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ADDENDUM No. 1 for

Financial Budgeting, Planning and Management Software Solution
RFP 18-017

Date: August 24, 2018

Addendum is issued for the purpose of amending, revising and clarifying certain requirements of the Contract Documents, such requirements are hereby made part of said Documents as though they were originally included (or excluded) as indicated herein. All bidders shall be guided accordingly.

CLARIFICATION:

A. Section 1.2.1 Contract Terms should read as follows:

NJCU reserves the right to issue a single award to the responsible bidder, whose bid, conforming to this RFP is most advantageous to NJCU, price and other factors considered. The contract(s) awarded will have a term of one (1) year commencing from the date of award renewable at the option of the University for four (4) additional one (1) year terms

The Implementation phase should commence by the end of September 2018, with completion by May 2019.

The following questions were presented from potential bidders and have been answered in this addendum:

1. Is the New Jersey Business Registration Certificate required to be included with our response? Or, can the successful vendor apply for this certificate upon award?

The vendor may apply for the New Jersey Business Registration Certificate post award. However, award of the RFP is contingent upon the awarded vendor presenting a valid New Jersey Business Registration Certificate.

2. Whether companies from Outside USA can apply for this? (like, from India or Canada)
Yes, provided that bidders meet all the legal requirements and provide all the legal documentation as requested in the RFP, Section 4.3.1.
3. Whether we need to come over there for meetings?
Yes, the awarded vendor will be required to attend meetings at the University.
4. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
Yes, provided that bidders meet all the legal requirements and provide all the legal documentation as requested in the RFP, Section 4.3.1.
5. Can we submit the proposals via email?
No, proposals cannot be submitted through email. Please see instructions on how to submit to proposals in Section 1.3.2 of the RFP.
6. Which do you require budgeting for?
 - a. Balance Sheet
 - b. Cash Flow
 - c. Profit and Loss**All of the above, as the budgeting software should have a surfeit of capabilities and the capacity to be expanded for further uses of budgeting in addition to the above mentioned.**
7. How many departments or cost centers do you budget for as separate units?
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8. How many users do you anticipate will need access to the budgeting software?
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9. How many employees do you need to budget for?
110
10. Do you require an on premise or cloud-based solution?
Cloud-based solution
11. Do you need to be able to see 5 years of historic data on the same report as the current year's budget?
The historical data should be on a separate report. However, one report should be able to produce a five year historical trend, based on annual budgets and actuals.
12. How do you envisage managing the budget workflow? Is this a formal process to be managed by the software where for example, step 2 cannot be completed until step 1 is finished or more of an outline and date driven process managed separately by the FP&A team?
The system should be capable of sustaining the University's Budget, the Budget Workflow would be modified. The system should have the functionality to

enable end-users to submit an annual budget request, with an advanced multi-leveled approval platform. It should also allow for supplemental budgeting, if that is how the University chose to budget.

13. Can you give us examples of the standard reports that you would like to see?

The system we envision should be malleable, allowing us to create Budget vs. Actual reports as well as ad hoc reports.

14. What imports do you anticipate needing [from software] and what are the sources? For example, actuals from PeopleSoft or enrollment from a Student Information System?

All imports are currently anticipated being uploaded from PeopleSoft, as Finance, HR and Student Services are all within the same ERP.

15. What exports do you anticipate needing [from software] and to what destination? For example, the final budget to PeopleSoft.

Exports to PeopleSoft, Excel and PDF.

16. Do you have a preference between using one vendor for both software and implementation services, and using multiple vendors? Do you intend to award one contract, or are you open to multiple contracts for software and services?

The University intends to award one contract, even if the vendor subcontracts the implementation portion of the award.

17. What are you currently using to develop and maintain your budget?

Microsoft Excel

18. How many people will be entering budget data into the system?

The University expect that there will be about three super users with full rights and 107 End-users with partial rights to request budget, budget transfers, and viewer.

19. How many people in the finance staff will enter and update information in the system?

Three

20. How many read/write licenses do you need for Operating? For Salaries/Position?

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21. What is driving the timing between award and completion?

Important University Black-out days, such as the last two weeks of December as well as the first week of January.

22. Would you expect that general ledger and chart of accounts functionality will be delivered by the new financial management system, or would the purvue of the existing ERP?

The University has a well advanced ERP, which would be the driver for the General Ledger set-up and Chart of Account functionalities.

23. Has NJCU already selected or shortlisted a software solution?

No.

24. Has NJCU already seen demos of potential software solutions? If so can you please provide solutions that NJCU has seen.

Not applicable.

25. Is NJCU looking for on premise or Cloud/SaaS based solution?

Cloud Based-Solution

26. Will NJCU allow vendors to partner on the response?

The University intends to award one contract, to one entity.

