

**Addendum I**  
**to the**  
**Invitation to Negotiate for**  
**FLAIR and CMS Replacement Project**  
**Software and Implementation Services**  
**BF-04/2002/03**

**November 26, 2002**

**Responses to Questions from Proposers**

Official State responses to questions submitted by Proposers, which are provided in this document, are considered amendments to ITN BF-04/2002-03.

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**Question 1** When does the State plan on releasing the demo script?

**Answer**

As discussed in Section 4.3.2 of the ITN (Oral Presentations, Interviews and Software Demonstrations), the State plans to release information regarding the demonstration scripts and the presentation agenda no later than 5:00 PM EST on January 27, 2003, which is the time and date in Section 4.5 of the ITN (Procurement Calendar and Schedule) for the selection of Semi-Finalists and the scheduling of the Orals. Section 4.3.2 states: "Information regarding the content (including demonstration scripts) and agenda for the two-day period will be provided to Proposers at a later date but in sufficient time to prepare for the Orals."

**Question 2** After the new system is operational for all users, how does the State envision the new data warehouse interacting/complimenting the existing IW environment?

**Answer**

It is presumed that the warehouse that will be available with an ERP system will provide much needed reporting and analysis data about the financial and non-financial data collected by the ERP. The State desires to implement a higher level warehouse that includes data originating in other systems (i.e. purchasing, budgeting, and human resources). The current Information Warehouse will be the basis for that higher level warehouse. Therefore, the proposed warehouse offering must be able to interface, integrate, or otherwise provide data to the existing warehouse environment.

**Question 3** Section 6.3.8.2.1 includes a requirement that the Proposer include a detailed schematic of the network configuration and bandwidth required to support the number of users, transactions and reports, including routers, switches, firewalls, etc. With the information provided we can create a complete schematic of the proposed data center and project the bandwidth needs of a

typical casual user and a typical professional user. Is this what the State expects, or will you be providing additional detail about the current State network and the current user population broken out by location as required for a complete, detailed network schematic?

**Answer**

The State will be satisfied with a complete schematic of the proposed data center, including all connectivity, switches, routers and firewalls, and the projected bandwidth required by a typical casual user and a typical professional user.

**Question 4** Beyond financial accounting for inventory, are the logistics components of inventory management (e.g., stock-keeping) in scope or part of the optional scope?

**Answer**

The logistics components of inventory management (e.g., stock-keeping) are in scope and are not part of the "optional scope" of the ITN.

**Question 5** Some of the Procurement Accounting requirements outlined in the Appendix on pages 207 - 231 suggest that you wish us to include logistics functionality that typically is found in a procurement system. The body of the ITN makes clear that the proposal of a procurement system is optional. Is it your intent that we duplicate procurement logistics functionality (e.g., receiving) as part of the accounting solution, consider those items as optional or do we exclude those items from our accounting solution?

**Answer**

The FLAIR and CMS replacement must efficiently process transactions / documents / business events (e.g., real property rental, employee moving expenses, land purchases) that are not processed through the eProcurement system or other State business systems that must be authorized, encumbered, approved and scheduled for payment. The Detailed Requirements in the Procurement Accounting Subject Area in Appendix 9.10 (Functional Requirements) in the ITN on pages 207- 231 are not optional in scope and therefore must be included in the proposed ERP solution.

**Question 6** What is the required lowest level of labor distribution (cost object, role, or employee)?

**Answer**

The State's labor distribution will begin with employee. An employee can have multiple roles and can charge multiple accounts, funds, projects, cost objects or any valid account distribution.

**Question 7** What is the approximate distribution of the 12,000 user population by geography?

**Answer**

The approximate breakdown of users is as follows:

- \* BARTOW -- 3.0%
- \* BRADENTON -- 1.4%
- \* DAYTONA BEACH -- 1.4%
- \* DELAND -- 2.2%
- \* FORT LAUDERDALE -- 3.4%
- \* FORT MYERS -- 2.2%
- \* GAINESVILLE -- 2.1%
- \* JACKSONVILLE -- 4.8%
- \* LAKE CITY -- 1.4%
- \* MARIANNA -- 1.4%
- \* MIAMI -- 5.7%
- \* OCALA -- 1.3%
- \* ORLANDO -- 3.6%
- \* PANAMA CITY -- 1.4%
- \* PENSACOLA -- 3.0%
- \* SARASOTA -- 1.3%
- \* ST. AUGUSTINE -- 2.3%
- \* ST. PETERSBURG -- 1.3%
- \* TALLAHASSEE -- 46.7%
- \* TAMPA -- 5.6%
- \* WEST PALM BEACH -- 4.5%

Please note that these totals include the State universities, which will not use the FLAIR replacement system.

**Question 8**

The ITN asks for four references. Does the state want the ERP Implementation of like size and complexity to be for financial implementations since that is what the state plans to implement? It is an important distinction for the state and the potential bidders. For example, we have Human Resource and Payroll references in other states, but not financials. I understand that based on the exact words of the reference section we can bid, but will it make sense to do so if the state truly needs to do business with a vendor with the exact same type of implementation in Financials?

**Answer**

6.3.6.3 Section 3 References -- The proposer must provide references as follows:

- \* A list of the state and large local government clients for which the Proposer has implemented similar ERP systems over the past seven (7) years with a description of each. Include in these descriptions a discussion of any litigation, mediation, arbitration, revisions of scope, or time and costs overruns.
- \* Four references from similar ERP implementations of like size and complexity, two of which are the government references with whom the Proposer met the minimum requirements set forth in Section 7.1, item 9.
- \* A list of any other current commitments or engagements for the State of Florida.

The State desires to do business with a vendor who can implement an ERP for financials; and the totality of experience and references of proposers will be

considered.

**Question 9** What is the preferred Email System in use by the state?

**Answer**

The State has no standard E-mail system. The two most utilized at this time are Microsoft Outlook and Lotus Notes.

**Question 10** Is there preferred Document Management System/Imaging system currently in use?

**Answer**

The State has no preferred Document Management or Imaging System.

**Question 11** Is DB2 your preferred database for the Statewide Financials Deployment?

**Answer**

IBM's DB2 is the database used for the FLAIR Information Warehouse. The State has no preference for one relational database over another. Any proposed solution for a new financial system must address the staffing needs and training requirements for whatever database platform is proposed.

It would be considered advantageous to leverage the State's current technology infrastructure investment, but we want to do that only if it makes sense. What is important is to ensure that the technical architecture positions the State for the future. We do not want something that is soon obsolete nor do we want difficulty in moving forward in the future due to technology limitations.

**Question 12** Will the state Financials Procurement require AS400 as the preferred Hardware platform, or can alternative options be considered; that is, zOs S390, AIX?

**Answer**

The State does not prefer one hardware platform to any other. Any proposed solution for a new financial system must address the staffing needs and training requirements for whatever hardware/software platform is proposed.

