UNIVERSITY OF **South Carolina**	**Request for Proposals** **Amendment 2**	Solicitation Number: USC-RFP-3657-AS Date Issued: October 14, 2020 Procurement Officer: Ashley Kennedy-Shell Phone: 803-777-4115 E-Mail Address: abk@mailbox.sc.edu Mailing Address: 1600 Hampton Street; Ste 606 Columbia, SC 29208

DESCRIPTION: Provide Budget and Planning Software Solution

USING GOVERNMENTAL UNIT: **UNIVERSITY OF SOUTH CAROLINA**

The Term "Offer" Means Your "Bid" or "Proposal". Your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Paper Offer or Modification" provision.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:	
MAILING ADDRESS: University of South Carolina – Purchasing Department 1600 Hampton Street Suite 606, Attention Bid Clerks Columbia SC 29208	PHYSICAL ADDRESS: University of South Carolina – Purchasing Department 1600 Hampton Street Suite 606, Attention Bid Clerks Columbia SC 29208

Solicitation openings and closings will be limited to teleconference only: Telephone 800-753-1965/Access code 777 7162

SUBMIT OFFER BY (Opening Date/Time): <mark>**Tuesday**, **November 3, 2020 at 11:00 AM** </mark>**(Local Time)** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **September 25, 2020 at 11:00 AM (Local Time)**   (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: 1 (one) Original Hard Copy each for Technical & Price Proposals;
　　　　　　　　　　　　　　　　1 (one) Digital version of technical proposal on USB drive;
　　　　　　　　　　　　　　　　1 (one) Digital version of Price Proposal on USB Drive; and
　　　　　　　　　　　　　　　　1 (one) each Digital version(s) of redacted Technical & Price proposal on USB Drive

CONFERENCE TYPE: **Not Applicable** 　　DATE & TIME: (As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)	LOCATION: **Not Applicable**

AWARD & AMENDMENTS	Award will be posted on **12/3/2020**. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: https://sc.edu/about/offices_and_divisions/purchasing/index.php

You must submit a signed copy of this form with Your Offer. By signing, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of sixty (60) calendar days after the Opening Date. (See "Signing Your Offer" provision.)

NAME OF OFFEROR (full legal name of business submitting the offer)	Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.
AUTHORIZED SIGNATURE (Person must be authorized to submit binding offer to contract on behalf of Offeror.)	DATE SIGNED
TITLE (business title of person signing above)	STATE VENDOR NO. (Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)
PRINTED NAME (printed name of person signing above)	STATE OF INCORPORATION (If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one) (See "Signing Your Offer" provision.)
___ Sole Proprietorship　　　　　　___ Partnership　　　　　　___ Other_____ ___ Corporate entity (not tax-exempt)　　___ Corporation (tax-exempt)　　___ Government entity (federal, state, or local)

COVER PAGE – PAPER ONLY (MAR. 2015)

HOME OFFICE ADDRESS (Address for Offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	_____
	Area Code - Number - Extension Facsimile
	_____
	E-mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
____Payment Address same as Home Office Address	____Order Address same as Home Office Address
____Payment Address same as Notice Address **(check only one)**	____Order Address same as Notice Address **(check only one)**

ACKNOWLEDGMENT OF AMENDMENTS

Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	____Calendar Days (%)

PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. *ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT.* **VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES.** [11-35-1524(E)(4)&(6)]

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).

____ In-State Office Address same as Home Office Address
____ In-State Office Address same as Notice Address   **(check only one)**

PAGE TWO (SEP 2009)   End of PAGE TWO

PURPOSE OF AMENDMENT

The purpose of the amendment is to answer bidder question which was left off. See question 235.

QUESTIONS FROM OFFERORS - AMENDMENT (JUN 2017)

The solicitation is amended as provided herein. Information or changes resulting from questions will be shown in a question-and-answer format. All questions received have been reprinted here-in. The "state's response" should be read without reference to the questions. The questions are included solely to provide across-reference to the potential offeror that submitted the question. Questions do not form a part of the contract; the "state's response" does. Any restatement of part or all of an existing provision of the solicitation in an answer does not modify the original provision except as follows: underlined text is added to the original provision. Stricken text is deleted. [02-2A097-1]

