

#	Question	Answer
1	Does PBSC current use a 3rd party product for room scheduling like CollegeNet Schedule25 or something similar?	No currently we do not use a 3 rd party product for scheduling.
2	What is Student FTE	FTE-Full time equivalent. This is calculated by dividing student semester hours by 30 to produce 1 FTE. 30 hours represents 1 year of full-time credits.
3	How many financial users?	25 Finance Department users 450-campus department users
4	How many Grant Users?	126 Grant campus department users
5	How many purchasing users?	10 Purchasing and Receiving Department users
6	How many procurement users?	450-campus department users
7	Can you please provide additional information for the following requirement IDs found in Attachment A:	
7a	Requirement 1152, please provide more detail	Occupational completion points are state identified funding points that are portions of programs in clock hour programs. For example, a clock hour program could consist of 9 courses. The first three courses are OCP completion point A, the next three completion point B, and the final three completion point C. We report these interim completion points to the state as part of the student database file as a required data element. This does not apply to credit hour programs.
7b	Requirement 1166, please provide more detail	As an open door institution, we must be able to provide service for students who come to us from a myriad of different starting points. The system must be able to accommodate students who come to us ready for college-level course work as well as those that will need supplemental education (i.e. developmental or English for academic purposes) prior to registering for college-level courses. As the state mandates that we provide options for developmental education, the system must be able to accommodate the various curriculum, testing and experiential tracks a student can pursue to demonstrate sufficient proficiency to enroll in college-level courses.
7c	Requirement 1172, please provide more detail	The system must allow for integration with FloridaShines to facilitate the transient student process. A student approved to take a course with Palm Beach State as a transient student completes a request form through FloridaShines. Approval of this form generates a Palm Beach State application, overrides requirements for pre/co requirement coursework, and generates a transcript request to be sent to their home institution at the end of term. Additionally, by state statute, the system must work with FASTER to send enrollment records between

# Question	Answer
	institutions as well as the cost of attendance for these students.
7d Requirement 3037, please describe the type of transactions and banking relationships you have currently for your internal banking requirement.	We currently track cash for each grant account and each scholarship account. We also track cash for several other accounts (fund 6-agency accounts) and others (Fund 2, Fund 3, Fund 5, Fund 6 and Fund 7.
7e Requirement 3038, please expand on the type of information & reporting that is referred to here: Enable users to review "as-of" balances, point-in-time balances, and average balances per user-specified period.	We need the ability to review account and gl balance as of a certain date. Typically month by month but also as of a certain day.
7f Requirement 3317, do you currently use purchasing cards for payables disbursements? Please describe your current business process for purchasing cards.	Purchasing card transactions are currently extracted from Bank of America and then uploaded to our current system where department properly classify and code each transaction. Proper approval is also obtained and captured currently in our existing ERP system.
7g Requirement 3326, are the users that you want to view statuses for payments internal users and/or suppliers?	We need the departmental users to be able to view status of current or past financial transactions through self service web functionality
7h Requirement 3401, please describe/define ENC.	Enc-refers to encumbrance data. We need the ability to reconcile encumbrance balances by PO by departmental account/gl code
7i Requirement 3402, please describe in more detail the requirement to process dual year transactions.	We need the ability to process transaction for a new fiscal year while still closing out and reconciling the prior fiscal year.
8 We would like to request an extension for both the Q&A period and the submission date. My concern is that we will not have enough time to properly scope the implementation for section three.	These dates have been extended, according to Amendment #2 posted online at http://www.palmbeachstate.edu/purchasing/Documents/Amendment-2-IIP-1516-16-ERP-System.pdf
9 The college is requesting a hard copy and flash drive for submission of the final response. Is the college willing to accept the final response electronically (.pdf via email or file transfer)?	No.
10 How should vendors respond to functional or technical requirements that not met by the current solution but are scheduled for release in a future version?	Please provide the target release date if the functionality is currently not met by the current solution.
11 Functional Requirement 1063 Human Resources – Manage instructor compensation – Could you	Need to assign FT instructors to classes as well as adjunct instructors using different pay rate. Overload and

#	Question	Answer																
	provide an example of instructor based compensation?	substitute requires separate accounting as well as full time personnel (not FT faculty) with additional instructional teaching assignments. Instructor compensation is paid at either 9 months over 9 month period or 9 months over 12 month period.																
12	Regarding the scope: What is Palm Beach State's full-time enrollment (FTE)?	19,881																
13	Regarding the scope: Could you supply a more precise number of your full-time and part-time employees (we see 2400+ in your RFP) for calculation of licensing?	1142 FT employees 143 PT regular/recurring 220 Student workers per term 1000 adjunct instructors per term 500 other temporary per term																
14	Regarding the scope: At peak times how many users would you anticipate accessing the system concurrently?	Approximately 1000 employees and for students it would depend upon our registration window. We have peak times for registration and payment activity.																
15	Regarding the scope: Regarding item # 1116 on Attachment A: "Accommodate collegiate high schools which are run by some of the schools; State mandated requirement." Could you elaborate on these requirements?	Collegiate Academy is an accelerated mechanism in which High School students are able to obtain their Associate degree while simultaneously earning their High School diploma. To accommodate this, the system must allow for various credit types (i.e. High school vs. Dev. Ed vs. College-level), restrict access to certain courses, allow for multiple program completion and meet other various requirements as outlined by the state.																
16	Regarding the scope: How many HR/Payroll users go into multiple areas such as General Ledger, AP, Budgeting? How many stay in just one module?	200 both Finance/HR 250 just Finance																
17	General Information What is the total number of employees that will be included in the initial deployment of the system for the following types? Total Employees Staff Faculty Student Workers Adjunct Retirees Contingent Workers Affiliates	<table> <thead> <tr> <th></th> <th>Total Employees</th> </tr> </thead> <tbody> <tr> <td>Faculty</td> <td>323 FT 800 FT 150 PT</td> </tr> <tr> <td>Staff</td> <td>recurring</td> </tr> <tr> <td>Student Workers</td> <td>200 per term</td> </tr> <tr> <td>Adjunct</td> <td>1000 per term</td> </tr> <tr> <td>Retirees</td> <td>45</td> </tr> <tr> <td>Contingent Workers</td> <td>500 per term</td> </tr> <tr> <td>Affiliates</td> <td>171</td> </tr> </tbody> </table>		Total Employees	Faculty	323 FT 800 FT 150 PT	Staff	recurring	Student Workers	200 per term	Adjunct	1000 per term	Retirees	45	Contingent Workers	500 per term	Affiliates	171
	Total Employees																	
Faculty	323 FT 800 FT 150 PT																	
Staff	recurring																	
Student Workers	200 per term																	
Adjunct	1000 per term																	
Retirees	45																	
Contingent Workers	500 per term																	
Affiliates	171																	
18	Functional Areas When is the beginning of your fiscal year?	July 1-June 30																
19	Functional Areas When is your next Faculty Contract Period?	August-May																