It would be considered advantageous to leverage the State's current technology infrastructure investment, but we want to do that only if it makes sense. What is important is to ensure that the technical architecture positions the State for the future. We do not want something that is soon obsolete nor do we want difficulty in moving forward in the future due to technology limitations.

**Question 13** Requirement SGT-013 -- Employ web-centric/enabled technology - Do not employ green screens or character based technologies.

Does the entire application solution need to be accessible via a 'Web Browser' for both administrative and end user activities?

**Answer**

It is preferable for end users and administrators to have web-centric/enabled access to all transactions provided by the application. However, some administrative functions may require using non web-centric interfaces depending on the hardware/software platform proposed.

**Question 14** Requirement SGT-023 -- Provide for statewide electronic message broadcasting.

Is there currently a Portal or Content Management Strategy in place for the State? Do employees have access to PDA's and other wireless components for message broadcasting?

**Answer**

There is no Portal or Content Management Strategy in place for the State. A few employees have access to PDAs or other wireless devices for message broadcasting, but they are not generally available.

**Question 15** Requirement SSS-015 -- Provide capability to restrict access by an individual user ID (or identified group of user IDs) and password. Restrict access to self-service web applets by user ID or employee number and PIN.

Are Web Applets the preferred means of securing User Access and Authentication into application?

**Answer**

The State has no preferred means of securing User Access and Authentication into an application.

**Question 16** Requirement SSS-033 -- Provide ability for non-employees to access the System.

Is there a current LDAP strategy in place for the state?

**Answer**

The State has no current strategy in place for use of Lightweight Directory Access Protocol.

**Question 17** Requirement SEI-001 -- Interface with Purchasing System (SPURS/E-Procurement), Human Resource System (COPES/HR Outsourcing), Budget & Planning System (LAS/PBS), State Board of Administration (SBA) and the Department of Revenue's SUNTAX System.

What type of Interface will be desirable when integrating with these 3rd party system (i.e. XML Based)? Or, by using a Wire based Protocol? Synchronous, Asynchronous or Batch interfaces?

**Answer**

We are asking Proposers to recommend a method of interfacing/integrating with these other systems. As stated in Section 3.2.1 of the ITN, the State envisions handling interfaces through an enterprise integration framework using an application integration product recommended by the Proposer. We are interested in what middleware or application integration software the proposed ERP software supports.

**Question 18** Requirement SEI-002 -- Interface with the supplemental systems currently in place.

Can you provide a brief list of the interfaces needed for the supplemental systems and the type of interface that would be desired?

**Answer**

A detailed list of these interfaces is not available at this time. There is some information in the ITN about the number of these interfaces. A complete listed of the interfaces required will be developed during the Fact-Finding Process.

**Question 19** Requirement SEI-018 -- Provide ability to interface with existing web applications.

Please provide a list of these existing Web Applications.

**Answer**

A list is not available at this time. Relevant web applications will be identified during the Fact-Finding Process. Proposers are encouraged to provide a general statement as to the ability of their proposed software to interface with any existing web application.

**Question 20** Requirement SEI-019 -- Provide ability to interface with internet, intranet and extranet functions.

What are some of the desired functions?

**Answer**

Internet, intranet and extranet functions desired by the State are the interchange of data required to meet the needs of users.

**Question 21** Requirement SEI-020 -- Allow for integration with or downloading data into common office applications, including but not limited to:

- (1) Third-party report generators (e.g., Crystal Reports);
- (2) Third-party spreadsheet products (e.g., Excel);
- (3) Third-party database products (e.g., Access); and
- (4) Third-party word processing products (e.g., Word).

Is Crystal Reports the desired Reporting Tools for Ad Hoc Report Capabilities?

**Answer**

The State has no preferred ad hoc reporting tool. Crystal Reports was listed as an example of a report generator.

**Question 22** Requirement FPP-027 -- Provide ability to identify federal and state financial assistance amount on same transaction, document, business event.

Please provide an example of this process.

**Answer**

Pursuant to Section 215.97, Florida Statutes, Florida Single Audit Act, each State accounting record involving either State financial assistance and/or Federal financial assistance must be identified in two ways:

\* For State financial assistance amounts, a state identifier (a 5N value) as listed in the Catalog of State Financial Assistance and a recipient type (a 1N value) as provided by the State Comptroller's Office are required.

\* For Federal financial assistance amounts, the recipient type (a 1N value using the same field used for State financial assistance) as provided by the State Comptroller's Office is required. Pursuant to United States Office of Management and Budget circulars, each State accounting record involving Federal financial assistance must also identify the amount of Federal assistances involved with a separate numeric identifier (a 5N value) as listed in the Catalog of Federal Financial Assistance.

The existing FLAIR can only pick up one 5N identifier. This forces splitting transactions that involve both Federal and State financial assistance amounts.

**Question 23** Requirement FPP-054 -- Allow for the entry of foreign payees and their unique identification numbers. Avoid the use of one identification number such as 777777777.

Please provide more detail concerning how foreign payees are established and paid.

**Answer**

Because of Internal Revenue Service reporting requirements, the current system requires that each disbursement be associated with a Federal Tax Identification Number (TIN), which is also used to uniquely identify vendors. As a result, agencies making payment to foreign payees record fictitious TINs usually in the form of 777777777 or 999999999 that cause problems when producing summary disbursement reports by payee for both internal and external users. The proposed solution should enable the establishment of unique payee identification to eliminate this problem.

**Question 24** No question posed. Dropped at author's request.

**Answer**

**Question 25** Exact duplicate of Question ID 24.

**Answer**

**Question 26** Requirement CCI-015 -- Provide ability to interface with the Treasury Collateral Management System and record and store a list of qualified public depository financial institutions, along with allocation/selection criteria, and limit the placement of funds into Certificates of Deposit with these institutions.

What are the cash balances based on GL Accounts? Bank Balances?

**Answer**

The method used to limit certificate of deposit placements at Florida financial institutions is based on the asset size of the financial institution. This data is collected by the Bureau of Collateral Management from monthly reports made by participating financial institutions. The information is posted on a Treasury computer and then used by the Bureau of Funds Management to calculate maximum certificate of deposit placements at each financial institution. Financial institutions are allowed to have as much as 6% of their assets in a one year maturity fixed rate certificate of deposit program and additional funds in a two and three year maturity certificate of deposit bid program. The total allowed at any financial institution is the lesser of \$300,000,000 or 10% of the assets of the institution. A separate program is used to calculate limits in each category for each institution and to allocate funds to the highest bidders in the bid program.

**Question 27** Requirement DGR-002 -- Record and store effective start and end dates as well as other appropriate profile information (e.g., description, date initially established, status, parent data classification element, maintenance of effort (MOE) requirements, user defined fields) for all data classification elements comprising the system's account code structure.

Please describe Maintenance of Effort (MOE) requirements.