	Answers to Bidder Questions
1	II. Instructions to Offerors – A. General Instructions (Bid / Proposal as Offer to Contract): Is the University open to waiving the requirement that an offer may be submitted by only one legal entity; From experience joint bids can be very effective as they are often advantageous for the institution and improves overall price, value, responsiveness/alignment/flexibility to the University's needs?
	• **The answer to this question can be found in Section II of the Solicitation INSTRUCTIONS TO OFFERORS- A. GENERAL INSTURCTIONS- BID/PROPOSAL AS OFFER TO CONTRACT; page 3.**
2	II. Instructions to Offerors – A. General Instructions (RESPONSIVENESS/IMPROPER OFFERS (JUN 2015) (c)): Can we interpret this fixed price requirement to be targeted on the cost of the software and not the implementation costs due to some missing information provided around many of the requirements? We are open to any number of contracting options on the services, time and materials, fixed fee discovery and implementation separately, but given the level information currently provided a fixed fee bid may be difficult or lead to an inflated cost for the institution to protect the offeror against unknowns.
	• **The University is seeking a consolidated and consistent solution that meets or exceeds the requirements as stated in the Request for Proposals. Prospective offerors are to use this information to configure a proposed system that would encompass these requirements and provide any enhancements beyond the stated requirements.**
3	How many users who will be using the new budgeting system? How many users are expected to use the system? Please specify by read-only, data entry, and model builder/administrator role users.
	• **The University is seeking a consolidated and consistent solution that meets or exceeds the requirements as stated in the Request for Proposals. Prospective offerors are to use this information to configure a proposed system that would encompass these requirements and provide any enhancements beyond the stated requirements. Any specified information such as number of users would be general and subject to change. Prospective offerors should provide enough information in their response (unit prices, etc.) that would allow the University to configure and properly price any solution proposed in response to this Request for Proposals.**
4	What roles and approximately how much time do you expect being contributed from internal project team members?
	• **We will have staff available to work alongside the vendor's implementation team. The reviewers will note the extent to which the vendor intends on training the University staff to minimize subsequent consulting contracts when new modules are explored.**
5	What are some outstanding business decisions and their timeline that may impact the application?
	• **Optimal dates for project are incorporated into our decision for the Start Date. See also https://sc.edu/about/offices_and_divisions/human_resources/benefits/time_away/holidays/index.php**
6	Are there any major business events and/or projects that may impact the timeline, scope, and business availability? (ex. from monthly and quarterly Close schedules)
	• **Optimal dates for project are incorporated into our decision for the Start Date. See also https://sc.edu/about/offices_and_divisions/human_resources/benefits/time_away/holidays/index.php**

7	What is the level of Project Management involvement that the organization expects from the implementation partner? (e.g. part-time, full-time, etc.)
	• **Prospective offerors are to use this information in the RFP to configure a proposed system, including implementation team, that would encompass these requirements and provide any enhancements beyond the stated requirements.**
8	How many application environments will be available or need to be setup (DEV / TEST / QA / PROD)?
	• **Recommend dev, test, prod, and QA, if needed**
9	In a perfect world, what would your organization's planning and budgeting look like?
	• **Prospective Offerors should read requirement listed in the Request for Proposals and develop a proposal that meets or exceeds those requirements.**
10	For clarification, on pages 22 -24 - IV. Information for Offerors to Submit, are these the only requirements which require a response?
	• **The answer to this question can be found in the solicitation Section VI. INFORMATION FOR OFFERORS TO SUBMIT- EVALUATION, page 22.**
11	Based on the current expected start month of May, when would each process specified as part of Phase 1 be required to be live and in use?
	• **Prospective Offerors should indicate best calendar for roll out of Phase 1 given the requirements in the Request for Proposals given our start date for implementation. Our fiscal year ends June 30.**
12	Does the University of South Carolina envision using a parallel process for Phase 1? Or would the nVision process be disconnected once the budgeting solution is live?
	• **Prospective Offerors are invited to provide their proposed solution for parallel processes alongside implementation.**
13	Based on the ERPs and core functions listed, which do you envision integrating with the budgeting tool, both in and out? If using a Data Warehouse, then this would be considered the direct source by way of the initial source.
	• **System would pull information from Banner and PeopleSoft Finance, or an intermediary Data warehouse.**
14	Is the level of detail for data the same, different, or TBD across the various processes (annual budget, current year forecast, 10-year forecast)?
	• **We look to the prospective offerors for solutions involving level of detail.**
15	Is the University of South Carolina open to a "Train-the-Trainer" methodology for user training?
	• **Yes. See also response to question 4.**
16	Per H. Technology Requirements - f, does the University of South Carolina envision providing a project manager to work with the contractor project manager? Or will the contractor provide a full-time project manager to handle affairs from both groups?
	• **See response for 4.**

17	Have you engaged with an implementation partner to assist in the development of this RFP?
	• **No**
18	Will the contractor be responsible for accessing source system data for integration or will the University of South Carolina be providing IT resources to work with the contractor in pulling applicable data?
	• **The contractor will be responsible for the integration with source systems but IT resources will be provided to guide the integration.**
19	For the initial phase (1) in regards to "Budget Development", will this have RCM allocation logic included? If so, what level of detail does this include if beyond the standard Chart of Accounts?
	• **We have a hybrid RCM model explained fully in our Budget Document, https://sc.edu/about/offices_and_divisions/budget/documents/fy21_budgetdocfinal.pdf**
20	For the initial phase (1) in regards to "Budget Development", will this have workforce detail (position/employee/etc) included? If so, what level of detail does this include if beyond the standard Chart of Accounts?
	• **HR information by detail is in PeopleSoft HCM, not PeopleSoft Finance with batch processing to PeopleSoft Finance each pay period.**
21	Based on the current entry template, the following segments are required: Account, Business Unit, and Activity from a Chart of Accounts detail. Does the University of South Carolina envision this changing? Do actuals also get brought in at this detail or would they use all listed segments?
	• **The University does not expect a change in COA structure. Budget and actuals are allocated at the account code level.**
22	Can the University of South Carolina provide an estimated count of available entries for each expected level of detail (COA and specialty detail)? Ex. Account, Business Unit, Employee, etc.
	• **We are unable to provide this information. The University is a large flagship institution with hundreds of thousands of lines of data.**
23	Does the University of South Carolina already have a staged data set to see actuals down to an employee level? Does this include position, if applicable?
	• **HR data is batch submitted to PeopleSoft Finance from PeopleSoft HCM.**
24	Could the University of South Carolina provide an example of allocation logic related to the RCM process, including expected drivers and detail?
	• **See response to 19.**
25	How many data sets does the University of South Carolina envision loading and/or entering into the budgeting system? i.e. Actuals, Initial Budget, Revised Budget, etc.

