ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT

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

ADDENDUM NO. 4

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

1. Referring to Attachment B, Customizations and extensions- What customization to workflow is expected in case of RICE. Please Elaborate.
   Answer: All our workflow customizations are around approval routing, escalations, and timeout periods.

2. Referring to Attachment C, the Vendor Registry 3rd party reference is missing in the future architecture whereas it is referred in the current state conceptual architecture. Please confirm if this was omitted by mistake in the future architecture?
   Answer: No, Vendor Registry was not omitted, the County anticipates replacing Vendor Registry functionality within the Cloud ERP solution.

3. Referring to Attachment B, Data conversion, Can the county confirm whether the number of records comprises of only open POs and PRs?
   Answer: The number of Master Records column in Attachment B refers to all POs/PRs opened/closed last year.

4. Where is the Chart of Accounts currently maintained? Is DRM (Data Relationship Management) being used to maintain Chart of Accounts?
   Answer: Chart of Accounts are maintained in EBS.

5. Referring to Attachment A-Manage budgeting and planning- How complex is the Approval workflow process including Number of levels in the workflow?
   Answer: The County and the selected Successful Offeror will define this process during the project. In addition, the County is interested in exploring and incorporating best business practices for all workflow management.

6. Referring to Attachment A, Manage Budgeting and planning tab Q 21, Please provide more details about "Maintain management structure and cost center owners "? Is this related to Security?
   Answer: This requirement refers to the fact that many departmental end users of the budget planning tool should only have access to specific cost centers belonging to their department or business unit and be able to perform specific actions. This structure and cost center ownership is controlled and managed by the central budget office.

   The second reference "is this related to security" does not go with the structure of the first question, therefore the County cannot respond.

7. Referring to Attachment A, Manage Budgeting and planning tab Q 22, Is this Requirement about Drill through from Planning application to Oracle GL to view transaction data?
   Answer: Yes, this requirement speaks to the need to reference GL transaction details in the budget planning tool to inform the development of budget plans.

8. Referring to Attachment A, Manage Budgeting and planning tab Q 25, Please provide more details about "Transferring time and associated cost based on individual staff projected utilization"?
Answer: This requirement refers to the ability to allocate the budget for a position across multiple projects or cost centers. The County may anticipate that a certain position will support a specific project (or projects) during the budget development cycle, but then the actual utilization of that position changes during the year. The position's costs must then be reallocated to reflect actual utilization patterns.

9. Referring to Attachment B, Manage Budgeting and planning, How complex is the security set up in Planning applications?
Answer: The County and the selected Successful Offeror will define this during the project. In addition, the County is interested in exploring and incorporating best business practices for security.

10. Referring to Attachment A, Manage Budgeting and planning tab, Please let us know the the number of reports that need to be built, number of users using these reports and frequency of usage?
Answer: The specific number and utilization of reports will be determined during the course of the project based on best practices and recommendations from the selected SI. The County anticipates that the current reporting practices throughout the ERP will likely change in the new system.

11. Referring to Attachment A HCM reqs # 26 -can the county share more details on W2 reporting and contribution controls? Is it a report in current system or a custom form?
Answer: The County currently relies on EBS canned reports for W-2 reporting and contribution controls.

12. Referring to Attachment A HCM reqs #31 What are the different pay periods? Please provide the list of all payrolls across all counties and business? What are the Payroll frequencies for each of these Payrolls?
Answer: The County runs one payroll process on a bi-weekly basis.

13. Referring to Attachment A HCM reqs #34, What are 45b,457 Roth and 401a(ARP), are these different Benefit plans? If yes, what is the eligibility rule for these?
Answer: This level of detail will be discussed and captured during the Planning and Design phase of the project.

14. Referring to Attachment A HCM reqs #40, 43, 105 - Can the County share more details on 457, 457R, 401a Loan administration?
Answer: This level of detail will be discussed and captured during the Planning and Design phase of the project.

15. Referring to Attachment A HCM reqs, #97, Which third party application integration with OTL is needed?
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 the project scope.

16. Referring to Attachment A HCM reqs, We understand from Attachment C, all 29 departments use

currrent Recruitment system and assumption is Oracle Recruitment cloud will be implemented for all of these, please confirm. We would also need more details like how many requisition templates, career sites, offer management process (language to consider), etc to understand the scope of Recruitment module.

Answer: As clarified in the RFP document, the County intends to work with the selected SI to make a final decision about whether to include the recruitment solution in the project scope during the Planning and Design project phase.

Regarding the additional requested details, this level of detail will be discussed and captured during the Planning and Design phase of the project.

