

STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII
FEBRUARY 10, 2014
ADDENDUM 2
TO
REQUEST FOR PROPOSALS
NO. RFP-13-020-SW
CONSULTING SERVICES TO DEVELOP UNIFORM CHART OF
ACCOUNTS (UCOA)

The following changes are made to the RFP:

1. Change Section 2.5 RFP Schedule and Significant Dates:

Step	Deadline
Release of RFP	January 17, 2014
Due Date to Submit Questions	January 24, 2014 January 31, 2014
State's Response to Questions	February 3, 2014 February 10, 2014
Proposals Due Date/Time	February 18, 2014, 2:00 PM HST February 25, 2014, 2:00 pm HST
Proposal Evaluation	To Be Determined (TBD)
Discussions with Priority Listed Offerors (if necessary)	TBD
Best and Final Offer (BAFO) (if necessary)	TBD
Notice of Award	TBD
Contract Start Date	July 1, 2014

2. Responses to questions submitted in HiePRO are as follows:

Question 1 Can you give an approximate timeframe for the contract start date as it currently states "TBD". This is important in helping us determine our resources against current commitments.

Answer 1 The estimated contract start date is July 1, 2014.

Question 2 Not used.

- Question 3* RFP Packet – RFP-13-020-SW Page 7 - Section 2.1 Project Overview and History The RFP states, “In order to provide the ability of the State to better support enterprise-wide and departmental reporting, DAGS is undertaking an initiative to develop, approve, and implement a Uniform Chart of Accounts (UCOA).”
- Question 3a* Have all of the state departments and divisions been informed of this effort and have they approved of it?
- Answer 3a* Department approval is not required, but they have been informed of this effort.
- Question 3b* If they all agreed, did they also understand and agree that this effort may require some commitment of resources (i.e. management, SME, super users, etc)?
- Answer 3b* Agreement is not applicable, however, UCOA is viewed as an integral part to the ERP Program, and consequently there will be commitment required from the departments.
- Question 3c* If agreement was not obtain, will this be part of the consulting scope of services?
- Answer 3c* No, this is not part of the consulting scope of services.
- Question 4* RFP Packet – RFP-13-020-SW Page 8 - Section 2.1 Project Overview and History The RFP states, “ The new UCOA is being developed in coordination with the State’s ERP program. The State has initiated the ERP program to address the administrative system requirements to support changing business priorities and on-going capital investments. It is expected that the new UCOA will provide one of the basic foundational components for the State’s new ERP System.”
- Question 4a* Are we correct in assuming the new UCOA project and the State’s ERP program are under separate contracts and accountability for performance of the contract is held separately?
- Answer 4a* Yes, the new UCOA project and the State’s ERP program are under separate contracts and accountability for performance of each of the contracts is held separately.
- Question 4b* Is this project part of the requirements gathering effort for the new ERP design? If so, can you explain its intended affect?
- Answer 4b* As detailed in ERP RFP-13-016-SW, Appendix K-2, Future Environment, page 7, the deliverables from the UCOA project will provide guidance to the State for the implementation of a new UCOA structure and the revisions required during the implementation of the ERP system.
- Question 4c* If so, will we be briefed on the design and implementation limitations of the new ERP system so we can factor those into our efforts of creating a new UCOA?