	• **Any specified information such as number of data sets would be general and subject to change. Prospective offerors should provide enough information in their response (unit prices, etc.) that would allow the University to configure and properly price any solution proposed in response to this Request for Proposals.**
26	Is the University of South Carolina primarily looking for implementation estimates for Phase 1 for this RFP? Or are they looking for estimates on all potential phases?
	• **See response to 2.**
27	Are there any other expected implementations that are planned aside from this budgeting software that may impact the project either short-term or long-term? For example, a new implementation of PeopleSoft, Banner, etc.
	• **PeopleSoft and Banner will continue to be in use.**
28	Given the current environment, does the University of South Carolina still expect a hard copy of the RFP to be delivered?
	• **The answer to this question can be found in the solicitation page 1.** • **See Section II. INSTRUCTIONS TO OFFERORS- SUBMITTING A PAPER OFFER OR MODIFICATION, page 10.**
29	Is there anything else that we should know that may have come to light between the development of the RFP and now?
	• **No subsequent events of note have occurred as of date of response.**
30	Does the University of South Carolina utilize any current reporting software beyond the nVision process?
	• **Business Analytics platform for students is currently in production with Finance component within a year.**
31	What reporting/analytics solutions, if any, are currently being leveraged by Financial Analysts at the University?
	• **Excel and Access currently. Business Analytics platform for students is currently in production with Finance component within a year.**
32	What challenges are the University trying to solve for with a future-phase solution for "FTE Tracking"?
	• **Prospective Offerors can assume typical issues with higher education elements and utilize their own expertise in suggesting solutions. Prospective offerors are to use this information to configure a proposed system that would encompass these requirements and provide any enhancements beyond the stated requirements.**
33	How does the University define "Space Utilization"? What challenges are the University wanting to solve for with a future-phase solution for "Space Utilization"?
	• **Space utilization modules are typical in this type of solution.**

34	Utilizing source data PeopleSoft Human Capital Management, will the University require Labor Planning as part of the Budget Planning Software Solution?
	• **To the extent the Proposed Offerors have a Labor Planning component to their solution, they may present as part of their presentation.**
35	Is labor forecasted or budgeted at a detailed level (i.e., employee and/or position line items) or at a summarized level (i.e. accounts such as staff salary, faculty salary, etc)? How do you prefer to manage labor in the new software system?
	• **Currently PeopleSoft HCM produces summarized data for PeopleSoft Finance. In future, the University is seeking a consolidated and consistent solution that meets or exceeds the requirements as stated in the Request for Proposals. Prospective offerors are to use this information to configure a proposed system that would encompass these requirements and provide any enhancements beyond the stated requirements.**
36	Will the University have a dedicated project manager to support the implementation, in addition to the provider's project manager as requested in the RFP?
	• **See response to 4.**
37	Has the University received any budget software demonstrations from vendors prior to the RFP? If so, Which vendors?
	• **University has seen demonstrations from Oracle, Axiom, and Anaplan.**
38	For integrating with relevant SIS data from Ellucian, Is the University preference to integrate via Ethos? If not, what is the preferred method?
	• **We are in the middle of our Ethos implementation so it will depend on timing. The preferred alternative is a batch flat-file integration.**
39	Will this solution be used by the entire University of South Carolina System, or by a subset of the System?
	• **Ideally, solution will be set up in Columbia first then rolled out to the system.**
40	Do all entities within the system share common ERPs for Finance, HR and Student data?
	• **Yes**
41	Do all entities within the System share a common chart of accounts?
	• **Yes**
42	Do all entities within the System follow the same planning cycle/timeline?
	• **Yes**
43	Will the hybrid incremental resource allocation model be built into this new solution, or will this solution simply receive the outputs from the model?

