

# **Addendum # 1**

**RFP #2016-01**

## **Enterprise Finance, Human Resources and Payroll Software, and Related Services Answers to Vendor Questions for San Bernardino Community College District**

**Q1:** Please provide additional information regarding the Pure Safety Training ancillary software product.

**A1:** The UL Pure Safety Training is a web based online safety and human resources training database. Additional information is available at [www.puresafety.com](http://www.puresafety.com)

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**Q2:** Would the District please confirm whether Questica is licensed as a Software-as-a-Solution (SaaS) deployment? Or on-premises?

**A2:** Software as a solution (cloud based).

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**Q3:** Please provide additional detail on the current Questica to Finance interface. Is it currently batch or real-time? If it is real-time, what methodology is being used to transfer data between systems?

**A3:** It is currently Batch; however, we would prefer a real-time interface.

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**Q4:** A number of "Important Criteria" requirements reference "Supplementary Questions" and the need to provide details that address the Supplementary Questions. (Examples: #3 Important Criteria and Supplementary #8; #12 Important Criteria and Supplementary #11; and #13 Important Criteria and Supplementary #3.) Does this imply that the referenced "Supplementary Questions" must also be minimally met?

**A4:** Yes given that the information in the Supplementary Questions section is asking for more detailed clarification of how the vendor's solutions meets the Important Criteria.

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**Q5:** Does the District use a student employment module in Colleague and need integration with the proposed Finance/HR system for work-study positions?

**A5:** SBCCD currently does not have a Student Employment module within Colleague. Tracking of that information (if it does happen) occurs outside of our SIS

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**Q6:** Does the District currently run a FICA exempt process and update benefits records as "exempt," or is manual?

**A6:** District staff do not understand what is being asked in this question.

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**Q7:** Will the Colleague integration be from Accounts Receivable to the proposed Finance/HR system?

**A7:** Currently the Accounts Receivable takes place with the County of San Bernardino's system and not with SBCCD's Student Information System. The proposed Finance/HR system will replace with County's system

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**Q8:** The RFP mentions classified employees: how many are exempt and how many are non-exempt?

**A8:** CSEA—non exempt (350), Confidential—non exempt (10), Classified Management—exempt (54), Hourly—non exempt (400+)

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**Q9:** Will they be tracking paid sick leave for all employees (per the new AB15-22)? If not, how many?

**A9:** Yes, we will track paid sick leave for all employees who are not covered by a collective bargaining agreement or policy that pertains to sick leave accrual. It is undetermined how many employees this may impact until we begin the tracking process.

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**Q10:** How many collective bargaining units does the district have and what are they? (I see CTA and CSEA on the website)

**A10:** 2: CSEA (classified staff) & CTA (faculty) bargaining units

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**Q11:** How many employees are the ACA rules applied to?

**A11:** The ACA rules applies to all full-time contact employees and those part-time employees who have met the ACA threshold. There is no pre-determined number as this is an accountability process within a 12 month measurement period.

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**Q12:** Do the temporary employees have multiple assignments? If so, how are the assignments and multiple jobs tracked?

**A12:** Temporary employees may have multiple assignments at each campus. The assignments are tracked by Payroll.

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**Q13:** What has been the process and timeline for reviewing the ERP project? What has been the involvement from the multiple departments, and how will they be involved in the decision-making process?

**A13:** The timeline was developed with the ultimate goal of having an ERP system in place by December, 2016. We understand the complexity of this project and therefore we need to allow for enough time for a successful implementation. We currently have a steering committee which is formed by various individuals from multiple departments. Ultimately, the steering committee will make a final recommendation to the Chancellor and the Board of Trustees.

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**Q14:** What is the biggest driver for the project?

**A14:** Productivity improvement and cost. For Human Resources it is the ability to integrate our systems and provide for flexibility and adaptability to make changes as needed. Also, to be able to run more sophisticated reports based on our needs.

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**Q15:** Which Community College District (in California) does San Bernardino CCD most align themselves with?

**A15:** We don't have a particular alignment with another district. For comparison purposes, consider another CCD with two campuses with FTEs figures similar to ours.

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**Q16:** Which county or city in Southern CA does San Bernardino CCD most align themselves with?

**A16:** Riverside County

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**Q17:** How do you see data collection occurring? Ex. Via the web, time-clock, mobile?

**A17:** It depends on the type of data we are trying to collect. Normally, the web is most used but we would be open to exploring new ways for data collection. For electronic timecards, we see data collection to occur via web and mobile devices.

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**Q18:** Question: What is the District's strategy for SSO? What SSO infrastructure/technology is the District using or planning on using?

**A18:** We would like to use SSO whenever it is possible and secure. We are using Shibboleth as our IDP for our OpenCCCApply applications and Questica. It supports SAML for SSO. We are also using ADFS for Office 365. That can be SSO as well.

