

## **Addendum No. 2**

Date: **August 29, 2024**

Re: **Enterprise Resource Planning (ERP) Software Acquisition**

RFP No.: **325-3-9-17**

The following information becomes part and parcel of **Request for Proposal (RFP) #325-3-9-17** effective this date. Firms must acknowledge receipt of this addendum in their solicitation response.

The listed items add to, modify, or otherwise alter the specifications and become part of the solicitation documents. Where a portion of the original specifications are added to, modified, or also altered, the portion not so affected shall remain. Firms may have the right to protest this addendum. All other terms and conditions remain unchanged and in force.

### **Inquiries/ District Responses**

Before the solicitation inquiry deadline, the District received inquiries regarding this solicitation. The District's response to each question follows in **bold** font.

1.) Our support teams who assist with RFPs, as well the key partners we work with in the K-12 space, are currently supporting a large volume of RFPs and associated customer demos, so we would like to see if it is possible to extend the deadline for submission for an additional 2 weeks.

See **Addendum One**. The Revised Proposal Due Date is **October 1, 2024 at 10:00 A.M. EDT**.

2.) We would like to request a two-week extension for submission.

See **Addendum One**. The Revised Proposal Due Date is **October 1, 2024 at 10:00 A.M. EDT**.

3.) Due to our current workload with multiple RFPs and demos, we kindly request a 2-week extension on the submission deadline.

See **Addendum One**. The Revised Proposal Due Date is **October 1, 2024 at 10:00 A.M. EDT**.

4.) Would you be able to extend the proposal due date by two weeks?

See **Addendum One**. The Revised Proposal Due Date is **October 1, 2024 at 10:00 A.M. EDT**.

5.) What is the total budget allocated for this project?

**This information is not needed to provide a proposal response, and therefore, shall not be provided.**

6.) Can work shared between onshore and offshore team, onshore being customer facing consultants and technical work can be accomplished by offshore?

**Vendors are encouraged to propose a model that best suits the District, drawing on their experience with similar projects. Please provide details on the roles and responsibilities associated with onshore, onsite, and offshore tasks, and specify which tasks will be performed from each location.**

7.) Can you clarify the expected timeline for implementation and go-live of the new system?

**Once a vendor is selected, the District will establish the implementation timeline based on their recommendations and the District's timeline.**

8.) What is total number of users will need access to the system?

**Greenville County Schools has approximately 12,000 employees.**

9.) Can we submit response for implementing Payroll and HR system alone?

**Yes, but preference will be given to vendors who provide a comprehensive solution.**

10.) Is the County [sic-District] going to select a single vendor or multiple vendors for implementing a new ERP system?

**The District acknowledges that a single comprehensive solution may be more convenient, but we are also open to exploring tailored solutions that address our specific needs. We encourage vendors to collaborate and present all possible options and combinations. The award may be granted to one or more vendors to fully meet the District's requirements.**

11.) Can you confirm that PowerSchool is your SIS of record?

**Yes; however, Student Information is not in scope for this project.**

12.) Can you list all systems that your "Backpack" solution integrates with?

**Student Information is not in scope for this project.**

13.) Is there an exchange of data between systems or is your "Backpack" solution just a platform where users can access links to various systems in one location?

**Student Information is not in scope for this project.**

14.) In reviewing the Bid Checklist/Reference Sheet on page 34 of the RFP, it mentions the Proposer Information Responses (Page 16). In reviewing the RFP there are several items listed in Scope of Work/Specifications that are listed in the Evaluation Factors (ex: references, software integration) that are not included in the Information for Offeror to Submit section. Can you confirm which items need to be included in the Proposer Information Responses?

The Scope of Work/Specifications section governs the solicitation and what is expected to be submitted in a proposal response. If a request is shown in both the Scope of Work section and the Evaluation Criteria section, it is expected that the proposer provide the full response to each request, even if it is not shown in the "Information for Offeror to Submit" section.