#	Question	Answer
20	Functional Areas When does your Academic Year start?	August
21	Functional Areas When is your next Student Hiring period?	Continuous but typically students it precedes each term. (i.e. Fall=August)
22	Functional Areas When is your next Compensation Review cycle?	We recently completed a Compensation Study. Unsure when the next one will be
23	Functional Areas When is your next Benefits Open Enrollment period?	October
24	Core HCM: Organizations How many of the following HCM Organizations will you need? Organization Count 3) Cost Centers/Departments 4) Academic Units 5) Funds 6) Grants	Organization Count 472 (includes academic) 321 4 50
25	Core HCM: Organizations How many of the following Financial/Platform Organizations and Organization Hierarchies will you need? Organization Count 1) Region organizations	Organization Count 2) Business Units 1) Region organizations 11 2) Business Units 526
26	Core HCM: Jobs and Positions How many of the following Job, Position, and Staffing Elements will you need defined in the system? Count 1) Job Profiles 2) Employee Types	Count 3) Contingent Worker Types 2) Employee Types 20 1) Job Profiles 1000 or more 3) Contingent Worker Types 15
27	Core HCM: Jobs and Positions Do you have concurrent paid positions?	Yes
28	Core HCM Jobs and Positions Do your concurrent paid positions impact any of the following: benefit eligibility, time off plans, worker schedules, etc?	Yes

#	Question	Answer
29	Core HCM: Basic Compensation How many basic compensation (pay) grade(s) do you need defined in the system?	40 pay grades
30	Core HCM: Basic Compensation With the system, you can establish multiple Compensation Plan Types. How many Compensation Plans will you define for the following? Number of Plans 1) Hourly Plans (Standard includes up to 1) 2) Salaried Plans (Standard includes up to 2) 3) Period Salary Plans 4) One-Time Payment Plans 5) Allowance Plans 6) Merit Plans 7) Bonus Plans 8) Executive Plans	Number of Plans 1) Hourly Plans (Standard includes up to 1) 1 2) Salaried Plans (Standard includes up to 2) 2 3) Period Salary Plans 3 4) One-Time Payment Plans 3 5) Allowance Plans 3 6) Merit Plans 3 7) Bonus Plans 3 8) Executive Plans 3
31	Core HCM: Basic Compensation Do you have employees who earn an annual salary paid over a period of less than 12 months (e.g. 9/9)?	Yes 9/9
32	Core HCM: Basic Compensation Do you allow your employees to spread their pay (e.g. 9/12)?	Yes 9/9 or 9/12
33	Core HCM: Basic Compensation Do you pay employees a contractual amount for activities they perform in a given period (e.g. Adjunct)?	Yes
34	Core HCM: Union Tracking Do you have workers who are union members?	Yes
35	Core HCM: Union Tracking What is the Union Contract renewal cycle?	Annually but sometimes it's a 3 year contract
36	Core HCM: Union Tracking How many total Collective Bargaining Agreements (union contracts) do you have?	1
37	Core HCM: Union Tracking How many union members do you have with multiple jobs across bargaining units?	None
38	Core HCM: Union Tracking What membership types (Regular, Waiting for Union Card, etc.) do you collect for each Union?	Regular
39	Core HCM: Union Tracking	Yes

#	Question	Answer
	Does your union affiliation impact Benefits?	
40	Core HCM: Union Tracking Does your union affiliation impact Absence?	Yes
41	Core HCM: Union Tracking Does your union affiliation impact Payroll?	Yes
42	Core HCM: Benefits Benefit General Information How many different Passive Events will you track in the system?	11
43	Core HCM: Benefits Benefit General Information Will you administer COBRA with the system?	Yes
44	Core HCM: Benefits Benefit General Information How many Open Enrollment Events will you define in the system?	Once annually
45	Core HCM: Benefits Benefit General Information How many Benefit Groups will you define in the system?	11
46	Core HCM: Benefits Benefit General Information How many different Life Events will you track in the system?	11
47	Core HCM: Benefits Benefit General Information Do you provide Benefits to your Retirees?	Yes
48	Core HCM: Benefits Benefit General Information How many different Benefit Providers will you track in the system?	50
49	Core HCM: Benefits Healthcare Plans How many Healthcare Plans do you offer?	11
50	Core HCM: Benefits Healthcare Plans How many Healthcare Coverage Levels do you support? (EE, EE+1)	4
51	Core HCM: Benefits Healthcare Plans How many of the Healthcare Plans include a Calculated Rate?	10
52	Core HCM: Benefits Insurance Plans	11

#	Question	Answer						
	How many Insurance Plans do you offer?							
53	Core HCM: Benefits Retirement Plans How many Retirement Plans do you offer?	10						
54	Core HCM: Benefits Additional Plans How many Additional Benefit Plans do you offer?	11 or more						
55	Core HCM: Absence Management Time Off How many unique Time Off plans do you have?	7						
56	Core HCM: Absence Management Time Off Identify, how many of those are Accruing or Non-Accruing Time Off Plans? <table border="1" style="width: 100%; margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2" style="text-align: center;">Plans</th> </tr> </thead> <tbody> <tr> <td style="width: 60%;">Accruing (Standard includes 3 per country)</td> <td style="width: 40%;">Number</td> </tr> <tr> <td>Non-Accruing (Standard includes 3 per country)</td> <td>Number</td> </tr> </tbody> </table>	Plans		Accruing (Standard includes 3 per country)	Number	Non-Accruing (Standard includes 3 per country)	Number	5 Accruing and 2 non-accruing
Plans								
Accruing (Standard includes 3 per country)	Number							
Non-Accruing (Standard includes 3 per country)	Number							
57	Core HCM: Absence Management Time Off How many Time Off Plans with calculations based on hours worked do you need?	None						
58	Core HCM: Absence Management Time Off How many total Holiday Calendars do you have throughout your organization?	1						
59	Core HCM: Absence Management Time Off How many total Paid Time Off Eligibility Rules do you have throughout your organization?	1						
60	Core HCM: Absence Management Time Off Do you plan to track floating holidays?	No						
61	Core HCM: Absence Management Time Off Do you allow your workers to sell their vacation or paid time off?	No						
62	Core HCM: Absence Management Time Off How many Pay Frequencies are covered under your Absence Plans?	11						

