

**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT**

REQUEST FOR PROPOSALS NO. 23-DTS-RFP-201

ADDENDUM NO. 3

Arlington County's Request for Proposals No. 23-DTS-RFP-201 for System Integration Services for Oracle Cloud Enterprise Resource Planning (ERP) is amended as follows:

1. Reference V. Proposal Requirements, Section 7. Proposal Submittal Elements, Item C.3. Firm Industry and Oracle ERP Cloud Experience and References (Response Section 1):

C.3. The following is hereby added: Contractor shall provide multi-pillar project references similar in scale to the functional requirements listed in Attachment A. The Offerors may combine and assemble additional project references (e.g., "single-pillar" HCM, SS&P, or Finance projects) to meet the total functional experience.

2. Attachment A - Functional and Technical Requirements is hereby replaced in its entirety with the **Revised Attachment A - Functional and Technical Requirements**. Proposal response **Must** be on the Revised document.

The following clarifications are made as a result of vendor inquiries:

1. Based on your procurement process and staffing availability, when would you like the implementation project to start?

Answer: The County anticipates starting the implementation project in January 2023.

2. Is there an expectation to replace any SplashBI reports with SaaS Cloud Reporting?

Answer: No, the County does not expect to replace any SplashBI reports with SaaS Cloud Reporting.

3. Is there an expectation to make all Critical and Non-Critical reports being made available in SaaS Cloud?

Answer: The Offeror's response to the RFP must address all the report requirements.

4. Please provide the business use for 'Fixed Assets Workflow: This is Fixed Assets workflow customization' customization

Answer: This Workflow Customization finds the account name for which it generates code combinations, in our case for Depreciation Expense, thereby generating the code combination ID (CCID) for an asset-level account.

5. Are you looking to use standard out-of-box integrations between EPM and SaaS Cloud ERP?

Answer: The County wants to use standard out-of-box as much as possible. i.e., unless there is a significant limitation to the standard out-of-box integration that makes it unworkable.

6. Many Clients today have not implemented a multi-pillar implementation as part of a single project. Will the County accept four references total to demonstrate experience with single-pillar projects (e.g., references that are HCM only, Finance only, EPM only).

Answer: Please see the response in question Number 1 of this Addendum No. 3.

7. HCM process – Is the HR process centralized at one central location or decentralized at multiple locations?
Answer: Some HR processes are centralized, and some are decentralized. Please refer to Attachment C, Page 4, for the HR functionality matrix by the department.
8. General question -How many unions does Arlington County have?
Answer: Effective July 2023, the County will have three (3) unions. After that, there will be a maximum of five (5).
9. General question – How many employees does Arlington County have? Please include Active and Retirees.
Answer: The County has approximately 4500 active employees and 4000 retirees. Retiree payroll and benefits processing is not part of the project scope.
10. General question – Listed in the RFP indicates that PRISM is the system as the system of record with a number of applications having been implemented in R12.
- A. Can you provide a list of those applications example HR, Payroll, Compensation, Benefits?
Answer: Examples of applications include General Ledger, Fixed Assets, Cash Management, Account Payables, iExpense, Purchasing, iProcurement, iSupplier, Core HR, Payroll, Advanced Benefits, Time Entry, Employee and Manager Self-Service.
- B. Are all the applications in R13 being replaced from HCM?
Answer: The County is replacing all PRISM EBS applications as part of this project scope.
11. HCM question –
- A. Does every employee in the organization have a position?
Answer: Yes, every employee in the organization will have a position.
- B. Can an employee n have multiple positions, if so how many positions can an employee have at one time?
Answer: Currently, the County does not have multiple positions for an employee in EBS. The County would like to implement the ability for employees to occupy multiple positions simultaneously during the project. The County does not expect that it would be more than two positions simultaneously but would be open to that possibility.
- C. How does this affect the compensation planning process?
Answer: No, this does not affect the compensation planning process.
12. Payroll question – What is the payroll frequencies for the various payroll systems? Example weekly, biweekly, paid over 10 months etc.
Answer: The payroll frequencies for the various payroll systems are Biweekly.
13. Payroll question – Are Retirees paid through the Payroll system?
Answer: No, the County does not utilize the payroll system to the retirees.
14. Time and Labor question-
- A. Is TeleStaff/Kronos used for all employees or just Police and Sheriffs?
Answer: The Fire, Police, and Sheriff employees utilize Telesatff. The County may implement

Emergency Communication employees.

- B. Will this system be replaced with Cloud Time and Labor?

Answer: No, the County will not replace the Telestaff system with Cloud Time and Labor.

15. Absence Management –

- A. How many different Absence plans are offered?

