sources.</p>

43.	<p>RFP Section: II.C 2. Project Overview Paragraph: 3 Page: 5 Text: "In order to enhance data access and provide a more complete research experience, the State identifies the websites of Texas and Indiana as examples of the look and content ultimately desired for the publicly accessible reports."</p> <p>Question: How data is going to be delivered to consumer applications? The RFP provides website samples of similar services The State of Delaware would like to build (Texas / Indiana). Is building similar websites within the scope of this project?</p>	<p>Refer to question # 16.</p> <p>Current transparency site exists for the State of Delaware. Would like to know if functionality exists to make a portion of the data public facing and if it would require users to authenticate.</p>
44.	<p>RFP Section: II.C.2.ix. Project Overview Paragraph: 1 Page: 4 Text: Utilize existing security for accessing data and reports</p> <p>Question: What are such existing security mechanisms? Is there an Active Directory/LDAP system in place with user/role information that must be integrated?</p>	<p>SMART Security for departmental security & role security to access certain reports.</p>

All other terms and conditions remain the same.



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