DATE:                   March 29, 2019
TO:                     All Offerors
FROM:                   Angela R. Young
                        Executive Director of Contracting
RE:                     RFP No. 153-19, Enterprise Resource Planning (ERP) Solution

Please see Addendum No. 4 for the above-referenced solicitation.
A. The following are questions received and FCS’ responses for the above-referenced solicitation:

1. What kind of data does the OnBase system process and how should it integrate with ERP?
   The OnBase system processes student information, school nutrition data, and transportation data. It should be integrated with ERP through an Application Programming Interface (API) or another connector.

2. Based on this statement, “Integrate reporting data and elements with District Enterprise Data Warehouse process, requirements, and other defined criteria”, what kind of data is stored in the Enterprise Data Warehouse? Is it only financial/HR data which is expected to be contained in the ERP system, or does it also include Student Activities and other data?
   The District Enterprise Data Warehouse stores data from the current ERP system as well as student activities data. It should be integrated with all the modules of the new ERP solution as defined in the scope. Student Activities are outside of the scope.

3. What is the current time and labor system? Are there any time and labor systems that will not be implemented to the new solution?
   There is no time and labor system outside of SAP. Basic time entries, approvals and reporting are done manually in SAP.

4. How many users will use the budgeting and planning system?
   Approximately five-hundred (500).

5. Time Management System (TMS) is broken out separately, but there is no separate section for pricing related to TMS. The only break out for TMS is in Table A.8 – Vendor Customization. With this being a separate BRD, would FCS want this priced out separately to evaluate this? None of the tables accurately provide the needed fields for this section.
   If the Offeror is providing a separate solution for TMS, we will require separate pricing for evaluation purposes. If the provided fields in the table are not sufficient, please add a separate table and include details in the "Notes" tab within the Initial and Operational Costs spreadsheet.

6. Can you elaborate on what exactly you are wanting from requirement TMS-003, and can you please explain what you mean by 'automated' logging?
   Automated (active) logging is when an employee enters or exits a building and physically has to scan something in order to time stamp when they entered and exited.

7. Can you elaborate on what exactly you are wanting from requirement TMS-005, and can you please explain what you mean by 'passive' logging?
   Automated (passive) logging is when an employee enters or exits a building and does not have to physically scan something in order to time stamp when they entered and exited (entries and exits are auto-detected).
8. How do you envision an integration would work with a site alarm system (TMS-0011)? Does the district currently use a site alarm system? If so, what provider and does this provider offer integration capabilities with third-party systems?  
We expect Offerors to propose options for integration. If we decide to integrate, one possibility would be to disable intrusion alarms automatically when the first badged employee enters a building. The district currently uses Honeywell alarm system panels. We do not know if they will integrate with third-party systems.

9. How many scheduled shifts can any one employee have on a given day (TMS-0118)?  
Two (2).

10. Can you please elaborate on what eligibility rules you have and for what employee groups?  
We have various eligibility rules. Here are some examples:  
 Bus drivers do not work forty (40) hours per week and do not work for the entire year.  
 Food service workers only work on school days.

11. TMS-0173.00 through TMS-0173.10 requirements are normally addressed in an HR system as an Employment Action Form (EAF)/HR action. Do you expect the timekeeping system to handle this?  
No, these requirements will remain in the HR system as the system of record, but integration of these requirements will be needed from ERP to TMS.

12. Would you like to have a cost on time clocks for TMS? If so, how many?  
No.

13. How many employees will be using the TMS system? Can you break down exempt versus non-exempt?  
Approximately 14,000 employees (7,500 exempt and 6,500 non-exempt).

14. Does the TMS system need to track “shortfall” for non-exempt employees?  
Yes.

15. Do you require the TMS to have the ability to track extra duty time separate from contract hours and processed in the correct order, so that any overtime incurred is charged to extra duty no matter the day of the week worked?  
Yes.

