



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

December 10, 2014

TO: ALL OFFERORS

FROM:

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL
CONTRACT NO. OMB15101-BUDGET_SYS
BUDGET SYSTEM SELECTION AND IMPLEMENTATION**

ADDENDUM #4

This provides responses to vendor questions.

The following is a list of additional vendor questions and the state's responses for the solicitation to Contract No. OMB15101-BUDGET_SYS.

Question (Q)1. Is there a timeline for making the budgeting and planning solution available to end-users?

Answer (A)1. The State is targeting a project start date of July 1, 2015 and an implementation date of June 1, 2016 for all processes, including the Capital Budget.

Q2. What is the primary business issues the State wishes to resolve with a new Planning and budgeting system? Please elaborate on specific pain points in the budgeting and forecasting process today.

A2. The current budget system is no longer supported. In addition, the State desires to automate the Capital Budgeting process.

Q3. What internal resources will be allocated to this project and what % of their time will be dedicated to this project (Finance, IT, Business Units)?

A3. Technical and functional experts are currently available to review RFP responses. Once a vendor is selected, resources will be made available as necessary based on the product selected.

Q4. What level of involvement will the State have with respect to project management?

A4. It is anticipated that there will be a PM on the State side and on the vendor side, who will collaborate on efforts.

Q5. What level of involvement will the State have with respect to training end users?

A5. Approximately 20 individuals will need to be trained by the vendor.

Q6. Is the State considering Oracle User Productivity Kit for training? Does the state own Oracle UPK? UPK is offline training module that can be customized for the State.

A6. Using Oracle User Productivity Kit for training has not been considered. Yes, the State of Delaware does use Oracle UPK in other capacities.

Q7. What is the expected level of post Implementation support?

A7. Vendor provided post implementation support will be largely based on the product selected. The State expects that it will require post implementation support of some level for patches, upgrades and prompt technical support when needed. Post implementation application support is required for the duration of the contract.

Q8. In the RFP, Section B “New System Requirements”, #11a “On Screen Score Cards and Dashboards” states “OMB should be able to determine what metrics are used for scorecards and dashboard items.” Is the State referring to Robert. S. Kaplan’s Balance Scorecard or scorecard of operating budgeting and related metrics variances? Can you elaborate further on the type of Metrics required?

A8. The State of Delaware does not currently have On Screen Score Cards and Dashboards and would be looking to develop metrics based on the capability and flexibility of the product selected.

Q9. Are salary, benefits, and other human capital expenses budgeted and tracked by position only, employee only, or both employee and position?

A9. This information is not necessary as position budgeting does not include a component for salary structures.

Q10. After reviewing the salary schedule in the Senate bill #255 [1]*, we have observed that salary grade of a position is based on progress steps by years of experience:

- a. FTE hours & dates: Positions related to the department of education such as teachers and supervisors are based on yearly salary schedule instead of a ten month salary. What will be the Full time equivalent (FTE) hours of teachers who work ten months instead of twelve months? Does the State consider the date-wise calculation based on start and end date for a position or annualize the salary cost based on 2080 hours?
- b. Start & End dates: How does the State budget for new and existing positions that are started or terminated in middle of the budget year. For example a bus driver who was hired in January. Does the State annualize the position cost or prorate

the cost based on the start and end date of the position for salary and other compensation calculations?

- c. Allocation start and End dates: We have observed that position compensation expenses are allocated between funds but have not seen examples of allocation between Accounts, programs/projects and departments during the year. Does the State pro-rate the allocation of compensation including during the year based on start and end date?

A10. This information is not necessary as position budgeting does not include a component for salary structures.

Q11. Are there other reporting needs beyond those for budgeting and forecasting?

A11. Not at this time.

Q12. How does the State handle encumbrances for reporting and planning purposes?

A12. This information is not necessary as expenditures are tracked in the accounting system and encumbrances would not be part of the budgeting process.

Q13. Does the State need to plan expenses by Program/Project, Fund/Grant or some other dimension? If so, which dimensions?

A13. Current dimensions are identified in the RFP under Section II. Scope of Services, A. Current Business Processes, 2. DBS, pages 3-7.

Q14. Can the State provide counts of segments in the GL, current budget system, and HR segments such as:

Number of positions and FTEs. If planned by employee then provide headcount?

Number of accounts, departments, programs/projects, funds/grants and the granularity (levels) of data required for budgeting.

A14. The Fiscal Year 2015 Operating Budget provides authorization for 31,709.6 FTEs. Please note that position budgeting does not include a component for salary structures.

Current budget data numbers:

Organization Structure:

22 Departments, 124 APUs, and 428 IPUs. All are unique. IPUs are assigned to APUs with are in turn assigned to Departments

Appropriations:

There are 2294 Appropriations. Appropriations are assigned to an IPU. Appropriation codes can be assigned to multiple IPUs.

Project/Project Detail:

There are 11 Projects. There are 2100 Project Details. Project/Project Detail combinations are assigned to multiple unique appropriation/IPU combinations.

Account Codes:

There are 571 Account Codes. Accounts are assigned to an appropriation within an IPU. The appropriation/IPU combination must contain at least one account code. Most appropriation/IPU combinations have about a dozen account codes.

If the current year's operating budget were to be exported as a single flat Excel workbook, it would span 35 columns by 24,740 rows.

Q15. Will the State be using any balance sheet planning or special fund accounting planning?

A15. Tools utilized will be based on the product selected.

Q16. Are different types of GL Line items forecasted and budgeted at varying levels of detail with respect to time period? For example, revenue planned by week, salaries planned by month, etc. If so, please describe expected need and detail across GL Line Items for time periods.

A16. No.

Q17. Will allocations span across multiple dimensions (accounts, funds, program/projects, departments, etc.)?

A17. Yes, please see current dimensions as identified in the RFP under Section II. Scope of Services, A. Current Business Processes, 2. DBS, pages 3-7.

Q18. Does the new system need to feed data to (Outbound) any systems apart from PeopleSoft GL and HR?

A18. No.

Q19. When processing data, is there unique or complex mapping that needs to be created for one time data conversion as well as interfaces? (i.e. many accounts to one account, numerous lower level data to a single measure with different mapping due to restricting in previous years, etc.)

A19. Please see current mapping as identified in the RFP under Section II. Scope of Services, A. Current Business Processes, 1. 1. Annual Budget Process, g) Year End Closeout/Start-up, page 3. Currently, zero value records are removed, duplicate key records are summed together, and a data match is performed to assign project information.

Q20. On reviewing the RFP for Professional Services (OMB15101-Budget_Sys), there is a statement on page 1 stating that 'no activity related to this proposal contract will take place outside of the United States'. Our organization is a leader in Public Sector Budgeting Solutions, with over 140 customers Public Sector customers throughout the US and Canada – we are also Federally registered as a vendor on the SAM database. Our offices are located in Toronto, Canada. Could you confirm that on this basis we are ineligible to be awarded this RFP?

A20. Vendors are not necessarily ineligible simply on the basis of offices being located outside of the United States. Use of commercial off the shelf (COTS) software that has been developed outside the United States is acceptable. However, once the application is taken "off the shelf", the server installations, application data, and user sessions must reside within the United States.