



SYRACUSE CITY SCHOOL DISTRICT

Anthony Q. Davis, Interim Superintendent of Schools

Office of Finance

Suzanne Slack, Chief Financial Officer

November 3, 2022

RFI #SCSD2023-001 – Cloud ERP Solution and Implementation Services: Addendum #1

NOTICE TO ALL POTENTIAL RESPONDENTS

This Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal deadline has been changed to 3:30 pm EST on DECEMBER 10, 2022 by EMAIL TO RFP@SCSD.US.

A PDF version of the response **AND** a completed excel file of Attachments A-D should be submitted by email to RFP@SCSD.US.

No original or paper copies of the response and no electronic version of the response on USB/DVD/CD need to be mailed to the District.

1.0 – RFP CHANGES

The following change(s) have been made to this RFP:

Item	Section	Description of Change
1.1	Submission Deadline and Methodology	<p>The submission deadline has been changed from 3:30pm EST on December 1, 2022 to 3:30pm EST on December 10, 2022.</p> <p>The submission methodology has been changed from one original and 10 paper copies and one electronic version mailed to the District, to an electronic PDF version of the response AND a completed excel file of Attachments A-D submitted by email to RFP@SCSD.US.</p> <p>No original, no paper copies and no electronic version on USB/DVD/CD need to be mailed to the District.</p>

2.0 – QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.

Item	Questions and Answers
2.1	<p><u>Question:</u> Could you please provide additional clarity around the overall the RFI process. Is the District intending to have a follow on process for the selection/award? Is it necessary to respond to the RFI in order to be considered for down selection or award?</p> <p><u>Answer:</u> Yes, ERP system is anticipated to be selected based on the results of the RFI.</p>
2.2	<p><u>Question:</u> What mechanism is being used in PeopleSoft to attach documents within the system?</p> <p><u>Answer:</u> Attached documents are stored in the file system with a link to the file inside the database.</p>
2.3	<p><u>Question:</u> Will the proposed system have a single Chart of Accounts or several based on separated financial statements?</p> <p><u>Answer:</u> A single chart of accounts is used.</p>
2.4	<p><u>Question:</u> How many GL companies does your organization have?</p> <p><u>Answer:</u> The current ERP system has three business units (SHARE, SCSD1, POCAP). Extraclassroom Activities (ECA), which are student run funds, is currently handled in another system (ASBWorks). ECA would be an additional potential business unit if we are able to move ECA into the new ERP system as desired. We are not opposed to using a different set-up for business units in the new system that would be more efficient.</p>
2.5	<p><u>Question:</u> Are there multiple Charts, Calendars, Ledgers, or currencies in use in your current system?</p> <p><u>Answer:</u> PeopleSoft uses one chart and one currency. There are Fiscal Year and Calendar Year calendars. There are general ledgers based on fund and multiple budgetary ledgers based on fund and level of detail.</p>
2.6	<p><u>Question:</u> Please describe the types and number of benefit plans offered as well as eligibility tiers</p> <p><u>Answer:</u></p> <ol style="list-style-type: none">1. Self-insured medical and dental for active employees and retirees – currently with Excellus BlueCross BlueShield2. Self-insured prescription plan for active employees and retirees – currently with CVS3. Fully-insured vision coverage for active employees and retirees – currently with EyeMed

	<p>4. Fully-insured Medicare Advantage Plan for Medicare-eligible retirees – currently with United Healthcare</p> <p>5. Flexible Spending Accounts and Health Savings Accounts – currently with Lifetime Benefit Solutions (through Excellus BlueCross Blue Shield)</p> <p>All plans are 2-tier – single and family (2 or more).</p> <p>In addition to health plans, the District has a 403b/457 deferred compensation plan with is administered through US OMNI.</p>
2.7	<p><u>Question:</u> Does your organization have a PMO and does it encompass Organizational Change Management? To what degree do you want the proposed vendor to offer/participate in OCM?</p> <p><u>Answer:</u> See response to 2.12 below.</p> <p>The District has engaged the services of a consultant to serve in the role of Project Coordinator/Project Manager for the District representing the District’s interests.</p> <p>The implementation vendor will need to have a separate, designated PM to represent the vendor’s interests.</p> <p>Vendor’s OCM staff would provide standard communication and marketing materials as well as standard training materials and training. The District’s consulting firm OCM staff would then tailor the messaging and training materials to the targeted stakeholders and user groups to ensure applicability and getting the right information at the right time to the right people.</p>
2.8	<p><u>Question:</u> Is your payroll processed for the entire organization at one time or do you run multiple payrolls divided into specific entities, divisions, or departments?</p> <p><u>Answer:</u> Payroll is processed on the 15th and the last day of each month for all employees.</p> <p>One off-cycle check run is completed after each payroll for items such as checks that were not received in the mail, direct deposits that were rejected, urgent late timecard submissions, etc. Infrequently, two off-cycles check runs may be completed after a payroll before the next scheduled payroll.</p>
2.9	<p><u>Question:</u> How many different pay cycles are employees paid on (Biweekly, Weekly, Semi-monthly etc.,)? Do you process payroll every week?</p> <p><u>Answer:</u> Payroll is processed on the 15th and the last day of each month for all employees.</p>
2.10	<p><u>Question:</u> Will the District consider NOT requiring paper copies and only requiring electronic versions of the proposal? The need for 10 copies seems substantial rather than a single electronic email submission, which will also allow more time for vendors to pull together a comprehensive solution.</p> <p><u>Answer:</u> Requirements are modified to be submission of a PDF version of the response <u>AND</u> a completed excel file of Attachments A-D by email to RFP@SCSD.US.</p>

