



## Information Item No.2

Date of Information Item No.2: October 12, 2022

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Arlington Public Schools  
Procurement Office

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### **Request for Proposal 41FY23**

**Request for Proposal Title:** Enterprise Resource Planning (ERP)  
System Upgrade

**Request for Proposal Number:** 41FY23

**Request for Proposal Issue Date:** September 09, 2022

**Pre-Proposal Conference:** September 23, 2022, (Refer to Request Title Page  
2)

**Proposal Due Date and Time:** November 4, 2022, No Later Than 11:59 P.M.  
(EDT)

**Procurement Office** Hamed Hameedi  
Senior Procurement Specialist

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- The following information is provided to help Offerors submit an Offer in response to RFP No. 41FY23:

**Q1.** Can you please provide the link to the Pre-Proposal Conference recording?

**A1.** The Pre-Proposal Conference Recording and list of attendees are available at APS website under Solicitation Column for RFP 41FY23. The link to the webpage is provided below: [Link to the Solicitation #41FY23](#)

**Q2.** Do you anticipate extending the Proposal Closing Date /Time?

**A2.** Yes, The Proposals Closing Date/ Time extended from Friday, October 21,2022 to Friday, November 4,2022 via Addendum No.1. The Proposal must be received in the Platform by no later than 11:59 P.M. (EDT) on Friday, November 4, 2022 (“Proposal Due Date”). **Proposal received after the Proposal Due Date shall not be considered.**

**Q3.** Can we submit the proposals via email?

**A3.** No,

- Q4.** Can companies from outside USA apply for this? (like, from India or Canada)?
- A4.** Yes, The company must be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity. **See answers to questions Nos.5 and 6**
- Q5.** Do we need to attend in-person meetings in-Arlington?
- A5.** Yes, While APS believes that some part of the work can be performed offsite, the project cannot be implemented fully without some level of in-person interaction. Proposals should include as to how the System Integrator(SI) intends to implement the project and provide an insight into the onsite and offsite staff resources that will work on the project. **See answer to questions Nos. 4 and 6**
- Q6.** Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)?
- A6.** Yes. Tasks can be performed offsite outside USA. However, comprehensive Data security controls must be put in place and adhered to by the System Integrator(SI) and no APS data should be stored outside the USA. **See answer to questions Nos. 4 and 5**
- Q7.** Other than your website, where is the RFP posted?
- A7.** The Request for Proposal (RFP) is posted on Virginia's online electronic procurement system, eVA, website. The link to the RFP on the eVA website is as follows: [Link eVA Website to RFP #41FY23](#)
- Q8.** Size of the last 3 years data?
- A8.** We have provided within the RFP in the sample count of the last year of the data sets that we are seeking. You are welcome to extra pilot that to three years and that would be the size of data. APS' entire database is approximately 1.6TB.
- Q9.** Is Arlington going to procure the licenses?
- A9.** Arlington Public Schools has already procured the Oracle SAAS Cloud Subscription Licenses.
- Q10.** If cloud licenses not already procured. Does APS has any preference on cloud provider?
- A10.** APS has already procured the Oracle SAAS Cloud Subscription from Oracle. Obviously, if there are some other things that Offerors consider APS may need, such as the Oracle Cloud PAAS platform,, please propose as an option.
- Q11.** To clarify, should we include ADP Smart Compliance as part of our response, or have you already purchased it?
- A11.** APS has not purchased ADP Smart Compliance , and Offerors are requested to provide that as part of your Proposal. You can put it as a separate item so it does not go in your actual cost in terms of your proposal, but it is one of the optional items that you can provide, or you could put it in the tools and that something we are interested in knowing. **See answer to question No. 13.**
- Q12.** What is the expected go-live date for this migration?
- A12.** At this time, APS anticipates June 2024 to go live. That would be the date that would align with the year end and beginning of the new fiscal year.
- Q13.** Regarding the above question on ADP, we would recommend APS to acquire the ADP Smart Compliance licenses directly - should we just communicate that assumption?
- A13.** We do request if you could get a quote or give us some idea, you can go through that on behalf of APS. That would be the best way, but obviously we have not asked for ADP Smart Compliance license to be part of your proposal. If you do provide that, it will help us with guidance on possible costs around this item.

