



State of Hawaii Enterprise Financial Solution Modernization RFP-ERP-2020

Pre-Offerors' Conference
December 15, 2020

Announcements

- A copy of today's presentation will be available in HlePro.
- RFP process questions will be accepted at the end of today's session.
- RFP process responses will be compiled and will be posted in HlePro.

Agenda

- Guiding Principles
- Project Scope & Anticipated Phases
- Projected Evaluation Schedule
- Offerors' Library Documents
- Written Submission of Questions
- Discussions
- Hawaii Compliance Express (HCE)
- General Q&A on RFP Process

FMS – Guiding Principles

People, Process, Technology

The project will require guiding principles that all State agencies agree to and support.

The general rule is to minimize platform customization and adapt business processes through effective change management practices.



Risk Management Mitigation

- New System must work for the employee and not employee working for the system.
- Must enable risk-based rules within the workflow of the new system to minimize manual/individual review that slows down the process.
- Audit and checks and balances will need to be accounted for.

Efficiency and Integration

- Must integrate seamlessly with departments, Budget & Finance, and Department of Accounting & General Services.

Real-Time Data

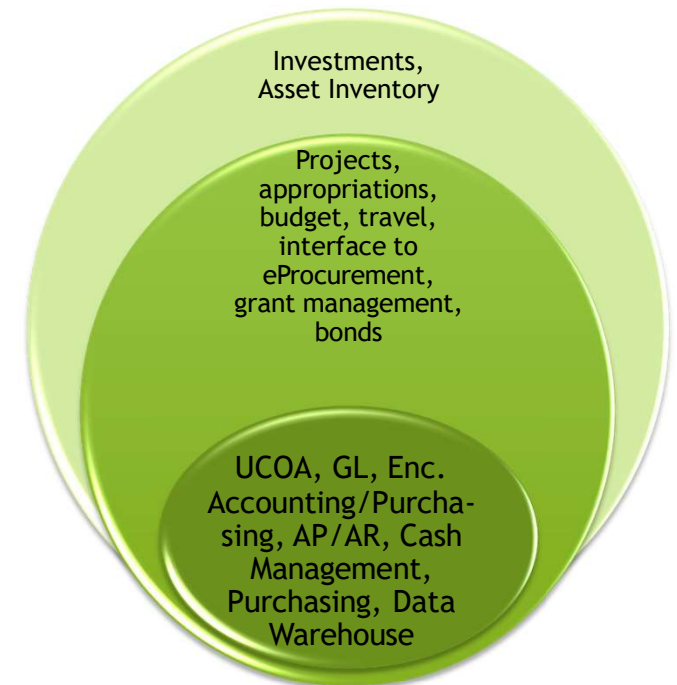
- Must provide detailed financial data that is accessible to all levels of government and the public.
- Must enable better use of data to analyze and project to support business activities and economic growth.

Uniform Chart of Accounts

- Must accept and adopt “State-wide” uniform chart of accounts that standardizes account structures across the departments.

Proposed Implementation

- Phase One – Core System:
 - Implement UCOA and institute standard accounting practices statewide
 - Replace FAMIS and implement a new data warehouse
 - Interfaces:
 - Replace Payroll interface
 - Replace B&F interfaces for receipts and appropriations (funds) with *temporary* interfaces
 - Eliminate most department interfaces by having them use the system directly, and replace department interfaces where it's impractical to have departments use the new core system directly or if they're outside the State's treasury (no less than quarterly)
 - Run parallel for two quarters and cutover at start of FY22



Proposed Implementation

- Phase Two:
 - Interface to eProcurement
 - Travel
 - Replace core B&F systems:
 - Undo B&F temporary B&F interfaces
 - Appropriations, budget, grant management, bonds
- Phase Three:
 - Investments
 - Asset inventory management
- Sponsorship:
 - Executive Steering: HIP Executive Governance Committee (EGC)
 - Executive Sponsor: Comptroller
 - Steering: Executive Branch Deputy Directors



RFP Evaluation Projected Schedule

Task or Event	Date
Host Pre-Offerors' Conference	12/15/20
Deadline for Vendors to submit written questions in HlePRO	12/29/20
Responses to questions posted in HlePRO	1/12/21
Deadline for offerors to return Letters of Intent to submit proposals	1/26/21
Deadline for offerors to submit proposals	2/9/21
Select Priority-Listed Offerors	3/3/21
Host vendor discussions/presentations	3/10-3/17/21
Deadline for vendor submission of Best and Final Offers	4/15/21
Facilitate vendor selection	4/26/21
Issue Notice to Proceed for selected vendor	5/3/21
Project Kick-off	5/26/21

Offerors' Library Documents

- Uniform Chart of Accounts
- Links to Central State of Hawaii Departments
- Links to Statutes and Rules regarding State Accounting and Finance
- Current State business process diagrams
- Legacy System Manuals
- The State's Comprehensive Annual Financial Report (CAFR)
- Review of all documents is essential for all vendors submitting proposals

Written Submission of Questions

- Please submit all questions in writing via HlePro by the deadline stated in the RFP, 12/29/2020
- The State will respond to all offerors' questions also in HlePRO by 1/12/2021
- Reference section 2.4 of RFP document

Discussions

- RFP Discussions are slated to take place 3/10/2021 through 3/17/2021
- Due to COVID-19 restrictions on travel into Hawaii, those discussions will take place virtually
 - Reference section 5.4 of RFP document
- General Conditions within Exhibit 4 of the RFP are non-negotiable
 - Reference Exhibit 1, Form OF-2 of RFP document



Hawaii Compliance Express (HCE)

- HCE is an electronic system that enables vendors doing business with the State to quickly and easily document compliance with applicable laws. HCE expedites ability to furnish proof of compliance with the requirements of [103D-310\(c\), HRS](#)
- Highly recommend verifying compliance or registering as soon as possible
- Award will not be made to a non-compliant Offeror
- Reference Section 1.22 of RFP document or visit <https://vendors.ehawaii.gov/hce/>

RFP Process Questions

