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## ADDENDUM 4

**To:** All Interested Proposers  
**From:** Lucy Balderama, Inventory Bid Technician  
**Date:** June 6, 2009  
**Subject:** RFP #09-041, RFP - Enterprise Resource Planning System (ERP)

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The Purchasing Department received a question relating to the above referenced proposal; the response to the following question:

### General

1. What are the current applications you are running today?

We are currently running the following applications

Module	Release/Vendor
Financial Accounting Management Information System (FAMIS)	Release 4.2/Cogsdale
Budgeting Software (BPREP0)	Release 4.5/Cogsdale
Fixed Asset Software (FAACS)	Release 4.2/Cogsdale
Integral (Payroll/Human Resources)	Release 9.55/Integral
Time and Attendance	Release 4.3/Kronos

2. What applications do you intend to keep?

This will depend on the detailed business requirements response we receive from the vendors. See attachment 1 of the RFP for detailed business requirements.

3. What are the key business drivers and IT drivers for the application evaluation process?

Part of the application evaluation process will be comprised of attachment 1 of the RFP. See response to question 4 below for key business drivers.

#### 4. What are the key IT challenges in serving the City?

This is a county ERP; therefore, the challenges supporting the implementation of a new ERP system include:

- The County's existing administrative software systems are antiquated and will no longer be supported, requiring a "forced" migration to the current vendor's new product or replacement with another software solution.
- Migration from mainframe architecture to the latest network technology.
- Complete seamless software and systems integration and one-time entry solutions to include Payroll and Human Resources, Accounting (GL, AR, AP, etc.) Fixed Assets, Budget and Forecasting, Cashiering and Cash Management, Grant Management, Requisition, and Purchasing Management Software while maintaining and enhancing technical, functional, and procedural innovations that may be available.
- Uniformity with uniform chart of accounts and financial reporting.

#### 5. What decision criteria will be most important in determining a new business system?

There isn't one decision criteria that will be the most important in determining the business system. The ERP applications will provide visibility into the county's finances through automation and process support for any activity that has a financial impact and provide financial reporting data. The core financial management applications consist of the following modules:

- General Ledger (GL) — The GL records and aggregates the financial impact of transactions in accordance with user-defined classifications. It produces financial accounting reports in accordance with generally accepted accounting principles (GAAP).
- Accounts Payable (AP) — Records and tracks invoices or payments due to suppliers, contractors, etc., and manages the payment of these items.
- Inventory/Asset Management — Tracks the financial value of fixed assets, enabling an auditable "asset register" to be produced. Maintains a history of accounting events that occur during the life of an asset (such as depreciation and revaluation) in accordance with GAAP. It also maintains a physical location of the asset for audit purposes. In addition to the core financial applications, the following modules are an extension to ensure financial functionality.
- Projects and Grants — The ability to monitor expenditure against projects and grants using expenditure classifications and time periods that differ from those used in the GL but that are immediately reconciled with them. Project and grant systems support project managers (for example, expenditures analyzed by work breakdown structure and life-to-date) while posting financial information from the same transaction to the appropriate GL period and cost codes.
- Treasury and Cash Management (Accounts Receivable) — Functionality to manage currency exposure, hedging and increasingly in-house banking and cash pooling. This functionality provides the cash management capabilities.
- Reporting and analysis capabilities — In addition to the reporting capabilities provided with the modules, users of financial applications expect advanced reporting and analysis capabilities. These include integration with Excel and other desktop reporting capabilities, the ability to perform multidimensional analysis from many perspectives on financial data, and capabilities to create data warehouses based on the financial data model that enable financial data to be analyzed with budget and forecast data.

- Budgeting, payroll, and human resources — A budgeting, payroll, and human resources system that is part of the ERP management suite. This should support common metadata, therefore, allowing data to be imported and exported to other ERP modules.

6. Please rank the top 3 areas in which you believe your organization is most constrained by technology solution.

See response to question 4 above.

## Reporting

1. What reporting technologies does your organization support today?

The reporting technologies are the reports developed by information technology personnel and reports from the system.

