THE UNIVERSITY OF SOUTHERN MISSISSIPPI

January 15, 2021

ADDENDUM 1 TO RFP 21-47

This addendum provides answers to questions submitted by prospective bidders. The University's answers are shown in RED.

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1. Would you mind confirming by whom this RFP was prepared? Were all questions/requirements prepared by USM internal team members or were some of these questions provided by external parties (external consultant, etc.)? USM internal staff.

2. What vendor presentations or demonstrations has the USM team seen within the past 12 months on this topic? That information is irrelevant.

3. Was an external consulting firm involved in helping USM prepare this RFP? No.

4. Would it be helpful for USM to understand if a vendor has an existing contract with another public university in the state of Mississippi? Yes.

5. Does the USM team have a desired go-live date for the CPM tool? Is there a project kick-off date in mind? Approximately July 1, 2021.

6. Per number 35 on the general terms and conditions the submission can be made electronically – is there a preference for paper? Electronic submissions are allowed as stated in the General Terms, Conditions, and Instructions under #35. Proposals submitted electronically must be submitted through the online portal (instructions provided). Emailed proposals **will not** be accepted.

7. For the initial roll out – how many users, do you anticipate accessing the system? Would they all be administrative users? Phased approach approximately 10 admins.

8. How would you like us to address the requirements outlined in the Appendix C excel spreadsheet? Use the same document/format as provided.

9. Is there a preference for a SaaS solution vs hosted solution? Hosted.

10. May we use our own format to present pricing for software and implementation in? Yes, but break out one-time verses annual costs.

11. Would you consider using an implementation partner? That is not an issue but will have to be part of the bid and payments will be made to the vendor that submits the bid.

12. Is there a desired go-live date/ project timeline? Around July 1, 2021.

13. What steps will take place prior to award? Will USM engage vendors in product demonstrations? We could for a 'short-list' of vendors as part of the scoring process.

14. Section A, page 9 – states that "Each bid must be submitted in a sealed envelope bearing on the outside the name "Electronic Research Administration and Risk Compliance Software"… Is that naming correct or should this be changed to "Budget Development Software". This was an error should be 'Budget Development Software'.

15. Should Capital project budgeting capabilities be included? (It can be added later.) No.

16. Should a transparency, visualization tool be included to share budget data through the Web in a controlled fashion that can be access by all or selected stakeholders who are not budget system users (e.g., board of trustees, the general public)? No.

17. Can you please provide the "Mississippi Department of Information Technology Services, Security Services Division, State of Mississippi Enterprise Cloud Offsite Internet Hosting Security Policy." Yes.

18. How does the organizational structure work in your budget? It sounds like you have Cost Centers, Departments, and Divisions. Are the Cost Centers the level at which you create the budget, which then roll up to your Departments, and then to your Divisions? We have departments (considered cost centers) that roll up to Schools/Divisions that roll up to Colleges (academics only) that roll up to VP's Units.

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19. How many Cost Centers, Departments, and Divisions are you budgeting for? Approximately 425 cost centers/departments that roll up to approximately 15 VP Units.

20. How many Admin and non-Admin users will you need? Phased approach with eventually 5 – 10 administrators and 80-90 non-admin users.

21. In your HR budget, how many positions are you budgeting for? Approximately 2200 Are all employees budgeted as individuals, or are some budgeted as groups (e.g. a group of 20 maintenance staff who are all on the same pay scale)? Most are budgeted as individuals but some are budgeted as groups.

22. If a vendor is not FedRAMP certified or has not implemented FedRAMP low baseline controls (at any level), does that disqualify the vendor from USM's evaluation? No, the vendor is not disqualified but an assessment will need to be done and the risk determined with a request to the state to provide an exception.

23. If a vendor does not fulfill the WCAG 2.1 requirement specifically, does that disqualify the vendor from USM's evaluation? No, the vendor is not disqualified but an assessment will need to be done and the risk determined.

24. Should Appendix B be used to provide pricing for the budget development software and implementation services? How do you want the vendor to distinguish between one-time costs and annual costs? Should field E be used for annual software subscription costs? No, this form is not used for that purpose, add a spreadsheet format in your response to indicate the costs with the one-time and annual broken out there.