**Q14.** Can this project be implemented on onsite/offshore model?

**A14.** Yes, See answers to questions Nos.5 and 6.

**Q15.** DO you have a target budget for this project?

**A15.** APS will not share the budget for this project.

**Q16.** How many concurrent jobs/services?

**A16.** The concurrent jobs/ services can be found in the Appendixes

**Q17.** Whether APS Purchased licenses for Oracle integration cloud? or only for SAAS?

**A17.** APS has 20,000 Annual credits for the Oracle PAAS and IAAS Cloud. This is per estimate by Oracle Corp. considering the current APS footprint. Offerors are encouraged to propose something in the tool section to give further insight. APS has procured the SAAS Cloud Subscription, Offerors are encouraged to provide any additional items in their Proposal. .

**Q18.** What is the expected budget for this project?

**A18.** See answer to question No.15

**Q19.** Can you please share the list of Integrated system with current ERP system?

**A19.** Please refer to Appendix L - Schedule B-1 and Schedule B-2 Reports Integrations and Customizations. You will see list of Concurrent Programs that interface information with external systems. In addition, please refer to Pages 11 and 12 for list of systems that interface information with the Oracle EBusiness Suite. APS has three punchouts with Grainger, School Specialty, and Kurtz Brothers.

**Q20.** Can you share the detailed Oracle Bill of Material?

**A20.** The detailed Oracle Bill of Material is as follows:

1. Oracle Human Capital Management Base Cloud Service
2. Oracle Fusion Recruiting Cloud Service
3. Human Capital Management Talent Management Cloud Service
4. Human Capital Management Workforce Compensation Cloud Service
5. Payroll Cloud Service for United States
6. Fusion Time and Labor cloud Service
7. Oracle Additional Test Environment for Oracle Fusion Cloud Service
8. Fusion Enterprise Resource Planning Cloud Service
9. Fusion Procurement cloud Service
10. Fusion WebCenter Forms Recognition Cloud Service
11. Enterprise Performance Management Enterprise Cloud Service
12. Additional Application for Oracle Enterprise Performance Management Enterprise Cloud Service
13. Oracle PaaS and IaaS Universal Credits
14. Fusion Enterprise Resource Planning Cloud Service
15. Fusion Procurement cloud Service
16. Fusion WebCenter Forms Recognition Cloud Service
17. Oracle Human Capital Management Base Cloud Service
18. Oracle Fusion Recruiting Cloud Service
19. Human Capital Management Talent Management Cloud Service
20. Human Capital Management Workforce Compensation Cloud Service
21. Payroll Cloud Service for United States
22. Fusion Time and Labor cloud Service1 Fusion Human Resources Help Desk Cloud Service
23. Fusion Human Resources Help Desk Cloud Service

- 24. Fusion Workforce Health and Safety Incidents Cloud Service
- 25. Fusion Learning Cloud Service
- 26. Fusion Supply Chain Execution Cloud Service

**Q21.** What do you use for Payroll tax filing service today? Would you plan to continue that?

**A21.** APS does not currently use any Payroll tax filing service.

**Q22.** Did you purchase Oracle Guided Learning?

**A22.** No. APS will check with Oracle Sales as to potential cost and use.

**Q23.** Have you attended any product demos already?

**A23.** Yes. APS has been collaborating with Oracle Sales and seen many demos on the Oracle SAAS Cloud.

**Q24.** Are you flexible to have the modules implemented in phases instead of all-in-one phase? For e.g. The Core, HR, OTL and Payroll in 1st phase and other HCM modules covered in Phase 2

**A24.** Recruiting and Talent Management is a focus area and APS does not want to delay its implementation. APS believes that implementing in Phases will require building data interfaces. While we do request that you plan for Go Live as requested in the RFP, you are welcome to propose additional approaches and we are open to considering them during negotiations and implementation.

**Q25.** Do you use Time Clock devices today? Do you need any integrations to Time Clock devices?

**A25.** APS does not currently use time clock devices. This is a need to allow for time entry by school bus drivers, food service workers, lifeguards and custodial staff that may not prefer web-based time entry. Time will need to be automatically interfaced into OTL. Please propose timeclock devices that provide ease of use, without the need for staff to be technology savvy to enter time.

Use 10 timeclock devices and 500 users for your cost proposal. This is an initial effort to gather cost estimates and generate ideas. The transportation bus depot office could be the location to implement this first and extend to other small groups and locations.