**Answer**

For a Federal Grant, the awarding entity will identify requirements for the level of effort that is to be maintained by the entity receiving the award. We refer to these requirements as "Maintenance of Effort (MOE). The grant agreement typically has the following MOE requirements:

- (1) Provide a specific level of service (e.g., number of people served) for a period of time;
- (2) Provide a specific level of expenditures from non-Federal or Federal funding for specific activities to be performed for a period of time; and
- (3) Federal funds must supplement services and not replace/supplant non-federal funded services.

**Question 28** Requirement DGR-013 -- Provide ability to set up predefined account classification structure for each Trade Account associated with EDI transaction processing.

Please provide additional description of requirement.

**Answer**

Several State agencies have Electronic Data Interchange (EDI) Trade Account agreements with several major suppliers which provide their invoices to the State in American National Standards Institute (ANSI) X.12 EDI 810 formatted files. These files are translated into a file format that can be loaded into FLAIR. During the loading of these files, default accounting information pre-established by the agency is added per invoice / transaction and made available to authorized personnel to review, modify the accounting information, if necessary and approve for payment. The proposed solution should enable the continuation of the ability to process these types of transactions in a similar manner.

**Question 29** Requirement FGL-021 -- Provide ability to calculate and transfer the monthly General Revenue Service Charge. This is calculated from monthly revenues, based on, but not limited to: fund; general ledger code; revenue category; and object.

What is used to calculate the General Revenue Service Charge?

**Answer**

Sections 215.20 through 215.23, Florida Statutes, provide the basis for determination of the General Revenue Service Charge. Generally, the service charge is assessed from the "income of a revenue nature deposited in all trust funds," except those trust funds specifically exempted, for deposit to the General Revenue Fund. Please note that the current frequency of calculation and payment is quarterly. The statute sections are available on-line through:

<< <http://www.flsenate.gov/statutes/> >>.

**Question 30** Requirement FGL-027 -- Provide an online journal entry mechanism to adjust any component of the account code structure with appropriate security to include, but not limited to:

- \* Journal entry number;
- \* Line number;
- \* Account code distribution;
- \* Account code description;
- \* Debit and credit fields (with required balancing edits);
- \* Memo description field to explain the reason for the adjustment;
- \* User-defined control document number; and
- \* Approval workflows.

Is the desire to change the journal entry number? The line number? Change the workflow for a single document?

**Answer**

The desire is to create a new transaction to reverse or adjust a previous entry or entries recorded with an incorrect account code structure and record a corrected entry or entries to the appropriate account code structure. Any element(s) of the account code structure may need to be changed. This requirement is being revised to the following:

Requirement FGL-027 -- Provide an online journal entry mechanism, with appropriate security, to reverse or adjust a previous entry or entries recorded with an incorrect account code structure and record a corrected entry or entries to the appropriate account code structure. Any element(s) of the original account code structure may need to be corrected. The journal entry should include, but not be limited to:

- \* Journal entry number;
- \* Line numbers;
- \* Account code distributions;
- \* Account code descriptions;
- \* Debit and credit amounts (with required balancing edits);
- \* Memo description field to explain the reason for the adjustment;
- \* User-defined control document number; and
- \* Approval workflows.

**Question 31** You have mentioned there will be an independent project manager assigned to the Project Management Office as part of the project management team. Have you hired this person yet? If you have, who is this person what is this person's background? Will this person bring his/her own methodology to manager risks and issues? Or, will the methodology for risks and issues be the responsibility of project manager from Application Contractor?

**Answer**

The State has engaged MAXIMUS to serve as Independent Project Manager. In this role, a MAXIMUS Team assisted in development of a procurement strategy and development of the Invitation to Negotiate. The MAXIMUS Team will continue to provide support for procurement of software and implementation services for the New FLAIR. When an Application Contractor is on board, the MAXIMUS role will evolve into supporting the State Project Director on project management topics and providing quality assurance services.

Mr. Scott L. Brown leads the MAXIMUS Team of 2.5 FTEs. Mr. Brown is a certified Project Management Professional (PMP) with more than twenty-four years of experience in design, implementation, and operation of financial management and human resource systems in large government organizations. His experience includes eleven large Enterprise Resource Planning (ERP) system projects for state governments or state agencies – seven in financial management and four in human resources.

MAXIMUS and Mr. Brown advocate the project management methodology promulgated in the Guide to the Project Management Body of Knowledge (PMBOK) published by the Project Management Institute. Standards defined in

the PMBOK are specific in goals to be achieved but flexible in manner of achievement.

Since its arrival in July, the MAXIMUS Team has assisted the State with risk and issue management. With arrival of the Application Contractor, lead in these areas will transition to the Application Contractor.

In general, the State seeks to form an integrated Project Team characterized by strong working relationships among participants regardless of organization. As Independent Project Manager, the MAXIMUS Team works closely with State staff. We envision that both MAXIMUS and State staff will also work in close cooperation with the selected Application Contractor.

**Question 32** When will the year 2 appropriations be made available for bidders?

**Answer**

Year 2 appropriations for the Project will not be known for certain until the Fiscal Year 2003-2004 General Appropriations Act has been enacted in May or June 2003.

**Question 33** Requirements PAG-022 and GGR-037 -- Provide for statewide/multi-agency projects and sub-projects for uniform reporting according to Section 259.037, F.S. - Land Management Uniform Accounting Council.

This sounds specific to State of Florida; can we get more information about this report and section?

**Answer**

Annually, agencies assigned to manage conservation or recreation lands are to report and account for land management activities and costs to specified categories. These categories are not currently titled for multi-agency use in FLAIR. The statute section is available on-line through URL:

<< <http://www.flsenate.gov/statutes/> >>.

**Question 34** Requirements PAC-004 and GAC-007 -- Why would the State want to bill on indirect cost memo entries? Is this for billing related to encumbered funds?

**Answer**

Due to the delayed posting of payroll charges in the accounting system, several agencies record a memo entry on grant or project for payroll charges that have been incurred but not recorded. This allows the agencies to request reimbursement more timely for the grant or project. For grants and projects, we do not record memo entries related to encumbered funds.

**Question 35** Requirement GGR-001 -- Need clarification on Florida Single Audit Act, Section 215.97, F.S.

**Answer**

For more information regarding Florida's Single Audit Act, please refer to URL:

<< <http://www.myflorida.com/myflorida/government/governorinitiatives/fsaa/index.html> >>

**Question 36** Requirement GGR-002 -- FEID Number

Is this the same as Employer ID #?

**Answer**

FEIN stands for Federal Employers Identification Number. A FEIN for a business is comparable to a Social Security Number for an individual.

**Question 37** Requirement GGR-011 -- Define release amounts. Is this the allowable amount to be billed for a specific grant?