#	Question	Answer				
63	Core HCM: Absence Management Time Off Do you use a consolidated paid time off bucket or individually bucketed plans?	Individually bucketed				
64	Core HCM: Absence Management Leave How many unique Leave Plans do you use? <table border="1" data-bbox="142 485 781 604"> <thead> <tr> <th></th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Standard Country Leave Plans</td> <td>Number</td> </tr> </tbody> </table>		Count	Standard Country Leave Plans	Number	11 unique 3 standard
	Count					
Standard Country Leave Plans	Number					
65	Core HCM: Absence Management Leave How many Leaves have an entitlement limit?	5				
66	Core HCM: Absence Management Leave How many total Leave Eligibility Rules do you have throughout your organization?	5				
67	Core HCM: Talent Performance and Goals Do you plan to track worker Qualifications/Competencies at the job level?	Yes				
68	Core HCM: Talent Performance and Goals Do you plan to track Skills and Experience at the worker level?	Yes				
69	Core HCM: Recruiting How many external career sites do you have?	10				
70	Core HCM: Recruiting How many open requisitions do you want to convert into the system as part of your deployment?	50 open positions				
71	Core HCM: Recruiting How many active candidates do you want to convert into the system as part of your deployment?	200 plus				
72	Core HCM: Recruiting How many unique hiring selection processes are in place today?	Standard hiring process based on committee				
73	Core HCM: Recruiting Do you use candidate screening questions or a 3rd party assessment vendor?	No				
74	Core HCM: Recruiting Does your existing system(s) integrate to job boards, background checking, or other 3rd parties?	No				
75	Core HCM: Recruiting	20				

#	Question	Answer		
	How many offer letter templates would you like configured as part of your the system deployment?			
76	Core HCM: Recruiting Do you have an employee referral program today?	No		
77	Core Financials: Accounting and Reporting Do you transact in any additional currencies outside of your local currency?	No		
78	Core Financials: Accounting and Reporting What is your estimate of journal line items per year? <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: right;">Estimated Count</td> </tr> <tr> <td>Journal Entry Line Items</td> </tr> </table>	Estimated Count	Journal Entry Line Items	AP-Accounts Payable payments =30548 CC-Student Accounts/cashiering=48361 PR-Payroll=79277 Purchasing card=9318 Journal Entry=4667
Estimated Count				
Journal Entry Line Items				
79	Core Financials: Accounting and Reporting Do you have any intercompany invoicing requirements? If yes, do you produce paper copies?	Yes-related to fund accounting No paper copies		
80	Core Financials: Accounting and Reporting How many allocations do you perform annually?	10		
81	Core Financials: Accounting and Reporting How many recurring journal entries do you perform annually?	200		
82	Core Financials: Financial Historical Data Provide the following for your financial historical data elements you would like to migrate. A. Estimated # of supplier contracts B. Estimated # of open purchase orders C. Estimated # of 1099 balances D. Estimated # of assets E. # of years of journal history (summary/detail) F. Estimated # of open customer invoice G. Estimated # of unreconciled bank transaction H. Estimated # of open supplier invoices I. Estimated # of customer contracts to convert	Estimated # of supplier contracts 40 Estimated # of open purchase orders 300 Estimated # of 1099 balances up to 500 Estimated # of assets 11000 # of years of journal history (summary/detail) up to 3 years possibly Estimated # of open customer invoices 100 Estimated # of unreconciled bank transactions 1200 Estimated # of open supplier invoices 20 Estimated # of customer contracts to convert 100 not related to students and schedules		
83	Core Financials: Customer Accounts and Contracts Do you have a centralized or decentralized Accounts Receivable structure?	Centralized		
84	Core Financials: Customer Accounts and Contracts How many Customer Masters do you have today?	200 Not including student accounts		

#	Question	Answer
85	Core Financials: Customer Accounts and Contracts Do you generate customer statements?	Yes
86	Core Financials: Customer Accounts and Contracts How many customer payments do you receive on average each month?	25 not related to student accounts
87	Core Financials: Customer Accounts and Contracts Do you use a lockbox to receive customer payments?	No
88	Core Financials: Customer Accounts and Contracts How many lockboxes do you use to receive customer payments?	NA
89	Core Financials: Customer Accounts and Contracts Do you initiate payments from customer bank accounts?	No
90	Core Financials: Customer Accounts and Contracts Do you automatically apply customer payments to open items?	Yes
91	Core Financials: Customer Accounts and Contracts Do you generate collection letters?	Mainly to students
92	Core Financials: Customer Accounts and Contracts Do you need to calculate tax (sales or VAT) for your customer billings?	No
93	Core Financials: Customer Accounts and Contracts If you use a tax provider, which one do you use?	NA
94	Core Financials: Supplier Accounts and Contracts	NA
95	Core Financials: Supplier Accounts and Contracts Do you have a centralized or decentralized AP structure?	Centralized
96	Core Financials: Supplier Accounts and Contracts How many Supplier Masters do you have today?	1000 or more
97	Core Financials: Supplier Accounts and Contracts What application do you use for paper invoice scanning?	DocFinity
98	Core Financials: Supplier Accounts and Contracts Do you use tax tables in your ERP system to calculate the tax?	No
99	Core Financials: Supplier Accounts and Contracts Do you enter the tax from the supplier invoice instead of having the system calculate it?	Yes
100	Core Financials: Supplier Accounts and Contracts Do you withhold taxes?	Occasionally for out of country Vendors (Theatre Performances)
101	Core Financials: Supplier Accounts and Contracts	10