16. Does the TMS need the ability to track multiple jobs and multiple approvals?  
Yes.
17. In the matrix requirements there is not a code to use if any third party would be needed or required to meet the requirement. Please let us know how to respond to any requirements where a third party would be required.
   For any requirements that are met by a third party, please provide separate documentation in the same format and maintain the same number of line items.

18. Is using offshore-based resources to reduce solution cost acceptable to FCS?
   No.

19. Can you provide a comprehensive list of your non-SAP systems and a brief description of the functionality of each?
   Please see Addendum No. 2.

20. Does FCS prefer an on-premise, cloud or hybrid solution?
    FCS does not have a preferred solution.

21. Does FCS have a budget for the ERP solution? If so, what is the amount?
    This information is not available at this time.

22. Are there any hardware or software preferences we should consider?
    A list of hardware and software standards are provided in Appendix III - Technical Requirements. FCS prefers a new solution that supports existing hardware and software. If the proposed new solution provides significant advantages with innovative tools, those tools will be considered.

23. Page 31 of the RFP describes Core, Differentiator, Extended, and Integration business capabilities. Pages 32-33 of the RFP states that Retirement Services and Transportation is an Extended capability. However, when we see the FIT Gap in respective BRDs, they mention requirements for Retirement and Transportation as "Must Haves." Can you help us reconcile the difference? Can we interpret "Must Haves" as functionality/capabilities that are required and if are not met in the new application, can continue to reside in the current application? Or are we to interpret them as "Must have" in the proposed application?
    "Must Have" applies to functional or other requirements within each capability. If the proposed solution includes the capability with an "Extended" capability level, then the requirement with a "Must Have" rating is expected to be met. Evaluation is based on capability levels and the percentage of requirements met.

24. What application currently handles your retirement needs?
    CBIZ, and SEI Intuitional Trust currently handle our retirement needs. CBIZ does the calculations and SEI does retiree payment production. Census data for the plan, as well as the benefit calculations and projections are housed by CBIZ. We also feed information from the census data via SAP to the Teachers Retirement System (TRS). The 403(b) plan is unified by Lincoln.
25. What application currently handles your facility management needs?
   We utilize the SAP maintenance module with a mobile application and use SchoolDude for inventory purposes.

26. What application currently handles your time-keeping needs?
   SAP.

27. Is FCS looking to implement the proposed application within a one (1) year period? Can we suggest an alternate timeline? Does FCS prefer a big bang approach or a phased approach which would involve less risk?
   FCS is looking for an implementation period that is feasible to handle the proposed solution. The implementation window must be reasonable enough to accommodate all design, build, successful testing, integration and cut-over activities. It must also not be unnecessarily lengthened. The preferred approach for go-live is a phased approach.

28. Are there any blackout periods to avoid for User Acceptance Testing (UAT) and Go-live?
   Yes, the following are blackout periods to avoid:
   - Holidays
   - Beginning and ending of the school year
   - End of the school year
   - Month-end close
   - Year-end close

29. Are you looking to re-design your Chart of Accounts (COA) or will you continue using the existing one?
   We are open to a re-design of the COA. We want to be able to have a COA that we can utilize and configure with additional fields.

30. How many different payrolls do you run (bi-weekly, monthly, etc.)?
   We run scheduled semi-monthly payrolls. Off-cycle payrolls are ran as needed.

   Performance appraisals are done annually with the following three (3) checkpoints:
   - August/September: Goals must be set.
   - January/February: Mid-year appraisals are performed.
   - June – Final appraisals are performed.

32. What resources/roles will the district take on during this project (e.g. data conversion, training, business subject matter expertise, technical support, etc.)?
   Our preference is for the Offeror to define the roles that are needed for the success of the project. The Offeror should provide this information, and the cost in their proposal.
33. What is the breakdown of the 14,000 users accessing the SAP portal (by FCS division)?

The following is an approximate breakdown of SAP users by FCS division:

- Talent: 2,000 users
- Superintendent: 30 users
- Operations: 1,750 users
- Information Technology: 200 users
- Finance: 100 users
- Academics: 10,000 users

34. Can you provide a description of the current and expected interface/interaction with non-SAP systems (i.e. system name, scope, data, file transfer mechanism, etc.)?

