Addendum 3
Vendor Responses

Alabama Community
College System

Issued: July 26, 2017

CAMPUSWORKS
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1. Can we add hyperlinks to the electronic copy of our proposal?

    Response: All primary/required information needs to be included in the main document. Supplemental information can be included through hyperlinks, although this is not the preferred method.

2. With a shared services environment across ACCS, will there be one Finance Tax ID across the 24 institutions or will each institution have a unique Finance Tax ID?

    Response: Each institution will have their own Finance Tax ID; i.e. 24 Colleges, plus the System Office, plus ATN (26 total).

3. With a shared services environment across ACCS, will there be one common Catalog of course offerings across the 24 institutions, or will each institution have a unique catalog of course offerings?

    Response: There will not be one common catalog.

4. What are the duplicated and unduplicated headcounts for Workforce Development/ Continuing Education

    Response: ACCS does not track this data.

5. Please Clarify > SLA: - How are applicable regulatory rules enforced in the proposed solution?

    Response: ACCS would like to know how the datacenter being proposed meets (and continuously meets) the various federal and state (if applicable) regulatory requirements.

6. Please clarify > HR: Detail any features and functionality provided in the solution to assist in interactively assessing and determining contractor versus employee contractual agreements.

    Response: ACCS wants to make sure that contractual agreements with employees are not broken by the hiring of contractors, and assure contractors hired should not be employees. The solution should enable support of good decision making in the hiring of employees and/or contractors.

7. Does the proposed solution incorporate workflows that would include an HR sign- off for 1099 contractors, or some process that would ensure that the contractor is not an employee, and that there are no other personnel with the same function? What exception reporting is available to track this function?

    Response: Please detail if there are workflow capabilities, delivered or configurable, that support this process. Can this then be reported on?

8. Does the proposed solution provide the ability to define pay processing and error handling options?

   Response: Are there options within the payroll process that allows the user to configure rules on how the process handles errors; e.g. if one record is in error, does the entire run error out, or is the individual error just "skipped?"

9. Integrations: Student Email Section - Alabama Supercomputer Center
   a. What is the level of integration needed here?
   b. Will this require email incoming/outgoing exchange or does it require email account creation and SSO?

   Response: The ERP would not be expected to provision the email accounts. This part is completed through our own data triggers and custom data points. We only need the ERP to be able to relay email through the college's email system or service. Some colleges used Alabama Supercomputer for email in the past, but we do not believe this is the case today. The ERP needs to be able to relay through the email system (college email server/service, or hosted service at Alabama Supercomputer).

10. Student Mobile Application; RemindMe, Quizlet, GroupMe, Staph, LookingGlass, Full Measure Education, Mobile First, Snappy, Proctor U, Push Notification from Canvas to email phone
    a. What is the level of integration needed here?
    b. How these integrations are developed and maintained?
       i. Bi-directional
       ii. Read only from ERP?
       iii. Push/Pull data need

    Response: The applications listed are part of the ACCS ecosystem. Some may be replaced by the proposed solution's mobile capabilities, others may need to remain and may or may not necessarily be integrated with the new ERP.

11. Will the employees that are currently assigned to the colleges for HR and Finance become employees of the System office? Will all staff become System office staff or remain employees of the individual Community Colleges (e.g., student workers, faculty). (This is really related to a single employer ID.)

    Response: This decision has not been made. Please see question #2.

12. Regarding Requirement 6.4.4 (a). Does each institution have its own individual Taxpayer Identification Number, or will there be a single TIN/Employer Number that represents the ACCS?

    Response: See question #2.

13. Regarding Requirement 6.4.1.3, Recruiting and Hiring. Please outline in detail an explanation of tracking "variance from budget," including the relationship to tracking monthly and annual approvals for requisitions.

