

Addendum/Peoplesoft Finance Review

ADDENDUM NUMBER 1

RFP 11-1832

Clarification:

1. Business processes:

- a. Does Metro have all of the current business processes associated with its PeopleSoft Finance system documented? If yes, will those be made available to the vendor?

Limited documentation with regards to current business process, what we do have will be made available to vendor.

2. Scope:

- a. For each of the topics referenced at the top of page 4 ("Process Improvement Area/Areas for further exploration"), please provide additional detail as to issues that Metro may be looking to address in each area or specific features that are of particular interest for review.

- A. **Workflow- currently not implemented, what would it take to implement how would it benefit**
- B. **Supplier Contracts- Module is currently owned but not implemented, what would it require to implement and maintain, how would it impact current workflows, etc.**
- C. **Customers-Review current setups and make recommendations for improvement**
- D. **Current Chartfield for Financials- Review current chartfields, make recommendations for improvement**
- E. **Vendors-Review Current setups and make recommendations for improvement**
- F. **Purchase Orders-Review Current Setups, Process and make recommendations for improvement**
- G. **Procurement Cards- Review Current Setups, Process and make recommendations for improvement**
- H. **eProcurement- Review Current Setups, Process and make recommendations for improvement**
- I. **Billing- Review Current Setups, Process and make recommendations for improvement**
- J. **Accounts Payable- Review Current Setups, Process and make recommendations for improvement**
- K. **General Ledger- Review Current Setups, Process and make recommendations for improvement.**

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- L. **Worklist- Review Current Setups, Process and make recommendations for improvement**
- M. **Reporting-Recommendations to improve current reporting systems**

3. Deliverables:

- a. In addition to the analysis and recommendations, does Metro expect a high-level project plan for implementing any of the recommendations to be a deliverable from this engagement? If so, what components would be included in that plan (e.g.: budget, staffing, tasks, timeline, etc.)? **Yes, tasks, timeline, hours required.**

4. Customizations & Interfaces:

- a. Does Metro have all of the current customizations (both functional and technical) documented? If yes, will those be made available to the vendor? **Yes, Metro has all current customizations documented. However, they are not in electronic format.**
- b. Please provide a list of all customizations and the areas they are in. **Finance has about 30 custom records, 25 custom reports, 10-15 custom pages, 5-10 custom menus. Metro has a standard practice, maintains a vanilla environment. Customizations are for bolt-on functionality. Delivered code is not customized. Wherever possible, during an upgrade, customized functionality is removed in deference to delivered PeopleSoft processes. All documentation is available for on-site viewing.**
- c. Please provide a list of all interfaces and reports
 - i. Number, purpose, target system, frequency **(See b)**

5. What vendor did Metro work with to complete the recent PeopleSoft HCM 9.1 Fit/Gap Analysis? **Empower Solutions**

6. How much has been budgeted or estimated for the cost of the PeopleSoft 9.0 Finance Review? **25-30K**

7. What PeopleTools technology is currently being used (application engine, component interface, integration broker, sqj)? **PeopleSoft at Metro currently utilizes application engine, component interface, integration broker and .sqj technology**

8. Does Metro have intentions of upgrading to 9.1 in the foreseeable future? If so, when? **No current plans to upgrade to 9.1 Finance anytime soon.**

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9. Does Metro wish to have this review cover any features/functionality of the 9.1 Applications or 8.51 Tools? **We do not wish to review upgrade functionality or tools at this time**
10. What is the number of ERP environments in use today (Demo, Dev, Test, Prod)? **Metro has Demo, Test and Production environments for both HRMS and Finance. Test is periodically refreshed from Production. That date is always documented.**
11. How many PeopleSoft users and where are they physically located? **Approximately 200 in several buildings in the Portland Metro area.**
12. Resources
- a. Are functional and technical resources available to support the project full time? If not, what is the percent availability per resource? What is the length of time these resource have been working with PeopleSoft? - **Functional and technical resources will be available during this time, however the need will be determined from the requirements of the RFP response.**
13. Would all work be on site or is Metro open to off-site and/or offshore work?- **Metro is open to off-site work depending on the amount and timing. Metro is not interested in offshore work**
14. Methodology
- a. Does Metro have a standard methodology in use (i.e. project management, change control)? If yes, please describe.
- b. If not, does Metro want the vendor to use their project methodology, templates and processes? **Metro does currently subscribe to the Regional Leadership Initiative form of project management. However we are okay with the vendor using their Project Management methodology as long as it meets the following principles:**
- **We believe that each regional initiative or problem requires a unique combination of authoritative, consultative and collaborative leadership and that success depends on getting the blend correct.**
 - **We believe that successful projects require time for visioning, planning, leading and thinking.**
 - **We believe that successful projects benefit from interdisciplinary and inter-departmental collaboration.**

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- We believe that successful projects require a clear definition of process, objectives, scope, risk and budget.
- We believe that successful projects call for clearly defined roles and responsibilities and a choice of appropriate tools and resources specific to the project.
- We believe that successful projects require active management, clear agreements and the appropriate delegation of responsibilities.
- We believe that successful projects require a communication plan.
- We believe that successful projects require an evaluation after their completion and acknowledgement of their success

15. Does Metro want the work to start within the first couple weeks of March and end on 04/29? Or does Metro want the consultant work to start on a different date and you are looking to the vendor to propose a schedule- **Metro would like the Project to begin in early March and wrap up by April 29th.**

16. The RFP says, "setup configurations for proposed changes". What is the scope that you would like the consultant to take on? Would you like us to implement the configuration changes in the application or more document the configurations needed and have Metro implement those changes.

Document the configuration changes for Metro to prioritize future potential implementation projects.

17. The "Personal Services Agreement" attached to your RFP states "for contracts under \$25,000". Does this imply that Metro is expecting this project to be preformed for under \$25,000?- **Answered in other questions**

18. On Page 3 Part III Section D - Does Metro expect the successful bidder to provide a complete set of Functional specifications be delivered by 4/29/2011? **No, review of current setups, recommendations for improvement, better utilization of current system is what we are looking for. Implementation of those recommendations will come at a later time.**

19. Will the successful bidder be precluded from any additional work that may result from this PeopleSoft System Finance Review? **No, the successful bidder will not be precluded by additional work that may result from this project.**



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20. Does Metro anticipate that both the final report and the presentation to Finance and IS be completed by the 4/29/2011 date? Final report is most important, but we would like it presented by 4/29 if possible.

All other terms, conditions, and requirements of the RFP remain in full force.

Issued February 4, 2011

A handwritten signature in cursive script that reads "Angela Watkins". The signature is written in black ink and is positioned above a horizontal line.

Angela Watkins, MCA
Procurement Analyst

