ALBUQUERQUE PUBLIC SCHOOLS

Albuquerque Public Schools

Addendum 1
RFP #23-084CG – Enterprise Resource Planning Software and Services

The following Questions and Answers are hereby made part of the solicitation for the above referenced project and shall be taken into account in the preparation of proposals and execution of all work. Vendors shall acknowledge receipt of this addendum.

	QUESTION	ANSWER
1.	Will APS be publishing a recording of the pre-proposal call?	No.
2.	Does the District have plans to release the list of interested bidders for this opportunity or at least those who joined the bidders call? It might encourage teaming.	Yes – see the exhibit at the end of this addendum.
3.	Can the district please release the business process workflows as soon as possible? In our experience, these can be time-consuming to review.	The business process workflows have been released with this addendum.
4.	Do we need to pay for registering as a vendor to propose?	No, there is no fee required to register as a vendor on VendorRegistry or to submit a proposal.
5.	Regarding the Hosting Requirements, will	No.

	APS replace the requirement for guaranteed 99.9% uptime with an industry-standard 99.7% uptime SLA?	
6.	In the RFP document, Scope of Work – Scope of Services – Section 2 – Scope, Time and Attendance is not included among the "Base Bid Modules." However, Appendix B – Software Selection includes a Time & Attendance tab for completion as part of our response. Is Time and Attendance considered in scope for APS in this solicitation? Is Time and Attendance considered a requirement, or an optional service? Please clarify how Time and Attendance is being evaluated as part of the service scope for this RFP.	Time & Attendance is an optional module for this RFP. A revised Appendix A pricing form with Time & Attendance as an optional line item has been released with this addendum.
7.	Appendix B Software Specifications: Inventory tab, General Requirements, Row 8: Maintenance Work Order System: Is the District requesting that the ERP include pricing for work orders in this bid (assuming the ERP provider offers asset	The RFP requirement is that ERP inventory solutions have ability to integrate with work order systems. Work order functionality or modules are not in scope for this RFP.

	management/work order functionality)? Or is the District requesting that the proposing ERP provide integration to a third party system? Please elaborate on the intent of this question/requirement as it pertains to the scope of what should be proposed.	
8.	Appendix B Software Specifications and Appendix A Pricing Form: We have observed there are requirements and a section for Time and Attendance functionality in Appendix B but there is no Time and Attendance row in the Appendix A Pricing Form tab.	Time & Attendance is an optional module for this RFP. A revised Appendix A pricing form with Time & Attendance as an optional line item has been released with this addendum.
9.	Appendix A Vendor Response Forms: Vendor Questionnaire Tab, Row 24: How many clients have migrated to and from the platform you are proposing to/from another platform in the past 3 years? Can you please clarify the question? Is the intent of the question to know how many clients have been added or implemented to the	The intent of the question is to know a) how many new customers you have implemented in the last 3 years; and b) how many customers you have lost over the last 3 years who have migrated to other ERP systems.

	proposed ERP platform within the past three years?	
10.	How do you manage your Chart of Account values and hierarchies?	See the attached Business Process Workflows exhibit.
11.	What is the expected location for all contractor employees? Is remote work allowed?	APS is flexible and is open to a hybrid approach with both onsite and remote work. Per the RFP, power-user and technical training is expected to be onsite.
13.	Does APS have any restrictions for usage of non-US based resources?	The RFP hosting requirements specify that all data must be hosted in the US at all times. With regards to implementation and support personnel resources, the RFP does not require that all resources be US-based, however, extensive usage of offshore staff may factor into APS's evaluation.
14.	Is there a requirement to redesign the APS Chart of Accounts as part of implementation?	No.
15.	Appendix B: Req# 281-Procurement Tab. Requirement: Ability to interface to an existing e-procurement package.

Please provide more details on this requirement since other requirements in Procurement tab requires ability to support requisitioning, purchasing, sourcing and contracting process. What functionality will continue in existing | APS does not anticipate that any functionality will continue in an existing procurement system. If vendors provide integrated e-procurement functionality with their ERP solution, they should answer this specification "Yes". |

	e-procurement package?	
16.	Appendix A-Conversion Data. Only Purchase Orders are identified as conversion element in Appendix A-Conversion Data. What is the conversion requirement for other procurement data such as Requisitions, Open Bids/RFQs, Contracts and Suppliers?	For the purposes of this RFP, we will require conversion services.
17.	Are Time and Labor and Absence Management out of scope? If so, could you indicate what integration in the requirement inventory cover those functionalities?	Time & Attendance is an optional module for this RFP. A revised Appendix A pricing form with Time & Attendance as an optional line item has been released with this addendum.
18.	Are requirements regarding Health and Safety and Risk Management expected in implementation?	Some requirements related to Risk Management are included in the HR tab within Appendix B. See Appendix B for application software requirements.
19.	Do you expect the Employee Self Service Substitute Request to integrate with a substitute system?	This would be considered a value-added feature by APS, but not a mandatory requirement.
20.	How do you get GL journal information from external applications into your GL application? Can you provide a list of external sources from which you get	See the attached Business Process Workflows exhibit.