    Response: ACCS needs a tool that ideally would track the difference between budgeted and actual expenses for payroll at any given time during the year. Ideally, this tool would

account for the budgeted positions and account for actual expenses to date and also the amount of "encumbered" salary and benefits obligated for the year, but not yet spent, to give a true projection of variances for the year. The part time and hourly budgets are always an educated estimate for us, and we based our projections on historical trends, as well as expected future enrollments. Initiating and tracking requisitions for personnel adjustments and new hires could somewhat mirror and electronic approval queue, similar to the requisitions process for purchasing supplies or equipment. It could tie to the payroll budget and encumber against available budget. It could also reflect FTE by semester and YTD to flag any loads for management to determine if improperly staffed. Each institution budgets personnel salary and benefit costs for the fiscal year. Some theses costs are associated to existing employees and positions, and are considered "hard costs". Other personnel costs are for adjunct and part-time positions which may arise during the year. These costs generally are estimates based upon previous history. Additionally, there are unknown personnel costs driven by demand, i.e., classes added because of increased student demand.

The colleges must have a reporting tool that measures monthly and annual salary and benefit costs in relation to budgeted allocations by program or department. The "variance from budget" allows administration to make management decisions during the year regarding the effective use of resources.

As it relates to "the relationship to tracking monthly and annual approvals for (personnel) requisitions" – ACCS would envision a report by program/department that shows (1) Current Personnel and associated costs, (2) Vacancies in process of being filled and their anticipated costs, (3) Vacancies for which the recruitment and hiring process has not be initiated and their anticipated costs, and (4) the Projected impact on budgeted allocations for the fiscal year.

14. Is the ERP System intended to manage 24 separate schools/databases, or compile all data into one database for tracking purposes?

    Response: The new ERP will manage all aspects of 24 separate colleges in one shared ERP system.

15. What prompted the December of 2018 deadline to move from the current Banner system, and implement the new with this timeline?

    Response: Earlier in the year, Ellucian announced that support for Banner 8 will end at the end of 2018.

16. Will the new ERP software system implementation be mandatory or optional for the community colleges within the ACCS?

    Response: It is the goal that all colleges within the ACCS will adopt and move to the new ERP.

17. Will the project implementation be divided among these 24 schools into the two cohort groupings for two separate 24-30 month project plans?

    Response: The time frame outlined is not consecutive. Please refer to section 4.3 of the RFP.

18. Who is the current payroll company employed at this time?

    Response: ACCS currently utilizes various payroll solutions. It is expected that the new ERP will replace the current payroll software solutions.

19. To better understand your current business processes and requirements, in section 6.2.2.5 it would be helpful to know how you categorize course offerings that are financial aid eligible?

    Response: There are a number of variables that could make a course for a particular student eligible for financial aid (or not). It is not simply a coding or categorization that determines eligibility. Section 6.2.2.5 specifically asks about non-standard terms of varying lengths; ACCS is interested in understanding how your proposed solution supports the nuances of these term and course structures and associated financial aid eligibility for any student (e.g. registered courses, repeated courses, etc.).

20. Can you provide the number of users required at each institution that will be working with your document management solution?

    Response: Theoretically, there may be an unlimited number of users who work with the document management system, such as students uploading documents, faculty looking at past transcripts, and procurement staff looking at scanned PO's, etc.

21. Would you please provide more detail on the statements: "Vendors will be expected to demonstrate the scenarios used in Sections 6 and 7 as part of their demonstration. The demonstration agenda is included in Appendix C." Recognizing it will be impossible to demonstrate all the content in Sections 6 and 7 in the time allotted on the demonstration agenda, will you be identifying what piece and part of Sections 6 and 7 are considered 'scenarios' and therefore expected in the demonstrations?

    Response: There will be no formal scripts or scenarios provided for the demonstrations. Selected vendors should use the scenarios and requirements in the RFP as a demonstration guide in order to showcase the solutions. In addition, if selected to demo, the ACCS will provide guidance to the selected vendors on specific areas/topics on which to focus based on feedback from the proposal submission.

22. What is the total number of Student workers within ACCS?

    Response: Pending. Response will be issued in the next addendum.