27. Will NJCU accept responses for implementation services of proposed solution only or does NJCU require proposal to include both cost of proposed solution software and implementation services?

The University requires the proposal to include both.

28. Can you provide number of users expected for Budgeting Software?

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29. Can you provide more specific functional requirements needed for Budgeting and Planning software?

Please refer to the RFP, Section 2.

30. Has a budget been set aside for this project? If so, can you please provide?

Not specifically at this time.

31. What is the current timeframe for your budgeting process? (Revenue, Capital, Personnel/Expense)

Budgeting at an institution of higher education is a continuous annual process.

32. What is the current timeframe from kickoff of the budgeting process to BoR/President approval?

The budget has been approved. The timeframe for award will be dependent on the RFP proposal review process.

33. Does NJCU have an expected start date for the project?

a. Also, what are the best times of the year (by month) for availability of your resources to support the implementation and Go-Live?

The University intends to start the process after November 1, there are blackout periods during the Christmas Holidays. Scheduling is dependent on the selection process.

34. Is there any existing major project or new project(s) expected to kick off during this implementation that may impact this project?

No.

35. Please list all holidays and/or blackout dates that NJCU employees are not available for this project.

Columbus Day, Election Day, Veteran's Day, Thanksgiving and the day after, Christmas Day, New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day and Labor Day.

36. Did NJCU review any budgeting software solutions prior to the release of this RFP?

Not applicable.

a. If so, which ones?

Not applicable.

37. Did NJCU employ the services of an outside consultant (3rd party) in the drafting of this RFP?

Not applicable.

a. If so, which one(s)?

Not applicable.

b. And are they precluded from responding to this RFP?

Not applicable.

38. Is NJCU anticipating that it will negotiate the contract with the selected vendor?

The University cannot answer at this time.

39. What are the current PSFT (Financial and HR System) modules owned and used by NJCU?

Please refer to the RFP, Section 2.1.1

a. What versions of systems are in use?

Please refer to the RFP, Section 2.1.1

40. Does NJCU have a software deployment/ownership preference (On Premise, SaaS (Cloud), or Hybrid Cloud)?

The University's preference is Cloud, however we are open to other solutions.

41. Does NJCU anticipate moving off the current PSFT on Premise ERP/HCM environment in the next 1-3 years?

No.

a. If so, what software do you foresee moving to?

Not applicable.

42. For SaaS (Cloud) or Hybrid software deployment models, is it acceptable for NJCU that the integration solution may require an on-premise component to be installed?

Yes.

43. Is there any other budget preparation software that will be used in conjunction with the proposed system?

Microsoft Excel

44. Does NJCU have a standard budget template?

Yes.

a. Are there any sections of the template that differ from department to department?

Divisional Budget templates are different, but not departmental.

45. Does NJCU anticipate any production support needs after the go live dates?

The University requires that the software that we choose can be supported in-house. Any production support after go-live would be quoted separately as per the RFP, Section 5.3, Additional modules/capabilities.

46. Do you expect the selected vendor to provide a full-time project manager?

Yes.

47. Do you expect the selected vendor to provide a full-time change management resource?

No.

48. What top three benefits do you want out of the new solution implementation to call this project a success?

A Budget Software that provides Current Budgeting Information, that is easy to obtain, and can be maintained in-house with limited resources.

49. Will NJCU provide a project manager?

The University will provide a project liaison.

50. Has NJCU identified SMEs (subject matter experts) who would attend our requirement gathering workshop(s) on as needed basis?

Yes.

51. Are NJCU's application administrator(s) identified?

Yes.

52. What degree of planning business process changes do you envision with the implementation of a new planning solution?

The Planning Process will be modified accordingly.

53. What time buckets do you plan at? By month or by quarter?

There is an annual board approved budget that is reported quarterly.

54. With NJCU's focus on implementing a SaaS solution, has NJCU contemplated post-implementation functional support for the software solution to assist with getting potential functionality enhancements into production?

Not presently, but may be proposed in the RFP response, Section 5.3, Additional modules/capabilities.

55. This RFP assumes basic feature functionality that almost any vendor can support. Will you be sharing more detailed requirements or have you already selected a product and are looking for the cost to deploy?

The purpose of this RFP is to select a product.

56. In the RFP, you mention the University Place development project. Are you looking for a tool that performs integrated Strategic Planning (not the same as long range) encompassing Budgeting and Forecasting?

Yes, we are looking for a modified version of both. The University has three separate entities, although we plan the installation will be for the University, the software should be dynamic enough to allow for multi-units.

57. How many users do you plan to support since many vendors have scalability issues due to architecture?

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58. Are you interested in daily or weekly reporting metrics?