**Q26.** In the attached excel sheet having file name "03.-Appendix-K-Offerrer-Information.xlsx" in the "TAB - Key Personnel" There is a mention of "Schedule C" on line number 5. Can you please point us out the location of Schedule C.

**A26.** Please disregard reference to Schedule C. Refer to Page 31 of the RFP for more information.

**Q27.** Do you need to track retirees? If so how many retirees will be tracked?

**A27.** Yes, APS has approximately 1,393 retirees enrolled in its retiree benefits program. APS processes life events on them to maintain retirees and their dependents benefit enrollment.

**Q28.** How many jobs openings do you post annually? How many applications are received?

**A28.** Around 2000 positions and this includes transfers, retirements, new positions, etc. Anytime movement is made within positions. APS gets applications from multiple sources; the goal is to have a minimum of 3 eligible applicants for each vacancy.

**Q29.** Is State Corporation Commission (SCC) Identification Number compulsory ?

**A29.** Yes, the Offeror shall be authorized to "transact business" in the Commonwealth of Virginia as a domestic or foreign business entity. However, any Offeror that is not required to be authorized to transact business in the Commonwealth shall include in its Proposal a statement describing why the Offeror is not required to be so authorized.

**Q30.** Kindly share the details of flow of information regarding the P-Cards.

**A30.** Currently, transactions are downloaded monthly from card provider's website (JP Morgan) in a formatted text file and loaded via Transaction Loader program after placing the file in the interface directory. This is a partially manual process APS would like to modernize and automate if possible.

**Q31.** Have you set aside a budget for this project?

**A31.** See answers to questions No.15 and 18.

**Q32.** Considering COVID restrictions: Are there any requirements for onsite project team? Can the project be executed remotely? Can the implementation team work from remote locations (in US as well as Offshore)

**A32.** See answers to questions No.5 and 6.

**Q33.** Is there any requirement for Single Sign on for the To-Be solution?

**A33.** APS uses Rapid Identity to manage staff identities and single sign in. The Oracle SAAS Cloud platform should be able to integrate with Rapid Identity to provide users logging into the Oracle SAAS Cloud a single sign in experience through our Rapid Identity based portal. Consideration should be given to the possible use of Self Service SAAS Cloud apps by APS employees and the need for single sign in through those apps as well.

**Q34.** Please highlight any specific challenges that you have today and would like to resolve/achieve with the new ERP system.

**A34.** Please refer to the RFP. Pages 12 to 15 capture some of the challenges specifically that APS would like to resolve/achieve with the new system.

**Q35.** Do you have an internal Organizational Change Management lead that can take care of organizational change impact and communications?

**A35.** APS does not have a dedicated Organizational Change Management Lead or team. The Steering Committee along with the Business Track Leads will play the role of Change Managers and be responsible for communications across the school district.

**Q36.** Are there any additional compliance requirements apart from the point covered in RFP that we should be aware of?

**A36.** It is the Offerors responsibility to be aware of all compliance requirements

**Q37.** Do you have any specific requirements of reporting?

**A37.** Outside of the reporting as requested in the RFP, there are no requirements at this time.

**Q38.** Do you plan to have a team dedicated for this project? Like PM, business analysts and key SMEs? If yes, what percentage of involvement we can assume?

**A38.** See answer to question No.39

**Q39.** What would be the percentage of involvement of the APS Staff in the project?

**A39.** APS will have a dedicated APS Project Manager. APS Business Track Leads and Subject Matter Experts have their daily operational duties as part of their regular roles in conducting the business of Arlington Public Schools. Besides their daily operational duties, they will engage in the project in design sessions, requirements explanation, unit testing, Conference room Pilots and final certification of the deliverable. At the beginning of the implementation, APS will ask the SI to articulate time windows when they would expect APS staff to spend significant time for activities such as requirements articulation, design review, testing, Conference Room Pilots and final reviews. This will allow APS staff to plan their schedules and make sure they are available.

**Q40.** As part of the Report list provided in Appendix-L-Schedule-B-1-APS-Finance-Reports-Integrations-Customizations and Appendix-L-Schedule-B-2-APS-Human-Resources-Reports-Integrations-Customizations, they all seem to be custom reports. Are you looking for all custom reports created in new Cloud ERP system or are open to use out of the box reports and see if there is any custom reports required during the design and analysis phase.

