

Request for Proposal Q00962
Accounting and Finance and Human Capital Management Application Internal Project Management Services
Addendum #1
April 17, 2019

All changes to the Request for Proposal (RFP) are valid only if they are issued by written addendum. Each respondent must acknowledge receipt of any addenda in their proposal submission. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the proposal therein. Failure to acknowledge receipt of any addenda may cause the proposal to be rejected. If any language or figures contained in this addendum are in conflict with the original document this addendum shall prevail.

The addendum consists of the following additional clarification:

1. The proposal deadline has been extended to April 29, 2019 at 2:00 p.m.
2. Information regarding the RFP for the purchase of software and implementation services can be accessed on our website.
<https://www.harpercollege.edu/about/directory/accounting/bids.php>

This addendum consists of the following questions received to date:

1. Section B.07 Budget: Does the “not to exceed budget” include expenses?
Response: Yes
2. Section B.12 Meetings: Will meetings be held in any location other than Harper College, Palatine, IL?
Response: No. Currently we do not anticipate holding meetings at any other site.
3. Scope of Work: Will the company selected to be the PM be allowed to bid on the implementation of the SW?
Response: Yes. The RFP for the software implementation has already been issued, and proposals have been received.
4. Scope of Work: If the PM company cannot bid on the implementation, will they be part of the selection process for the implementation partner?
Response: No. Harper College will be selecting the implementation partner.
5. Scope of Work: Does Harper College require Change Management as part of the Project Management proposal?
Response: No, this is not part of the scope of work for this RFP. Should the college require change management in the future, a separate RFP will be issued.
6. Scope of Work: In our experience, a client side PM works 40 hours per week on the project even through they are only onsite Monday – Thursday. Is the PM expected to work a standard 40 work week or are you requesting that the PM only work 32 hours?
Response: 32 hours per week.
7. Scope of Work: Will this PM role be the client side Project Manager for the ERP Implementation and working with the Implementation Vendor PM for a successful implementation?
Response: Yes
8. State of IL BEP: If this is for One (1) Project Manager only, how would the 20% BEP requirements be met?
Response: If a firm is unable to meet the goal, request a waiver by completing the “Utilization Plan”.

9. Fee Structure: Hourly rate based on approximately 32 hours per week onsite at Harper. Total project duration is Estimated to be 18 to 24 months; however, it is subject to change: This is a large variable so do you want “not to exceed” pricing based on an 18 month or 24 months schedule with 32 hours of Labor per week?
Response: Provide an hourly rate for the project knowing that the duration of the project can change based on the duration of the implementation.
10. If a vendor bid on the implementation RFP are they precluded from bidding on the PM RFP?
Response: No
11. If selected, we are proposing a single individual who will be assigned to this project, and we do not use subcontractors. What is the process to request a waiver using the form included in the RFP packet considering we do not use subcontractors?
Response: Complete the BEP form “Utilization Plan” which permits a request for a waiver and complete the demonstration of good faith efforts.
12. 2. Page 22 of the RFP indicates that “At the time of the bid or offer, Vendor, or Vendor’s proposed Subcontractor, must be certified with the Illinois Department of Central Management Services as a BEP certified vendor.” For the purposes of responding to this RFP and considering we will assign a single individual to do the work, and since we do not use subcontractors, do we need to be BEP-certified for this project?
Response: No. If you are unable to subcontract, request a waiver on the appropriate BEP forms.
13. Assist – my assumption we would building the RFP plan as a partnership or would they expect us to drive the RFP approach and execution with their approval and participation?
Response: The selected Project manager is expected to communicate between the implementation team and Harper staff.
14. It’s not really an implementation, I think its more an approach to execute a package selection project – where we gather key requirements from the college business areas and tailor the RFP to those requirements so the vendor can present and be evaluated on the fit of their product prior to vendors implementation proposal submissions?
Response: We do not understand this question. We are looking for project management services as defined in this RFP.
15. How did the College determine the short list of ERP vendors – Oracle, Workday, Ellucian Banner?
Response: We do not believe this information is needed in order to respond to this RFP.
16. Has the College been running the software evaluation process itself, or is a consulting firm engaged to assist with the software evaluation?
Response: Strata Information Group has been engaged to assist with software and implementation vendor evaluations.
17. Is the College planning on completing the evaluation of these systems before engaging the Project Management consulting firm?
Response: The College intends to complete the evaluation of the software vendors and then select a Project Manager.
18. Which stakeholder groups have been involved in the software evaluation process?
Response: We do not believe this information is required to respond to the Project Manager RFP.