2. What are key challenges around reporting and how do you distribute reports to the users today?

One of the key challenges is to allow the end-users the capability to query reports. Currently some reports have to be developed by the information technology department. Reports are distributed via the current application system and distributed by the information technology department for customized reports.

3. Are the City users able to easily analyze information?

Yes, county users are able to easily analyze the information.

4. Do all decision makers have a central point of access to data and information?

Yes, decision makers have a central point of access to data and information.

5. Is it easy for City users to create, modify, execute, find and store queries?

For some information the county users can query the information; otherwise the users need to contact the information technology department.

6. Is it easy for City users to design and create formatted reports optimized for presentation and printing?

For some information the county users can access the required reports; otherwise the users need to contact the information technology department.

7. Do City users have personalized access to information to support quick and efficient decision making?

Yes, the county users have personalized access to information for their decision making process.

8. Are there any plans for changing the current organization/reporting structure over the next three years?

There are no plans for changing the current organization/reporting structure over the next three years.

## **Integration**

1. How significant is the issue of integrating heterogeneous systems and applications going forward ?

Integration will be an important factor in integrating heterogeneous systems and applications going forward.

2. How many interfaces do you have today? Are they point to point interfaces?

We have about 10 different point to point interfaces between our Timekeeper, payroll and financials databases.

3. Do you have any batch interfaces? How many?

All of our interfaces are batch interfaces.

4. Do you have an integration middleware today?

Yes, we have few middleware products.

5. What are key challenges around integration today?

Multiple platforms and operating systems, and to maintain our databases synchronized.

6. What are type of platforms, systems, and applications that you need to interface and integrate with?

We have NT servers that support SQL databases that interface to our mainframe platform to interface with our Payroll and financial software products.

## **Security**

1. What is your current security model?

We use WinNT

2. Do you provide single-sign-on to the city users?

Yes, single sign-on is provided to county users.

3. What are key challenges around accessing systems?

The use of multiple software products and data format.

## **Platform**

1. What is your OS/DB Preference?

Window and SQL server

2. What is your current OS/DB platform?

Current OS is Windows and DB is SQL

3. What is your preferred hardware platform?

We don't have a preferred hardware platform.

4. Do you use any kind of virtualization today?

Yes, the county uses virtualization.

5. What is your current User Interface strategy?

To create a user interface that enhances the user experience; therefore, assisting employees find the content they need to get the job done.

6. What kind of Network technology do you have currently?

Dell Servers, Dell Tape Backup Libraries, Dell/EMC SANs for data warehousing, Cisco routers and switches, HP UNIX servers

## **Development**

1. What is your development environment ? .NET or Java?

We currently utilize .NET and Java within our development environment.

2. How much custom development do you do today?

About 20 percent of software within the county is custom development.

3. What is the typical length of development projects? Please describe simple to complex projects and their durations?

Project developments typical length are around four months. The simplest would be developing interfaces between software applications (2 weeks); while complex would include specialized applications for respective departments (6 months).

4. How do you manage business rules today? Do you code or configure?

By communicating and listening to end-user requirements. With this in mind the IT department will then code or configure the applications to meet their requirements.

5. What are the key reasons for custom development activities?

To allow end-users the ability to accomplish their functions more efficiently and effectively.

### **Organization**

1. What is your IT staff constitute of?

IT staff is comprised of Chief, Technology Officer; Director, Information Technology, hardware specialist, network specialist, software developers, help desk technicians.

2. How many developers do you have today?

There are six developers.

3. How may DBA and system administrators do you have today?

There are three DBAs and five system administrators

### **Service Oriented Architecture**

1. What is your strategy around SOA?

To provide the integration and exchange between applications on different platforms.

2. Do you use web services today?

Yes, we utilize web services.

3. How may web services do you have and what are functions of the services?

There are about 10 web services. From providing county clerk documents, district clerk documents, electronic filing, payment of citations on-line.

4. Do you have SOA middleware today?

Yes

5. How significant is SOA in your current and future IT strategy?

It is important that we can access other platform and databases from older software products to be able to access history data and data from other government entities.