

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

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

**ADDENDUM NO. 5**

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

1. How many HCM users, self-service ERP users, and self-service Procurement users (i.e. requesters) do you expect to have in the new system?  
**Answer: The County has approximately 195 HCM users, 4543 self-service users, and 319 Procurement users in our current EBS system. Please refer to the User Mapping tab in Attachment B for more details on user counts. We expect to have similar user counts in the new system.**
  
2. Referring to Attachment B, Customizations and Extensions- please confirm the functionality that is expected is to upload the receipts in OnBase by invoking existing page of OnBase when users create Expense reports in ERP cloud.  
**Answer: The County is looking to eliminate this integration with OnBase and use a document management solution within ERP Cloud for expense receipt attachments.**
  
3. Referring to Attachment B, Customizations and Extensions, It is assumed that URL of OnBase application that needs to be invoked from ERP cloud custom hyperlink for Receipt upload accepts parameters in the URL. Please confirm. If not then please specify how it is being done?  
**Answer: Yes. In the County's current system, the URL used to invoke OnBase from EBS accepts parameters. As part of this project, the County is looking to eliminate this integration with OnBase and use a document management solution within the Cloud for expense receipt attachments.**
  
4. Please confirm that any changes needed in Onbase application to integrate with ERP, will be taken up by existing team supporting Onbase.  
**Answer: Yes. County will take up the OnBase work if any changes are needed inside the OnBase application for Cloud ERP integration.**
  
5. Is OnBase application present in public/open internet (not behind firewall/accessible only in Arlington county network/intranet/VPN)? If it is needed then, Will Arlington county ensure that Onbase is accessible outside Arlington county network i.e. on public internet?  
**Answer: OnBase application can be accessed from a public network.**
  
6. Is MOVEIT File server hosted on cloud or on-premise? Please clarify.  
**Answer: MoveIT is in an on-premise server.**
  
7. Can County share what was the number of regression test cases/scripts used during 12.1.3 to 12.2.9 upgrade in 2021 for PRISM technical upgrade?  
**Answer: The County used around 1100 test cases to test PRISM applications and another 300 test cases to test SplashBI reports.**

8. Can county confirm if county successfully used any automated testing previously during PRISM technical upgrade and what is the automation tool being used?  
**Answer: The County did not use any automated testing tool for the PRISM upgrade.**
9. "The testing automation deliverable should be configured so that it can be used in the future for regular quarterly releases or any further internal configuration to the system." Can county please confirm if they have technical team available to maintain the automated scripts once delivered for making necessary changes to align to internal configuration changes?  
**Answer: Yes, County has an internal technical team to maintain the automated scripts for any changes after Go Live.**
10. It is unclear to us if Payroll is in Scope? If yes, how many bargaining units and unions?  
**Answer: Yes, the Implementation of Oracle Cloud Payroll is in scope. Effective from July 2023, the County will have three (3) bargaining units and unions. After that, there will be a maximum of five.**
11. What are the two sets of books and two business units (operating units) used for?  
**Answer: The County has one set of books for the primary record-keeping ledger and the 2nd set for the secondary ledger focusing on long-term liabilities and fixed assets. In addition, we have two business groups, one for County operations and the other for management of the retirement pension fund.**
12. Is the implementation of Cloud EPM in scope?  
**Answer: Please refer to the RFP for everything included in the scope.**
13. What is the expected timeline and milestones to complete this project?  
**Answer: The County's targeted project start date is January 2023, with a targeted go live in March 2024**
14. Is Vendor allowed to bring their own tools/knowledge repository to help conduct the assessment during the requirements and gathering phase?  
**Answer: Yes, Vendors can bring their tools/knowledge repository for the requirement gathering and analysis phase.**
15. Please let us know the Business/Technical SME availability from the county for this engagement.  
**Answer: The County will assign dedicated Business/Technical SMEs for this project.**
16. Are there any out of region DR/Backup requirements? Current State.  
**Answer: The current state application is hosted and managed by Oracle Managed Cloud Services. Oracle hosts our primary and DR servers in different regions and takes backups daily. In ERP Cloud, we expect that Oracle will manage DR and backups.**
17. Do you have current state business process documented? If so, what are level of details present (L1, L2 or L3 business process flows)?  
**Answer: The County has documentation for current state business processes, but it is very old and may need revisions. The County expects SI Contractor to collaborate with the County's business team and document the future state business processes.**