- Answer 4c** After the initial design (Task 3) the UCOA contractor will have an opportunity to work with and gather information from the ERP “fit-gap” contractors during the process of finalizing the UCOA design (reference Section 2.2.3, Task 4).
- Question 4d** Will we have access to the ERP “fit-gap” contractors throughout the new UCOA design process or only as it states Task 4 in section 2.2.3? If so, how will it be structured?
- Answer 4d** The UCOA contractor will have access to ERP “fit-gap” contractors only as noted in Task 4. The State is looking to the Offeror to propose its best approach to working with the ERP “fit-gap” contractors in performance of Task 4 – Final Design.
- Question 5** RFP Packet – RFP-13-020-SW Section 2.2.3 Project Tasks and Activities Page 10. Task 3: Develop a draft UCOA design document The RFP states, “Based upon initial assessment and input from the State, develop a UCOA model as well as any necessary business rules (e.g. number of fields required per general ledger account) to support State Requirements as set forth in “Section 2.2.4 UCOA Design Document Requirements.” Include rationale and estimated impact of any recommended changes from the current COA (Task 2)”
- Question 5a** Will we have the ability to test the draft with a test group made of representative from user groups prior to the facilitation sessions to allow us to make adjustments to the draft design before communicating it? Or, is the purpose of the facilitation sessions part of the outreach portion of the project to gain feedback on the draft UCOA to be used in the refinement of the UCOA?
- Answer 5a** The State is looking to the Offeror to propose its best approach to working with the State in development of the draft design document. As part of proposed approach, the Offeror should provide expected State staffing/participation requirements.
- Question 6** RFP Packet – RFP-13-020-SW Section 2.2.3 Project Tasks and Activities Page 10. Task 3: Develop a draft UCOA design document The RFP states, “Provide facilitation assistance and process support when presenting findings to the participating stakeholders including demonstration of how the proposed UCOA structure would be implemented or has been implemented in other states.” Who from the State will be leading and participating in presentations to the project’s stakeholders?
- Answer 6** The State Core Project Team and key State stakeholders will be leading and/or participating in presentations to the stakeholders.
- Question 7** RFP Packet – RFP-13-020-SW Page 11. Section 2.2.4 UCOA Design Document Requirements, the RFP states, “Section 2.2.3 Project Tasks and Activities” Tasks 1-3 need to be complete prior to selection of the ERP vendor. It is therefore critical that the UCOA be designed in a manner that is easily convertible and

flexible and that can be implemented in leading ERP systems in the current market." Will OIMT staff, who are have experience implementing ERP systems, going to be available to us during Section 2.2.3 task 3? If so, please explain. If not, is it our responsibility to seek our own expert in this subject?

Answer 7 The State expects that the Offeror will provide the expertise required to perform the scope of work included in this RFP, including ERP experience.

Question 8 RFP Packet – RFP-13-020-SW Page 12- 2.2.5 Project Organization and Staffing. The RFP shows a proposed high-level project organization diagram. The diagram shows a State Core Project Team that reports to the DAGS Project Leader. It is made up of representatives from DAGS, B&F, DOE, DOT, DHS, and DOH. What is the nature of these representatives and what are their roles and responsibilities in this engagement?

Answer 8 The State Core Project Team will be responsible for supporting the State in meeting its responsibilities as defined in Section 2.3.

Question 9 RFP Packet – RFP-13-020-SW Page 15 - 2.3 State Responsibilities The RFP states, "The Contract will be programmatically and fiscally monitored by the State, jointly by DAGS and OIMT, to ensure that it is in compliance with requirements set forth by Hawaii Revised Statutes (HRS) Chapter 103D. The State's responsibilities include, but are not limited to following;" 1) Review and approve the Project Schedule 2) Monitor progress through status meetings, monthly status reports, and the project plan 3) Address problems and/or concerns identified by the contractor 4) Review and approve project deliverables 5) Issue payment to Contractor, after receiving appropriate invoices and the satisfactory receipt of deliverables. Will the state also be responsible for all internal State communication to stakeholders as well as being responsible for obtaining approval and providing the required access for the contractor to perform its duties?

Answer 9 Yes, the State will be responsible for all internal State communication to stakeholders as well as being responsible for obtaining approval and providing the required access for the contractor to perform its duties.

Question 10 Appendix A – Offer Response Form RFP-13-020-SW Page 15 - 6.1.1.1 Work Plan and Schedule The Appendix section states, "Additionally, this section shall include as 'Attachment 6: Detailed Work Plan', a detailed work plan for the tasks required to produce each of the Deliverables delineated in the Implementation Services. A work plan is crucial to allow the State to gauge the Offeror's understanding of the tasks at hand, the resources required, critical-path tasks, project milestones, Deliverables and the reasonableness of the project timeline. The Offeror shall describe the timing and logistics of the development of the UCOA and the key tasks involved." Is there an acceptable format for submission of the project plan (e.g. Microsoft projects file)?

