



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: December 17<sup>th</sup>, 2014

HSS 14 051      Accounting System for Delaware industries for the Blind

For

Division of the Visually Impaired

Original Date Due:    January 14<sup>th</sup>, 2015  
11:00AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART  
OF THE ABOVE MENTIONED BID.

**RFP Q&A**

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## RFP HSS-14-051 Accounting System for Delaware industries for the Blind

### Questions:

1. Has DVI seen any vendor demonstrations of products that meet all the requirements listed in the RFP? If yes, what vendor demonstrations did you see?

No. Product demonstrations will occur later in the process following the opening of Bid Proposals on January 14, 2015.

2. Page 28, Section 4.13.8 Conversion:

- a) Is this product the old Sage MAS 90 ERP Product?

Yes. It is 100 ERP (Mas-90 and 200).

- b) What version is DVI currently using?

Version 4.5

- c) Is it still a version supported by Sage? Is it a 'current' version in terms of vendor software support?

Yes

- d) Would DVI consider an upgrade to another Sage product, if it met the requirements in the RFP?

Yes as long as it is compatible with software geared towards the blind (JAWS, etc.) which is not currently the case.

3. In the bidders' conference, there was mention of replacing the Time Clocks as part of this project as well. Can DVI provide additional details:

- a) Users – description and number of users.

Approximately 35 employees utilize the time clock. The majority of them are blind or legally blind.

- b) What is the current time clock system?

Currently we utilized a standard time clock; basic punch in and punch out with a time card. It is a stand-alone system not connected to the current accounting system.

c) Requirements of a new time clock system.

We would like to see options of having a new time clock system being able to tie into the new accounting system so time is automatically and accurately recorded, allowing us to eliminate paper time cards/time sheets. We would purchase the time clock (considering the CR500 Biometric Finger Print Time Clock by Premier) and would like the Bidder submission to include how this could be tied into the new Accounting System once purchased.

4. Also from the bidders' conference, DVI was going to provide the following items:

a) More information around data conversion – what will need to come over since the old system will be sunsetted.

Basically all financial history pertaining to Accounts Payable and Accounts Receivable, as well as all payroll history.

b) List of modules (refer to pages 7-9 in the RFP for the list of modules) needed in the new system as well as:

i. A Systems map (Please see Attachment #1 on last page of this response)

ii. Number of Users Breakout

54 licenses total:

Administration-9 licenses (full system access)

Staff-35 licenses (customized access to modules)

Support roles-10 licenses (read only access)

iii. Necessary functionality (Please refer to “Core Requirements” on page 7 of the RFP)

Systems Map

**MAS 90**

- Information Center
- Resources
- Tutorials
- Business Insights Dashboard

**Library Master**

- Main
  - Company Maintenance
  - Role Maintenance
  - User Maintenance
  - User Look Up Wizard
  - Module Date Maintenance
  - Automatic Update
  - Task Scheduler
  - Master Console
- Report
- Setup
- Utilities

**Common Information**

**Business Insights**

- Dashboard
- Reported
- Explorer

**Paperless Office**

- Journal and Register Viewer
- Period End Report Viewer
- Report Viewer
- Customer Viewer
- Vendor Viewer
- Employee Self Service

**General Ledger**

- Main
  - Account Maintenance
  - Account Inquiry
  - Allocation Entry
  - General Journal Entry

- General Journal
- Recurring Journal Entry
- Recurring Journal
- Transaction Journal Entry
- Transaction Journal
- Daily Transaction Register
- Reports
- Budget
  - Budget Maintenance
  - Budget Report
  - Budget Revision Entry
  - Budget Revision Register
  - Automatic Budget Copy
- Period End
- Setup
- Utilities
- Custom Reports
- Payroll Services
- Explore

### **Accounts Receivable**

- Main
  - Customer Maintenance
  - Customer Inquiry
  - Invoice History Inquiry
  - Repetitive Invoice Entry
  - Repetitive Invoice Selection
  - Invoice Data Entry
  - Invoice Printing
  - Sales Journal
  - Cash Receipts Entry
  - Cash Receipts Journal
  - Daily Transaction Register
- Reports
- Period End
- Setup
- Utilities
- Custom Reports
- Explore

### **Accounts Payable**

- Main
  - Vendor Maintenance
  - Vendor Inquiry
  - Invoice History Inquiry
  - Payment History Inquiry

- Repetitive Invoice Entry
- Repetitive Invoice Selection
- Invoice Data Entry
- Invoice Register
- Manual Check and Payment Entry
- Manual Check and Payment Register
- Daily Transaction Register
- Check Printing and Electronic Payment
  - Invoice Payment Selection
  - Check and Electronic Payment Maintenance
  - Check Printing and Electronic Payment
  - Check and Electronic Payment Register
  - Generate ACH File
- Pre-Note Printing
  - Pre-Note Selection Register
  - Generate Pre-Note Approval Register
- Reports
- Period End
- Setup
- Utilities
- Custom Reports
- Explore

## **Payroll**

- Main
  - Employee Maintenance
  - Payroll Data Entry
  - Payroll Tax Calculation
  - Payroll Data Entry Audit Report
  - Earnings Register
  - Benefits Register
  - Deduction Register
  - Labor Distribution Report
  - Employer's Expense Summary
  - Pre-check Register
  - Check Printing
  - Check Register/Update
  - Daily Transaction Register
- Direct Deposit
  - Pre-Note Selection Register
  - Pre-Note Approval Register
  - Direct Deposit Processing
  - Direct Deposit Interface Setup
  - Paperless Office Stub Viewer
- Period End
- Reports

- Setup
- Custom Reports

## **Sales Order**

- Main
  - Sales Order Entry
  - Sales Order Printing
  - Picking Sheet Printing
  - Shipping Label Printing
  - Daily Drop Ship Report
  - Invoice Data Entry
  - Invoice Printing
  - COD Label Printing
  - Daily Sales Reports/Updates
  - Daily Transaction Register
  - Auto Generate Invoices Selection
  - Auto Generate Orders Selection
  - Sales Order Batch Authorization
- Shipping
  - Shipping Data Entry
  - Packing List Printing
  - Invoice Printing
  - Shipping Entry Level Printing
  - COD Label Printing
  - Daily Shipment Report
  - Shipping History Request
- Inquiries
- Reports
- Period End
- Setup
- Utilities
- Custom Reports
- Explore

## **Purchase Order**

- Main
  - Auto Reorder Selection
  - Auto Generate Orders Selection
  - Purchase Order Entry
  - Receipt of Goods Entry
  - Receipt of Invoice Entry
  - Daily Receipt Registers/Update
  - Daily Transaction Register
- Mat. Req/Return
  - Return of Goods Entry
  - Return Order Register/Update

- Material Requisition Issue Entry
- Material Requisition Register
- Inquiries
- Reports
- Period End
- Setup
- Utilities
- Custom Reports
- Explore

### **Bank Reconciliation**

- Main
  - Bank Code Maintenance
  - Check, Deposit and Adjustment Entry
  - Reconcile Bank
  - Bank Reconciliation Transaction Register
  - Bank Reconciliation Report
  - Positive Pay Export
  - Auto Check Reconciliation
  - Daily Transaction Register
- Reports
- Utilities
- Custom Reports

### **Electronic Reporting**

- W2 Electronic Reporting
- 1099 Electronic Reporting

### **Fixed Assets**

- Main
  - Fixed Assets Maintenance
  - Asset Account Maintenance
- Reports
- Period End
- Setup

### **Custom Office**