17. Referring to Attachment A, Finance Reqs, Row No. 73 "Ability to use one CoA for all departments, utilizing automated inter-department transactions, and common paymaster" - Can you please elaborate is this something to do with allocations?

Answer: This requirement speaks to the need to deploy a consistent strategy and usage of the chart of accounts across all entities, funds, and departments.

Regarding automated inter-department, or inter-fund, transfers, the County's requirement is for the system to automatically create balancing entries to keep funds in balance when journals are processed that cross between funds.

The common paymaster is stating that the County maintains a singular point of disbursements and intends to continue with that approach in the new system.

18. Referring to Attachment A, Finance Reqs, Row No. 86 "Maintain project level cash and fund balances" Please elaborate more to understand the requirement.

Answer: The County's requirement is for the system to maintain cash balances at the fund level. In addition to that, the County requires that the new system be configured such that project-level balances (budget versus actuals for both expenditures and revenues, and actual revenues less actual expenditures) can be obtained at any point in time.

19. Referring to Attachment B Customizations and extensions, Account Payables, Row No 6: Need more details regarding SLA Changes which are required on fusion financials.

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.

20. Referring to Attachment B Customizations and extensions, Account Payables, Row No 11: Need more details regarding fixed asset workflow customization to check if it is feasible or not in fusion.

Answer: The current Fixed Assets 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.

21. Referring to Attachment A, HCM reqs- Is there any Case management tools you are using for EMR requests. If yes, will there be any integration between the current case management tools and HR Helpdesk.

Answer: Currently we use an internally created Access Database to record EMR incidents. It will not be integrated into any Oracle Cloud solution. With the assistance of the SI we will determine if a new

solution that is integrated is the best way to move forward or if the role can be filled strictly inside of Oracle Cloud.

22. Referring to Attachment A, HCM reqs, Do you want to transfer all the employee data integrated with Case management tool to Oracle Cloud?
Answer: We will not know if we are moving case management data into Oracle Cloud until the chosen SI helps us determine the capabilities of Oracle Cloud and if it will meet our case management needs.

23. Referring to Attachment B, current integrations, Please provide the details of the volumes catered by the integrations.
Answer: Volumes vary from hundreds to a few thousand depending on the integration.

24. Referring to Attachment B, Customizations and extensions, Please provide the details of the volumes catered by the customizations and Extensions.
Answer: Volumes vary from hundreds to a few thousand depending on the customization.

25. How will SI vendor get access to Arlington County application? Is it through VDI? Please specify.
Answer: Same response as question 5 addendum no 2

26. Referring to Attachment A, HCM reqs #72 We would need more details on Community Service Initiatives. How is it handled currently? Is Oracle Work Life in scope?
Answer: Community Service Initiatives are not currently tracked inside of EBS. The SI will help us determine the capabilities of Oracle Cloud and if it will meet our Community Service Initiatives needs and if Oracle Work Life meets our needs

27. Referring to Attachment B, Customizations and extensions, In Arlington County, how many different kinds of check formats need to be developed to be included in Wells Fargo Payment File?
Answer: We have 3 check formats and 1 ACH format for WellsFargo.

28. Referring to Attachment B Data conversion- Do you have any attachments (FILES) which need to be migrated from EBS to Cloud?
Answer: Yes. We store attachments for POs, PRs, Journals, Invoices, Assets, Expenses, HR and Benefits in EBS.

29. Referring to Attachment B Data Conversion- All HCM data is confidential what security/encoding are used for data files?
Answer: This level of detail will be discussed and captured during the Planning and Design phase of the project.

30. Referring to Attachment B Data Conversion, We don't see any entity for Attachments. could you please share counts for each entity - attachment. If you have?
Answer: We don't have counts for attachments. We store attachments for POs, PRs, Journals, Invoices, Assets, Expenses, HR and Benefits in EBS.

31. Referring to Attachment B Data Conversion, Counts provided all only Open AR/Open AP/Open Purchase Order/PR or include all?
Answer: Count includes all POs/PRs opened/closed in last year

32. Referring to Attachment B Data Conversion, Only Open AR/Open AP/Open Purchase Order/PR need to be migrated or all should be migrated?
Answer: Please refer attachment B Data conversion TAB Column E.

33. Are there any tools already in place for data extraction + transformation needs for data Conversion?
Answer: No. We don't have any tools in place for data conversion.

34. Does data Conversion team need to do any data cleansing?
Answer: This will be defined during the project with the selected SI

35. Does the data conversion team need to extract the data from source EBS?
Answer: Yes, County resources will extract data from EBS, but expects SI team involvement in data transformation.