**Answer**

Release and the allowable amount to be billed for a specific grant are not related. Release is the plan of the Executive Office of the Governor and execution by the Comptroller for distributing appropriations to agencies over time. As an example, all of an agency's trust fund appropriations may be released at the beginning of the fiscal year and general fund appropriations released quarterly. For more information, see section 216.192, Florida Statutes. The statute section is available on-line through URL:

<< <http://www.flsenate.gov/statutes/> >>.

**Question 38** Requirement GGR-019 -- Is the grant task identifier the equivalent to the object code by which the expenditures are charged? Or, is a task related to a break-out of sub-grants within one funded award?

**Answer**

The grant task identifier is intended to provide additional information on an expenditure that is not available with the object code. For example, the State's object code(s) for payroll identify the type of payroll payment being processed (i.e., salary, benefits, on-call, etc.). For Grant and Project reporting purposes, an Agency will need to know what the employee was doing. The task identifier can be used to identify an employee's payroll charges associated with case review, consultations, roadway maintenance, etc.

We are requesting a separate data element for the tracking of sub-grant activities. Please see Requirement DGS-001 for the data structure that will be used for identification of a State Grant/Sub-Grant.

**Question 39** Requirement GGR-023 -- What types of appropriations are available for a grant (and a project for that matter)?

**Answer**

Each of the three types of appropriations -- operating, non-operating, and fixed capital outlay appropriations may be used in a grant or project, depending on the grant eligible expenditures or project undertaking involved.

**Question 40** Requirement GGR-024 -- What funding techniques are available for the LOC draw?

**Answer**

The funding techniques are identified in the State's Cash Management Improvement Act Agreement and quoted below:

**6.2.2 Technique: Pre-Issuance - Direct Program Cost and Direct Administrative Cost Component**

Description: The State shall request funds such that they are deposited in a State account no earlier than the day that warrant and EFT transaction request vouchers are submitted to voucher audit. The State has a Prompt Payment Act and, accordingly, it is the policy of the State to perform voucher audit in an expeditious manner in an effort to pay vendors as soon as possible. The request shall be made in accordance with the appropriate Federal agency cut-off time specified in Exhibit I. The amount of the request shall be of a sufficient amount to address the immediate cash needs.

**6.2.3 Technique: Pre-Issuance - Payroll Component**

Description: The State shall request funds such that they are deposited in a State account no earlier than the Voucher Date per the published payroll schedule. The request shall be made in accordance with the appropriate Federal agency cut-off time specified in Exhibit I. The amount of the request shall be of a sufficient amount to address the immediate cash needs.

**6.2.4 Technique: Composite Clearance**

Description: The State shall request funds such that they are deposited on the dollar-weighted average number of days required for funds to be paid out for a series of disbursements, in accordance with the appropriate Federal agency cut-off time specified in Exhibit I. The amount of the request shall be the sum of the payments issued in the series of disbursements.

**6.2.5 Technique: Post-Issuance**

Description: The State shall request funds such that they are deposited in a State account after the State issues warrants, but before the warrants clear. The request shall be made in accordance with the appropriate Federal agency cut-off time specified in Exhibit I. The amount of the request shall be of a sufficient amount to address the immediate cash needs.

**6.2.6 Technique: Weekly Payment Schedule**

Description: The State shall request funds such that they are deposited in the State account on a weekly basis. The request shall be made in accordance with the appropriate Federal agency cut-off time specified in Exhibit I. The amount of the request for funds shall be the total amount of Federal funds expected to be paid out for program purposes during the previous weekly disbursement period. This technique will be used unless there is a circumstance that requires the State to vary from this schedule. Such variances occur less than 5% of the specified weekly payment schedule. Neither the State nor the Federal Government will incur an interest liability when this technique is properly applied.

**Question 41** Requirement GAC-001 -- What processing is prohibited in the pre-award aspect of a Grant? Further clarification for this item is required.

**Answer**

Requirement GAC-001 states: "Prohibit processing of specified grant-related transactions / documents / business events based on the grant's status (with override capability). Note: The posting of Advances/Deferred charges may be allowed for the Award status of a grant, overridden for the Pre-Award status and prohibited for the development status." Many grantor entities have developed very specific rules as to what types of costs/expenditures can be reimbursed as pre-award costs (e.g., expenditures during grant development or application phases/statuses); therefore, the State needs the ability to prohibit (or allow by an authorized override) certain types of transactions / documents / business events to be recorded against a grant (e.g., charges to certain General Ledger Accounts, Objects, the issuance of a requisition or purchase order, the allocation of employees' time, etc.) based upon a grant's life-cycle status.

**Question 42** Requirement GQR-002 -- Example of 667FNS necessary.

**Answer**

Form FNS-667 is titled: Report of The Emergency Food Assistance Program (TEFAP) Administrative Costs. This form is available on-line through URL:

<< [www.fns.usda.gov/fdd/forms/formshome.htm](http://www.fns.usda.gov/fdd/forms/formshome.htm) >>.

**Question 43** Can you describe how the FLAIR system replacement is expected to interact with the solutions being implemented at DMR [sic] specifically: eProcurement, Asset Management and Travel Management

**Answer**

The State's expectation is that the DMS modules that are implemented by the Department of Management Services integrate seamlessly with the FLAIR and CMS Replacement system. To accomplish this, a number of integration touch points are likely to be needed. The exact number will be determined by the construction and capabilities of the modules the Proposer recommends to provide the required functionality. As a result, we cannot define this in more depth at this time. Our suggestion is that the Proposer provide the modules

necessary to provide the functions outlined in the requirements and to assume that the integration will be sufficient to avoid duplicate entry and create the seamless environment we envision.

**Question 44** DOR has recently completed implementation of an SAP/Deloitte Consulting ERP. How is this expected to interact with the FLAIR replacement? Also, for purposes of planning integration/interface discussions, can you provide input on any other legacy financial or ERP solutions implemented in other state agencies?

**Answer**

The DOR ERP application needs to be interfaced (or linked through an enterprise integration architecture) with the new ERP that will replace the current FLAIR and Cash Management System. At this time, we do not anticipate that the level of detailed data that is currently received by FLAIR from the DOR application will change with the implementation of the FLAIR replacement ERP.

We anticipate that the Application Contractor will consult with the DOR staff regarding the interaction with the FLAIR replacement ERP and the configuration of the accounts receivable and revenue accounting functions.

As mentioned in Section 2.1 of the ITN, the Florida Department of Management Services (DMS), is the functional owner of the subsystems for purchasing and human resources. DMS has solicited outsource vendors for purchasing and for human resource functions including time data capture and payroll data preparation. The human resource outsourcing contract was executed by the DMS and Convergys, Inc. (Convergys) on August 21, 2002. Convergys is providing the State with processing services for HR functions and a hosted HR ERP component based on SAP's R3 HR module. DMS and Accenture, LLP (Accenture) executed the eProcurement contract on October 9, 2002. Accenture will implement the Ariba Buyer suite with Epylon extensions and will host this application for the State. It is the State's intention that the ERP components selected by the State will work together seamlessly regardless of their hosting circumstances.