**The Scope of Work/Specifications section governs the solicitation and what is expected to be submitted in a proposal response. If a request is shown in both the Scope of Work section and the Evaluation Criteria section, it is expected that the proposer provide the full response to each request, even if it is not shown in the "Information for Offeror to Submit" section.**

15.) Can you provide additional detail breakdown on 12,000 employees listed in the RFP?

Instructional  
Administrative  
Part-Time  
Temporary  
Volunteer  
Retirees

**Not applicable to provide a proposal response, and therefore, will not be provided.**

16.) Follow up on retirees:

Will retirees need access to any of the Human Resources software solution?

**Non-Working Retirees do not currently have access to the system.**

If yes, what types of activities will the retirees need to do in the system?

**N/A.**

Will they need inquiry only access to the system?

**N/A.**

17.) We did not see any functional requirements for unions in the RFP documents, does the School District have unions?

**No.**

18.) Does the School District have a preference for a big bang implementation or a phased implementation of the software?

**The District would prefer a phased approach, however, we are open to considering a vendor's proven recommendation.**

19.) Does the School District have a preferred timeline of when it needs to be Live on the new software solution? Or is there an end date of support the School District has on the existing software you are using?

**No, once a vendor is selected, The District will establish the implementation timeline based on their recommendations and the District's timeline.**

20.) Does the School District have an approved budget for this transformational project? Or is the district waiting to see what the RFP responses entail?

**Yes, there is an approved budget for this project.**

21.) Our Proposal/Legal team reviewed RFP and the Excel spreadsheets (2) released on August 5th and there was a section on Page 8 under External Documents heading in the RFP that stated: *The following documents are attachments to the solicitation and should be completed and submitted along with the proposal response:*

*Attachment A – Technical Requirements Document, Attachment B – Business Requirements Document*". The Attachments A and B, are those referring to the 2 Excel worksheets that are posted on website with RFP PDF or are there 2 attachments A and B (Word Doc's) that need to be provided?

**This refers to the 2 Excel Sheets.**

22.) What is the total square footage of the facilities to be maintained in the Maintenance module?

**Over facilities with more than 13.5 million square feet.**

23.) For Energy Management/Utility Tracking, what is the number of utility accounts to be tracked and what is the bill format? How many interval data meters do you have?

**The District currently has approximately 900 utility accounts for electricity, gas, propane, water, irrigation, fire protection and sewer. The bill formats vary depending on vendor paper, web download, no importing. We currently have no interval meters, but would like to start using in the future - approximately 100 meters.**

24.) Will the Energy Management/Utility Tracking functionality in this RFP serve the same purpose as the software being procured in Solicitation No: 125-14-9-25 - Energy Accounting and Reporting System?

**The District reserves the right to seek an ERP solution that would consolidate the need for other 3rd party software. This inquiry is not applicable to provide a proposal response.**

25.) Has GCS had an FCA in the last 5 years? What is your confidence in your asset data?

**No.**

26.) Should proposing vendors provide details and costs for FCA services?

**Yes.**

27.) Did the District work with any consultants prior to the release of the RFP? If yes, who did you work with? Will they be part of the evaluation of vendors?

**No, the District did not work with consultants.**

28.) For the work order maintenance requirements, is the preference to integrate with your existing CMMS vendor? If a new solution is preferred, how much historic work order and asset data will be required to migrate to the proposed system? Or is a fresh start desired?

**The District is open to vendor advice on best practices.**

29.) Can Greenville County Schools provide current Technology Budget for the project if approved?

**See District's response for Question Number Five (5).**

30.) Can you also confirm if funding for the ERP project has already been approved and if yes, how much?

**See District's response for Question Number Five (5).**

31.) If funding has not been approved for the ERP project, please provide any information you can share process and steps required for approvals?

**See District's response for Question Number Five (5).**

32.) Can you provide additional detail breakdown on 12,000 employees listed in the RFP?