2.11	<p><u>Question:</u> Will the District please consider a 1–2-week extension in the due date? There are an extensive number of requirements to complete within the spreadsheet (~2,000+) and the RFI document, and with printed copies required, even without the spreadsheet needing printed, there is a concern in responding and printing / shipping within the timeframe allotted, and also considering that the Thanksgiving Holiday is also within the procurement window.</p> <p><u>Answer:</u> Submission deadline is extended to 3:30pm EST on December 10, 2022. Also, see change to format and delivery of submission in question 2.10.</p>
2.12	<p><u>Question:</u> Are you working with a selection firm for this effort?</p> <p><u>Answer:</u> RFP#SCSD2023-006 for ERP system selection assistance, organization change management services and project management services for implementation is on the District’s Board of Education’s November 9, 2022 meeting agenda for award to BerryDunn.</p>
2.13	<p><u>Question:</u> Treasury/ Cash Receipts/” The system allows cashiers to apply payments to a customer's account in advance, then apply those funds to an invoice at a later date” - A solution partner can process a payment on an account that does not have a balance due. However, can we post the payment to Infor as an on-account payment? The second portion of the question (“...apply funds to an invoice as a later date.”) is something CloudSuite would need to manage, is this acceptable?</p> <p><u>Answer:</u> On-account payment functionality is currently used by the District for payments made in advance.</p>
2.14	<p><u>Question:</u> Treasury/Cash Receipts/ “The system allows workflow for deposit that is not associated with an invoice so that a supervisor can add the correct budget number to the deposit prior to posting” - Is it possible to send us a case of this requirement so we can better understand the needs?</p> <p><u>Answer:</u> The District mainly invoices for facilities rentals, benefits premiums, and grant-funded program/project reimbursements. Other items such as State Aid payments are not associated with an invoice. Different types of State Aid payments have different budget numbers.</p>
2.15	<p><u>Question:</u> Treasury/Cash Receipts/ “System allows import of data from bank to post deposits” - Is it possible to receive a sample of the import file or a description of the file format?</p> <p><u>Answer:</u> This functionality is not available in the current ERP system so the bank does not currently provide this type of report. If the functionality was available in the new ERP system, the vendor and the District would work with JPMorgan to create a report in the format needed by the vendor to allow for this type of automated processing.</p>
2.16	<p><u>Question:</u> The RFI is labeled 01a and Attachments A-D are labeled 01c. Is there another document, 01b?</p> <p><u>Answer:</u> There are two documents – the RFI and the excel file for Attachments A-D referenced in the RFI.</p>

2.17	<p><u>Question:</u> Does the District have a preference for the implementation of Financials modules first and HR/Payroll after or vice versa?</p> <p><u>Answer:</u> No, as the sequence depends on the solution chosen. The District defers to the vendor on what is the most efficient sequence for purposes of the timeline.</p>
2.18	<p><u>Question:</u> Are there common business processes for all Business Units such as procurement and A/P? Is data like vendors, customers, etc., shared across all Business Units, or does data need to be segregated?</p> <p><u>Answer:</u> Yes, purchasing and payables systems and receivables systems are shared as well as the related Vendor and Customer files are shared.</p>
2.19	<p><u>Question:</u> Are JSCB and School Activity Funds (ECA) managed completely independently of District Financials or are these activities reflected in the District books/General Ledger and in Peoplesoft?</p> <p>Does the District use a third-party system for Student Activity Funds payment and collections activities?</p> <p><u>Answer:</u> JSCB is recorded in the District's Peoplesoft. ECA is recorded in ASBWorks and then summary entries are recorded to add the activity for the year into Peoplesoft.</p>
2.20	<p><u>Question:</u> Can the District provide a full list of all inbound and outbound integrations/interfaces to PeopleSoft?</p> <p><u>Answer:</u> Inbound includes systems such as Frontline and Hyperion. Outbound includes system such as Frontline, Hyperion, Oracle nVision, SchoolTool, PaperCut for printing at copiers, Active Directory and ID badge system, StaffTrac, health insurance vendors, NYSTRS and NYSLRS retirement systems and NYSED/SIRS.</p>
2.21	<p><u>Question:</u> Are there any time clocks or other timekeeping hardware deployed at the District?</p> <p><u>Answer:</u> No</p>
2.22	<p><u>Question:</u> The District currently uses Hyperion as the budget preparation application for General Fund and Excel for Capital Projects and Grants budgeting. Is the replacement of Hyperion anticipated to incorporate all budgeting (Operating, Personal, and Capital) in a single application?</p> <p><u>Answer:</u> The new ERP solution will need to house budgeting for all funds including grants and capital projects.</p>
2.23	<p><u>Question:</u> Do you prepare detailed position budgets for departments by using actual assumptions from the HRIS system?</p> <p><u>Answer:</u> Yes, actuals are used from the HR module of PeopleSoft.</p>
2.24	<p><u>Question:</u> How often you perform budget transfers/adjustments?</p>

	<u>Answer:</u> Budget transfers and adjustments are performed on a daily basis throughout the year as funding needs to be reallocated based on the actual needs of schools and departments and when budget amendments are approved by the Board of Education.
2.25	<u>Question:</u> Does the district office create allocation for each school using average position cost and FTE forecast? <u>Answer:</u> Costs are budgeted at the school/department level. Position budgets for the school are based on the location of the position as assigned in the HR module of Peoplesoft.
2.26	<u>Question:</u> Is the position budgeting centralized (district office formulate) or decentralized (individual school principal formulate) <u>Answer:</u> Position budgeting is centralized.
2.27	<u>Question:</u> How many budget books are prepared? For e.g. Department book, Individual school book? <u>Answer:</u> The Budget Book is prepared for the District. Individual budget allocations (not a budget book) are provided to departments and schools after budget adoption.

Sincerely,

Suzanne Slack
Chief Financial Officer

END OF ADDENDUM