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**Q19:** Question: Please describe what data exchange/integration capabilities are currently being used and/or supported for each of these solutions, e.g., scheduled batch, manual, web services, etc.

**A19:** In terms of our Colleague data exchange, we currently export files such as .CSV to cloud applications such as Blackboard connect. The method used is SFTP. We also export information from our SIS to a health system called PyraMed using the same methodology. So far, all our data exchange has been one way that is export only. We are currently exploring with the State Chancellors office the possibility of exchanging information 2 ways with their cloud based Ed Planning tool.

The current Questica to Finance interface is batch; however, we would prefer a real-time interface.

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**Q20:** What are the specific government reports that SBCCD requires the new system to generate?

**A20:** MIS Employee Demographic **(EB)** data

Each employee must have only one demographic record containing all of the required data elements identified by the State Chancellor's Office. (See attached EB Domain)

MIS Employee Assignment **(EJ)** data

Report employee assignment records for every employee demographic record. Multiple assignment records must be reported when an employee has changes in college, assignment type, leave status, or assignment account (ASA or TOP) code. (See attached EJ Domain)

IPEDS reporting

Spring Data collection (opens in December; closes in April) includes:

Fall Enrollment is derived from our MIS Fall term submissions.

Finance data – data from financial services

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Human Resources survey data - the data is derived from the Employee/Position Information Collaborative System (EPICS) – a web-based employee maintenance system with the County.

EB/EJ MIS Employee Fall Collection data derived from our custom MIS process to create the EB/EJ files.

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**Q21:** What government compliance requirements must the new software be able to meet for SBCCD?

**A21:** Various, similar to those required for other CCDs.

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**Q22:** What is the desired go live date by SBCCD for the new system? Is a phased approach permissible?

**A22:** The desired go live date is December 31, 2016; however, the district is looking to the vendor to provide best practice for the implementation of their solution and will jointly work with the successful vendor in the development of the implementation plan and projected “go live” dates.

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**Q23:** What are the number of concurrent users that are expected to use the new system?

**A23:** Full users with read and write capability? 200 for purchasing/accounts lookup

Limited Users with Inquiry Read Only Capability? 100 for purchasing/accounts lookup

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**Q24:** Confirm that accounting is performed using encumbrance accounting methods and practices and in accordance with GASB Standards.

**A24:** Yes

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**Q25:** Will the implementation of the new ERP system incorporate replacement of Peach Tree in the Bookstores and cafeterias?

**A25:** Yes

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**Q26:** Are the bookstores and cafeterias required to combine financial information with the HP legacy system?

**A26:** No

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**Q27:** Is the current County Financial Accounting system "homegrown and what is the database?"

**A27:** Homegrown by the County Office of Education; SQL

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**Q28:** Assuming a supervisor based approval process is the workflow currently web enabled?

**A28:** No

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**Q29:** Will all supervisors be included in the Active Directory for the college and have access to email?

**A29:** All employees are included in Active Directory and have access to email (including supervisors)

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**Q30:** Do all employees have access to a web page and email?

**A30:** Yes

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**Q31:** Please describe the functionality of Financial 2000 and are you eliminating this package or do we need to integrate?

**A31:** Financial 2000's Employee/Position Information Collaborative System (EPICS) module is a web-based employee maintenance system currently used by Human Resources. EPICS has the following capabilities: employee maintenance data entry processes; export data; US Postal and SSN validation; creation of assignment notices; salary schedule and salary matrix generation; ethnicity/race reporting requirements; work calendars and holiday masters; employee profiles; and generation for personnel action forms. EPICS also performs the budget and personnel fiscal year end rolls. For Finance it supports PO, GL, AP, Budgeting.

This system will be eliminated.

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**Q32:** How many users will create requisitions in the new Purchase Requisition tool?

**A32:** 200

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**Q33:** Will all users creating requisitions be part of Active Directory?

**A33:** yes

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**Q34:** Will all users approving requisitions be part of Active Directory?

**A34:** Yes, if the user is an employee then they will have an AD account

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**Q35:** Please provide the number of funds being tracked by Restriction of Designation.

**A35:** Approximately 15 funds.

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**Q36:** Please provide the number of endowments accounted for if any.

**A36:** None

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**Q37:** Do the three entities mentioned in paragraph 4 of important criteria share a common fiscal year end? Do they share a common functional currency? Do they share a common chart of accounts structure?

**A37:** Yes

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**Q38:** What are the functions of the two other legal entities?

**A38:** The entities are the District, San Bernardino Valley College, and Crafton Hill Community College. Their function is to educate community college students.

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**Q39:** Are any of the entities for profit? Customer facing? Accept Credit Cards or other forms of payment that must be accepted by the ERP?

**A39:** Yes, we have enterprise funds and we accept credit cards; however, these enterprise funds are not part of this implementation.

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**Q40:** Number of banks and unique bank accounts tracked.

**A40:** Six banks; twenty unique bank accounts tracked.

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**Q41:** Do you have requirements for the following?