Answer: The County has thirty-six (36) different absences-plans.

- B. Are there different Absence plans for different groups?

Answer: No

16. Compensation question –

- A. For Compensation increases, do any groups of employees have grade step progression and if so how is the eligibility for those increases?

Answer: No, the County does not have grade and step progression currently but with the collective bargaining units coming, there is a potential for it in the future.

- B. Are these increases based on date of service or date of service in a position or a certain license or certification achieved?

Answer: The increases could be based on the date of service, or potentially certifications, or licensures achieved.

17. Benefit Question –

- A. How are benefits currently processed?

Answer: The County currently processes benefits based on life events.

- B. When is the open enrollment period?

Answer: The County's open enrollment period will be in May every year.

- C. Are Benefits available for all personal?

Answer: No, benefits are not available to all personnel. The County does not offer benefits to some temporary employees.

- D. Are Retiree Benefits offered?

Answer: No, retiree benefits are not processed in employee benefit system and is not part of the project scope.

- E. Are COBRA Benefits offered?

Answer: Yes, COBRA benefits are offered.

- F. Is Open Enrollment a passive or active enrollment?

Answer: Open Enrollment is a passive enrollment.

18. Performance Management question –

- A. Is Performance Management tied to compensation. Example does the performance process have to occur first before someone can get an increase or do the two processes stand-alone.

Answer: Yes, Performance Management is tied to compensation. The performance appraisal

process must occur first before an employee who meets expectations can receive a pay increase.

B. Are goals associated with their performance process?

Answer: Goals are part of the performance evaluation process; however, employees are typically eligible for a merit increase annually on their anniversary date.

19. Recruiting/Onboarding –

A. Is Taleo going to remain the Recruiting system and interface to Cloud, or will the application be replaced by Cloud Recruiting?

Answer: Taleo is not the County's recruiting system. Neogov is the Recruitment and Onboarding system. Replacement of NeoGov will be decided prior to the Configure-Build-Test phase of the project. Please refer to the "Additional Alternative Capabilities to Assess" section on page 12 and page 22 of the RFP document.

B. Does Arlington County have civil service requirements?

Answer: Yes, Arlington County code cover civil service.

20. Learning –

A. What system is currently being utilized for Learning?

Answer: Taleo Learn is the system the County is currently using for learning system.

B. Will this application be implemented in Cloud?

Answer: Replacement of Taleo Learn will be decided prior to the Configure-Build-Test phase of the project. Please refer to the "Additional Alternative Capabilities to Assess" section on page 12 and page 22 of the RFP document

21. In reference to Attachment C- Our understanding is that Projects and Grants are not part of EBS - Please Confirm. The 'Current State Conceptual Architecture' does not show PPM as part of the product suite in Oracle 12.2.9 block.

Answer: The County has not implemented projects and grants functionality in EBS, the County wants to implement PPM during the project

22. In reference to Attachment A- Do we need to provide a response in the technical effort column only for customizable requirements (c) and third party requirements (3) or do we need to provide it for all the requirements including (Y)?

Answer: Use the Technical Effort column for a high-level description of what must be done technically to meet each requirement. If no effort is required, state 'No Effort'. (e.g., configuration work only).

23. Does the SI Vendor need to include the number of environments or is it already discussed with Oracle during implementation phase?

Answer: No, the SI Vendor does not need to include the number of environments. However, the SI vendor can specify if they have a recommendation regarding this.

24. In reference to Attachment A- Cross capability requirements- Who and How the environments will be managed during the implementation phase?

Answer: Oracle (Software as a Service) manages the Oracle Cloud ERP environment.

25. In reference to Attachment A Serial Number 7 highlights 'Build integrations and interfaces as per the

requirements in Schedule A' Did the county mean this as per Attachment B?

Answer: Please reference the **Revised Attachment A - Functional and Technical Requirements** incorporated in this Addendum No. 3. Attachment B provides the list of existing interfaces to give a scope indication. The County may eliminate some existing interfaces if requirements are met within the capabilities of Oracle Cloud and the County may need new interfaces based on the new functionality of Oracle Cloud.

26. Please provide the details of the current County data warehouse.

Answer: The County uses an Amazon Redshift warehouse. To date, it has not hosted Oracle EBS data.

27. Is the County already using Azure AD?

Answer: Yes, the County already uses Azure AD.

28. Is the County planning on using Oracle Integration Cloud Service? If not is there a preferred interface management tool? Can we propose a recommendation?

Answer: All our current integrations are flat file based using MoveIT. The County encourages all Offeror's to use their expertise to provide a recommendation for a preferred interface management tool in their response.