#	Question	Answer
	How many invoices have tax withholdings?	
102	Core Financials: Supplier Accounts and Contracts Do you currently have a supplier matching process?	Yes. 3-way and 2-way
103	Core Financials: Supplier Accounts and Contracts Describe your supplier matching process.	Purchase Order, Invoice and receiving item are required for a 'regular' Purchase Order. Other types of Purchase Orders (Blanket, construction and Office Depot) require only Invoice and Purchase Order for payment processing
104	Core Financials: Supplier Accounts and Contracts Please list the volume for each financials element below:	Volume
	Number of suppliers	2000
	Number of supplier contracts	300
	Number of supplier contracts added per month	20
	Average number of lines per supplier contract	25
	Maximum number of lines per supplier contract	100
	Number of purchase orders per month	5000 annually
	Average number of distribution lines per purchase order	15
	Maximum number of distribution lines per purchase order	100
	Number of supplier invoices per month	500 or more
	Average number of distribution lines per supplier invoice	15
	Maximum number of distribution lines per supplier invoice	100
	Number of supplier payments per month	750 or more
	Average number of distribution lines per supplier invoice	250
	Maximum number of distribution lines per supplier invoice	300
	Number of supplier payments per month	20
	Number of 1099-MISC forms per year	
	Number of unreceived purchase orders to convert	
	Number of unpaid supplier invoices to convert	
105	Core Financials: Endowments How many financial institutions do you use?	NA
106	Core Financials: Endowments How many investment pools do you manage?	NA

#	Question	Answer
107	Core Financials: Endowments How many Gifts do you manage at any one time?	NA
108	Core Financials: Banking and Settlement Please complete as much information from the banking grid as you can. Banking Institution 1 # of Domestic Account(s) # of International Account(s) Positive Pay E-Payments/ACH Auto Reconciliation Banking Institution 2 # of Domestic Account(s) # of International Account(s) Positive Pay E-Payments/ACH Auto Reconciliation Banking Institution 3 # of Domestic Account(s) # of International Account(s) Positive Pay E-Payments/ACH Auto Reconciliation Banking Institution 4 # of Domestic Account(s) # of International Account(s) Positive Pay E-Payments/ACH Auto Reconciliation Banking Institution 5 # of Domestic Account(s) # of International Account(s) Positive Pay E-Payments/ACH Auto Reconciliation Banking Institution 6 # of Domestic Account(s) # of International Account(s) Positive Pay E-Payments/ACH Auto Reconciliation	1. Bank of America-AP 1 0 Y Y Y 2. Bank of America-Payroll 1 0 Y Y Y 3. Bank of America-Wire 1 0 Y Y Y 4. Bank of Belle Glade 1 0 N N N 5. State Board of Administration 1 0 N N N

#	Question	Answer
	Banking Institution 7 # of Domestic Account(s) # of International Account(s) Positive Pay E-Payments/ACH Auto Reconciliation	
	Banking Institution 8 # of Domestic Account(s) # of International Account(s) Positive Pay E-Payments/ACH Auto Reconciliation	
	Banking Institution 9 # of Domestic Account(s) # of International Account(s) Positive Pay E-Payments/ACH Auto Reconciliation	
	Banking Institution 10 # of Domestic Account(s) # of International Account(s) Positive Pay E-Payments/ACH Auto Reconciliation	
109	Core Financials: Banking and Settlement How many, if any, different pre-printed or blank check stock formats do you use across all companies and countries?	1 for both AP/Payroll blank stock
110	Core Financials: Banking and Settlement Do you use pre-noting?	Yes for Payroll
111	Core Financials: Banking and Settlement Do you import acknowledgements or confirmations from your bank?	No
112	Core Financials: Banking and Settlement Do you generate wires?	Yes Manually
113	Core Financials: Banking and Settlement Are these wire transfers automatic or do you manually transmit wires from a bank web site?	1300
	_____ Number of unreconciled payments to convert _____	
114	Core Financials: Business Assets	15

#	Question	Answer
	How many different categories of assets do you currently have?	
115	Core Financials: Business Assets What categories do you use to track assets?	15
116	Core Financials: Business Assets List your current depreciation methods.	Straight line
117	Core Financials: Business Assets How many tax books do you have?	1
118	Core Financials: Business Assets Identify the tax books used for depreciation.	1-NA
119	Core Financials: Business Assets Do you lease assets?	Yes
120	Core Financials: Business Assets What types of material do you want to track by employee and/or contingent worker?	Laptops, Keys, Badges
121	Core Financials: Business Assets What types of assets do you register as pooled assets?	Office Furniture, Other structures, Buildings
122	Core Financials: Business Assets What types of assets do you register as composite assets?	Other structures, Buildings, Office Furniture
123	Core Financials: Business Assets What is your capitalization limit?	>\$1000.00
124	Core Financials: Business Assets How do you account for operating and capital leases?	According to GASB
125	Q: Please list the volume for each financials element below:	Volume
		Number of assets 11000
		Number of assets added per month 25-50
		Number of assets disposed per month 20 or more
		Number of construction in process (CIP) transactions to convert 20 or more
	Volume	
	Additional Notes	
	Number of assets	
	Number of assets added per month	
	Number of assets disposed per month	
	Number of construction in process (CIP)	

#	Question	Answer
	transactions to convert	
126	Core Financials: Budgets Do you budget at a Summary Level or at a Detail Level?	Detail level
127	Core Financials: Budgets What is the lowest level you budget at?	Business Unit and Expense category (org unit and gl code)
128	Core Financials: Budgets When does your annual budget cycle begin?	February for July fiscal year
129	Core Financials: Budgets When does your annual budget cycle end?	Late April/early May
130	Core Financials: Budgets Do you have multiple budget cycles?	Typically 1 (Grants and Restricted have individual budgets)
131	Core Financials: Budgets If so, what are the submission periods?	Personnel requests are submitted by March and other budgets are submitted by April
132	Core Financials: Budgets What is your budget review and approval process for both budget creation and changes?	http://www.palmbeachstate.edu/finance/Documents/Book2016-17a.pdf
133	Core Financials: Budgets Do you build your budget(s) top-down or bottom-up with top-down adjustments?	Bottom up with top down adjustments
134	Core Financials: Budgets If you do bottom-up budget development, do you distribute budget templates throughout your organization?	Yes
135	Core Financials: Budgets If so, how many templates do you distribute and collect?	Up to 10 areas which are further distributed down but all are compiled back to 10
136	Core Financials: Grants Do you need to track active grants proposals in the system?	Yes
137	Core Financials: Grants On average, how many grant proposals are awarded each year?	50
138	Core Financials: Grants How many sponsors do you have?	20
139	Core Financials: Spend Management Expenses Do you use spend authorizations?	Yes
140	Core Financials: Spend Management Expenses Do you process allowances through expenses?	Yes