25. When do you anticipate awarding the RFP? Depending on the number of bid responses, it will be approximately 2 to 4 weeks after the bid opening.

26. When do you anticipate starting implementation? As soon as the award and final approval is signed off by legal and procurement.

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27. What is your desired date to begin using the system? Tentatively sometime between May 1st and August 1st dependent on implementation time frame as well as when final contract is signed.

28. How many read-write user licenses do you need? These licenses are for users who need the ability to enter and edit data or approve budgets.

    Phased approach – Tentative dates as well:

    Go Live day one – approximately 10 users

    Approximately 6 – 8 months after implementation – 75-100

29. General Terms – 9.): Will the University allow for the award of contract to multiple parties (software and services providers) or does the University prefer to contract with one single entity and allow for subcontracting of services?
    Contract with one single entity and allow for subcontracting of services.

30. General Terms – 19.): Will the University accept a response firm, fixed pricing on the software and a time and materials approach for services if it aligns best with the project approach and knowledge transfer to the client?
    Fixed pricing for all licenses & services.

31. General Terms – 19.): How does the University desire/prefer to contract with software vendors and 3rd party implementors under a single contract or is the University indifferent and will evaluate later in the process which is more advantageous for the institution?
    A single contract.

32. General Terms – 35.): Will the University confirm the allowance for the electronic submission of the bid responses via the information provided?
    Same answer as question #6 above.

33. Do all reporting solutions directly access the ERP or is there a separate data warehouse being leveraged being leveraged that may facilitate reporting beyond the core users?
    We do not use a separate data warehouse currently.

34. How many resources is the University currently expect to be allocating to the project team, what is their background and expected roles on the project? (including project management)
    PM, BA and 6 department staff.

35. Are the current state/desired, future state calculations and processes relatively well documented or known? Will significant changes to logic beyond what is included within the RFP, best practices, existing Excel models or other documentation be needed as part of the process? Yes, currently a lot of manual processes that will be automated.

36. Can the University define the expected integration points needed by the following:
    a. Source system
    b. Type of data
    c. Recurring or one-time
    d. Inbound or outbound

We have two PeopleSoft applications, financials & HR that will be used.

37. Are there any significant blackout periods for resources that will be leveraged on the project or other significant projects that may impact resource availability over the expected duration of the project? End of fiscal year is June 30th.

38. Can the University provide the expected total users and breakdown by users for the following types to best provide detailed licensing costs and understand the rollout?
    a. Administrator User
    b. Frequent Input User (Daily/weekly read/write users)
    c. Infrequent Input User (once per month for example)
    d. Reporting/View Only User

    Go Live day one – approximately 10 users

    Approximately 6 – 8 months after implementation – 75-100

39. What is the target start and go-live dates for the project? Tentatively sometime between May 1st and July 1st dependent on implementation time frame.

40. What is the University's budget methodology (ZBB, Incremental, RCM, etc.)? Incremental only.

41. Appendix C - Security: Can the University further elaborate on any FedRAMP requirements as they pertain to this solution?
    All state agencies are required to meet sate data security regulations for hosted solutions.

42. Appendix C – Functional Requirements: Does the University perform budgeting and multi-year planning at differing levels, if so, can the University describe how these

processes are done currently and your desired end state? Multi-year planning for our General Fund budget is done at a very high level(University level). The University Budget Director (Lynn Smith) is responsible for this. So, individual departmental multi-year planning will not be necessary in this system. However, we have approximately 15 Auxiliary Units that will need the capability to use some type of multi-planning tools. Examples are Residence Life, Health Services, and Transit Services.

43. Has the University met with or seen any vendor presentations within the last twelve (12) months leading up to this RFP? That information is irrelevant.

44. How many users are anticipated to transact in the system?
    Go Live day one – 10 users

    Approximately 6 – 8 months after implementation – 75-100

45. Will the vendor of choice have an opportunity to interview the end users to develop the best processes and practices that we want to implement at the organization? Yes, as part of the implementation process after the award.