Please see Addendum No. 2.

35. In the Initial Cost Breakdown tables, please explain with is meant by Vendor Customization?

Vendor Customization refers to the cost of customization if the Offeror has to customize requirements.

36. What is meant by Configuration Conversion in Table 4-2?

Table 4-2 refers to the Configuration Type and the respective System. In the new solution, any configuration that is currently set up for Budget, SMP and Pension should be migrated to maintain the functionality for which they are configured.

37. What is the breakdown of data objects and elements, by volume, for each Data Type in Table 4-1 Data Conversion?

This information is not available at this time.

38. What does 'manual log entry' mean (TMS - line 7)? Does is mean manual time entry or something different?

It means manual time entry.

39. Regarding TMS lines ten (10) and eleven (11) - if lines eight (8) and nine (9) are possible, why is this necessary?

These four (4) requirements are there for flexibility and security.

40. Does TMS line 27 mean sending a text message or something different?

It means entering time via a text message.

41. Regarding TMS line 45, what exactly are you asking for?

We are asking for a face recognition device that can generate digital data.
42. What is the total number of employees for FCS? What is the number of full-time employees? What is the number of part-time employees? Please provide a list of employee groups.

The current employee population groups are as follows:
- 11,504 full-time employees
- 536 part-time employees
- 1,971 temporary employees (includes 1,800 substitute teachers)

43. What is the number of locations that employees are located at?
Approximately 105.

44. What is the number of employee handbooks or collective bargaining agreements? If there are any collective bargaining agreements, how many are there and can you provide a brief, high-level summary of each?
There is one (1) official FCS employee handbook and zero (0) collective bargaining agreements.

45. What is the number of unions, if any, and how many employees are union employees?
FCS does not have unions.

46. How many employees ‘clock in’ and ‘clock out’ or are paid via tracking time? How many are salary based?
Time clocks are not used at FCS. There are approximately 7,500 exempt employees and 6,500 non-exempt employees.

47. How many employees are in your budget department? What is Fulton County School’s annual budget?
There are eight (8) employees in our budget department. The total budget for FY19 is $1,721,892,181.

48. How many mobile devices does FCS use as part of its tracking or maintenance of assets?
Mobile devices are not currently used for tracking assets. However, the maintenance department utilizes i-Pads for work orders on all facilities. Approximately 150 i-Pads are utilized for work orders on assets.

49. How many employees does FCS use to perform maintenance or work orders on assets?
Approximately 135 to 150 employees.

50. Regarding requirement FIN-0269, please provide details on the types of live auction procurement events that the district currently manages. What types of items are procured via live auction?
This is not a feature we currently use. We are relying on the Offeror to provide guidance on what types of items will work best.
51. Regarding requirement FIN-0273, what types of tender fees does FCS collect? How are these currently collected?
   Currently, FCS does not collect tender fees.

52. Regarding requirement FIN-0534, please explain what types of purchases are made by ‘team carts’ and how those transactions are handled from a maintenance and approval process.
   Currently, FCS does not use team carts. For the future, we would like anything that is available for an individual to be made available in a team cart. The approval process would be the same, where the approver approves/rejects the entire cart or individual items. Items in a team cart would be edited or updated by requisitioners until the cart is approved/rejected.

53. What product is FCS using today for teacher substitute management?
   FCS is using SmartFind Express by Unified Talent.

54. Would you please describe your scheduling needs and whether or not they are for a particular group of employees?
   We would like the flexibility to create whatever schedule is needed from Monday to Friday, rotating work weeks, rotating days, part-time hours, evening or weekend shifts.

55. Regarding enterprise assets, is it your intent to replace or integrate to SchoolDude?
   We do not intend to move any assets to SchoolDude.

56. How much historical data do you anticipate converting for each of the modules of your present system?
   Please refer to Table 4-1 (Data Conversion table with data types and systems).

B. All other terms and conditions remain the same.