- a) Instructional
- b) Administrative
- c) Part-Time
- d) Temporary
- e) Volunteer
- f) Retirees

**See District's response for Question Number Fifteen (15).**

33.) Follow up on retirees: Will retirees need access to any of the Human Resources software solution?

**No, retirees will not need access to the system.**

If yes, what types of activities will the retirees need to do in the system? **NA**

Will they need inquiry only access to the system? **NA**

34.) We did not see any functional requirements for unions in the RFP documents, does the School District have unions?

**No.**

35.) Does the School District have a preference for a big bang implementation or a phased implementation of the software?

**We prefer a phased implementation, however, are open to discussing a big-bang approach.**

36.) Does the School District have a preferred timeline of when it needs to be Live on the new software solution? Or is there an end date of support the School District has on the existing software you are using?

**The District is open to the vendor's timelines. However, we want to start the project soon after signing a contract.**

37.) Does the School District have an approved budget for this transformational project? Or is the district waiting to see what the RFP responses entail?

**See District's response for Question Number Five (5).**

38.) Would the District please consider extension of the due date because of long holiday weekend?

**See Addendum One. The Revised Proposal Due Date is October 1, 2024 at 10:00 A.M. EDT.**

39.) Would the District please consider approval of electronic receipt of the proposal due to weather around the country, express providers have not been as reliable?

**No, the District will not accept electronic submissions at this time.**

40.) In System Attributes ID KA017 it mentions the need to document business processes within the system. Can you give more information about the information you'd like to include in the system? Also, how will the District interact with and use this information from a business standpoint?

**The District is open to vendor advice on best practices**

41.) In System Attributes ID KA019 it mentions the need to document changing business processes within the system. Can you give more information about the information you'd like to include in the system? Also, how will the District interact with and use this information from a business standpoint?

**The District is open to vendor advice on best practices**

42.) In Accounts Payable ID AP096 it mentions desktop applications. Can you give us more information about the applications you'd like to upload and the data you'd like to import into the system (export/import file formats would be a plus)?

**The District is open to vendor advice on best practices**

43.) In Accounts Payable ID AP118 it mentions P-card kickouts with a question, "Should these kickouts be captured via a workflow in the system?" Can you give us more information about if you require a workflow?

**The current process involves downloading the file from Bank of America Works system and importing it into Infor. A report is then generated with any errors (invalid pcard, account, etc.) The errors on this report are then manually corrected. A workflow would be a process improvement. Ideally, the system would have a workflow to notify individuals that there is an error. This is a nice to have.**

44.) In Financial Performance ID FP090 it mentions SASI. Can you confirm your current SIS vendor, solution, and version? Also, can you give more information about the data fields you'd like to integrate with your new ERP solution (export/import file formats would be a plus)?

**We currently use PowerSchool. We do not have any student data in our system, however we push teacher information to a data warehouse.**

45.) HR Staff Development ID SD006 mentions interfacing with computer-based offerings. Can you give us more information about the solutions you'd like to interface with as well as the data fields you'd like included (export/import file formats would be a plus)?

**Our current PD System is in-house developed. We would like the vendor's recommendation for a PD System.**

46.) Inventory Warehouse ID WA0076 mentions interfacing with School Dude software. Can you give us more information about the data fields you'd like included in the interface (export/import file formats would be a plus)?

**We would like the vendor's recommendation for replacement software.**

47.) Student Activity Funds ID SA029 describes a ticket system and process into General Ledger. Can you confirm the systems you would like to integrate with (GoFans, MySchoolBucks, etc.)? Also, can you give more information about the data fields you'd like to integrate (export/import file formats would be a plus)?