	• **Hybrid incremental resource allocation model is no longer in use. We would prefer to have the RCM allocation model built into the solution (or incremental if this is utilized by a System institution).**
44	Please provide additional detail on the mechanics of the hybrid resource allocation model? For example, what metrics are used, how often is it updated, and what is the hybrid component?
	• **Hybrid incremental resource allocation model is no longer in use. See RFP Scope of Work A. Overview/History. For RCM formulation, timeline, detail at https://sc.edu/about/offices_and_divisions/budget/documents/fy21_budgetdocfinal.pdf**
45	If the solution is to be used by all Entities within the system which office will have primary responsibility for solution maintenance?
	• **Columbia institution is the flagship and approximately 80% of all activity of the system**.
46	What is the University's definition of "full budget lifecycle from forecasting through on-going maintenance"? What processes and sub-processes are included in this scope (ie. setting the annual budget, in-year forecasting, in-year budget adjustments, etc)?
	• **Your examples are indicative of requirements. See Budget formulation, timeline detail at https://sc.edu/about/offices_and_divisions/budget/documents/fy21_budgetdocfinal.pdf**
47	Will the University provide technical resources to support data integration?
	• **See response at 18.**
48	In the context of "Minimum System Requirements: #4": At what level is this forecasting required? For example, does this reference the projection of Consolidated GAAP based financial statements, budgets at the GL level, or somewhere in between?
	• **Internal Budget to actual reporting is required as per the RFP. Consolidated GAAP are not required for Phase 1, but it could be integrated in later Phases if deemed appropriate.**
49	Please provide examples of the business rules outlined in "Minimum System Requirements: #9".
	• **e.g., Budget adjustments cannot allow the department or fund to be out of balance. Budget adjustments must be made for funds that exist where adjustment can be booked as appropriate.**
50	Please provide example of the multiple account structures, segments and budget consolidation outlined in "Minimum System Requirements: #15".
	• **e.g., System should be able to produce reports across all state appropriations funds. System should be able to produce reports for one specific account code, if necessary. System should be able to produce report in summary and detail for all academic units, then support units, then auxiliary units.**
51	In the context of "Minimum System Requirements: #16": what accounts will be budgeted on an accrual basis vs. a cash basis? Please provide an example.

	• **e.g., Accrual entries are included in PeopleSoft Finance, and system should be able to accommodate along with regular transactions.**
52	In regard to "Minimum System Requirements: #19": Are the fringe benefit rates composite rates based on a position class/grouping? If not, please provide additional detail on how the fringe benefit rates are applied to a position.
	• **Composite rates are used depending on HR classification.**
53	For end user training, does the University prefer a train the trainer approach, or for the selected vendor to provide end user training?
	• **See response at 15.**
54	In regard to "Program resourcing and expenditure evaluation" how are Programs identified within the chart of accounts? Is it a grouping of SpeedTypes, or some other chart element?
	• **See response at 21.**
55	In Technology Requirements 2a the University refers to "expert guidance on the reengineering of these processes", does the University prefer a thorough evaluate of current planning process and stakeholders before starting the software implementation
	• **No. The general budget structure has been set. Changes to processes would involve day to day flow and automation of budget and actual data from the Budget office to the users and back if the Proposed Offeror has a best practice to suggest.**
56	Please describe the level of change management support the University is looking for the selected vendor to provide.
	• **The University anticipates change management to the extent Proposed Offerors can suggest elements that will contribute to the success of the project.**
57	How many total users do you expect to use the solution?
	• **See response to Question 3.**
58	What features are required for commitment control in the system? Page 16 - Number 16
	• **University would anticipate a solution would not allow for over allocation of resources and would provide a structure that produces balanced budgets.**
59	How many versions of the approved budget are archived? Page 16 - Number 22
	• **System should allow for various versions of budget in planning stage. One version of the final, approved budget is archived per year.**
60	Can you provide an architecture diagram for outbound systems? Page 13
	We currently do not have an architecture diagram for outbound systems.
61	Are there any blackout periods that the users would not be available?

	• **See response at 5.**
62	Historical data - What is the source of the hisotrical data? Page 20 - Number 3
	• **See response at 13.**
63	Is the COA (chart of accounts) redesign in scope(Including any new or additional dimensions not used for Planning)?
	• **A redesign of COA is not anticipated.**
64	Not sure we understand the requirements? Please provide more detail. Page 16 - Number 10
	• **Requirement related to any request made to modify application proposed by a successful contractor.**
65	Not sure we understand the requirements? Please provide more detail. Page 18 - Section 2B
	• **H. Technology Requirements 2.b. speaks to a logical flow of data and functionality that meets or exceeds requirements in Request for Proposal.**
66	Will USC have a dedicated project manager? Page 18 - Section F
	• **See response at 4.**
67	What is the current breakdown by role (i.e administrators, planners, report viewers, etc.)? Page 13 - Section 3
	• **See response at 3.**
68	Will USC be responsible for data extracts to the new budgeting system? Page 13 - Section 3
	• **See response at 18.**
69	Is there additional pricing you need beyond application support services (years 2-5)?
	• **See response at 2.**
70	What is the University's allocation methodology? Pge 15 - Number 14
	• **See response at 19.**
71	Is there any existing automation tool for interface scheduling ?
	• **UofSC uses Automic UC4 job scheduling and batch file transfer interfacing.**
72	Is the Organizational redesign in scope (Including any new or additional dimensions not used for Planning)?
	• **We do not anticipate an organizational redesign.**