29. What are the licenses available with county to replicate data in near real time from Oracle Cloud?

Answer: The County has not selected the software that will be used for this. However, as part of this project, we plan to build the data pipeline from Oracle ERP Cloud.

30. Does the current County data warehouse has all the data replicated from EBS and can be used to access data that will not be migrated?

Answer: No, the current data warehouse does not have all the data replicated from EBS.

31. Please let us know if Grants are maintained in the current system. If yes which system?

Answer: No, the County has not implemented the EBS Grants module. The County currently uses a segment of the chart of accounts to track different sources of restricted funds, including grants, within the EBS GL. The County does not have a centralized solution for the comprehensive monitoring of grants

32. Our understanding is that there will be no data conversion required for Projects and Grants - Please Confirm the Data conversion sheet does not list any Project/Grant/Contract related conversion How many (Approx. Number) contract and project are maintained?

Answer: There should not be any data conversion work associated with projects and grants since there is no existing centralized system of record. However, during the implementation project, we will evaluate with the selected SI whether there is the opportunity to manually populate certain projects and grant information using various decentralized County data sources.

We do anticipate performing some conversion of contract data from our electronic contract repository (Vendor Registry), which lives outside of EBS. However, the existing contracts database only tracks limited attributes, so the County anticipates needing to manually populate other required contract attributes in the Cloud solution as part of the project. The County maintains approximately 900 contracts at any given time.

33. From the current system architecture, we understand that budgets are maintained in EPBCS. Are project budgets maintained there? If so, do we need to include Project Budgets in conversion?
Answer: No, project budgets are not maintained in EPBCS and do not need to include Project Budgets in conversion.
34. Please let us know if Grants are maintained in the current system. If yes which system?
Answer: Duplicate of #31 above. Please see response in #31.
35. As per the envisioned future state eBuilder is to be retained. Will all integrations to/from eBuilder still be valid- Please validate.
Answer: The County needs to revise all integrations. Regarding eBuilder, we need to assess and review the integration to remove the duplicate data entry.
36. Do we have the list of controls around Compliance & Regulatory Affairs (e.g. internal audit, Sarbanes-Oxley, GASB) which needs to be managed and that is not currently supported in Oracle eBS (PRISM)?
Answer: The list of controls around Compliance & Regulatory Affairs is currently unavailable.
37. Referring to Attachment A, point#74, we understand currently there is a custom application used for 'Positions Lookup' however as part of proposed transformation, all the Positions will be used in Oracle Cloud HCM and will be referred in Oracle Recruitment for creating Position based Requisitions. Please confirm what would be source of truth for 'Positions'?
Answer: The "Lookup Tool" is a web-based form used to lookup current Position Control information from our HCM. Oracle Cloud HCM will be the source of truth for our position control information
38. We understand that currently we have 25 Interfaces as per current design in HCM applications. We assume that there is a scope of rationalization to this list. Some of these requirements will be met within capabilities of Oracle HCM Cloud. Please let us know if we should work on this rationalization in details.
Answer: Yes, rationalization of integration is part of the project.
39. Referring S. No # 79 in HCM reqs tab of Attachment A, CV Parsing: parsing is possible but County Of Arlington needs a contract with the profile import partner in order to enable the service (e.g.: Textkernel, Talemetry). Do you have such kind of contract?
Answer: No, the County does not have a contract with the profile import partner.
40. Referring S.No# 76 in HCM Reqs Attachment A, Can it be assumed that English is the only application language to be configured for Oracle Recruiting Cloud along with Offer Letters?
Answer: Yes, English is the only application language to be configured for Oracle Recruiting Cloud along with Offer Letters.
41. We understand that COA currently has 51 critical and 24 non-critical reports developed in the current HCM applications. We assume that there is a scope of rationalization to this list. Some of these reporting needs will also be met by the delivered screens, functionalities and delivered reports of the Oracle HCM Cloud. Please let us know if we should plan for this rationalization or should we plan for developing all these reports?
Answer: Yes, rationalization of reports is part of the project, and the County is open to solving for reporting needs in new and different ways.