**MySchoolBucks uploads daily into our current system and GoFans needs to be set up the same way. The MSB data fields are:**

<b>PAYMENTITEMKEY</b>	<b>G/L Account ID</b>	<b>G/L Account Code</b>	<b>Name</b>	
<b>Gateway</b>	<b>Date</b>	<b>Deposit Amount</b>	<b>Posting Type</b>	<b>Journal Code</b>
<b>Reference</b>	<b>Comment</b>	<b>Student Name</b>	<b>Student Number</b>	<b>STOREID</b>
<b>STORENAME</b>	<b>STORECONTACTNAME</b>	<b>STOREEMAILADDRESS</b>		

48.) In order to put together an accurate cost proposal, we are in need of more information regarding data conversion. How many years of data would the District like to convert into the new ERP solution? Is the District open to converting current and prior year data and having lookup capabilities in a hosted environment for the remaining years of data?

**We would like to discuss the chosen vendors' recommendations. We are open to a hosted environment for the remaining years of data.**

49.) We are in need of more information regarding the type of data you would like to convert into your ERP solution.

a) Can you confirm the format of the data you'd like to convert (SQL, Postgres, Oracle, etc.)?

**Microsoft SQL Server Database**

b) Is the data readily available to create .CSV files or reports that are available for import?

**The data can be exported into any delimited data format. We can request database backups as well.**

c) Can you confirm all data is housed in the current ERP solutions listed in the RFP (Infor Lawson GHR and S3 SaaS)?

**Yes, we have not purged or archived any data from our ERP system.**

- d) Are there other systems you would like to have data converted from? If so, which solutions and what type of data do you need to convert (ex: Kronos, historical data of employees' time)?  
**Getting the time record data out of Kronos would be a nice to have for warehousing purposes, but not to store on the ERP system. All time records are interfaced into our current ERP system.**

50.) HCM Questions: How many HCM users only need to:

- a) Record time **9000**
- b) Self-manage personal data **14,000**

**Currently, we have almost 14,000 employees, and of those, all would record time off in the system directly or through a 3rd party system and 9,000 of those would potentially record worked time.**

51.) Invoice and Expense Questions: How many approved and reimbursed expense reports do you process per month?

**Approximately 14,000 per year.**

52.) How many invoices do you process annually?

**FY24 Accounts Payable manually keyed 30,000 invoices (this includes expense reports). There were 900 Pcard invoices interfaced into AP with an additional 673,000 invoices interfaced from payroll.**

53.) Do you use P-Cards for non-travel related purchases? If yes, how many P cards are issued throughout the agency and who is the issuer of the PCard and what is the name of the card program?

**Yes, we use Bank of America with ~557 cards. We have 4 administrators at the district office who can issue PCards.**

54.) Do you currently have a Travel Management Companies (TMC) for booking travel? If so please provide the name of that travel company. If not, are you looking to contract with a travel management company for travel booking?

**No, the District does not have any current contracts for booking travel, or any current interest in this request at this time.**

55.) Do you currently utilize an Online Booking Tool (OBT) for Travel already? If so, please provide the name of the OTB.

**No.**

56.) Please provide information on the current Travel request process and how they are currently handled internally.

**Manual form process for approval.**

57.) Do you allow Cash Advances? If so, please define the current process.

**We do not allow cash advances using PCards. Our cash advance policy related to travel is:**

**Travel advances should only be considered when there are no other payment options. Advance funds for travel shall not be requested of the expense can be paid with a purchase order.**

**The District's minimum advance amount is \$300.00. Employees traveling on official business may submit the District Travel Advancement Request form prior to their departure date if the total anticipated travel expenses exceed \$300.00. Following a trip, district procedures must be followed to reconcile the advance by submission of a district Reimbursement Request for Travel Expenses form, with required**

**documentation, no later than 30 days following the trip. Any advanced funds not expended must be returned to the District.**

58.) Are you open to receiving rebates on your payments to vendors? Our credit card payment facility provides a percentage rebate each time this is used as a payment method.

**We currently receive an annual rebate for electronic payments to vendors and PCard usage.**

59.) Do you use GSA rates for reimbursement?