73	**III. Scope of Work/Specifications, Subsection B:** Can the University provide a prioritized list of use cases, processes and functional models covered by this RFP as well as the known deadlines by use case if applicable?
	• **The University is seeking a consolidated and consistent solution that meets or exceeds the requirements as stated in the Request for Proposals. Prospective offerors are to use this information to configure a proposed system that would encompass these requirements and provide any enhancements beyond the stated requirements.**
74	**III. Scope of Work/Specifications, Subsection D:** Can the University provide their expected implementation timeline by University Component? For example, would the University like to complete everything all at once or is the University looking to Phase deployment either by functionality or by Unit
	• **See response to 5.**
75	**III. Scope of Work/Specifications, Subsection J:** How many resources does the University currently expect to be allocating to the project, what are their backgrounds and expected roles on the project? (including the Contracting Officer Representative)
	• **See response to 4.**
76	**III. Scope of Work/Specifications, Subsection A:** What level of data manipulation and cleansig does the University currently expect to be needed to complete the project, if any?
	• **See response to 13.**
77	**III. Scope of Work/Specifications, Subsection J:** Can the University provide the expected breakdown by users by the following types for us to best provide detailed licensing costs? a. Administrator User b. Frequent Input User c. Infrequent Input User d. Reporting/View Only User
	• **See response to 3.**
78	**III. Scope of Work/Specifications, Subsection A:** Are there any plans to change the chart of accounts or make significant changes to Peoplesoft, your data warehouse or any other systems?
	• **No, we anticipate no changes to the COA.**
79	**III. Scope of Work/Specifications, Subsection A:** Are there any significant blackout periods for resources that will be leveraged on the project or other significant projects that may impact resource availability during the duration of the project?
	• **See response to 5.**

80	**III. Scope of Work/Specifications, Subsection B – Minimum System Requirements:** Are the current state/desired, future state calculations and processes relatively well documented? Will significant changes to logic beyond what is included within the RFP, best practices, existing Excel models or other documentation be needed?
	• **See response to 19.**
81	**III. Scope of Work/Specifications, Subsection C:** Can the University provide a prioritized list of use cases, processes and functional models covered by this RFP as well as the known deadlines by use case if applicable?
	• **See response to 73.**
82	**III. Scope of Work/Specifications, Subsection C:** Can the University provide their expected implementation timeline by University Component? For example, would the University like to complete everything all at once or is the University looking to Phase deployment either by functionality or by Unit
	• **See response to 74.**
83	**I. Scope of Solicitation:** Can the University clarify and provide the start date of the contract period and does that correspond with the expected start of the implementation? The current start date listed is the historical date of May 24, 2020.
	• **See response to 5.**
84	**II. Instructions to Offerors – A. General Instructions:** Can the paper offer requirement be waived, and electronic/email submissions allowed due to Covid-19 considerations?
	• **The answer to this question can be found in the solicitation page 1.** • **See Section II. INSTRUCTIONS TO OFFERORS- SUBMITTING A PAPER OFFER OR MODIFICATION, page 10.**
85	**III. Scope of Work/Specifications 16.:** Can the University further elaborate/clarify on how they are expecting to budget using Cash vs. Accrual methods? Is this truly asking and budgeting two different numbers or merely incorporating timing differences for reporting purposes?
	• **Reference to accrual is for timing differences.**
86	**IV. Information for Offeror to Submit:** There are page limits on multiple sections but is there an overall page limit for the response and if so, are all items in Section 5 excluded from this limit?
	• **Yes.**
87	Is there a separate reporting tool that is used to generate reports?
	• **See response to 12.**
88	Is the expectation that all reports are delivered within the application? Or should the application be integrated to existing data warehouse?
	• **See response to 13.**

89	Would you consider full US based vendor with majority of team in US but having two employees working abroad?
	• **Yes**
90	Would you consider custom built cloud based solution?
	• **The University is able to accept a cloud-based solution.**
91	How many users do you need? How many of them are Admin, Consumers or Developers?
	• **See response to 3.**
92	In the RFP, you mentioned a "Phase 1", are the three data sources (Peoplesoft Finance, Peoplesoft Human Capital Management and, Ellucian Banner) included in this phase?
	• **The data sources listed will be available as needed by the solution.**
93	In the RFP, you mentioned a data warehouse do we need to use it as a data source?
	• **See response to 13.**
94	Do business rules and calculations need to be performed in the budget system or are they already calculated in the data sources (Peoplesoft)?
	• **See response to 13.**
95	If calculations are required, how many business rules/calculations do you have or expect to have?
	• **See response to 13.**
96	Do we need to export information into another system?
	• **Yes, the platform of record is PS Finance, and the budget amounts should be exported to that ERP.**
97	Could you estimate the number of reports we need to include in the scope?
	• **See response to 12.**
98	How is the quality of the data sources where information comes from? Do we need to estimate time for data cleansing tasks?
	• **See response to 13.**
99	Is there any documentation of your current budgeting process that could be used in the early stages of the project?
	• **See Budget formulation, timeline detail at https://sc.edu/about/offices_and_divisions/budget/documents/fy21_budgetdocfinal.pdf**