42. As per Attachment B matrix in HCM, given modules are not used by most of the departments: - Manage Talent Acquisition Manage & Develop Talent Manage Compensation & Benefits Manage Employee Engagement Manage Risk & Employee Relations In the future state also the capabilities of all the departments will be same? Please confirm if the given applications will not be used by all departments within Oracle Cloud HCM?
Answer: If Arlington implements Oracle Recruiting and Learning, Manage Talent Acquisition and Develop Talent Management would most likely extend to all Departments. In addition, there may be Liaison roles for using the other modules listed, which would extend to all Departments.
43. Referring #49, Does County of Arlington have different types of Employees? Are contractors also in scope? Please specify any further details for different Person types, if any.
Answer: Yes, the County currently has permanent, part-time and temporary employees. Yes, the County has a minimal number of Contractors in EBS and is also in scope. Different person types are Employees, Ex-Employees, Contingent Workers, and Contacts.
44. Are vendors allowed to propose for specific component services requested by the RFP? For example, may a vendor propose only to provide Project Management, Change Management and Training services? Our Firm has determined that in many cases it is beneficial for an additional consulting partner to support the efforts of the contracting agency.
Answer: No, the County is interested in a single vendor or project team that can provide services for the full project scope. The Offeror can subcontract some of the services in scope but will be responsible for the overall delivery of the full project scope.
45. If the vendor is proposing Project and Change Management Services only, must the vendor be an Oracle Certified Partner?
Answer: The County wants a vendor to provide services for the full project scope. The Offeror can subcontract some of the services in scope but will be responsible for the overall delivery of the full project scope. Yes, the Offeror must be an Oracle Certified Partner to respond to all components of the full project scope of work.
46. Is there a timeline for the project? When will the project start and end?
Answer: The County's targeted project start date is January 2023, with a targeted go live in March 2024.
47. When will the award of winning vendors be announced?
Answer: Please reference Section II. Information for Offerors, 6. Notice of Decision to Award.
48. Is there a published budget for the project?
Answer: The County does not disclose budget information.
49. Referring #50 in HCM Reqs Attachment A, does 'County of Arlington' utilize full Position Management functionality in their current system? For eg- Position sync functionality (Location, department, job etc. at assignment should sync with position)
Answer: Yes, the County uses most of the current system's position management functionality.
50. Referring #50 in HCM Reqs Attachment A, Is Funding and costing currently linked with Positions within Oracle EBS?
Answer: No, the County currently stores costing at the Assignment Level within Oracle EBS.

51. Referring to HCM reqs in Attachment A, our understanding is you will be using the standard processes for Goal/Performance management. Please confirm.

Answer: The County is looking for a recommendation from the SI.

52. Referring to HCM reqs in Attachment A, what are the different annual cycles for Talent processes e.g. Performance & Goal Cycle? Is the process will be same for all employees in the organization?

Answer: The process will not be the same for all employees. Employee cycles are annual and are generally based on hire dates, calendar years, or the fiscal year. In addition, some Departments and positions may require a different frequency of evaluation.

53. Can you please confirm which system you are currently using for performance appraisals?

Answer: The County uses a custom application built within SharePoint and Microsoft Power Platform for performance appraisals. A few departments use a system built on the OnBase platform.

54. Will there be a Talent review meeting every monthly, quarterly or annually for the employees to see their progress?

Answer: It will be up to supervisors and Departments regarding the frequency and necessity of check-in meetings. Recommendations are expected by firms responding to this RFP.

55. Referring to Attachment B- Account Payables, what is expected Architectural pattern in client to send check details file to Wells Fargo bank?

Answer: Attachment B provides background information to help the Offeror understand the scope of what is currently in place. Our current integrations are flat file based using MoveIT.

56. Referring to Attachment B-Account payables- Please elaborate the existing functionality of ACGA HR-AP and Employee Update that needs to be implemented in ERP cloud.

Answer: Currently, Employee expenses are reimbursed through the Accounts Payable system. To process employee expenses, employees have vendor profiles in the Accounts Payables system. The "ACGA HR-AP and Employee Update" process will sync employee bank accounts in the HR system with their vendor profile in the Payables system.

57. How are the employee expenses planned to be entered into Oracle ERP cloud?

Answer: Employee expenses will be entered using employee self-service in Cloud as well as using mobile devices.

58. Referring to Attachment B-Account Payables- Can the county confirm if they are referring PCARD transaction as employee expenses.

Answer: Yes, the County is referring to PCARD transactions as employee expenses.

59. Please provide the requirement details regarding SLA changes needed by Arlington County to post details to GL.

Answer: We have customized SLA in EBS to send payment check information (e.g. check number) from the Payables sub ledger to post details to the GL. We want this functionality to persist in the ERP cloud solution.

60. Please confirm the understanding, "The expense will be created in ERP cloud based on data entered on the ERP UI, however, the receipt attachments uploaded by End users will be uploaded to OnBase."

Answer: No. We currently have a customization in EBS for this functionality, but when moving to the

ERP cloud we are looking to eliminate this and instead include expense receipt attachments within the Cloud document management solution.