Daily as our current system provides us weekly reports. The University wants to change the process to one that uses a more current reporting structure. We also need Dashboards that would give current budgeting information, and the ability for end users to request budget changes through the software.

59. Along the lines of support, are you aware of the new support process for PeopleSoft?

Yes.

60. In section 3.2.4 of the RFP, we are asked to provide a list of all clients lost within the last three years.... To clarify, are you looking for clients that have rolled off our implementation services?

The University is inquiring about terminated contracts.

a. If not, can you please clarify what you mean by "clients lost"?

Terminated contracts.

61. Do you have a % percentage weighting to the 5 Evaluation Criterion under Section 2.2?

Not applicable.

62. Infra Structure/Environments:

a. How many environments does NJCU expect to have? (Dev, QA, Training, Prod, etc.)

Three

i. Is there a minimum requirement?

Three

b. What is NJCU's preferred internet browser? (i.e. Firefox, Internet Explorer)

The University does not have a preferred browser.

63. Operational Budget:

a. We understand that the RFP states that there is a five years of prior data requirement. As this process can be very time-consuming, do you feel your team could upload 1-5 of those years with proper training?

Yes.

c. Are there any other systems NJCU desires the new budgeting solution to integrate with other than the PeopleSoft Financials v9.2 listed in the RFP?

No.

i. HR/HCM for Personnel Budgeting?

Yes, all under the Peoplesoft ERP.

c. What GL segments and non-GL segments are used in budget development, such as funds, programs, projects and departments etc.?

Accounts-Funds-Departments-Projects/Grant-Budget References

i. What is class segment is used for?

The University budget is completely GL based. Segments are therefore needed to correctly allocate the budget.

d. Does NJCU currently use budget requests in the planning project?

Yes.

e. How many years are planned during budget development?

Currently one year. The University's goal is to plan for three years.

f. Can NJCU provide the COA design?

i. Is there one COA for both budgeting and actuals (GL) or are multiple COAs being used?

COA design:

1 – For Assets

2 – For Liabilities

3 – For Fund Balances

4 – For Revenue

5 – For Expenses

Transactions follow Budget Combination Edit Rules

Accounting (Chartfields): Accounts-Funds-Departments-Projects/Grant-Budget References

g. Does NJCU use different COAs for different FY and budgeted years?

Not COA, it might use different projects/grants and Budget References.

h. Can you please confirm that NJCU only uses fiscal year?

The University as a company uses Fiscal Year. Salaries have to be calculated both – Fiscal year for the company and Calendar Year for IRS purposes.

i. Is there a requirement for the solution to provide both fiscal and calendar year options?

As for all companies that have Fiscal Years, the system should be able to provide salaries based on both.

j. Is there any agency or a department that use either calendar year or fiscal year?

All are under Fiscal Year.

k. Do you allocate any expenses?

Yes.

- i. If yes, have you identified your allocation drivers?

Yes.

- ii. If yes, what are they? (Revenue, Headcount, SQFT etc.)

All.

- iii. Quantity?

Multiple, and subject to change thus the system must be flexible.

- l. Are these allocations single or multi step allocations?

Multi-step.

- m. Have you standardized these expense allocation(s) across your departments?

No, only certain cost centers.

64. Personnel Budget:

- a. Are discreet salary cost factors (earnings, allowances, etc.) individually maintained with separate GL codes?

Yes.

- b. Is there any discreet code or way to identify vacant position in NJCU's HR system?

No.

- c. Are the COLA and next step increase dates stored in your HR system?

Yes.

- d. If so, is there any discreet code or way to identify which one is which?

Yes.

- e. Can NJCU provide an estimate on the number of unique collective agreement clauses that are salary impacting?

Four.

- f. How does NJCU calculate turnover?

By departments and employees.

- g. Is it by employee or by department or by any other way?

Both.

- h. Does NJCU assume all existing and vacant positions' start date is the first day of the budget year?

No.

- i. Does NJCU employ any pool or shared positions or all the positions are single encumbrance?

The University uses Position Control to allocate positions that are single encumbrance to multiple cost centers. For example, if an employee transfers from one department to another.

- j. Currently, does NJCU allocate position/employee cost to multi fund, department, grants and/or projects?

Yes.

65. Grant Budgeting:

- a. Does NJCU spend their Grants effectively (minimal underspend nor overspend)?

Yes.

- b. Is the Grant accounting automated or a heavily manual process?

It varies depending on the grant.

- c. What is the official source for the \$35M-\$40M in grant and contract data?

Financial Aid, Local and Capital grants.

- d. Does NJCU have grants that are for multiple years?

Yes.

- e. How does it budget for grants?