100	How many years of historic data must we consider?
	• **We look to the Prospective Offerors for solutions on inclusion of historic data.**
101	Do you have an in-house Peoplesoft team? Or is the solution managed by another contractor?
	• **Yes.**
102	Have you received demonstrations from qualified vendors for this project? If so, which vendors?
	• **See response to 37.**
103	Do you have a dedicated team for this project?
	• **See response to 4.**
104	Is the University open to contracting with the software vendors and implementation partners separately?
	• **The University prefers to engage with primary contractor who will be responsible for entire solution and any ensuing support.**
105	Does Long Range Planning/Multi-year forecasting at UofSC involve Balance sheet and Cash flow modeling?
	• **Phase One need not include balance sheet aspects although later phases may incorporate.**
106	How many users are expected to use the system? Please specify by read-only, data entry, and model builder/administrator role users.
	• **See response to 3.**
107	Is there a target go-live date for Phase 1 of budget development, long-range planning and forecasting?
	• **See response to 5.**
108	How many users will access the system?
	• **See response to 3.**
109	How many users will need administrator access?
	• **See response to 3.**
110	What is the number of departments being budgeted?
	• **See response to 21**.
111	How many Projects/Activities being budgeted?
	• **See response to 21.**
112	Are budget and forecast detail at the monthly or yearly level?

		• **Ideally forecasting could be done less than annually.**
113		Under Minimum System Requirements, #9, can you provide examples of the validation logic to be incorporated into the tool?
		• **Chartfield validation, that the chartfield used is active for the period budgeted.** • **The combination of chartfield is valid for period budgeted.** • **Budget is balanced** • **Various control accounts are/remain in balance**
114		Can you provide samples of the reports from your current system?
		• **See response to 12.**
115		Can Ellucian Banner accept ODBC connections? If not, can the data be exported from Ellucian to a flat file?
		See response to 38.
116		The Pricing proposal should be limited to the requirements defined as Phase 1, correct?
		• **See response to 2.**
117		Can we possibly get a two week extension on the offer submission date? Current due date is **Tuesday, October 13, 2020 at 11:00 AM (Local Time)**
		• See page 1 of this Amendment.
118		Did the University review any budgeting systems/software prior to the release of this RFP? a. If so, which ones?
		• **See response to 37.**

119		Did the University employ the services of an outside consult in the drafting of this RFP?
		    a. If so, which one(s)?
		    b. And are they precluded from responding to this RFP?

		• **No.**
120		Is the University anticipating that it will enter into contract negotiations once the vendor has been selected?
		• **The answer to this question can be found in the solicitation, VI. AWARD CRITERIA-DISCUSSIONS AND NEGOTIATIONS- OPTIONAL, page 28.**
121		Is there any other budget preparation software that will be used in conjunction with the proposed system?
		• **No.**
122		Do you expect the selected vendor to provide a full-time project manager?
		• **See response to 4.**

123	Do you expect the selected vendor to act as a change agent and provide a change management resource?
	• **Although extensive institution-wide change management leadership is not anticipated to be needed, if the Prospective Offeror would share their approach to understanding role of change management in implementation and roll-out process.**
124	What top three benefits do you want out of the new solution implementation in order to call this project a success?
	• **The University is seeking a consolidated and consistent solution that meets or exceeds the requirements as stated in the Request for Proposals. Prospective offerors are to use this information to configure a proposed system that would encompass these requirements and provide any enhancements beyond the stated requirements. All responses will be evaluated as set forth in Section IV of the RFP.**
125	Have you identified the University SMEs (subject matter experts) who will attend requirement gathering workshop(s) on an as-needed basis?
	• **Yes.**
126	Did the University identify new solution administer(s)?
	• **The University does not understand what is being asked.**
127	Is the University open to Software Solution training for a select few key SME's (potential System Administrators) before the project kicks off?
	• **See response to 125.**
128	What degree of planning process changes do you envision with the implementation of new planning solution?
	• **See response to 55.**
129	What is the expected number of end-user for the Budgeting solution? Number of users has a direct correlation with the software cost. Please provide expected number of users
	• **See response to 3.**
130	What is the expected dollar amount or percent value for the bid bond?
	• **This is not in the scope of this RFP.**
131	Does the University consider waiving the bid bond requirement?
	• **This is not in the scope of this RFP.**
132	What is the expected budget for this project?
	• **There is no set budget for this project. We ask that all offerors provide their best pricing.**
133	Is the University open to perpetual licensing cost?

	• **The University is open to any proposed solution that meets the requirements.**
134	Is the University open to SaaS subscription-based software licensing? a. If yes, is the University open to a multiple year term on the SaaS pricing (say 3-5 years)?
	• **The University is open to any proposed solution that meets the requirements.**
135	For how many named users does the University wants to acquire budgeting software?
	• **See response to 3.**
136	Is your expectation to purchase the software directly from the RFP responder or does the option exist for you to purchase the software directly from the selling brand (Oracle, IBM, OneStream etc.)?
	• **Refer to response in 104.**
137	Does the University have a standard budget template? a. Are there any sections of the template that differ from department to department or campus to campus?
	The term Budget template can be defined in different ways. The University standardizes the budget process in Columbia. Templates are different but standard across the other institutions.
138	What time buckets do you budget at (by month or by quarter)?
	• **Budgets are programmed annually.**
139	Does the University forecast monthly, quarterly, or some other frequency?
	• **The University forecasts at all levels mentioned above, but the level of detail and specific data forecasted can differ.**
140	What does the University use for ERP? SAP, PS, Oracle etc.
	• **See RFP Section III A.**

141	What version is the ERP?
	      b. PeopleSoft Finance: Ver: 9.xx
	      c. PeopleSoft Human Capital Management: Ver: 9.xx
	      d. Ellucian Banner: Ver: ???