	the GL Journal information?	
21·	How do you perform General Ledger Allocations? Can you provide a list of Allocations that you perform periodically?	See the attached Business Process Workflows exhibit. A list of allocations is not available.
22·	Can you briefly describe your periodic Financial Close and Consolidation process. Do you perform these activities using any specific application? How do you plan to manage close and consolidation activities in the future?	See the attached Business Process Workflows exhibit.
23·	How do you perform Balance Sheet and Profit/Loss Account reconciliations? Do you plan to use an Account Reconciliation application in the future?	See the attached Business Process Workflows exhibit.
24·	Can you briefly describe your current External Reporting process? Do you use any application to perform External Reporting? Please provide a list of External Reports that you generate periodically.	The definition of external reporting in the context of this question is unclear. Reports are currently generated using a combination of Infor Lawson reporting tools and spreadsheets.
25·	Can you briefly describe your current Financial Planning and Analysis (FP&A)	See the attached Business Process Workflows exhibit.

	process? Do you perform these activities using any specific application? How do you plan to manage FP&A activities in the future?	
26.	What data sources are included for Reporting & Analytics and will all of those data sources be migrating to SaaS environment in the future, or will some remain on Premise?	APS expects that the primary data sources for reporting within a future ERP system will be ERP transactional data and metrics. If proposed reporting solutions are able to integrate other data sources, this would be considered value-added functionality.
27.	What is your total inbound vs outbound interface count for HCM, Financials and SCM?	Unknown.
28.	Are you expecting the contractor to understand modifications and impacts to Internal Control design based on future processes and/or opportunities for automated control improvement for IT and/or Business Process internal controls? Will you be able to provide resources to lead this work if needed?	The wording of this question is unclear. APS expects the awarded vendor to recommend potential changes to business processes and internal controls throughout their implementation and configuration of the new ERP system. Intended future-state business process workflows have been included in the attached Business Process Workflows exhibit.
29.	How do you plan to document and execute on key process / key IT controls and monitor issues from a	Unknown.

	compliance perspective?	
30.	Are you interested in monitoring exceptional transactions or transaction scenarios that may steer out of business policy?	Yes, this would be considered valuable functionality. See Appendix B for application software requirements.
31.	Do you currently leverage shared service center(s) for Finance, HR, and Supply Chain to centralize activities, as well as a center of excellence as an escalation path to the shared service(s)? If so, do you require support determining the future organizational model, sizing and required skills of the shared service center(s) and center of excellence to support the business and the Associates?	APS is a large centralized school district serving numerous high schools, middle schools and elementary schools. Our centralized Business Systems department serves all of those schools (in functional and technical issues) as well as all administrative functions such as accounting, budget, procurement, payroll and many more. We would be open to receiving recommendations on best practices for these centralized services.
32.	What are the other transformative programs that are planned during the time period of this project?	No major transformative projects are planned which would conflict with the ERP implementation.
33.	Are there any Blackout time periods that may impact potential Go Live dates? Do you have a preferred implementation schedule including milestone dates?	No blackout periods outside of national holidays are defined at this time. Implementation timing is flexible and vendors should propose whatever they believe to be best practice for APS.

34.	We note that APS has listed "Internal Warehouse (s) APS Material Warehouse and APS Maintenance & Operations Warehouse" as part of the base bid modules it requires in a new ERP system, however we did not see any specific requirements for this solution in the Appendix B – Software Solution.xls document. Can you clarify the functionality you are looking for with regards to these modules, or is the required functionality for these covered under the Inventory tab in Appendix B.	The core warehousing need is inventory management. See the Inventory tab of Appendix B for requirements.
35.	We have a Native Indian company as our sub-contractor. Hope we get the points for this.	Preferences are subject to applicability and receiving all required documentation with the offerors submittal. Resident Contractor Or Native American Resident Contractor (or Veteran Resident Contractor or Native American Veteran Resident Contractor) Preference Certificate issued to the Offeror by State of New Mexico Taxation and Revenue – if applicable Obtain more information: http://tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx and https://www.generalservices.state.nm.us/statepurchasing/vendorpreferencelist.aspx
36.	We are a global company with multiple location locations. We take advantage of the locations to work round the clock (popularly known as	The RFP hosting requirements specify that all data must be hosted in the US at all times. With regards to implementation and support personnel resources, the RFP does not require that all resources be US-based, however, extensive usage of offshore staff may factor into APS's evaluation.