These two projects are not far enough along at this time to provide any more definitive information than that provided in the ITN.

**Question 45** How should the FLAIR replacement system interact with the state's budget and appropriation preparation solution? Will members of the budget office be involved in the implementation project? If so, in which areas?

**Answer**

As mentioned in Section 5.2.2.4.4 of the ITN, the FLAIR replacement system will need to include within the base cost the cost to replace and enhance, if required, the current level of interfaces between state's budget and appropriation preparation solution (LAS/PBS) and the proposed ERP application software to meet the requirements of this ITN. Such interfaces must

be implemented in accordance with the proposed enterprise integration architecture. Currently, eleven (11) files are exchanged. The file exchanges are utilized to transfer budget and disbursement data and for reconciliation purposes. We anticipate the ERP replacement could reduce the number of these interfaces if it is possible to transfer the budget control functions currently performed by the LAS/PBS to the new ERP replacement.

Key staff from the Governor's Office of Policy and Budget as well as key staff from the Legislative Appropriations Committees are members of the Project's Board of Directors (see Section 3.1.1 of the ITN). An open invitation to participate in the Project has been provided to the Governor's Office of Policy and Budget.

**Question 46** How does the State envision that the Independent Project Manager, the Application Contract Project Manager and the State Project Manager will interact? Are all project managers members of a senior steering committee? This is not represented in the presentation in Section 3.1.1.

**Answer**

Reporting to the Project Board of Directors, the State Project Director will retain responsibility for all aspects of managing the Project. The State Project Director, however, will act primarily through two bodies, the Project Management Team and the Project Management Office.

The Project Management Team is a deliberative body composed primarily of senior staff from the Department of Banking and Finance and the Department of Insurance. The leader of the MAXIMUS Team engaged to provide independent project management services is a member of the Project Management Team. When an Application Contractor is on board, the leader of the Application Contractor's Team will be invited to join the Project Management Team.

The Project Management Office serves as primary agent for managing the day-to-day activities of the Project, handling such tasks as assigning work and monitoring performance. Led by the State Project Director, this Office also houses the leader of the MAXIMUS Team. Again, with the arrival of an Application Contractor, the leader of the Application Contractor's Team will be added. The exact duties of each Project Management Office player will be determined as the Project gets underway.

**Question 47** What resources does the state require a proposed communications / change management team to provide? What support (numbers of project team members) will be available from the State team?

**Answer**

The State does not contemplate assigning a fixed head count to any area of the Project, including the communications / change management team. Rather, the State is looking to Proposers to propose an optimal staff mix of contractor staff and state staff to accomplish the goals and objectives specified by the Invitation

to Negotiate, keeping in mind the need for an appropriate level of knowledge transfer prior to the departure of the Application Contractor. During negotiations, the proposed State staffing mix could be adjusted up or down, based on the State's ability to field the proposed resources.

**Question 48** Is there a defined FTE count for state staff for this project? Where are these individuals planned (e.g. Technical support, trainers, subject matter experts)?

**Answer**

The State does not contemplate assigning a fixed head count to any area of the Project, including technical support, trainers, or any type of subject matter experts. Rather, the State is looking to Proposers to propose an optimal staff mix of contractor staff and state staff to accomplish the goals and objectives specified by the Invitation to Negotiate, keeping in mind the need for an appropriate level of knowledge transfer prior to the departure of the Application Contractor. During negotiations, the proposed State staffing mix could be adjusted up or down, based on the State's ability to field the proposed resources.

**Question 49** Can a software solution be included in more than one proposal? If this occurs, how will the state determine the correct response where [sic] to system requirements, if there is a variance between proposals?

**Answer**

Yes, a software solution could possibly be in more than one Reply. In the event of a variance between Replies concerning a requirement or software capability, the State will determine the correct response during the Fact-Finding Process. The State expects that the affected ERP Software provider would be actively involved in both Replies, so that accuracy and consistency could be assured.

**Question 50** Section 3.2.1 -- The ITN states as an objective that the new systems will eliminate as many agency shadow systems as possible. Can you provide a preliminary lists of which agency systems that you expect to be replaced by the FLAIR Replacement System?

**Answer**

A list of agency shadow systems is not available at this time. The State desires a robust ERP solution that will have the necessary recording, reporting and analysis capabilities to be able to eliminate many of the existing shadow systems.

**Question 51** Does the scope of the CMS replacement include implementation of an investment accounting system that would be reconciled with custodial bank systems? Would the investment accounting system need to be cognizant of bank balances to meet any of its required functions?

**Answer**

The investment accounting system should provide investment holdings and

totals. This data should match or be reconcilable to relevant bank data.

The investment accounting system does not need to connect to systems that report bank balances.

**Question 52** Section 2.2.1 -- Are Department of Transportation cost accounting requirements included in the scope of the project? Will the new system be expected handle their project accounting and federal billing processes? Is all of DOT's asset management (i.e. paving, etc...) within scope?

**Answer**

The standard functionality of an ERP system should handle the recording of information for project cost accounting and billing/invoice processing. The Department of Transportation has integrated these features with other modules (e.g., Federal Authorization of Projects and Work Program Plans) within its business systems. It is not the intent of this project to replace their business systems, but where possible, incorporate the project cost accounting and billing/invoice processing data within the ERP system for statewide reporting needs. It will be the Proposer's responsibility to determine how the data will be captured with minimal cost to the Project and minimal impact to the Agency.

The Department of Transportation currently records basic information for reporting assets as required by GASB 34 in the FLAIR system. Additional asset management requirements (e.g., material testing/rating, road and bridge structure ratings) from the Federal Highway Administration Office are maintained in its business systems. It is not the intent of this Project to replace their business systems for Asset Management but at a minimum provide the ability to record asset information required for GASB 34 within the ERP system.

**Question 53** Section 2.2.1 -- Are Correctional industries in scope? Will the new system be expected to handle their order entry, manufacturing and cost accounting processes?

**Answer**

With reference to Chapter 946, Part II, Florida Statutes, correctional work programs are operated by a not for profit corporation separate from the State of Florida. The Corporation (PRIDE Enterprises, Inc.) is a component unit of the Department of Corrections. PRIDE is not currently, and will not be part of the FLAIR and CMS Replacement Project.

**Question 54** Section 5.2.2.4.3 eProcurement

- \* Will the FLAIR vendor file, DMS vendor file and eProcurement vendor file all need to be maintained in the FLAIR replacement system, or will they all be replaced with a single master file?
- \* Will there be a single master commodity item file and will it be contained and maintained in eProcurement or in the FLAIR replacement system?
- \* Will the interface between eProcurement and the FLAIR replacement system contain commodity level detail to support consolidated vendor and commodity histories and support three way match?