**A40.** Preference is to use Out of the Box reports.

**Q41.** Please provide count for Retirees who are tracked for Benefits administration only (if applicable).

**A41.** See answer to question No.27

**Q42.** How many checks are produced each payroll process (vs. direct deposit).

**A42.** All employees are paid via direct deposit. The only checks produced related to payroll are approximately 30 garnishment checks per pay period which are issued via Accounts Payable after importing the invoice data from Payroll (Payables Open Interface Import program). AP runs a standard payment batch which results in payment data file sent to Wells Fargo and checks are printed remotely by Wells Fargo check printing service.

**Q43.** Please confirm if English is the only language in scope for this implementation?

**A43.** Yes.

**Q44.** Kindly confirm the below noted data conversion needs beyond what is noted in Pg. No. 17 & in the Appendix J2 of the RFP. Recruitment data (in progress requisitions), absence history, past performance data for employees.

**A44.** For purposes of this RFP, recruitment data, absence history and past performance/evaluations are not part of the data conversion requirements.

**Q45.** Does APS have any complex customizations or pain points specific to their operations in their current applications? If so – can we obtain a high-level detail of the same.

**A45.** APS does not have any complex customizations. Most of our concurrent jobs exist to insert/update data (example: Populate default 8 hours as our daily timecard for our salaried employees or move data such as the program that moves our pay elements from secondary assignment to primary assignment to allow for pay from primary assignment only for those employees that have multiple assignments.

**Q46.** APS has 1 EIN. How many tax jurisdictions do you report to today?

**A46.** W2 / Payroll - DC, Maryland, VA – Federal IRS, SSA 1099 data from Payables standard report is uploaded to the IRS website by Finance staff.

**Q47.** Does APS have any internal dependencies for this project viz. timeframe for sunsetting of any existing systems, dependencies with other internal projects/initiatives etc.?

**A47.** No

**Q48.** Do any of your legal entities require multiple sets of balances and financial statements?

**A48.** APS is currently only using one set of books/one ledger. There is a desire to explore options in the future-state to better facilitate state reporting requirements for VDOE (Annual State Report), including the possibility of redesigning the chart of accounts or implementing a secondary ledger.

**Q49.** What is your current Chart of Account Structure and purpose for each segment?

**A49.** Please refer to section “3.1.1 Chart of Accounts” on page 13 of the RFP.

**Q50.** Do you currently secure any Chart of Account Segments?

**A50.** Yes. APS has Security Rules assigned to user responsibilities to restrict access to particular values for each segment. APS also has Cross-Validation rules applied to control account combinations.

**Q51.** How do you currently handle intercompany journals?

**A51.** APS only has one legal entity. APS is using standard Oracle functionality to balance the intracompany transactions which creates due-to and due-from journal entries.

**Q52.** Do you have a centralized or de-centralized AP department?

**A52.** Centralized. Three AP clerks process and manage invoices and payments for the school district.

**Q53.** Do you process 1099s in the current Oracle EBS system?

**A53.** Yes, APS uses standard Oracle functionality in Payables.

**Q54.** Please provide a list of financial statements needed on a daily, monthly, quarterly & yearly basis?

**A54.** Please refer to Appendix L- Schedule B-1 APS-Finance -Reports -Integrations – Customizations, tab “APS-Fin-FSG”.

**Q55.** Do you currently use multi fund accounting?

**A55.** Yes, the Fund segment is the balancing segment, and APS has many different funds. Partly due to using the fund segment to track grants. Hence the desire to implement the Projects and Grants application.

**Q56.** Do you record month end accruals and if so how they are recorded?

**A56.** APS does not currently record month end accruals but there is an interest in doing so in the future by using period-end accrual functionality.

**Q57.** Does APS use any physical time-clocking devices today to capture time specifically for employees like Bus drivers, building service workers etc.? If no, are you interested in installing the same?

**A57.** See answer to question No.25.

**Q58.** Does APS do workforce scheduling currently? If not are you interested to implementing this feature as a part of this implementation?

**A58.** APS does not currently do any workforce scheduling due to the uncertainty as to how it could be used in the context of APS’ organization as a public school district. You are welcome to propose use case scenario as we are looking to bring efficiency to the organization and streamline processes.

**Q59.** How is payroll tax filing handled currently at APS? Do you use any third-party services like mastertax etc. or is this handled in house?