36. There was mention of providing Self-Service application to Vendor, whether Fusion Supplier Portal can be proposed to achieve this requirement as the module is not mentioned in the future state?
Answer: Yes, our requirement is to use the Supplier portal.

37. Referring to Attachment A, Finance reqs, How many segments are being used in COA currently, please name those segments and also let us know if COA are synchronized across finance applications.
Answer: The County currently uses six segments in the chart of accounts: fund, cost center, natural account, project, source of funds, and task. The COA is currently synchronized across finance applications.

38. Referring to Attachment A, Manage Budgeting and Planning, How many modules are currently configured within EPBCS application? Are they all Out of the Box modules or any custom modules? Are there any new business processes to be built-in in the new application that are different from the existing processes?
Answer: The County only has the basic budget planning module configured. The module has been customized to help facilitate the translation of HR data from PRISM for position salary and benefit costing. The County is expecting to receive recommendations from Offerors regarding changes to these business processes in the new system.

39. Referring to Attachment A, Manage Budgeting and Planning, What is the Current Forecast & Budgeting life Cycle and the level?
Answer: The current processes are as follows:
The County runs an annual budget process for the operating funds. Forecasts are performed for a single planning year in the budget planning system, and these plans are done at the most detailed level (down to the cost center and natural account). In addition, the County separately adopts a 10-year capital improvement plan for the capital funds. This plan is developed and published on a biennial basis (every other year) and generally is done at the project and major project phase (e.g., design, construction, FF&E) level. The County also develops a higher-level, comprehensive revenue forecast (at the specific revenue type level) that looks forward approximately six years.

40. Referring to Attachment A, Manage Budgeting and Planning, Is the current system configured with Version Management & Approval workflow process?
Answer: The current budget planning system includes approval workflow management as well as budget version management.

41. Referring to Attachment A, Manage Budgeting and Planning, How the external sources are integrated with EPBCS modules? Is it direct or file-based integration? Frequency of data and Meta data load?
Answer: The primary external source of data loaded into EPBCS is the position salary and benefits data from the PRISM HR system. This data is currently loaded into EPBCS, using a file-based load, once per year at the start of the budget planning process. In addition to the HR data, the County uses EPM to automate weekly to update the chart of accounts in EPBCS to remain consistent with the GL.

42. Referring to Section V proposal requirement of the RFP, "Describe your approach to project communication". Does this refer to project communication in an usual PMO framework e.g. status reporting, project meetings, escalation paths etc. or is it related to communication in an OCM context?
Answer: This requirement refers to project communication in a traditional PMO framework

43. Referring to Attachment C Future State Conceptual Architecture- Please clarify if the integration to bring in Change order from PRISM to Ebuilder is required; If so, what details are required to be interfaced?
Answer: The County intends to review all integrations, including bringing change order information to eBuilder, with the selected SI to determine which are still necessary for the new system. Details about which fields would be included in this type of integration would be worked out during the Planning and Design phase of the project

44. Please confirm if there is only one department 'Environmental Services' that will use Projects and Grants?
Answer: The County's expects that Projects and Grants will be used by any County department with a project or grant to manage. This currently includes almost all County departments.

45. What kind of Technical training is expected for technical leads of the County apart from knowledge transfer during hypercare?
Answer: The County expects Offerors to include their recommendations for appropriate levels and types of training on all technical efforts for the County's technical leads in their proposal. Therefore, the County is not prescribing a specific solution in this instance. The RFP does indicate that the County has a desire for the selected SI to provide continuous knowledge sharing throughout the engagement process and not just during the hypercare period.

46. Is Arlington willing to allow vendors the ability to reference the terms of an already negotiated agreement (CSA)?
Answer: The County's RFP includes a sample contract with the terms and conditions the successful Offeror is expected to sign. As the RFP states, there are County terms that will not be negotiated, and Offeror's may not take exception to. If there are terms and conditions that an Offeror wishes to change those should be noted in their response to the RFP. Offerors should not reference terms and conditions from any agreement other than the one provided in this RFP. Section 6 of the RFP clearly explains this position.

47. Referring #53 in HCM Reqs tab of Attachment A, are we currently employing people under Contracts? Is Contract Management in scope?
Answer: Referred back to the Offeror with the question. The County is not clear on the question and is unable to provide a response. Contract management is not in the HCM module, therefore the confusion. Contract management is in the scope but has no association to the HCM module.

The balance of the solicitation remains unchanged.

Arlington County, Virginia

Dr. Sharon T. Lewis, LL.M, CPPB, MPS, VCO
Purchasing Agent
slewis1@arlingtonva.us

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