**Answer**

It is our understanding that the vendor file currently maintained by DMS as part of its Statewide Purchasing Subsystem (SPURS) will be replaced by the vendor file developed and maintained for the eProcurement system. Currently the FLAIR Statewide vendor file is updated in real time with information (e.g., Vendor name, address, minority code) from the SPURS vendor file necessary to make payments to vendors, prepare minority expenditure reports and perform Form 1099 reporting. FLAIR also uses three other vendor (payee) files (Regular Vendor -- used by agencies not required to use SPURS, Client -- used primarily for public assistance payments, as well as to identify Revenue Customers, and Employee -- used to make non-salary payments) to process payments. The final determination to maintain a single "vendor file" and/or "payee file" for the State either in eProcurement or in the FLAIR and CMS replacement system will be made during implementation.

It is our understanding that the master commodity item file will be contained and maintained in the eProcurement system.

It is our understanding that commodity level detail to support consolidated vendor and commodity histories will be maintained in the eProcurement system. The eProcurement system will be handling its own matching procedures and sending FLAIR and its replacement pre-coded and approved payment requests. There should be a seamless interface for budget checking, recording of pre-encumbrances, encumbrances, payables and payment requests and drill-down inquiry to the detail documents.

**Question 55** Section 5.2.2.4.5 -- Other interfaces.

- \* Can the State provide a list of the interfaces referred to in this section?
- \* Which interfaces are expected to remain and which are expected to be replaced during implementation of the new system?

**Answer**

A detailed list of these interfaces is not available at this time. There is some information in the ITN about the number of these interfaces. A complete listed of the interfaces required will be developed during the Fact-Finding Process.

**Question 56** Is there a copy of the CMIA (Cash Management Improvement Act) contract available? Or, can details of your approach to CMIA compliance be provided?**Answer**

For a copy of Florida's CMIA (Cash Management Improvement Act) agreement with the Secretary of the Treasury, please refer to URL:

<< [http://www.fltreasury.org/treasury/fs\\_05.html](http://www.fltreasury.org/treasury/fs_05.html) >>

The State of Florida is liable for interest on Federal funds for the time period that Federal money is held in the Treasury. To determine the total time Federal money is held, the State measures the time between the dates the Federal funds are received and credited to the State's bank account and the date these

funds are debited from the State's bank account.

State agencies submit a warrant or EFT request voucher to the State Comptroller. A voucher audit is performed to determine that the funds are in the Treasury, that an appropriation has been made to pay the account and that the expenditure is within the authority of the State agency incurring the obligation before the warrant is issued.

State agencies request Federal funds, so that they are not received in the State account any earlier than the day the warrant or EFT request vouchers are presented to the State Comptroller for voucher audit.

In order to track the amount of time the funds are received in the Treasury to the disbursement of funds from the Treasury, the State has developed a method to calculate an estimated average clearance pattern. Each state agency is responsible for providing accurate selection criteria (currently the FLAIR 29 digit account code) that relates to each program's expenditures covered by CMIA. The State tracks 99% of the funds disbursed during a three-month period using the dollar-weighted days of clearance for each program component within a program (e.g., Direct Program Costs, Direct Administrative Program Costs, and Payroll).

Our desire is to acquire a mechanism that will provide a more accurate method of identifying and tracking the actual receipt of Federal funds to the disbursement of the funds from the Treasury.

**Question 57** Section 2.2.1 -- Can you provide a list of the 50 agencies that currently use FLAIR? Which, if any, of these agencies are not in the FLAIR replacement project scope?

**Answer**

The 50 organizational entities that currently use FLAIR are:

1. Legislature
2. Justice Administration Commission
3. State Courts System
4. Executive Office of the Governor
5. Department of the Lottery
6. Department of Environmental Protection
7. Department of Legal Affairs
8. Department of Agriculture and Consumer Services
9. Department of Banking and Finance
10. Division of Accounting and Auditing -- Bureau of State Payrolls
11. Department of State
12. Department of Insurance
13. Department of Education
14. Florida School for the Deaf and the Blind
15. Division of Colleges and Universities
16. \* University of Florida
17. \* Florida State University
18. \* Florida A & M University

19. \* University of Central Florida
20. \* University of South Florida
21. \* New College of Florida
22. \* Florida Atlantic University
23. \* University of West Florida
24. \* Florida International University
25. \* University of North Florida
26. \* Florida Gulf Coast University
27. Department of Veterans' Affairs
28. Department of Community Affairs
29. \* Department of Labor and Employment Security
30. Department of Transportation
31. Department of Citrus
32. Department of Children and Families
33. Public Service Commission
34. Department of Military Affairs
35. Department of Health
36. Department of Elder Affairs
37. Agency for Health Care Administration
38. Department of Corrections
39. Department of Law Enforcement
40. Department of Management Services
41. Division of Administrative Hearings
42. Department of Revenue
43. Agency for Workforce Innovation
44. Department of Highway Safety and Motor Vehicles
45. Fish and Wildlife Conservation Commission
46. Florida Parole Commission
47. Department of Business and Professional Regulation
48. Department of Juvenile Justice
49. Commission on Uniformity of Legislation in U. S.
50. \* State Board of Administration

Agencies marked with asterisks are not in scope for the FLAIR and CMS Replacement Project, but they do provide financial information for inclusion in the State's CAFR.

**Question 58** Section 3.1.2 Project Facilities -- How many State personnel do you expect to staff on the project? Will these personnel be dedicated full time to the project?

**Answer**

The State does not contemplate assigning a fixed head count to the Project. Rather, the State is looking to Proposers to propose an optimal staff mix of contractor staff and state staff to accomplish the goals and objectives specified by the Invitation to Negotiate, keeping in mind the need for an appropriate level of knowledge transfer prior to the departure of the Application Contractor. During negotiations, the proposed State staffing mix could be adjusted up or down, based on the State's ability to field the proposed resources.

In general, Proposers should assume that State staff assigned to the Project

will be full time resources.

**Question 59** Section 5.2.4.4.3 Components of FLAIR and CMS Replacement Help Desk Plan.

Should the proposers bid new help desk software as part of this procurement? If so, is there a State standard or preference?

**Answer**

Section 5.2.4.4.3 states that "...selection of help desk software that is compatible with the new ERP application..." is expected. If the help desk software currently in use, either Remedy or Heat, meets the compatibility requirement, no new product is required.

**Question 60** Other than vendor warrants, please provide a list of other warrants (e.g. payroll, refund, etc.) which will be produced from the FLAIR Replacement System?

**Answer**

Warrant types for the FLAIR and CMS Replacement System are:

- \* Public Assistance;
- \* Unemployment Compensation;
- \* Expense;
- \* Retirement; and
- \* Child Support Enforcement.

In addition, Salary is a warrant type that is currently generated separately by Payroll preparation. Salary warrant information is currently provided to the Treasury function.