**A59.** Handled in-house by payroll department.

**Q60.** Can Arlington Public Schools provide some detail regarding the 5 sites and the 500 users of the optional time clock system? What departments are the users from and what are the 5 sites?

**A60.** See answer to question No.25 for details.

**Q61.** Does Arlington Public Schools know how many time clock devices will be needed?

**A61.** See answer to question No.25.

**Q62.** Does Arlington Public Schools know what types of time clock devices will be needed (thermal sensor, biometric, badge reader, mobile kiosk, etc.)?

**A62.** See answer to question No.25.

**Q63.** 3.1.1 Budgeting: We understand that APS is currently using Questica for budgeting. What budgeting components have been implemented in Questica (Line Item budgeting, Personnel/Position budgeting, Capital budgeting)?

**A63.** Only Line Item and Position budgeting.

**Q64.** 3.1.4. Budgeting Process: We understand that APS would like to use calculation similar to Questica for budget formulation. Are you open to review other best practices K-12 budgeting model implemented at other school districts or you want as-is Questica model deployed into Oracle EPM?

**A64.** We are open to exploring options.

**Q65.** 3.2.2. Time Entry: You expressed an interest in a time clock solution as part of this proposal. Are you currently leveraging any physical time clocks within the school system? And if so, are those provided by a third-party vendor?

**A65.** See answer to question No.25.

**Q66.** 3.2.2. Time Entry: If you are not leveraging physical clocks within any location, are you interested in allowing your employees to enter time using a web clock?

**A66.** See answer to question No.25. If you can provide other options, please propose alternative solutions that could work for the target groups specified in answer to question No.25.

**Q67.** 3.2.4. Improved Payroll Process: How many different school calendars are maintained by APS for teacher contract pay?

**A67.** APS has around 25 work calendars to count the working days, but the salary is always paid over 24 pays or 20 pays.

**Q68.** Appendix J0 Human Resources Req #6: What document management solutions are currently used by APS?

**A68.** Human Resources currently uses LaserFiche. It is not integrated with the current E-Business suite or any other system.

**Q69.** Appendix J0 Human Resources Req #6: Are any retirees maintained in your Human Resources system? And if so, what transactions are managed for them (i.e., benefits administration, payroll (pension) payments, etc.)

**A69.** See answer to question No.27

**Q70.** 3.2.3. Benefits: We understand that you currently have approximately 8 benefit providers. Are you interested in leveraging a 3rd party solution to transmit data from Oracle Benefits Cloud to the benefit providers?

**A70.** Yes. APS is open to exploring all options.

**Q71.** 3.2.2. Payroll Process: Are you currently using a 3rd party provider for your pay statements, garnishments and tax filings?

**A71.** No



**Q72.** 3.2.4. Talent acquisition: We understand that you are currently leveraging Winocular for your talent acquisition needs. Is this solution currently integrated with other 3rd party vendors (background, drug screening, I9, assessment, eVerify,

**A72.** Winocular is not integrated with any 3rd party vendors. APS hopes to have the new solution encompass all or as many possible of 3rd party vendors integrate and support a seamless process flow.

**Q73.** Tab 3 Project Team Qualifications and Experience: Our team of experts span the globe. Are you open to near-shore and/or offshore team members supporting the implementation?

**A73.** See answers to questions Nos.5 and 6

**Q74.** 3.1.2. Oracle Projects and Grants: APS has mentioned that they do not currently use projects and grants Modules would like to explore the impact of using them on the cloud. Does this mean Projects and Grants are out of scope for pricing for this proposal and will be determined at the time of implementation? Or should the costs for implementing Projects and Grants included in the proposal.

**A74.** Please include the costs for implementing Projects and Grants included in the proposal as they are part of the requirements listed in the Appendix.

**Q75.** 2 Future State: There are no requirements for Asset Management in the Requirements nor in the Future State. Is Asset Management in scope for this implementation?

**A75.** No. APS does not need Asset Management.

**Q76.** 2 Future State: What is the current process for tracking Asset Costs after they have been capitalized?

**A76.** APS reports assets to Arlington County Treasurer and they track in their system.

**Q77.** Can you elaborate on Appendix L? What response is required to be filled?

**A77.** Appendix L is meant to provide Offerors with information regarding existing concurrent programs (including reports, jobs and interfaces) to help them estimate effort. Appendix L does not need to be filled out.

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