ACH file generation.

Positive Pay file generation.

Electronic Bank Reconciliation.

**A41:** All of the above are needed.

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**Q42:** Please provide an estimate of the number of vendors maintained in the 3 legal entities

**A42:** 3,500

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**Q43:** Please provide an estimate of the number of purchasing and payables transactions performed in the prior year.

**A43:** 6,300

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**Q44:** Please provide an estimate of the number of contracts currently tracked in the contracts management module.

**A44:** 11,000

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**Q45:** Will this contract management module be required to track release dates and expected response dates

**A45:** No

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**Q46:** Will evaluation notes for the acceptance of a proposal for contract be tracked in this tool?

**A46:** Not required

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**Q47:** What is your current account structure?

**A47:** ##-##-##-####-####-####-##-#### (Fund, Lifespan, Site, Program, Sub-program, Object, Type); however, the District is open to apply best practices and modify its account structure.

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**Q48:** Will assistance be available to pull information from the current environment in a prescribed format for use of data conversion?

**A48:** Yes

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**Q49:** Will SBCC have access to the current Legacy system after the new ERP system is live?

**A49:** Yes

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**Q50:** Is the standard data conversion areas of; Chart of Accounts, Vendor Master, Summary GL balances, Open AP, open Po's and payroll at the check history level sufficient? Or will require data conversion exceed this standard set of conversions?

**A50:** We believe the standard set is sufficient.

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**Q51:** Will end user training be required or will Tribridge be training the trainer?

**A51:** Both end user and vendor training the trainer will be needed.

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**Q52:** Are the integration one way or bi-directional?

**A52:** They should be either one way or bi-directional depending on the need. Need to have options for both

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**Q53:** To which address should the proposal be delivered by FedEx: Place of Bid Receipt -or- Mailing Address?

**A53:** Mailing Address

Place of Bid Receipt:

San Bernardino Community College District

Business Services

114 South Del Rosa Drive

San Bernardino, CA 92408

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**Q54:** San Bernardino Community College has requested information regarding a contract's management module. Are these revenue contracts or supplier contracts?

**A54:** Both, The contract management module would catalogue all Districtwide agreements

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**Q55:** Please clarify the reference to SB 25? SB 27 has been in effect since 2005, along with AB 68 regarding the use of Social Security numbers, is this SBCCD's reference?

**A55:** Yes the reference to SB 25 was incorrect

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**Q56:** In Section 7, State and Federal Reporting Requirements. Please clarify why student products are specifically identified in this question if this is an ERP and HCM limited RFP?

**A56:** Student products should not have been identified other than for the purposes of integration for Financial Aid and Student Accounts Receivable

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**Q57:** Is it the intention of SBCCD to involve Strata in the implementation of newly acquired systems? If yes, in what capacity?

**A57:** Strata Information Group was hired to provide assistance to facilitate the selection of an ERP system. We have not finalized their level of involvement during the implementation process.

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**Q58:** Where is the budget coming from to fund this initiative?

**A58:** Capital Outlay fund

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**Q59:** Given the short timeframe between when answers to questions will be provided (July 8<sup>th</sup>) and the response submission date (July 16), would SBCC consider granting an extension of the submission due date of at least one – two weeks to July 23<sup>rd</sup> or July 30?

**A59:** As stated above, we understand the complexity of this project and therefore we need to allow for enough time for a successful implementation. If the majority of vendors requested an extension, the District might consider extending the deadline.

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**Q60:** Has SBCC or anyone on the evaluation committee participated in demonstrations of any on premise or SAAS solutions in preparation for this RFP? If so, would you kindly share which systems?

**A60:** Yes members of the Districts identified evaluation teams received short 1 ½ hour presentations prior to the release of the RFP from the following vendors; ADP, Ellucian, Oracle, Tribridge (MSDynamix GP), and Workday. This demonstrations were used to inform the district staff of some of the options that might be available as solutions for the district.

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**Q61:** What type of email system is currently being used? Is there any consideration to change the current system?

**A61:** We use Microsoft Office 365 for employee email and Google Gmail for student email

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**Q62:** Are supporting processes and procedures documented which are related to the modules that are to be considered for replacement?

**A62:** Yes

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**Q63:** Are all systems that are projected to be replaced managed in house?

**A63:** No

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**Q64:** How many bargaining units does SBCC have?

**A64:** 2—CSEA and CTA

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**Q65:** What is the total Annual Budget of SBCC?

**A65:** Total revenue budget for all fund for 2014-15 was \$166.3 million.

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**Q66:** What is Financial Year of SBCC?

**A66:** July 1 – June 30

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**Q67:** Is SBCC open to an ERP solution on the cloud (SAAS) model?

**A67:** Yes.

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**Q68:** How many inventory locations does SBCC have for the proposed solution?

**A68:** We have five sites. All five sites have multiple departments.