**Question 61** What business objectives are not being met today because of a lack of an integrated Financial System?

**Answer**

Business objectives for New FLAIR are summarized in the following list, which contrasts the current Situation with the State's vision for New FLAIR based on a commercial-off-the-shelf (COTS) enterprise resource planning (ERP) solution.

- \* While current systems have departmental focus, New FLAIR will have a statewide enterprise focus.
- \* While the current situation is characterized by stovepipe system architecture, New FLAIR will have an integrated system architecture.
- \* While current systems employ dumb terminals and green screens, New FLAIR will provide enhanced desktop capabilities.
- \* While chart of accounts is currently inconsistent across agencies, New FLAIR will provide a consistent chart of accounts.
- \* Unlike current systems, New FLAIR will provide a modern account code structure that can accommodate activity-based planning and budgeting and the reporting of unit costs.
- \* Compared to current systems, New FLAIR will provide enhanced contract

management and tracking.

- \* Compared to current systems, New FLAIR will provide project management and tracking.

- \* Compared to current systems, New FLAIR will provide grant management and tracking.

- \* While current systems limit financial management policy, New FLAIR will enable the Chief Financial Officer to drive financial management policy.

- \* While current systems necessitate extensive manual reconciliations, New FLAIR will automate most reconciliations.

- \* While extensive manual effort is required to produce the Comprehensive Annual Financial Report (CAFR) using current systems, New FLAIR will automate production of the CAFR.

- \* While modifications to current systems are difficult, time consuming and expensive, New FLAIR will lead to a reduction in administrative and overall system maintenance costs. Further, implementation of required and value-added enhancements will be accomplished more rapidly.

- \* New FLAIR will support increased use of electronic commerce and enhance the State's ability to provide government service electronically.

- \* New FLAIR will provide enhance decision-support information and functionality for policy makers, as well as faster response to information requests. Current systems are inadequate in these respects.

- \* New FLAIR will lead to a reduction in the number of shadow or feeder systems used. Currently, many such systems are in use.

- \* Unlike current systems, New FLAIR will facilitate integration between back-end systems, such as general ledger, accounts payable, payroll, cash management and forecasting.

- \* While current systems force centralized finance and accounting functions, New FLAIR will enable reengineering and decentralizing finance and accounting functions, such as payment processing.

**Question 62** What level of security is required?

**Answer**

At a minimum, application security must prevent users from gaining access to data or transactions for which they have not been specifically authorized. Network security must prevent unauthorized access, intrusion, denial of service attack, Trojan Horse, and infection by virus.

**Question 63** What unique features in today's systems need to be retained?

**Answer**

Any features that need to be retained will be determined during the Fact-Finding Process (see Section 4.5 Procurement Calendar and Schedule). A review of the requirements (see ITN Sections 9.10, 9.11, and 9.12) may also offer some insights regarding the functionality needs of the State.

**Question 64** What manual key business processes need to be automated?

**Answer**

The State wants to obtain the efficiencies provided by the new technology Enterprise Resource Planning systems which would include automation of various business processes.

Any specific manual key business processes that will need to be automated will be determined during the Fact-Finding Process (see Section 4.5 Procurement Calendar and Schedule). A review of the requirements (see ITN Sections 9.10, 9.11, and 9.12) may also offer some insights regarding the automation of business processes.

**Question 65** What are the key trigger points for information flow between relevant organizational entities?

**Answer**

The key trigger points for information flow between relevant organizations will be determined during the Fact-Finding Process (see Section 4.5 Procurement Calendar and Schedule). A review of the requirements (see ITN Sections 9.10, 9.11, and 9.12) may also offer some insights regarding the information flows.

**Question 66** What is the financial organizational structure? Do you require aggregated data and reverse drill through of the data at each level?

**Answer**

Effective January 7, 2003, the Office of Comptroller and the Office of Treasurer will be merged into a new constitutional office of Chief Financial Officer (CFO). The CFO will then be responsible for ownership and operation of the FLAIR and CMS subsystems and the initiative to replace these systems with an ERP solution. In addition to the State CFO each state agency has an office that is responsible for its own finance and accounting functions. The state agencies are required by state law to utilize FLAIR to account for the funds appropriated to the state agency to carry out its mission.

The State desires the ability to aggregate data at various summary levels and the to ability to drill down to lower levels of data. See the following requirements for items addressing drill down needs:

- \* FFR-001
- \* PQR-007
- \* GQR-010
- \* EGP-002
- \* SEU-009
- \* WAA-003

**Question 67** What is your future strategy for the Information Warehouse? Will the existing DB/2 IW remain intact after the new ERP is implemented?

**Answer**

It is presumed that the warehouse that will be available with an ERP system will provide much needed reporting and analysis data about the financial and non-financial data collected by the ERP. The State desires to implement a higher

level warehouse that includes data originating in other systems (i.e. purchasing, budgeting, and human resources). The current Information Warehouse will be the basis for that higher level warehouse. Therefore, the proposed warehouse offering must be able to interface, integrate, or otherwise provide data to the existing warehouse environment.

**Question 68** Will any historical data need to be loaded into the new ERP system? If so, to what degree?

**Answer**

The State will look to the Application Contractor to assist in planning transition to the New FLAIR that avoids disruption of business functions. Loading and conversion of data into the New FLAIR will be aspects of such planning. Exact details as to the degree of data conversions required will be determined during the Fact-Finding Process and further refined and developed during the Project.

**Question 69** Will you require data access (drill through) from the Information Warehouse back into the ERP system for detailed or time-sensitive data?

**Answer**

Drill through capacity of the type described is not required.

**Question 70** Do you have any preference/requirements for a specific data modeling tool?

**Answer**

The State has no preference or requirements for a specific data modeling tool.

**Question 71** Do you need the reports from both the IW and the ERP system to be published on the web or be web-enabled?

**Answer**

It is the desire of the State that all information available from the proposed ERP and IW environments be accessible with a web browser.

**Question 72** Do you need the ability to use Excel 2000 functionality within the reporting functionality for ad-hoc reporting and migration of report information with other existing Excel reports?

**Answer**

There is a desire to be able to download information from the proposed ERP solution to third-party spreadsheet provider products. Many State employees use Microsoft Excel 2000.

**Question 73** Do you view different layouts of a report, based on the same data already executed via the report program?

**Answer**

State reporting requirements are addressed in Section 5.2.3.6 (page 64) and throughout Appendix 9.10 of the ITN.

**Question 74** What will be the refresh cycle requirements for transferring data from the ERP system to the IW? What is the expected volume?

**Answer**

At minimum, the refresh cycle should be daily. The volume depends on the ERP solution proposed. However, a Proposer should use the volumes given in the ITN for an estimate.

**Question 75** Is there a functional requirement to produce Scorecard Metric reports containing benchmarks, actual and historical information, progress against goals, alerts? What are the key metrics?