19. When is the software evaluation project scheduled to be completed?
Response: We plan to complete evaluations by mid-May and award a contract in June.
20. Have software implementation partners been included in the software evaluation project being conducted by the College, or just the software vendors?
Response: Implementation vendors have already submitted proposals and will be evaluated by mid-May, 2019.
21. Is one software system going to be selected for Accounting, Finance and HCM functionality, or is it possible, for example, that one vendor will be selected for Accounting and Finance and another for HCM?
Response: The College intends to award a single contract to one software vendor.
22. If a budget has already been established for the project management consulting services, are you able to share that information? We can offer a variety of approaches and structures to meet client budget requirements.
Response: The College is not disclosing the budget at this time.
23. If a budget has already been established for the implementation services, are you able to share that information?
Response: No.
24. Have you discussed a phased implementation approach when discussing implementation methodology as part of the evaluation project?
Response: We have not. Implementation approach will most likely be driven by the Implementation team.
25. Has the College undergone a business process review prior to or as part of the software evaluation process? Does the College have a “future state vision” for the processes that are moving to the new ERP system, or is this going to be developed as part of the implementation project?
Response: This will be developed as part of the implementation project.
26. Will the software implementation partners also be providing a project manager for this project?
Response: Yes.
27. Does this role include the coordination of multiple vendors? If so, which ones in addition to the selected ERP vendor?
Response: The selected Implementation vendors.
28. What resources from Harper College will be allocated to this project?
Response: Requisite Staff from the Business office, Human Resources and Information Technology will be assigned to this project.
29. Has the College developed a change management approach for this project? To date, have any organizational change management activities been performed related to this project?
Response: No.
30. What is the current ERP system in place (or list of accounting and finance operations systems in place) at the College?
Response: The College is currently using Oracle EBS.
31. Are the current/legacy systems on premise, hosted or cloud-based systems?
Response: On Premise.

32. Does the College envision integrations of existing systems as part of the scope of the project? Has an integration strategy been developed for the implementation?
Response: Yes, there are several systems that will require integration. The strategy will be developed as part of the implementation planning.
33. Has a data migration strategy been developed for the implementation?
Response: The strategy will be developed as part of the implementation planning.
34. Three locations are noted – are Accounting, Finance and HCM process centralized in one location? Are the three locations using the same ERP software to perform these functions today?
Response: Yes.
35. What are the key drivers for the ERP implementation project?
Response: Oracle EBS will be unsupported as of September 2021.
36. What are envisioned as key success factors for the ERP implementation project?
Response: Successful functions of HR and the Finance e.g. payroll, open enrollment, onboarding, vendor management etc. For additional information, review the RFP for software and implementation services (Q00955) found on our website <https://www.harpercollege.edu/about/directory/accounting/bids.php>.
37. Who are the decision-makers that are going to make the recommendation to the Harper College Board for this award?
Response: Chief Information Officer, Chief Human Resources, and the Controller
38. Have the executive sponsors, steering committee members and stakeholders for each in scope area been identified for the selection and/or implementation project yet?
Response: Yes.
39. Has the implementation governance model established for this initiative yet?
Response: No
40. Does the College have funding approval/budget for the implementation project?
Response: Yes.

Sincerely,

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