	follow the sun). Hope we can work on hybrid model which will add to be competitive?	
37 •	Regarding time and attendance capabilities for Albuquerque Public Schools, does your preferred solution require: • Hierarchical order for approvals of employee time? • Employee ability to clock in from remote locations while allowing Albuquerque Public Schools to track the employee's clock-in location? • Employees' easy transfer between multiple jobs within the same day or shift? • System to tie payroll account number to job being performed by employee? • Notification to supervisors/approvers when an employee is nearing overtime? • Notification to supervisors/approvers when leave and/or time and	Please see Appendix B for time & attendance software requirements. Any features above and beyond the requirements in Appendix B may be considered value-adds by APS.

attendance needs to be approved?

- Tracking of various contract hours for non-exempt salaried employees to ensure straight time, comp time, and overtime are calculated properly for any time worked over their contract?
- Missed punch corrections entered by employees to be routed via workflow electronically to supervisors for approval without giving the employee edit access to their timecard?
- Employees' access to timecard corrections via an electronic form to be routed via workflow for electronic approval by supervisor?
- Auto assignment of hours short on early departure or late arrivals days to ensure employees are not negatively impacted?

- Documentation import for designated absences, i.e., PD or jury duty?
- Teacher attendance tracking required by only a check-in or one punch, with additional tracking of other activities for extra duty and supplemental pay that may be hourly or daily pay?
- Overtime processing so that extra duty is charged appropriately, not always when employees cross the 40-hour threshold (i.e., employee works their 40 hours in their main job but works a supplemental job on Tuesday – Tuesday hours should be charged overtime – and not the regular job on Friday)?
- Calendars to be assigned to employees to track their contract start and stop, as well as track multiple

- calendars for dual employment?
- Automatic transition to summer break to track pay differently when employees are off contract?
- Contract variances tracking when employee may request more time off than needed, resulting in inflated straight time, comp time, or overtime?
- Automatic leave or time off adjustment when daily totals exceed their contract (i.e., employees took a half day or 4 hours, but worked 4.25 hours – the half day should be adjusted to 3.75 to avoid any extra pay)?
- True workflow assignment for extra duty and supplemental pay with job and/or funding triggers?
- Lists assignment to employees to limit what jobs or funds they can transfer to when

- working additional jobs?
- Class coverage tracking?
- Employees' attestation to their timecards through a confirmation message
- Time tracking and effort reporting required through PAR, which includes a separate timesheet to track activities, tracking percentage of time worked in federal fund against total hours, attesting or approving the time towards the grants, as well as producing an actual PAR for reporting or monitoring purposes?
- Assignment of black-out dates, which would disallow employees from requesting time off?
- Setting of minimum staffing requirements for IT, maintenance, and other essential trade departments?

- Accruals tracking on multiple jobs?
- Day-based accruals?
- Comp time tracking for primary job and regular pay for any extra duty jobs?
- Creation of cascading leaves that automatically decrement leave buckets based on board policy (i.e., always pull from comp time first, even if sick or other buckets are available)?
- Ability to take time off by job?
- SMS and push notifications?
- Simple tracking of perfect attendance based on unique rules

| 38. | With respect to overtime management as relates to workflow and approvals for employees deployed in multiple positions across multiple sites, will services be required to support the following scenarios?

▪ *Scenario A*: A food service hourly worker | Please see Appendix B for time & attendance software requirements, including types of scenarios that must be supported. Any features above and beyond the requirements in Appendix B may be considered value-adds by APS. |

who normally works at Site 1 is paid hourly and asked to work at Site 2 in an off shift and, thus, receive a stipend. This employee for the period happens to also go into overtime. The overtime needs to be charged and funded by a separate cost center than the worker's home cost center.

▪ *Scenario B*: Employee A, who typically works at Site 3, is paid on a 1/26 schedule. He is asked to help at Site D substituting for a teacher who typically teaches Title 3 reading. His time will be at his normal rate but from a different funding source. This will require two approvals. Employee A's time for the week is approved by the leader of Site 3, but this one shift is approved by the leader of Site D. Later in the week, Employee A has sold his prep time and would like to be compensated for it. This time is paid at his 1/26 rate but only for the time he sells

(1 hour). Assume he has been approved to teach the Title 3 class and to sell his prep. When he submits his time, the following approvals need to happen:

o His normal time is built into his pay – this needs to be approved by Site 3.

o His time at Site 4 teaching Title 3 needs to be approved by the leader at that location (Principal).

o Simultaneously, an approval needs to go to the Title 3 program approver.

o If the time is not approved within three days, it needs to be auto-approved.

o Once both approvals are complete, the time needs to be approved by finance, then transmitted to payroll.

Pre-bid Conference Call Attendee List

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