**Answer**

The ITN contains many functional requirements in Appendix 9.10 (Functional Requirements) that address the State's need for capturing, storing, reporting, etc. of financial and non-financial information by the various data classification structures (e.g., program, activity) comprising its account coding block. Some functional requirement examples are:

DSP-001 - "Provide a multi-level structure consisting of at least two separate roll-ups to meet GAAP and State reporting requirements that will allow the State to perform strategic budgeting and track (e.g., identify, record, inquire, report) goals, strategies, performance measures, and outcomes on both an agency and statewide basis."

BCG-002 - "Capture budgeted and actual non-financial statistical information related to the delivery of service at indicated levels of the agency structure and for various units of service."

SSR-012 - "Provide ability to report on financial data in relation to non-financial statistical measures (e.g., performance measures) uploaded to the System or imported from common office applications, including but not limited to:

- \* Third-party spreadsheet products (e.g., Excel);
- \* Third-party database products (e.g., Access); and
- \* Third-party word processing products (e.g., Word)."

BCR-006 - "Provide the ability to produce an accrual basis Trust Fund analysis report, at various levels of detail, containing a five-year history of various data, including but not limited to:

- \* Non-financial information relating to Statutory authority(s);
- \* Unreserved fund balance;
- \* Reserved fund balance (encumbrances and other reserves);
- \* Budgeted and actual revenues;
- \* Operating, non-operating and fixed capital outlay expenditures/expenses (actual and budgeted);
- \* Certified forward amounts (operating and fixed capital outlay); and

\* Reversions (operating and fixed capital outlay)."

Key metrics would be one of the items that could be determined during the Fact-Finding Process as described in Section 4.4.1 of the ITN (Fact-Finding Process - Discovery Period).

**Question 76** To what degree will legacy data need to be scrubbed prior to loading into the ERP system?

**Answer**

The State will look to the Application Contractor to assist in evaluating need for data cleansing as part of data conversion planning. Exact details concerning the degree of data cleansing needed will be determined during the Fact-Finding Process and further refined and developed during the Project.

**Question 77** What is the desired turnaround time for information mandated by your business needs and processes?

**Answer**

Optimally, information would be entered online, real time. Information turnaround details will be determined during the Fact-Finding Process and further refined and developed during the Project.

**Question 78** How many users use the iWay software to integrate their third-party applications to FLAIR? Will agencies want to continue using the iWay software against the new ERP application?

**Answer**

Agency users use iWay to download data from the FLAIR Information Warehouse to prepare reports, assist in daily reconciliations and load data into local databases for future use. We have approximately 600 licensed users. Future use of iWay software depends largely on the functionality of the proposed ERP and IW.

**Question 79** What Ariba modules will need to be integrated (i.e. Buyer, Punchout, etc.)?

**Answer**

The points of integration and the method of integration should be identified by the Proposer based on the functionality provided in the proposed application software. These points will determine the modules to be integrated in the other systems.

**Question 80** Will FTP still be used for transferring files to the legacy applications?

**Answer**

Files will be transferred to legacy applications via File Transfer Protocol when it is most appropriate to do so. However, the State is interested in alternatives, particularly what middleware or integration software the proposed ERP

software supports.

**Question 81** Will any of the data that needs to be integrated have attachments?

**Answer**

It is not anticipated that the data that is to be integrated have attachments. However, the State is interested in all functionality that is available with a Proposer's solution.

**Question 82** Are there specific EDI transactions, required for EDI transaction processing?

**Answer**

The State currently uses ANSI standard EDI protocols to exchange data with vendors. This functionality must be available in the proposed solution.

**Question 83** How do you plan to accept electronic vendor invoices?

**Answer**

Electronic vendor invoices will be received by the eProcurement system in DMS for those purchases originating there and will be passed to the FLAIR and CMS Replacement system through some means of data transfer, preferably using an enterprise integration architecture. It is the Proposer's responsibility to describe how payment requests and invoices will be received and integrated into the FLAIR and CMS Replacement system and will be dependent on the characteristics of the proposed software.

**Question 84** How do you want to integrate the State's purchasing card?

**Answer**

Currently the State receives an ANSI EDI 811 file each day containing the transactions processed the previous day by the bank that issues the State Purchasing Card. The file is translated into a file that can be loaded into FLAIR with default accounting information added to each transaction. The transactions are electronically routed to the appropriate reviewers and approved for payment using the cardholder and reviewer profiles maintained in FLAIR. During nightly update of FLAIR, funds from the various State accounts are transfer into a clearing account and an EFT is prepared to pay the bank for all the transactions approved for payment during the business day. All the transaction information provided by the credit card processing industry is remitted in the bank's daily file and stored in the Information Warehouse of FLAIR for administrative use. The proposed solution must be able to process the State Purchasing Card transactions in a similar manner and store transaction information.

**Question 85** How many people use Web FOCUS to access financial information today?

**Answer**

There are approximately 600 users of Web FOCUS today.

**Question 86** Is Web FOCUS accessed via the Internet or Intranet? Is it secure?

**Answer**

Web FOCUS is accessed by both internet and intranet. Security is provided by IBM's RACF, application security and Secured Sockets Layer encryption.

**Question 87** How many agencies/users use Web FOCUS? How many agencies/users use Web FOCUS for ad hoc reporting? How many FOCUS/Web FOCUS reports are ran on a monthly basis?

**Answer**

Web FOCUS is the presentation layer used to access the FLAIR IW via the Internet. It includes MRE and several canned applications.

- \* Number of Agencies/users of Web FOCUS:
  - \*\* Agencies -- 32
  - \*\* Users -- 325 (MRE and several canned applications)
- \* Number of Agencies/users using FOCUS/Web FOCUS for ad-hoc reporting:
  - \*\* Agencies -- 32
  - \*\* FOCUS users -- 413
  - \*\* Web FOCUS (MRE) Users -- 225
- \* Number of FOCUS/Web FOCUS reports are run on a monthly basis:
  - \*\* FOCUS -- 20,000
  - \*\* Web FOCUS -- 3,500

We also have canned applications that are available for Vendor inquiries and Employees to access their earnings statements. October 2002 usage:

- \* Vendor History: 31,592
- \* Earnings Statement: 142,819

**Question 88** Is there agency Staff already trained in Web FOCUS? If so, who?

**Answer**

All agencies have staff trained in the use of Web FOCUS. This totals approximately 600 people. The Department of Banking and Finance has technical staff proficient in all aspects of Web FOCUS and serves as a source of information for those agencies in need of technical assistance or training.

**Question 89** Can logic from existing Web FOCUS reports be re-used in new environment?

**Answer**

Logic from existing Web FOCUS reports is available for use in the new environment.

**Question 90** Do you require that the standard system provide the ability to automatically schedule reports (either canned or user-defined) to run and email directly to a requestor or to a pre-determined list of people?

**Answer**

The ERP proposed solution should provide the ability to produce and distribute reports automatically, whether system defined or user defined.