

Question and Answers RFP 04-2016 as of 8/18/2016

1. Whether companies from Outside USA can apply for this? **Yes, we welcome companies from outside the U.S. to participate.**

(like, from India or Canada)

2. Whether we need to come over there for meetings? **This will not be required for the RFP process. However, if selected the vendor would have to provide a physical presence for implementation.**

3. Can we perform the tasks (related to RFP) outside USA? **Yes, however if any of the functions of the budget system require one-on-one training or as I noted above a physical presence for implementation, CWI will expect a representative of your company to be able to travel to our location.**

(like, from India or Canada)

4. Can we submit the proposals via email? **The directions for the submittal are in the RFP. We do permit e-mailed responses but also require hard copy.**

Regarding Appendix A. The intro paragraph states: "The following terms and conditions will be incorporated into this Agreement. By submitting an offer the Proposer warrants they have reviewed these terms and can abide by them upon any acceptance of a Proposal by CWI."

While we agree conceptually to these types of provisions, portions may need revision/negotiation, and the resulting contract would be in our form of software agreement. If we are chosen as the vendor of choice, we would negotiate any terms and conditions in good faith to our mutual satisfaction.

Is this response acceptable to include in our RFP response, or do we need to identify the specific provisions that would need negotiation for the final contract? **Yes, that would be an appropriate response. We understand that there will be other agreements involved and that we will have to review for any major conflicts. Most of the college limitations regarding contracts are due to our status as a government entity. Indemnification and special insurance requirements can sometimes be problematic for the college.**

Section 7.1 - Please describe the anticipate use case(s) for integration with Image Now Perceptive Software v6.6.x as it pertains to the budget process

- **We anticipate using the document imaging, workflow and eForms attributes available within current and future versions of Image Now. Would like to integrate the budget software to include Image Now, if possible to attach supporting documentation for transactions.**

7.2.3 "It must provide a minimum of six levels of transactional information." Can you please provide additional explanation or examples of "six levels of transactional information"?

- "Drilling in" to the granular level (Purchase order and voucher level details).

7.2.5 Budget Transfers - can you provide additional information on how CWI manages budget transfers today? What policies or processes are in place? Does CWI desire to change the budget transfer process in the future state?

- A paper process/form which is routed for approval. Initiator → Director/Supervisor Approval → Comptroller Approval → Processed by Budget Analyst.

- Personnel Cost transfers handled within Comptroller/VPFA areas. Majority of transfers are Operating and Travel expense related. Capital expenses reviewed at Comptroller/VPFA levels.

- In the future, prefer to have budget transfers process electronically through a budget system workflow.

7.4.2 Business Intelligence - can you describe the anticipated use case for business intelligence as it pertains to this project? What data sources do intend to integrate for BI reporting? Should the implementation effort be included in this project phase or a potential future phase leveraging the available technology?

- Which Business Intelligence platform/architecture is the basis for the budget software?
- All data elements will need to be incorporated for BI reporting through the budget software.

7.5 Reporting - Beyond a core suite of financial and budget reports, what is the volume of additional reports CWI anticipates as part of the vendor delivered implementation timeline which include non-financial data and KPIs. What level of resources should be assumed to be available from CWI to assist in the development of reports (i.e., 1 FTE during implementation)?

- Combination of core financial and budget reports and frequency of use:
 - o 3 annual,
 - o 4 quarterly,
 - o 17 monthly,
 - o 2 weekly,
 - o 3 as requested
 - o 49 various Accounting, AR/Cash Receipting and AP reports.
- Other non-financial reports/KPI data: TBD.
- Level of resources available during implementation: 1 FTE.

How many read/write users are required? How many view-only users are required? Does CWI anticipate the user counts to be stable over the contract period?

Please note these numbers have been adjusted.

- 3 to 5 Administrator License users
- Approximately 140 entry license users
- Approximately 60 view-only users
- User counts to remain relatively stable