Answer 10 The State prefers submission of the project plan in the form of a Microsoft Project 2013 file, however, older versions of Microsoft Project would be adequate. If Microsoft Project is not available to the Offeror, the State will accept the project plan as a spreadsheet file (Microsoft Excel or Open Document Format (ods)) or in Portable Document Format (pdf).

Question 11 Appendix A – Offer Response Form RFP-13-020-SW Page 16 - 6.1.2 Detailed UCOA Design Document Requirements Response The Appendix section states, "#12 Supports the provision of the level of detail required for complex grant reporting, such as Race to the Top (e.g. number of teachers assigned to a specific school)." The Race to the Top grant reporting requires a number of related non-accounting based data. Will the State DOE representative advise the contractor on the relational data as it relates to the UCOA?

Answer 11 Yes, the State DOE representative will advise the UCOA Contractor on the relational data as it relates to the UCOA.

Question 12 Will the offeror be precluded from participating on the solicitation for P14000002 Enterprise Resource Planning (ERP) Solution?

Answer 12 No, the Offeror will not be precluded from participating on the solicitation for RFP-13-016-SW, Enterprise Resource Planning (ERP) Solution.

Question 13 In connection with Section 1.7 of the above referenced RFP, we are respectfully submitting the following questions:

Question 13a Have functional requirements been defined for the new system?

Answer 13a Yes, the functional requirements for the new system are defined in ERP RFP-13-016-SW, Appendices C-1 through C-6.

Question 13b Has the timing for the RFP and award for the actual System Implementer been determined?

Answer 13b No, the final timing for the award of the ERP implementation Services, which is included in the scope of work for RFP-13-016-SW Enterprise Resource Planning Solution, has not been determined. Per Addendum 22 of RFP-13-016-SW, the deadline for submission of Offers for this RFP is March 24, 2014.

Question 13c Has the State chosen a technology solution to replace FAMIS?

Answer 13c The State has not chosen a technology solution to replace FAMIS.

Question 13d What is the desired timeframe for the project? Are there any key milestones we should be aware of?

Answer 13d Reference Sec. 2.2.7, Proposed Project Timeline and Considerations, for desired timeframe for the Project.

Question 13e Can the awardee under this solicitation bid on any future ERP-related projects (such as implementation, IV&V, QA, etc)?

Answer 13e Vendor awarded under this solicitation may bid on future ERP-related projects.

Question 13f What is the budget for this project?

Answer 13f The State is not releasing the budget for this project as it is requesting Offeror costs based on the requirements of the RFP.

Question 13g If, subsequent to the State's review and approval of the Chart of Accounts, it is found that financial statements prepared are in error because of the roll-up of accounts to the financial statements, will the vendor selected to develop the Chart of Accounts be held responsible for the error in the financial statements?

Answer 13g The UCOA Contractor will be responsible for the Deliverables that are detailed in the UCOA RFP, including a UCOA Design Document, which meets the requirements set forth in Section 2.2.4 UCOA Design Document Requirements. Based on these requirements, the Final Design Document must provide "an account structure and hierarchy which facilitates roll-ups for financial reporting and cost allocation functionality."

However, implementation of the new UCOA (designed by the UCOA contractor), and the generation of financial statements utilizing the new UCOA, will be part of the scope of work for the ERP solutions Contractor (as referenced in RFP-13-016-SW, including Appendix C-3 – Record to Report Financial Requirements, Tab 3-GL and Appendix E-2, Implementation Requirements, Requirement 2.2.9).

Question 14 Will the selected vendor for the Unified Chart of Accounts Design project be precluded from bidding or participating on the State's ERP Project? (Solicitation P140000072).

Answer 14 The awarded vendor for the UCOA Design Project will not be precluded from bidding or participating on the State's ERP Project.

Question 15 Are the vendors allowed to work on other ERP related projects after this contract terminates or expires?

Answer 15 Yes, working on the UCOA does not impact eligibility to work on other ERP related projects.



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