Based on the grant award.

- f. Is there any discreet code or way to link the new/future grants replacing existing/expiring grants to facilitate accurate calculation of carryover amounts on multi-year grants?

Budget Reference Codes

- g. Does NJCU perform grants planning at the same level of detail as PeopleSoft GL chart fields or at a lower or higher level of detail?

Same level.

- h. Does NJCU use budget requests in grants planning today?

Yes.

- i. How many years are planned for during grants budget development?

It depends on the grant.

- j. How many types of grants budgeting does NJCU perform?

Three

- k. Is grants planning performed in advance of other phases of the budget process?

Yes.

66. Capital Expense Budgeting:

- a. What is the official source for capital expense planning data such as depreciation, project data, etc.?

Depreciation.

- b. Does NJCU use budget request process for capital expense budgeting?

Yes.

- c. Does NJCU perform capital expense planning at the same level of detail as PeopleSoft GL chart fields or at a lower or higher level of detail?

Same level.

- d. How many years are planned for during capital expense budget development?

Most are annual, however some projects are multi-year.

- e. How many types of capital projects does NJCU budget for?

Currently 2, however the system must allow for more in the future.

- f. Is capital expense budget performed in advance of other phases of the budget process?

No, at the same time.

- g. How do you plan for depreciation expense?

Depreciation is dependent on the spending trend.

67. Standard Reports:

- a. Can NJCU please provide a list of current standard reports that are used to validate budget entry?

Budget vs Actual reports

- b. Can sample reports also be provided to responders of this RFP that aren't publicly available on your website?

Not without a Signed NDA

- c. What is the expected number of standard reports to be configured?

Eight

- d. Does NJCU intend to configure any required reports?

The software should facilitate the process to allow a few super users in-house to configure any required reports.

68. Creation/Publishing Budget Books:

- a. Related to budget book publishing, is NJCU looking for the vendor to do most of the of work in order to produce the book vs. will NJCU staff do most of the heavy lifting, or will the effort be shared?

Shared

- b. Related to budget book publishing, is NJCU looking for the system to replicate the current design/layout of the budget book, or is NJCU open to changing design/layout?

The University is open to different solutions.

- c. What are the number of narratives that NJCU is requiring (i.e. one for department, one for each category, etc.?)

One for departments and one for Super-Users (Software Administrators).

- d. Does NJCU intend to develop all the reports required for the Budget Book?

Yes.

69. Change Management and Training:

- a. Can you provide a more detailed breakout of the projected affected end-users.

110

- b. Finance or other offices by college/department

5 Finance 105 colleges/departments

- c. By role with number in each role

3/107

- d. To whom do these users report?

Depends on the user.

- e. NJCU has mentioned that it requires training.

Yes.

- f. What training approach does NJCU prefer? Custom end-user training where the selected vendor creates training material and conducts the end-user training or "train-the-trainer" approach where the selected vendor creates the training material and trains the administrators only and the administrators conduct the end-user training.

Train the Trainer approach.

- g. Does NJCU administer training using a learning management system (LMS)?

No.

- h. If so, what is the LMS?

Not applicable.

70. Security:

- a. Does NJCU plan on integrating security with LDAP/active directory?

Yes.

- b. Does NJCU plan on integrating security with single sign on?

Yes, single sign-on

71.1.2.1 Contract Terms

- a. The Contract Terms are a bit confusing. This says the contract will be from September 2018 to May 2019. [vendor] is a cloud based subscription software platform, and our terms are typically 1 year or multiple years. The implementation (or one time services engagement) will only be 12-16 weeks during that period. Any clarification you can provide here would be helpful

As per Clarification A:

NJCU reserves the right to issue a single award to the responsible bidder, whose bid, conforming to this RFP is most advantageous to NJCU, price and

other factors considered. The contract(s) awarded will have a term of one (1) year commencing from the date of award renewable at the option of the University for four (4) additional one (1) year terms

The Implementation phase should commence by the end of September 2018, with completion by May 2019.

72.3.1.3 Architecture and Integration

- a. The majority of our customers will pull 3-5 different sources of data into {vendor} for planning purposes. Typically these sources include financial data (coming out of PeopleSoft), headcount data (to forecast Personnel expenses), and operational data (ie Registration numbers). I would like to confirm that this data is all contained in PeopleSoft. If not what other systems are in play?

Yes.

73.5 Financial Proposal

- a. The system is user based, so in order to come up with a price I need to understand how many [different types] users NJCU will require.

5 Finance 105 colleges/departments

The RFP proposal due date is Thursday, September 6, 2018 at 2:00 p.m.

All other terms and conditions of the bid specifications shall remain the same.

END OF ADDENDUM