46. What roles and approximately how much time do you expect being contributed from internal project team members? PM, BA and 6 department staff, time will be allocated as needed along with daily operations tasks.

47. What are some outstanding business decisions and their timeline that may impact the application? None anticipated.

48. Are there any major business events and/or projects that may impact the timeline, scope, and business availability? (Aside from monthly and quarterly business schedules)
    Fiscal year end June 30th.

49. How many weeks of post go-live support are you expecting from the implementation partner? At least 2 to 4 weeks.

50. What is the expected composition of your organization's project team for this initiative?
    PM, BA and 6 department staff.

51. What degree of chart of accounts mappings will be necessary (low, moderate, extensive) and how much work has already been done on this effort? Ex: 1 to 1 or many to many
    Chart of account exists in Peoplesoft financials.

52. Is there a Chart of Accounts or Entity structure redesign that is required before the start of the implementation or during the course of the project?
Will use the existing chart of accounts.

53. Are there any data cleansing efforts that are required before the start of the implementation, or during the course of the project that are relevant? (e.g. Chart of Accounts cleanup)
Do not expect any.

54. Does the metadata source provide the necessary structure and content to build and maintain the dimension(s) (e.g. Account, Profit Center, Department, etc.) or is there any metadata manipulation, mapping/transformation, or cleansing required?
Yes, in PeopleSoft.

55. What is the current process used to manage metadata (e.g. Accounts, Profit Centers, etc.) in the General Ledger and other applications? We use trees and other PeopleSoft tools to store metadata. Our process is defined in the record structures of our Accounts and other chartfields records. PeopleTools tables provide the infrastructure for PeopleSoft applications by storing and managing PeopleSoft application metadata. This metadata consists of information that defines the application, such as records, fields, pages, PeopleCode, and security.

56. What kind of data load frequency and automation is expected as part of the process?
Position system information will be loaded originally from a custom-built table that will come from the Budget Office (not HR). We do not currently use a delivered PeopleSoft position management module. Our position system is managed within PeopleSoft but it is a custom built system. Once loaded into this new system, position will need to be updated from daily paperwork we receive for hiring's, terminations, etc. GL/operating budget data will need to upload daily.

57. Who is responsible for maintaining consolidation, budgeting, forecasting, and reporting hierarchies?
Budget & planning office.

58. Will there be a requirement for data conversion for prior year data? If so, how many prior years will be required?
Only required data from the past year will be converted.

59. "Is drill through to source system detail a requirement for data integrations? Depends on the functionality of the system.
If so, what level of detail is expected when drilling through? Depends on the functionality of the system.

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60. What is the user experience expectation when drilling through - redirect to source system login, display of detailed data on a new worksheet/screen, etc.?"
    Drill down option would be a nice feature if possible.

61. Approximately how many different hierarchies exist across the planning, budgeting, and reporting processes (e.g. budget hierarchy, management reporting hierarchy, forecasting, consolidated financials, etc.) 4-5.

62. What is your planning and budgeting methodology? Incremental only.

63. What planning and budgeting deliverables is the business responsible for? Annual budgeting and reporting to our board. We budget and report only on General and Auxiliary Funds. We do not budget or report on designated or external (grants) funds.

64. Please describe any "pain points" or limitations you encounter with your current approach.
    Most processes are manual at the moment, looking to automate all if possible.

65. Approximately, how many dimensions are in the current model and what would be their approximate size? (e.g. Accounts, Departments, Divisions/Work Units, Employees, etc.)
    We have departments (considered cost centers) that roll up to Schools/Divisions that roll up to VP's Units.

    Approximately 425 cost centers/departments that roll up to 15 VP Units, approximately 2200 employees budgeted.

66. What are examples of different forecasting models that you can describe or please share?
    We only need the ability to forecast (in our General Fund) at a very high-level using drivers or some type of scenario management. Individual departments will not need this ability. Only the Central Budget Office will use this function. Example would be as follows: If we increase tuition by 1%, how much more revenue will that give us. We would then want the system to calculate the dollar amount based on actual revenue received in the previous (or current) fiscal year. We are not seeking a system that integrates student data into the modeling/scenario management. However, if that functionality were available we would research that at that time.