#	Question	Answer
141	Core Financials: Spend Management Expenses Describe the data validations required on expense reports.	Cost center is required. Purpose is required. Grant or project is required
142	Core Financials: Spend Management Expenses Describe how expense receipts are scanned and stored.	DocFinity
143	Core Financials: Spend Management Expenses Do any employees use a corporate credit card?	Only a few exist
144	Core Financials: Spend Management Expenses Please identify the issuer and whether the transactions are currently integrated into your expense system. A. Credit Card Issuer B. Expense System C. Payment Liability D. Comments	Not currently integrated
145	Core Financials: Spend Management Expenses If you use corporate liability credit cards, describe how you remit payment and reconcile.	Since we only have a few payment it is a manual process
146	Core Financials: Procurement Do you use PunchOut or order from online catalogs?	Yes-Office Depot
147	Core Financials: Procurement Do you use commodity codes?	Yes
148	Core Financials: Procurement How many supplier contract and purchase order formats do you have across all companies and countries?	10 or more purchase order types
149	Core Financials: Procurement Describe your requisition approval process.	Approvals typically go through 1 or 2 departmental levels and can depend on dollar limits. After departmental approval then finance or grant department approval is required for proper accounting. After Finance approval the requisition is sent to Purchasing. Special additional approvals are required for certain gl codes such as technology items or travel. All items check for budget at the beginning.
150	Core Financials: Procurement How many buyers do you have?	2-3

#	Question	Answer
151	Core Financials: Procurement Will you combine Procurement and HCM to source contingent workers?	unknown
152	Core Financials: Procurement Describe your receiving process.	Items are shipped to one of our campus receiving departments. Receiving delivers the item to the department and the tracking/receipt of the item is processed once the department confirms delivery
153	Core Financials: Procurement Describe your supplier return process.	Department contact the vendor for return and purchasing
154	Core Financials: Procurement Do any employees use a procurement card?	Yes
155	Core Financials: Procurement Provide the following for your Procurement Cards. A. Card Issuer B. Remit Payment Process C. Reconcile Process	A. Bank of America B. Transactions are loaded daily/weekly into our current ERP system. Those items are coded by the department and proper approval is received before payment is processed. C. All receipts and statements are signed off by the card holder and supervisor. Those items are sent to the PCard Specialist who then reconciles and initiates payment
156	U.S. Payroll For U.S. Payroll, do you outsource your fulfillment services?	No
157	U.S. Payroll Who is your fulfillment service provider?	NA
158	U.S. Payroll Select all of the following for which you will use fulfillment services: Garnishments Direct Deposit Check Printing Tax Filing	None
159	U.S. Payroll For U.S. Payroll, how many garnishments/wage attachments do you estimate processing and tracking?	10 or more types
160	U.S. Payroll How many different agencies do you remit to? (ie student loans, bankruptcy courts)	10 or more
161	U.S. Payroll In how many states do you pay workers?	1-Florida
162	U.S. Payroll	5 or more

#	Question	Answer
	For U.S. Payroll, how many Pay Groups do you intend to deploy within the system?	
163	U.S. Payroll For U.S. Payroll, how many Pay Calendars do you have with different check dates?	11
164	U.S. Payroll Which of the following Pay Calendars do you have: bi-weekly weekly semi-monthly monthly	bi-weekly x weekly Checkbox semi-monthly x monthly Checkbox
165	U.S. Payroll For U.S. Payroll, provide the number of individual localities for which you will need to calculate taxes.	1
166	U.S. Payroll Earnings and deductions provide you with the fundamental tools you need to make complex payroll calculations. For U.S. Payroll, how many of the following do you need: _____ Total Earnings Codes Text Deductions Codes Text	Total Earnings Codes 25 or more Deductions Codes 25 or more
167	U.S. Payroll Do you have daily rates for Earnings?	No
168	U.S. Payroll For U.S. Payroll, how many financial institutions will you use to FUND payroll in the system?	1
169	U.S. Payroll Do you estimate Employer costs by applying an estimated percentage to worker earnings?	Not currently
170	U.S. Payroll Are your rules based on employee type? (i.e. union, student, administrative, faculty etc)	Yes
171	U.S. Payroll How are you going to track Effort Certification?	Yes
172	Payroll: Time Tracking Q: Indicate the number of workers by their default time entry method on a daily basis. _____ Number of Workers	Number of Workers Time/Punch data will be entered directly into the system time card NA

#	Question	Answer
	Time/Punch data will be entered directly into the system time card	Text
	Worker will log time through the system Virtual Time Stamp	Text
	Time/Punch data is brought into the system via an integration	Text
	Worker will log time through the the system Virtual Time Stamp	1000
	Time/Punch data is brought into the system via an integration	NA
173	Payroll: Time Tracking How many unique Pay Calendars will you define in the system for tracking time cards?	11
174	Payroll: Time Tracking How many unique Time Calculation practices will you define in the system?	5
175	Payroll: Time Tracking How many Shift Differential Calculations will you define in the system?	None
176	Payroll: Time Tracking Do you have an existing third party time clock system?	No
177	Payroll: Time Tracking How do you plan on importing punched data for workers?	Raw Data
178	Payroll: Time Tracking How many distinct Time Groups or unique sets of workers will track time in the system?	10 or more
179	Payroll: Time Tracking How many unique Overtime Calculations will you define in the system?	1 over 40 hrs/wk
180	Payroll: Time Tracking How many Time Codes/Pay Codes will you define in the system to populate a worker's time card?	3
181	Payroll: Time Tracking How many different unions do you need to set up time tracking for?	1
182	Payroll: Time Tracking Will you define unions with complex, premium calculations in the system?	Yes possibly
183	Payroll: Time Tracking For your unions, how many unique Collective Bargaining Agreements will you define in the system for time tracking purposes?	1
184	Payroll: Time Tracking How many Schedule Patterns will you define in the system?	1
185	Payroll: Time Tracking	4