61. Do you want to Store the receipts in both OnBase & ERP cloud OOB document repository?
Answer: No, receipt attachments should be in ERP cloud only.
62. Do we need to retrieve the receipts from Onbase application and show in ERP UI when end user visits ERP UI?
Answer: No, receipt attachments will be in ERP cloud only.
63. Does OnBase expose any APIs to upload/Retrieve the documents?
Answer: Yes, OnBase expose APIs to upload and retrieve documents.
64. A successful change management approach necessitates participation from Arlington County to review artifacts and co-execute activities, as needed. Who from Arlington County is committed to serving as the Change Manager's business partner?
Answer: We will assign required resources for a successful project before project start.
65. The RFP specifies ERP projects for three State and Local entities within the past five years as a requirement. For a firm proposing in a role limited to project and change management, will projects serving higher education and not-for-profit institutions be acceptable alternatives?
Answer: We want a vendor that can provide services for the full project scope. Offeror can subcontract some of the services in scope, but Offeror will be overall responsible for the delivery of the full project scope. We want Offeror with implementation of State or Local government experience.
66. Invoices are created manually by end users from ERP UI and that point of time it needs to be validated that attachments are to be made mandatory. Please confirm.
Answer: Yes. That is our requirement.
67. What kind of PRISM GL data needs to be synced to DES tables. Please provide details.
Answer: Currently, we provide summary GL YTD, MTD, QTD balances for Actual, Budget and Encumbered amount; detail journal entries including accounting information along with PO and Invoice information. In the future the County intends to solve for this need using a singular, enterprise-wide data pipeline to the cloud data warehouse
68. From how many ERP screens the OnBase application needs to be launched?
Answer: The County anticipates three ERP screens (Employee self-service; Manager self-service; and Enter and Maintain Person in HR), but this could change during the course of the project
69. The Onbase application UI is developed on which technology?
Answer: .Net and C++
70. Referring to Attachment C- Future state conceptual architecture-Whether the Solicitation Mgmt. mentioned under the Oracle ERP Cloud refers to Cloud Sourcing module or any other module?
Answer: Offeror should respond to this as part of the response to the RFP.
71. There was a requirement #66 in SS&P Reqs Attachment A, regarding the Quality check and inspections whereas in future state conceptual architecture there was no mention of Quality module. Kindly

confirm on whether the inspection will happen outside of Oracle cloud application.

Answer: Offeror should respond to this as part of the response to the RFP.

72. Referring S.No 97,98,100 in HCM reqs Attachment A, seems Oracle Time and Labor is in scope within this transformation? When we refer Appendix B, Current State app inventory tab, we found 2 different package (Telestaff, Time Clock Plus) is used currently for Time Management. We would need more details on this. In case if Oracle Time & Labor would be implemented in full as part of this program and if any integration would be needed from external system?

Answer: Arlington County has three different time entry systems (Oracle Time and Labor, Telestaff/Kronos and Time Clock Plus). Time entered in Telestaff and Time Clock Plus are integrated with Oracle Time and Labor using flat file. We do not have any plans to replace Telestaff/Kronos and Time Clock Plus. Integration to these two systems is in project scope.

73. Referring HCM Architecture diagram, what capabilities/functionalities are we expecting within Oracle HCM Cloud to handle 'Risk & Employee Relations'? Is it HR Helpdesk?

Answer: It is not HR helpdesk. Please refer to HCM Reqs TAB in Attachment A.

74. Referring S.No 99 in HCM Reqs, do we have complex workflow approval process in Onboarding? How many transactions have approvals?

Answer: The County does not currently have this functionality and therefore cannot answer this question. It is the County's expectation that Offerors propose best practice solutions for this process for the County's consideration.

75. What are the different annual cycles for various HR processes e.g., Performance & Goal Cycle, Compensation, Increment, Leave, Benefits enrollments etc.?

Answer: Generate W-2s, 1095s, Total Compensation Statements, Leave Carry over, Filing of W2s and 1094s with IRS, Open Enrollment, Leave accrual balance upload for Floating Holiday and Volunteer Time.

76. Referring to HCM Reqs S. No 31, Please provide the list of all payrolls across all countries and business? What are the Payroll frequencies for each of these Payrolls?

Answer: We have only one payroll and frequency are Bi-Weekly.

77. Regarding Attachment A - Functional and technical Requirements, Cross-Capability Reqs tab, Excel row 7 states: "Build integrations and interfaces as per the requirements in Schedule A." Will the County please provide vendors with Schedule A document?

Answer: Please reference the Revised Attachment A - Functional and Technical Requirements incorporated in this Addendum No. 3. Please reference response to #25 above.

The balance of the solicitation remains unchanged.

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