	• **HRMS 9.20.00.000** • **Financials/SCM 9.20.00.000** • **Banner 9.3.17**

142	What is the University's General Ledger (GL) Chart Fields (Funds, Accounts, Departments, etc.)?
	      a. Please provide a full count of members for each Chart Field.
	      b. Is there one COA for both budgeting and actuals (GL) or are multiple COAs being used?
	      c. Does the University use different COAs for different FY and budgeted years?
	      d. Do all campuses use the same COA?

	• **See response to 21.**
143	How many years of historical budget and actual data from GL need to be loaded? Please provided the number of desired years vs. required years for reporting needs.
	• **See response to 100.**
144	What are the data sources for the Operating Budget other than GL and HCM?
	• **See response to 13.**
145	What GL segments and non-GL segments are used in budget development (such as funds, programs, projects and departments etc.)?
	• **The University uses Unit, Dept., Fund, Account, Product in some cases, Projects in some cases.**
146	Does the University currently use Budget Requests process to capture narrative descriptions of each program? Can you please provide a sample request form?
	• **Currently, the University has a web-based access tool that captures and compiles this information.**
147	How many years are planned for during budget development?
	• **The University currently approves one year's operating budget per cycle.**

148	What calendar year does the University use (Fiscal Year or Calendar Year)?
	    a. Is there any campus or department that is an exception to this (do all the University campuses/departments use the same year system?
	    b. Is there a requirement for the solution to provide both Fiscal and Calendar year option?

	• **All system institutions and affiliates use fiscal year only ending June 30.**
149	Do you allocate any expenses (i.e. allocate total rent to each department)? a. If yes, how many expenses are allocated?
	• **See response to 19.**

150	Have you identified your allocation drivers?
	    a. If yes, what are they (revenue, headcount, sq. ft etc.)?
	    b. Any quantity (sq. ft, head count, electric meter readings, gas consumptions etc.)?

	• **See response to 19.**
151	Are these allocations single or multi step allocations
	• **See response to 19.**
152	Have you standardized these expense allocation(s) cross your departments/Campuses?
	• **See response to 19.**

153	When does the University start personnel Budgeting process?
	• **See response to 19.**
154	What is the number of active positions the University budget for?
	• **7000**
155	What is the number of existing employees the University budget for?
	• **7000**
156	Is the University unionized? If yes, can the University provide an estimate on the number of unique collective agreement clauses that are salary impacting as this has a direct impact on the estimation for the setup and implementation?
	• **No.**
157	Are the COLA and next step increase dates stored in your HR system? a. If so, is there any discreet code or way to identify which one is which?
	• **The University does not receive step increases.**
158	Do you calculate turnover? If yes, how does the University calculate turnover? a. Is it by employee or by department or by any other way?
	• **Although FTE planning was mentioned as possible additional module for an integrated solution, such module would not be in Phase 1. General nature of solution is sufficient for scope of this proposal.**
159	Does the University assume all existing and vacant position start dates are the first day of the Budget year?
	• **Although FTE planning was mentioned as possible additional module for an integrated solution, such module would not be in Phase 1. General nature of solution is sufficient for scope of this proposal.**
160	Does the University employ any pool or shared positions or are all the positions single encumbrance?
	• **Single.**
161	Currently, does the University allocate position/employee cost to multi-fund, department, grants and/or projects?
	• **Yes.**
162	Does the University capitalize position cost?
	• **No.**

163	Does the University currently use Commitment Control?
	• **See response to 58**
164	Is the KK ledger for PeopleSoft currently configured?
	• **Yes**
165	Are discreet salary cost factors (earnings, allowances, etc.) individually maintained with separate GL codes?
	• **Although FTE planning was mentioned as possible additional module for an integrated solution, such module would not be in Phase 1. General nature of solution is sufficient for scope of this proposal.**
166	Is there any discreet code or way to identify vacant positions in the University's HR system?
	• **Although FTE planning was mentioned as possible additional module for an integrated solution, such module would not be in Phase 1. General nature of solution is sufficient for scope of this proposal.**
167	When does the University start Capital Budgeting process?
	• **Although capital planning was mentioned as possible additional module for an integrated solution, such module would not be in Phase 1 or Phase 2. General nature of solution is sufficient for scope of this proposal.**
168	With Capital Asset Planning being important in your requirements matrix, what is your current process for both prioritizing and capturing Capital Asset plans (including Depreciation schedules and Asset in Service Dates)
	• **See response in 167.**
169	What is the official source for capital expense planning data such as depreciation, project data, etc.?
	• **See response in 167.**
170	Does the University anticipate Capital Spending projects where Project Forecasting will be a future requirement?
	• **See response in 167.**
171	Does the University use budget request process for capital expense budgeting?
	• **See response in 167.**
172	What is the number of average budget request during regular year?
	• **See response to 19.**