#	Question	Answer																				
	How many approval levels are needed when approving time in the system?																					
186	Payroll: Time Tracking Will you use Rounding Rules on punches?	Yes																				
187	Payroll: Time Tracking How many variations on the Rounding Rules do you have?	None																				
188	Payroll: Time Tracking How many unique Pay Periods will you define for each of the following Pay Frequency types: <table border="1" style="width: 100%; margin-left: 40px;"> <thead> <tr> <th></th> <th>Pay Periods</th> </tr> </thead> <tbody> <tr> <td>Weekly plans</td> <td></td> </tr> <tr> <td>Biweekly plans</td> <td></td> </tr> <tr> <td>Semi Monthly plans</td> <td></td> </tr> <tr> <td>Monthly plans</td> <td></td> </tr> </tbody> </table>		Pay Periods	Weekly plans		Biweekly plans		Semi Monthly plans		Monthly plans		<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Weekly plans</td> <td>Pay Periods</td> </tr> <tr> <td>Biweekly plans</td> <td>Text</td> </tr> <tr> <td>Semi Monthly plans</td> <td>Text</td> </tr> <tr> <td>Monthly plans</td> <td>11 calendars 24 pay periods</td> </tr> <tr> <td></td> <td>Text</td> </tr> </table>	Weekly plans	Pay Periods	Biweekly plans	Text	Semi Monthly plans	Text	Monthly plans	11 calendars 24 pay periods		Text
	Pay Periods																					
Weekly plans																						
Biweekly plans																						
Semi Monthly plans																						
Monthly plans																						
Weekly plans	Pay Periods																					
Biweekly plans	Text																					
Semi Monthly plans	Text																					
Monthly plans	11 calendars 24 pay periods																					
	Text																					
189	Student-Financial Aid: Student Core How many physical campuses do you have?	5																				
190	Student-Financial Aid: Student Core How many students are currently enrolled?	29,000 per term																				
191	Student-Financial Aid: Student Recruiting How many Recruiting Centers/Offices do you have?	5																				
192	Student-Financial Aid: Student Recruiting How many prospects are loaded yearly?	5000 or more annually																				
193	Student-Financial Aid: Student Recruiting How many recruiters are assigned by school/college?	10																				
194	Student-Financial Aid: Student Recruiting Do you have a CRM or other communication system to send email and track effectiveness (e.g. opened, replied, deleted) with Prospects?	We use blackboard connect and some emails are tracked in our current ERP																				
195	Student-Financial Aid: Student Recruiting How many search services or test score loads do you import currently?	Thousands																				
196	Student-Financial Aid: Student Recruiting How many recruiting regions (recruiters are assigned) do you have?	1																				
197	Student-Financial Aid: Student Recruiting How many yearly recruiting events are held?	100 or more																				
198	Student-Financial Aid: Admissions How many Admissions Offices do you have?	5																				

#	Question	Answer
199	Student-Financial Aid: Admissions How many seperate Admissions Applications do you have that bring data into the system?	3
200	Student-Financial Aid: Admissions How many Admission supporting documents are collected per student?	5 or more
201	Student-Financial Aid: Admissions How many applicants per year to each?	40000 or more annually
202	Student-Financial Aid: Admissions How many Application requirements do you have? (Test Score, Transcript, etc)	5 or more
203	Student-Financial Aid: Admissions How many Admission Evaluators do you have?	20-30
204	Student-Financial Aid: Admissions How are transcripts entered?	Electronic and manual
205	Student-Financial Aid: Student Records How many transcripts do you have specific to each school?	We have credit and non-credit types.
206	Student-Financial Aid: Student Records How many Programs (e.g. Majors, Minors, Certificates) do you offer?	Over 150
207	Student-Financial Aid: Student Records Within joint programs, are students concurrently active in all of their programs or are students active in only one of their programs within a given semester?	One is the primary program but others can be concurrently active
208	Student-Financial Aid: Student Records How many Academic Calendars do you have?	One for the college
209	Student-Financial Aid: Student Records How many course changes are submitted each year?	Over 100,000 add/drop modifications
210	Student-Financial Aid: Academic Advising Do you maintain graduation plans for each program/major that list recommended courses and terms offered?	Yes
211	Student-Financial Aid: Financial Aid How many independent Financial Aid Offices do you have?	1 District Office with 5 campus offices
212	Student-Financial Aid: Financial Aid How many Distinct Awards/Fund Codes (Federal, Institutional, State) do you have?	500 or more
213	Student-Financial Aid: Financial Aid How many Sponsored Contracts/Endowed Funds do you have?	300 or more
214	Student-Financial Aid: Financial Aid	10 or more

#	Question	Answer
	How many Distinct Cost of Attendance Items do you have?	
215	Student-Financial Aid: Financial Aid How many Rules are used to determine eligibility and calculate amounts of awards?	We would like the flexibility to maintain the several different eligibility requirements and calculations. Need based aid. Merit based aid. State aid. Federal aid. Institutional aid etc
216	Student-Financial Aid: Financial Aid How many Rules are used to determine eligibility and calculate amounts of Cost Items?	We would like the flexibility to maintain the several different eligibility requirements and calculations. Need based aid. Merit based aid. State aid. Federal aid. Institutional aid etc
217	Student-Financial Aid: Student Finance Number of academic units across all institutions with unique accounting, revenue, refunding, payment precedence or other financial rules?	Several hundred have unique accounting
218	Student-Financial Aid: Student Finance How many Financial Aid and Bursars offices do you have that will maintain separate business processes, accounting rules and policies?	Institutional policies govern all offices for both Financial Aid and Bursar.
219	Student-Financial Aid: Student Finance How many Student Rates and/or Fees do you have? (Could be initiated within the system or from 3rd Party system.)	50 plus unique fee components for student tuition
220	Student-Financial Aid: Student Finance How many Payment Plans do you offer?	Currently one
221	Student-Financial Aid: Student Finance Are tuition refunds pro-rated or flat and how many refund policies do you have currently (e.g. it differs for non-credit or other academic programs)?	Refunds could be pro-rated or flat. We have one refund policy but it may differ for credit and non-credit.
222	Does the College anticipate adjusting to delivered business processes wherever possible, or does the College anticipate customizing?	We plan on adjusting to the delivered business process or best practice. Customizations will hopefully only be for compliance requirements.
223	Is the College in the process of acquiring or changing any third party licenses that will affect the interface list?	No
224	What are your top priorities and objectives for the new system? For example, deliver greater self-service to employees and students, better data to make decisions, etc.?	<ol style="list-style-type: none"> 1. Utilize Best practices for business processes 2. Having a student mobile application with texts and alerts 3. Cloud based solution 4. Better data for enhanced decision support and analytics.
225	Requirements 3004, 3005, and 3008 use the word "flexible" as a requirement for the chart of accounts. Can you elaborate please?	We would like chart of accounts that will allow us to do departmental reporting as well as campus reporting. This could be different based on 'responsibility'. Something

