

Addendum 1
Request for Best and Final Offer
ERP Implementation Services
RFP 654331

This document provides updated information and clarification pertaining to the above captioned RFBAFO/RFP and will be updated as necessary.

REMINDER: It is the Respondent's responsibility to thoroughly examine and read the entire RFBAFO and RFP document and any appendices and addenda.

1. It is a very positive start for UASYS to have made progress on data collection and harmonization, but it remains difficult to estimate the level of effort to complete these activities without further details. Can further information on the scope, status, and planned end state for the data collection/harmonization effort be provided? Is there a set of existing project documentation on this effort, and Is UASYS performing these tasks on their own or is there a 3rd party engaged? Is there any timeline to these activities that can be shared?

Response: The University of Arkansas System has engaged ISG to conduct pre-implementation activities in preparation for the Workday deployment. The planned activities are scheduled to conclude by June 30, 2018. These efforts are focused in two areas:

1. **Collecting information on a subset of key business practices at all institutions, and then facilitating discussion on harmonizing the business practice variations between the institutions. While the ideal outcome would be agreement on a single set of common System business practices, it is more likely that unique definitions will be created for large institutions and unique definitions created for smaller institutions. If that cannot be achieved in the time available, we expect that the alternatives would be narrowed to a few options rather than many.**
2. **Collating key data elements at all institutions, and then facilitating discussion on reducing the variations. The ideal outcome would be agreement on a common data set. Where substantial variation in the data arises, we will document the differences and attempt to reduce the differences to a minimum.**

The goal of this work is, wherever practicable, to provide guidance to the implementation services vendor and reduce risks and inefficiencies in the System's project to deliver a solution to multiple institutions presently operating separately.

The awarded vendor will need to review and analyze the results of these efforts. If additional efforts are required to complete or enhance any of the planned efforts, or

conduct additional needed harmonization, the vendor should expect to perform these efforts.

The specific areas of focus for the pre-implementation activities are listed by ERP function in the following tables. The first table lists the targeted business practice that will be examined, and the second table lists the key data elements.

ERP Function	Target Business Practice	Task Goal
Budget Development	Uniform phases/deadlines	<ul style="list-style-type: none"> ▪ Analyze the wide variety of budget process schedules and phases presently in operation at institutions and design a uniform business practice that provides adequate time and budget phases/stages, and establishes a system-wide schedule.
Procurement/AP	Workflow - Requisitions	<ul style="list-style-type: none"> ▪ Standardize and document requisition workflow(s) across the enterprise by designing a limited number of approval alternatives ranging from longer to shorter in terms of approvals for different size institutions.
Procurement/AP	Vendor Master File Maintenance	<ul style="list-style-type: none"> ▪ Standardize vendor maintenance business practice for one shared vendor file, rather than unique vendor files for each institution.
Procurement/AP Budget Controls	Budget Edits (hard/soft/none) Pre-Encumbrance of Requisitions Encumbrance of POs	<ul style="list-style-type: none"> ▪ Prototype a business practice to demonstrate the effects of hard- and soft-budget edits, as well as the use of pre-encumbrances and encumbrances. ▪ Tentative decision on whether the ERP system will be implemented with budget edits, pre-encumbrances, and/or encumbrances activated.
Procurement/AP	3-Way Match AP Automation	<ul style="list-style-type: none"> ▪ Prototype an ERP business practice that illustrates the effects of automated 2 or 3-way matching. ▪ Facilitate decision-making on whether the ERP will be implemented with automated matching activated.
FIN	Workflow	<ul style="list-style-type: none"> ▪ Produce a limited number of journal entry approval alternatives ranging from longer to shorter in terms of approvals for large institutions and small institutions respectively.
HR	New Hire Onboarding and Offboarding	<ul style="list-style-type: none"> ▪ Prototype and harmonize where possible: <ul style="list-style-type: none"> ○ The employee onboarding business practice for use by all institutions including process flow requirements for review and approval of new hires. ○ The business practice for offboarding employees with process flow requirements. ○ The business practice for use by employee and employer covering termination and resignation.
HR	Employee Relations	<ul style="list-style-type: none"> ▪ Standardized employee relations business practice that includes: <ol style="list-style-type: none"> 1) Common definitions for the types and definitions of complaints and grievances 2) Steps of review and adjudication for the complaint

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		and grievance process 3) Discipline types (excluding faculty)
Employee Time Reporting	Standardize Time Cards	<ul style="list-style-type: none"> Prototype “time cards” (time entry) based on the current practices and future needs

ERP Function	Data Elements	Task Goal
Procurement/AP	System-wide Vendor Codes	<ul style="list-style-type: none"> Draft conversion strategy to establish single system-wide vendor codes
Procurement/AP	System-wide Commodity Codes	<ul style="list-style-type: none"> Initial consensus on which commodity code convention to use (UNSPSC vs. NIGP) and develop a conversion strategy to the selected commodity code convention.
Procurement/AP	Uniform Procurement Contracts	<ul style="list-style-type: none"> Standardize the types of procurement contracts across the enterprise.
Procurement/AP	Procurement Documents Numbering	<ul style="list-style-type: none"> Initial consensus on numbering for Procurement documents – Requisitions, Purchase Orders, Bids, etc.
Procurement/AP	Vendor Performance	<ul style="list-style-type: none"> Initial consensus on what vendor-performance metrics will be captured and corresponding reporting requirements.
GL	Standardized Chart of Accounts (COA)	<ul style="list-style-type: none"> Identify a common definition of all COA elements and produce a recommended model for a UASYS system-wide COA. Adoption of the ERP COA, including numbering and field length and preparing a draft transition/conversion approach for each institution.
AR	Customers	<ul style="list-style-type: none"> Analysis and decision-making on the customer conversion approach and adoption.
HR	Position Types, Numbers, Descriptions	<ul style="list-style-type: none"> Create a plan and approach for standardizing positions systemwide.
HR	Online Job Postings and Applications	<ul style="list-style-type: none"> Agreement on current job boards used by the institutions. Standardized applicant data elements required for the application life cycle. Agreement on the external career site structure for the system.
Payroll	Payroll Cycles	<ul style="list-style-type: none"> Identify the number/type payroll cycles to be configured during the implementation at each institution and identify opportunities to streamline the configuration systemwide Standardize deduction codes and processes.

All else regarding this RFP solicitation remains as is. Further questions concerning all matters of this RFP should be sent via email to:

Linda Fast, Procurement Coordinator

Office of Business Affairs

lfast@uark.edu