    Our Auxiliary Units do need the ability to forecast somehow via a 5-year plan using different drivers/inputs. Example if we increase our housing rates 1% every year over the next 5 years, how much new revenue would we recognize (or something similar to this).

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67. How many drivers, forecast scenarios, and financial modeling situations are you hoping to deploy? (e.g. current year budget, 5 year forecast, etc.) See answer above. We forecast at a very high level other than Auxiliary Units submit annual 5-year budget plans. The number of drivers/inputs needed would be a minimal amount.

68. For Workforce or Employee related expenses, is there a requirement to see the budget impact based on salaries, benefits, payroll taxes, merit %, etc.? If possible, yes.
69. For Workforce or Employee related expenses, is there a requirement to capture information at the employee level of detail, the position/job level of detail, or both employee and job level of detail concurrently? Various fields are needed to track employee data. Examples include: Pay rate, job codes, ID, type, title, etc.

70. For Workforce or Employee related expenses, is there a requirement to capture and plan for the split funding of a position across multiple cost centers, departments, or other categories? (e.g. position is 50% funded from department A and 25% funded from department B, etc.) Yes.

71. Is there a complete list of tasks associated with the processes described for existing systems, including Budgeting, Forecasting, and Reporting that you can please share? (e.g. Operating Budgets - Non Salaries, Operating Budgets - Salaries, etc.)
    Not necessarily. You can look over our website for more information on how we budget at https://www.usm.edu/fiscal-planning-analysis/

72. Is there a complete list of rules required today for the Budgeting, Forecasting, and Reporting processes that you can please share? (e.g. tables/charts, diagrams)
    No. Our website could help you understand more about our operations at https://www.usm.edu/fiscal-planning-analysis/.

    Related to forecasting: We only need the ability to forecast (in our General Fund) at a very high-level using drivers or some type of scenario management. Individual departments will not need this ability. Only the Central Budget Office will use this function. Example would be as follows: If we increase tuition by 1%, how much more revenue will that give us. We would then want the system to calculate the dollar amount based on actual revenue received in the previous (or current) fiscal year. We are not seeking a system that integrates student data into the modeling/scenario management. However, if that functionality were available we would research that at that time.

Our Auxiliary Units do need the ability to forecast (somehow) via a 5-year plan using different drivers/inputs. Example if we increase our housing rates 1% every year over the next 5 years, how much new revenue would we recognize (or something similar to this).

73. Please share a complete list of dimensions (e.g. Account, Profit Center, Department, etc.) and associated processes described for existing systems, including Budgeting, Forecasting, and Reporting(e.g. Operating Budgets - Non Salaries, Operating Budgets - Salaries, etc.)
    Budgeting – we budget by "Function" and "Object" and not down at the account level: Functions include: Instruction, Research, Public Service, Academic Support, Student Services, Institutional Support, O&M, Scholarships, and Transfers. Objects include: Salary, Wage, Fringe, travel, contractual services, commodities, capital outlay, equipment, and transfers.

    Forecasting: We only need the ability to forecast (in our General Fund) at a very high-level using drivers or some type of scenario management. Individual departments will not need this ability. Only the Central Budget Office will use this function. Example would be as follows: If we increase tuition by 1%, how much more revenue will that give us. We would then want the system to calculate the dollar amount based on actual revenue received in the previous (or current) fiscal year. We are not seeking a system that integrates student data into the modeling/scenario management. However, if that functionality were available we would research that at that time.

    Our Auxiliary Units do need the ability to forecast (somehow) via a 5-year plan using different drivers/inputs. Example if we increase our housing rates 1% every year over the next 5 years, how much new revenue would we recognize (or something similar to this).

    Reporting: Various reporting is necessary at a very high level summarizing our budget as well as some individual department reporting (example would be a report that lists all benefit eligible employees within a department).

74. For general budgeting, is there a requirement to separately track departmental input and various levels of adjustments performed by the budget office or other entities? (This is in addition to an ability to store different versions of a budget.)
    If available within the system, yes.