# Question	Answer
	that will also be fluid enough for when reporting/reorganizations occur.
226 The requirements in the student administration area seem to be minimal and not detailed, do you anticipate that a comprehensive list of requirements will be finalized during the initial execution of the implementation?	Yes. The requirements is only a high level list of the most critical items.
227 Please provide a list of positions that the college plans to staff the project with? Is the college planning to back fill positions that will be assigned to be on the project team?	Phase 1-Student lead, Finance lead, HCM lead, Payroll lead, Technical Integrations lead, Project Sponsor, 2 Project Managers. Phase 2- Data Conversion Lead, Testing Lead and Training Lead. Phase 3-Subject Matter Experts will be identified for Purchasing, Accounts Payable, Budget, Position Control, Compensation, Employment, Assets, Student Records, Admissions, Financial Aid, Advising, Registration, Student Accounts, Academic course catalog Yes. Backfill positions will be assigned at least to Phase 1 or when necessary.
228 Does PBSC plan to include any Florida state reporting requirements in its project scope? Please elaborate.	Yes. The integrations list has a listing of several State Reports that will require capturing data.
229 Does PBSC plan to include HR Recruiting in its project scope?	Yes.
230 Functional Attachment-A-Functional-Requirements-List-ITP-1516-16-ERP-System. Req ID 1024 Will you be replacing your current online admissions application?	Yes we anticipate replacing our current online application
231 General Section 8.4 p. 6 In cases where multiple vendors respond together to Components 1, 2 and 3, is the proposal limited to 100 pages in total or for each component response.	100 pages per Component
232 General 9.4.4 p. 9 Are you requesting a fixed price for the Component 3 or a Time and Materials bid? In the Excel Spreadsheet you mention "Hours: Provide the estimated number of hours for the work." in the Consulting tab.	Time and Materials Bid
233 General 9.4.11 p. 11 Please clarify your expectation of the content to be provided by the respondents in the Implementation	Please discuss how your plan or suggestions on change management to the institution as well as overall project management approach to the project.

#	Question	Answer
	Services: Implementation Plan in both the General and the following sections by phase.	For each of the areas (HR, Finance, Payroll, Student, Financial Aid) please discuss your suggested plan for: <ul style="list-style-type: none"> a) Data Conversion b) Configuration c) Training d) Integrations e) Customizations f) Testing g) Migration Rehearsal h) Post 'go live' support
234	General 12.9 p. 14 Please clarify if you want the Hosting costs included in section 12.9	We want all costs captured in the Excel worksheet (Attachment C)
235	OCM Do you have a Learning Management System (LMS)? If so, what software application is used (Saba, etc.)?	Yes. Currently Blackboard
236	OCM Do you use any simulation training software? If so, what software application is used (User Productivity Kit (UPK), Captivate, etc.)?	No
237	Tech The College seeks an implementation partner to assist with all of the implementation services typically provided in closing a higher education institution legacy software system and opening up a new and improved fully-functioning ERP system. (page5) Is PBSC looking to participate to the development of the solution selected or is the Vendor supposed to provide all the resources required? For example will PBSC develop the custom extracts from their legacy application to support the conversion of data to the new ERP solution or as another example, will PBSC develop or modify the interfaces between the new ERP solution and their current applications to accommodate for the business process changes or new schemas.	We assume an install partner will assist in data extracts. We currently have some tools (datawarehouse and some data extracts used by other schools in our Consortium) but anything not readily available will be the responsibility of the implementation partner and team. New integrations or vendor products may replace existing self-developed applications listed in the integration list (Attachment B)
238	Tech "Attachment-B-Interface-List-ITP-1516-16-ERP-System.xlsx" , Interface Tab, Row number -62 Row Number-62	This the deployed software from Active Directory to Office 365 for student email.

#	Question	Answer
	Can you provide more information regarding the implementation of the interface "DIR SYNC from AD to MS student email"?	
239	Tech "Attachment-B-Interface-List-ITP-1516-16-ERP-System.xlsx", Interface Tab, Row number -63 Row Number-63 Can you provide more information regarding the implementation of the interface "SSO logic in FIM, PBSC web site, and Microsoft"?	Forefront Identity Management (FIM) is the product that gets a direct feed from our current ERP to active directory.
240	Can you provide PBSC's Fall 2015 IPEDs report for Full time and Part Time unduplicated Student, Faculty and Staff	Total 28933 FT 8969 PT 19964
241	Does PBSC have any existing IT assets you intend to use in and around the solutions requested as part of this ITB? For example, does PBSC have existing solutions in place for Identity and Access Management, Middleware, Integration Platforms, Document and Imaging management, Portal Technology, Extract Transform Load (ETL) Tools, Reporting and Business Intelligence solutions and any other relevant technologies. If so, can PBSC please provide the name of the technology and a brief description of its scope of use?	These were identified in the Interface List (Attachment B). We are hopeful that some of the functionality these current integrations provide could be part of a delivered product in a new ERP.
242	HCM Attachment A - Functional Requirements REQ1064 Please specify the instructor data that PBSC needs to maintain besides certificates and degrees. Is this information currently stored in a system?	Data needed: Relevant coursework, Degree translations, Licensure with expiration dates and other qualifications. Currently it is stored in a self-developed database.
243	HCM Attachment A - Functional Requirements REQ2202 How many years of employee job / assignment history are you expecting to convert?	2 years
244	HCM Attachment A - Functional Requirements REQ2098 How many levels are there to your approval heirarchy. Is it supervisor-based or some other matrix?	Supervisor based with the ability to approve 'in lieu' or 'on behalf' of someone who may be absent.
245	Enclosed are a few additional questions related to Attachment B (interfaces).	Please see separate answer page for question 245, posted online at http://www.palmbeachstate.edu/purchasing/documents/QA-Q245-1516-16-ERP-System.pdf