**GSA rates are used for mileage reimbursements.**

60.) Procurement Questions: How many users will be using the procurement (in-direct and direct) system?

**Not applicable to provide a proposal response, and therefore, will not be provided.**

61.) How many users will be using the sourcing system?

**Not applicable to provide a proposal response, and therefore, will not be provided.**

62.) How many users will be using the supplier / vendor management system?

**Not applicable to provide a proposal response, and therefore, will not be provided.**

63.) How many users will be using the contracting system?

**Not applicable to provide a proposal response, and therefore, will not be provided.**

64.) What is your annual procurement spend?

**Not applicable to provide a proposal response, and therefore, will not be provided.**

65.) ERP/General: Are there any unique overtime rules or pay codes that need to be configured in the system?  
**Yes.**

66.) Does the District need the ability to track grants or projects for certain employees?  
**Yes.**

67.) Does the District require the system to handle different pay rules for different employee groups (e.g. teachers, administrative staff, and maintenance)?  
**Yes.**

68.) ERP/Time and Attendance: How many employees should we quote, who will use the system to report their time, leave or both?

**We currently average approximately 13,700 employees monthly. In the process of hiring and terminating employees, we may have 15,000 employees that access the system during the current Fiscal Year.**

69.) Is there a need to allow employees to use the time and attendance system for time off requests and the viewing of their leave balances?  
**Yes.**

70.) What self-service tools would be important to have available for employees from the physical time clocks, mobile apps, or Web Clock?

**At a minimum, the system should allow employees to clock in / out for multiple locations; positions; and activities, request time off, request time entry corrections, and view / attest to timesheet accuracy.**

71.) Are there any employees who work multiple positions and could possibly receive a blended or weighted overtime based on their different rates of pay?

**Yes - Approximately 30% of our employees hold multiple positions.**

72.) Would it be helpful to the District to track additional duties of other employees such as teachers who provide afterschool tutoring, or collect tickets at a sporting event? If so, are they included in your employee count?

**We assign separate positions for the additional duties.**

**The additional positions may be assigned to a different supervisor who will need the ability to view, edit, and approve time for those duties.**

73.) Would it be helpful to the District to track time spent on grants for such areas as Title 1, etc.? If so, are these employees included in your employee count?

**Yes, Yes.**

74.) How does the District want employees to clock in/out? Via physical time clock that is wall mounted, via Web Clock, or mobile app?

**Physical time clocks, mobile apps, and web clock.**

75.) What type of time clock devices would be desired to quote? ID number, Bar Code Swipe, Magnetic Swipe, RFID/Proximity, or Biometric Finger?

**ID, Magnetic Swipe, Biometric Finger.**

76.) How many physical time clock devices are desired for the quote in the RFI?

**This answer may vary based on the support provided for the devices. Currently, we have 207 devices in use. However, we have 247 devices. The additional devices are used to replace malfunctioning units while they are sent to repair.**

77.) Are there any other systems in the Districts technology footprint that the time and attendance system should be able to communicate with such as substitute management system, etc..?

**Yes, we have a separate time and attendance system for our bus drivers and a separate system for managing our substitutes.**

78.) For 9 and 10 month employees, are they on stretch or annualized pay? If so, are you just reporting the exception of their hours to the payroll system?

**Yes, applicable employees are paid on a pro-rated basis, with portions of their annual salary accrued and distributed throughout the year to cover their pay during the non-working months. For these employees, we only report exceptions to their standard pay.**

79.) Are there any instances where the District would use comp time instead of overtime? And vice versa? If so, is that an employee choice?

**Yes, there are instances where comp time may be used instead of overtime. The methodology is based on operational needs and compliance with applicable regulations.**

80.) What is your current process for tracking and reporting employee's hours, and what challenges are you facing with it?

**We use a third-party solution for time and attendance.**

**Limitations to handling the assignment of multiple supervisors.**

End of Addendum.

Thank you for your interest in the District.