

**Request for Proposal (RFP)**

**RFP No. 03222023**

**Capital Program Management Software Implementation & Integration**

**Q&A ADDENDUM #2**

1. Would you please identify the desired integration points between Workday and the PM System? In what direction will the integration flow?  An explanation of the flow of data for PO, invoices and payments and other integration points will allow for a more accurate implementation estimate.

Our goal is a two-way integration; eliminating redundant data entry. We are actively working through our business processes to identify these points in preparation for the implementation. A preliminary concept includes, but is not limited to the following:

* Push “Project Request” to Workday; return PR#.
* Push “Non-Spend Budget” to Workday; return notification of funds transfer.
* Push approved Contracts to Workday, begin requisition; return SPC# or PO#
* Push approved invoices to Workday; return notification of payment RC# and SI#
* Amendments thereof.

1. Was there a change in the questions of version RFP03222023\_Workbook\_CorrectVersion.xlsx posted before April 10, 2023 and the posted version April 10, 2023 called RFP03222023\_Workbook\_CorrectVersion2.xlsx? RFP No. 03222023 Q&A Addendum #1 Question 6 states that question 14.1.7 was revised to read “Respondent shall have data migration capabilities.” This is not the case in the new workbook.

No, that is a good point.  We did not correct the wording or change any of the questions between the two versions.  The brief response cell on the 14A Qualifications tab – line 33, number 10 in 14.2 Solution Requirements was unlocked to allow respondents access.

1. How would the University like us to format and submit the workbook? Is there an expectation of converting the excel sheet into a PDF and including it in the Hardcopy? Or would we be able to upload the excel onto the 2 soft copies?

It would be helpful to have a pdf in both formats as the official record and include the digital excel workbook on the soft copies.

1. What is the number of projects for 2023? And 2024? And what is the total attached dollar amount to those projects for 2023? And 2024?

Not available. Respondents shall base their response on the information available in the RFP and addenda.

1. Will pricing best evaluated on a 5-year timeline to give a true long-term cost of the software?

Respondents shall provide a pricing structure as for evaluation by the selection committee.

1. How many rounds of demonstrations will there be? Will Microsoft Teams presentations be allowed for the demonstrations/interviews?

As described in the RFP sections 15.1 and 15.2 up to 3 ranked respondents will be shortlisted for presentations. Per section 15.2 Presentations may be conducted in a hybrid format (Teams invite) with a minimum of one representative on-site. These presentations are 120 minutes each spread over two days. Barring unforeseen circumstances, the UA will make a selection without additional rounds.

1. Can you please provide an example of your ideal estimation toolkit?

Respondents are encouraged to describe their solution offerings for evaluation by the selection committee.

1. Most people setup the software as Phase I and implement the integrations as phase II. Is this your current expectation as well?

It is not our plan however, the RFP scope of work 2.2(2) states that respondents shall advise stakeholders on best practices for the configuration and deployment of the solution for the greatest value to the UA.

1. Is on-site training “must have” or “nice to have” and is on-site go-live support, “must have” or “nice to have.” We define go live support as a 3-month period. What amount of time would you be looking for onsite go-live support?

Section 14A.1.8 states the proposal “shall include” meaning “must have”. The RFP does not specify the terms however, respondents should identify their approach in the project plan (14A.1.5).

1. Please provide examples of the data you wish to have migrated. (i.e. please include where the data currently lives, what exporting features that system has, what is the data and what format is it in? Also, please categorize what percentage of the data falls into 2 categories, “We need to report across each data point” or “we simply need to store a document if it needs to be referenced or viewed on a later date.”

Please refer to the previous QA Addendum 1 4/10/2023 answer 6.

1. Can you please provide a list of all current software you are using?

Respondents shall base their response on the information available in the RFP and addenda.

1. Is the University fine with a shared multi-tenant cloud environment or do they prefer the security of a private cloud?

Respondents shall describe the solution platform in their response for evaluation by the selection committee.

1. Due to your timeline, and no mention as to when we will receive answers, would you consider an extension on the RFP due date as it currently only allows for 1 business day to make changes, edits, or additions, based on your answers and get them in the mail in as well since we can’t submit electronically. Typically, this is a 1-2 week timeline.

We respectfully deny the request, internal scheduling challenges do not support an extension.

1. We currently have 1 integration with Workday and it is in the process of being built. I see many references to Workday integrations, needs, and supplying references. Would not having multiple, finished, integrations with Workday disqualify us? Is this a “nice to have” or a “must have requirement?”

Respondents shall describe their experience and supply references for evaluation by the selection committee.

1. How many vendors have been invited to the RFP?

The RFP is open to the public.

1. Does the University have team members with a working knowledge of API integrations?

Respondents shall describe their experience with API integrations for evaluation by the selection committee.

1. Does the University prefer to be completely hands off, or “turnkey,” in regard to the Workday integration? Or would the University prefer to be involved in the setup of the workday integration (i.e. Having internal university team members building the half between the middleware and Workday?)

RFP Section 1. States “Respondents should provide detailed specifications on all integration points so that the UA System Workday Support Services can properly secure resources to support the implementation.”