#	Question	Answer
246	If a firm is responding to all 3 components of the RFP, should we include 3 references for each individual component (i.e. 3 references for software, 3 references for hosting, 3 references for implementation- for a total of 9 possible references)	3 references in total is sufficient if responding to all parts.
247	If a firm is partnering on this RFP response, do you want 3 respective references from each participating firm?	3 references from each entity.
248	Will you accept an extension to this RFP of 1 week and 3 days with a revised due date of August 12, 2016?	No. An extension was already granted.
249	I see that the targeted go-live for a student administration system is 3 years. When does the college expect to begin the implementation of this system?	Upon contract signing we expect to begin gathering what is needed for implementation.
250	What is the reasoning for the late go-live for student administration?	This was a suggested timeline and may be adjusted upon vendors/partners advice.
251	How many non-production environments are needed? Are the standard Demo, Dev, QA and Prod sufficient?	These are sufficient.
252	What are your anticipated concurrent user counts per pillar?	Human Resources could be 700-1000 Finance could be 400 Student users (not including student registrations) could be 600. Students who access the system will vary based on registration windows.
253	Is a disaster recovery solution required? If so what are the required RPO/RTO for the disaster recovery?	Given it will be a hosted solution, yes. RPO 24 hours RTO 24 hours
254	Are there any limitation to using off-shore staffing?	Limitations could be due to time zone differences and communication barriers.
255	What are the data backup retention requirements?	30 days
256	Given the shortened timeframe for Vendor Software Demonstration in the amended schedule, is it possible to schedule a tentative date now so that we may secure resources from our team?	Scheduling will occur as soon as possible and presenters will be notified.
257	Which persons at the college will be evaluating the vendor responses to the invitation to participate (ITP)? Can the college provide a list of the individuals who will serve as the ITP's evaluators?	The College will not be releasing the evaluation team member names or titles.
258	Section 9.2 of ITP 15/16-16 ERP provides proposal evaluation categories. However, that section does not provide weights for each of those categories. If there are weights for each category, could the college supply us with those weights?	The College has decided not to release the weights assigned to each category.

# Question	Answer
259 How many users – excluding faculty -- will need access to the Student Information System?	Over 600
260 For the college's Finance, HR and Payroll system: How many functional users do you have in the Business Office? (Note: These would be users who have data entry and update responsibilities in the Finance or HR system.)	Approximately 50 or more
261 For the college's Finance, HR and Payroll system: How many people at the college are users who would have View capabilities with process/approval responsibilities, but who would not be creating or maintaining data? For example, a department head that has to view and approve the time card entries for her or his staff.	Approximately 200
262 How many total employees at Palm Beach State College should have self-service capabilities?	We hope all employees will have self-service capabilities. Staff 800 FT 150 PT Faculty 323 FT Student workers 200 per term Adjunct 1000 per term Contingent Workers/Temporary 500 per term
263 Are there power users in the various departments at the college who: a) Work heavily with IT b) Do a significant amount of report development c) Would need administrative rights to the system d) Could the college provide us with the total number of those power users?	Yes we have power users. Yes to a) b) c). Total power users approximately 30
264 ITP 15/16-16 ERP mentions that data conversion should be included in the solution. Regarding data conversion: a) How many years of historical data does Palm Beach State College envision converting into the new system? b) What is the level of data granularity for each major system area are you requiring? c) Should we recommend a data conversion approach for the university based on best practices? d) With regard to the college's data migration needs, how would you rate the quality of your data?	A) Minimal amount of recommended by the vendor/partner and it also depends on when we convert (mid calendar year or mid fiscal year etc). B) We assume the vendor/partner has defined the granularity. C) Yes best practice D) Good data quality. Most is table managed values.

#	Question	Answer
265	Federal guidelines define full-time enrolled (FTE) students as those who are taking 12 or more hours (credits) of coursework. Note that we pro-rate students under 12 credit hours. In addition to a students taking a full 12 hours, another example of an FTE would be 2 students with 6 credit hours each. Can the college, hence, provide us with number of FTEs that are enrolled at Palm Beach State College?	19,881
266	As questioned during the bidders' conference on June 27, would the University please expand on the evaluation criteria described in Sections 9.2 and 9.3 on page 7 of the Invitation to Bid? Is there a weighted score that will be utilized in the evaluation?	9.2 and 9.3 are further expanded and defined in section 9.4.1 through 9.4.12. The College has decided not to release the weights assigned to each category.
267	As a privately-held company, we are unable to share our financial information in a public forum, which includes proposals. We are willing to make our CFO available for conversation in a manner acceptable to Palm Beach State College in respect of the stated cone of silence. Would the College please advise how we should complete the requested information in the Financial Attestation Form?	The College will accept proposals without a completed Financial Attestation Form. Please see amendment # 3 posted online at http://www.palmbeachstate.edu/purchasing/documents/Amendment-3-ITP-1516-16-ERP-System.pdf
268	Appendix A – Functional Requirements List – The functional requirements spreadsheet appears to be numbered out of sequence for both the Tracking and Req IDs. We want to be sure that we are not missing any requirements. Can you confirm the number schema in columns A and B have no reference or correlation to the number of requirements vendors are supposed to answer?	No you are not missing anything the list was part of a bigger list and only the critical items were selected for the requirements list presented.
269	Appendix A – Functional Requirements List – There seem to be several duplicate requirements with different Tracking numbers (for example: Tracking #572 – Requirement ID #2087 – “Ability to maintain leave accrual balances and accrual rates for individuals” is the same as Tracking #596 – Requirement ID #2087). Are these duplications intentional? Or were they made in error?	They are duplicated. This was an error.
270	Appendix A – Functional Requirements List – Tracking #239 – Requirement ID #1152 – Please clarify what is meant by “occupational completion points?”	Occupational completion points are state identified funding points that are portions of programs in clock hour programs. For example, a clock hour program could consist of 9 courses. The first three courses are OCP completion point A, the next three completion point B, and the final three completion point C. We report these interim completion points to the state as part of the

#	Question	Answer
271	Appendix A – Functional Requirements List – Tracking #359 – Requirement ID #3401 – Please clarify what is meant by “ENC data?”	student database file as a required data element. This does not apply to credit hour programs. Enc-refers to encumbrance data. We need the ability to reconcile encumbrance balances by PO by departmental account/gl code