75. For budgeting, does USM have or foresee a need to have a method to track interdepartmental funding transfers within the budgeting tool?
    No, this is handled in PeopleSoft.

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76. Please list and describe the reporting packages you aim to create, their respective audience, and frequency.
    Examples of Reporting:

- List of every budgeted employee and their current rate of pay in the History Department
- Detailed list of budgets within the “Research” function
- Fringe Summary by department
- Report of every departmental budget and details of the budget

77. Would you end users outside of the budget office prefer to enter their budgets in an excel environment or on the web?
    Whatever option is easiest and most efficient.

78. At what frequency do you perform reforecasting? Monthly? Quarterly? By semester? Weekly?
    Monthly, quarterly, and by semester at a high level and not at the individual department level.

79. At what level of granularity do you want to plan your financial models?
    At the University and College level.

80. How many departments do you currently budget to?
    Approximately 425.

81. Approximately how many unique accounts will be used in the planning solution? (Intended for data input by budgeters/users; Statistical, referential, or as data drivers; Calculated or derived)
    Approximately 30 or so income account codes but only 10 or so expense account codes.

82. How frequently do you update or change departments, entities, accounts, etc. (i.e., metadata)?
    It depends. Budget information related to departments changes often. We also add new department and delete departments often.

83. What budgeting methodology is used at USM?
    Incremental only.

84. Do the same processes apply for both budgeting and forecasting?
    Not necessarily. We budget at a department level but most of our forecasting is done at the University level other than auxiliaries.

85. Will USM consider a two week extension on the proposal delivery date? (i.e. February 10th, 2021)
    We will extend the due date for this RFP to February 10th, 2021.

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86. Does USM have an estimated number of users that will be leveraging the system? Furthermore, does USM have an estimated breakdown of those users that will require read/write access vs. read-only?
    Go Live day one – approximately 10 users

    Approximately 6 – 8 months after implementation – 75-100

87. Does the current custom position management solution integrate with PeopleSoft HR to identify changes to employee pay, or is this maintained manually by the budget office? If integrated, how often is the data updated?
    Currently maintained manually by the budget office within a custom-made table within PeopleSoft. We do not use the delivered Position Management module.

88. After the budget is finalized (June 30th) does OFPA updated position budgets during the year, and are these changes fed to the budget as adjustments?
    The original position info once we purchase a new system will come from our custom-made table within PeopleSoft. It will not come from our PeopleSoft HR system. After budgets are finalized, changes are manually made to positions based on paperwork that flows in for terminations, hires, raises, etc. This process needs to continue. We DO NOT want or need the payroll data fed from our HR system.

89. Which chart dimensions/elements are actively budgeted? We budget for all General funds and Auxiliary funds. We do not budget for designated or Grant (external) funds.

90. Does OFPA currently perform in-year forecasting, which uses a blend of actuals and budget to forecast to year-end? Yes, but at a high level only (University level and not within each department).

91. What is the source of Position IDs? Based on this requirement "New position numbers created should not be duplicated from current or previously used numbers" it would seem that OFPA is maintaining Position IDs manually, and these are not sourced from PeopleSoft. Currently, yes. Correct.

92. How are benefits calculated? Is a composite fringe rate used and applied to each position/labor distribution? Yes. We currently apply fringe to all benefit eligible

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positons based on several fields such as state retirement rate, social security, health insurance, workers comp, etc.

93. Will USM provide IT resources to support data integration? Yes.

94. Will USM have a dedicated project manager to support the implementation? Yes.

95. When will USM resources be available to begin the implementation?
    Once the bid is awarded, estimated 2 to 4 weeks after the bid close.

96. Will all USM campuses use the solution? Yes.
a) If yes, do all campuses share a common chart of accounts? Yes.
b) If yes, do all campuses follow the same process/procedures as the main campus? Yes.

97. Does USM have any related, future-phase initiatives that may factor into the evaluation for this RFP? For example, enhanced planning & tracking of capital, grants, and/or commitments (financial encumbrances)? No.