18. Do you have the current state technical architecture representing the data flows and integration with other applications?  
**Answer: The County does not have the current state technical architecture diagram. Please refer to Attachment C, page 5, for the County's current state architecture diagram.**
19. Please share the current state inventory i.e., no of users, no of processes, no of customizations, no of reports etc.  
**Answer: Please refer to Attachment B for the current state inventory.**
20. What is the current process to maintain the documents of records such as birth certificates, resignation letters, qualification documents, contract letters, etc.?  
**Answer: OnBase is the County's electronic records management system. Currently, we scan and store all the document records in the OnBase system.**
21. What is the current process to print payslips / w2 for Active Employees and Ex-employees?  
**Answer: In the current system, Payslips and W-2s are accessible from Self-Service HR. Currently, the County does not print payslips and W-2s for employees and ex-employees unless someone asks for a printed copy.**
22. What is the current process to upload the files to Benefit Carriers?  
**Answer: The County uploads benefit files to vendor FTP sites. Some files are uploaded manually, and some are transferred using MoveIT.**
23. Is Enterprise Command Centre / Payroll Command Centre configured in the current system? Data Integrations/Migration  
**Answer: The Enterprise Command Center is configured in the current system, although only the payables and procurement ECCs have fully validated data. The County uses fully customized data feeds/queries for both these ECCs. The fixed assets ECC is still in development. The Payroll Command Center has not been configured.**
24. Can you please share the list of data sources that are in scope for data migration? Also, please share the size and format (.csv, RDBMS etc..) of data.  
**Answer: The main sources for data migration are EBS, Taleo, NeoGov, OnBase, Sharepoint, MS Excel, MS Access, and SQL Server database. Since we are adding new applications to the future state, there could be more data sources we are unaware of now.**
25. What are the current data retention policies and future requirements?  
**Answer: Commonwealth of Virginia records retention law governs the County's retention policy. Specific retention periods vary dramatically depending on the record type. But we did not delete any data in the current system, and any change to this practice will be reviewed during the project.**
26. "Configure and Build the integration with the County Datawarehouse" – as mentioned in Attachment A as Cross-capability requirements; Can you please share the details of County DWH environment and no of jobs feeding the DWH?  
**Answer: The County currently has an Amazon Redshift cloud data warehouse, but it has not yet developed a pipeline to move EBS data into the warehouse. The County wishes to work with the selected SI firm to determine whether using the Redshift cloud data warehouse for Oracle Cloud data is the best solution or if a different solution is preferable. Additionally, the County will work with the**

SI on the specific data that needs to be moved to the warehouse from Oracle Cloud. The County ultimately wishes to configure the pipeline to optimize refresh cycles.

27. How many years of data will be transferred to the Cloud? What is the plan to maintain the history data that is not transferred to Cloud and what are the options to refer to this data in future? HCM  
Answer: Please refer to Attachment B, data conversion tab for the information on years of data to convert. We have plans to keep our current EBS database and access data using SplashBI when needed.
28. Can you please share the employees/contractor/partners etc. volume in scope for HCM implementation?  
Answer: Please refer to Attachment B, the data conversion tab for data volume.
29. Are you currently leveraging any third-party systems for payroll? If so, please share the details.  
Answer: No. We are not using any third-party systems to process payroll for employees.
30. Is Separation initiated by HR Team or their supervisors? Security  
Answer: Supervisors and HR liaisons will initiate the separation process.
31. Do you have any specific compliance/data security requirements that may require you to provide services internally?  
Answer: No.
32. Will Arlington require all contract terms and conditions to flow down to subcontractors?  
Answer: The County contracts with the firm submitting the response to the RFP. What the firm negotiates with its subcontractors is not known to the County. The Lead firm that submits the response to the County is responsible for all the work under the resulting contract.
33. Is the County willing to make amendments to clause 9 \*payment of Subcontractors? Can 7 days be modified to 30 days?  
Answer: No, the clause is noted with an \*, which is clearly explained in the RFP as one in which the County will not negotiate.
34. Referring to Attachment D- Cost proposal, Can the County confirm if the rate card will be applicable for any additional future work? Since we are submitting a fixed price for the actual implementation?  
Answer: The price proposal form should be used to submit pricing on only the scope of services described in the RFP document. The rate card will help establish pricing on contract change orders associated with the implementation efforts. Any additional future work that is not directly related to the implementation project will be procured separately.
35. Question: Referring to Attachment B Customizations and Extensions, Is Onbase application currently having SSO enabled with same Active Directory (AD) of Arlington county which Fusion Cloud will use. If not , can we assume that Arlington County will get the SSO enabled for Onbase application?  
Answer: Yes, the OnBase application is SSO enabled using the Active Directory of County.

The balance of the solicitation remains unchanged.

Arlington County, Virginia

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**RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR PROPOSAL:**  
**OFFEROR ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 5.**

**FIRM NAME:** \_\_\_\_\_

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