173	Does the University perform capital expense planning at the same level of detail as GL chart fields or at a lower or higher level of detail?
	• **See response in 167.**
174	How many years are planned for during capital expense budget development?
	• **See response in 167.**
175	How many types of capital projects does the University budget for?
	• **See response in 167.**
176	What is the number of active capital projects?
	• **See response in 167.**
177	Is capital expense budget performed in advance of other phases of the budget process?
	• **See response in 167.**
178	How do you plan for depreciation expense?
	• **See response in 167.**
179	What types of assets does the University plan/budget for (property, Cars, Computers, single etc.)?
	• **See response in 167.**
180	Does the University currently use a system to store these assets that we could connect to?
	• **See response in 167.**
181	Does the University fund any project by issuing a bond? a. If yes, currently does the University use a system to store Bond details
	• **See response in 167.**
182	Does the University track bond calendar year or fiscal base?
	• **See response in 167.**
183	Does the University do any planning or budgeting for Grants? If so, please advise on questions 71 thru 79.
	• **This is not within the scope of this RFP.**
184	What is the official source for Grant data?

		• **This is not within the scope of this RFP.**
185	Does the University have Grants that are for multiple years?	
	a. How does it budget for Grants?	
		• **This is not within the scope of this RFP.**
186	Is there any discreet code or way to link the new/future Grants replacing existing/expiring grants to facilitate accurate calculation of carryover amounts on multi-year Grants?	
		• **This is not within the scope of this RFP.**
187	Does the University perform Grants planning at the same level of detail as PS GL Chart Fields or at a lower or higher level of detail?	
		• **This is not within the scope of this RFP.**
188	Does the University currently use Budget Requests in Grants planning?	
		• **This is not within the scope of this RFP.**
189	How many years are planned for during Grants budget development?	
		• **This is not within the scope of this RFP.**
190	How many types of Grants budgeting does the University perform?	
		• **This is not within the scope of this RFP.**
200	Is Grants planning performed in advance of other phases of the budget process?	
		• **This is not within the scope of this RFP.**
201	Can the University please provide a list of current standard reports that are used to validate budget entry?	
	a. Can sample reports also be provided?	
		• **See response to 12.**
202	In lieu of the Systems integrator creating all requested Reports, is your team open to a lower cost option of us creating a portion of the reports with knowledge transfer for your team to create the balance?	
		• **The University is seeking a consolidated and consistent solution that meets or exceeds the requirements as stated in the Request for Proposals. Prospective offerors are to use this information to configure a proposed system that would encompass these requirements and provide any enhancements beyond the stated requirements.**

203	Do you expect to go through a reports rationalization process to lower the expected number of reports?
	• **See response to 12.**
204	Is Budget Book Creation process in scope? If so, please advise on questions 83 thru 85.
	• **No**
205	Related to budget book publishing, is the University looking for the vendor to do most of the of work in order to produce the book vs. will the University staff do most of the heavy lifting, or will the effort be shared?
	• **University staff will do most of the heavy lifting.**
206	Related to budget book publishing, is the University looking for the system to replicate the current design/layout of the budget book, or is the University open to changing the design/layout?
	• **Current layout has gone through many iterations and approvals, but we are open to suggestions.**
207	What is the number of narratives the University is requiring (i.e. one for department, one for each category, etc.?
	• **This is not in the scope of this RFP**
208	What is the University's preferred training approach? Does the University require the selected Vendor will provide training for all users? Or the University prefers that the selected vendor creates training material and adopt "train-the-trainer" approach where the selected vendor trains the University power users only and the University power user conduct the end-user training?
	The answer to this question can be found in the solicitation: • **Section III SCOPE OF SOLICITATION- G. Minimum Level of Success; page 17.**
209	Is the University open to send select few key Power Users or potential System Administrators to Software Solution training before the project kicks off?
	• **See response to 4.**
210	Does the University plan on integrating Security with LDAP?
	• **No**
211	Does the University plan on integrating Security with Single Sign on?
	• **Yes, CAS**
212	Does the University require the solution to be FedRAMP Certified, if yes would it eliminate a vendor from responding to this RFP if they were not FedRAMP Certified?
	• **This is not required, but a FedRamp certification is recommended.**

213	Does the University require the solution to have the data encrypted at rest, if yes would it eliminate a vendor from responding to this RFP if the data wasn't encrypted at rest?
	• **The requirement would be based on data classification and university policy. I would suggest referring to the External Data Sharing Certification and/or Contract Addendum for External Data and Systems Service Providers requirements.** https://sc.edu/about/offices_and_divisions/division_of_information_technology/chiefdataofficer/datausesharing.php
214	Does the University require the solution to be in a single tenant cloud environment, if yes would it eliminate a vendor from responding if they only offered a multi-tenant environment?
	• **Please refer to the External Data Sharing Certification and/or Contract Addendum for External Data and Systems Service Providers requirements.** https://sc.edu/about/offices_and_divisions/division_of_information_technology/chiefdataofficer/datausesharing.php
215	Does the University require a specific guaranteed uptime as it pertains to the cloud environment with service credits if the uptime isn't met? If yes, would this eliminate vendors from responding to this RFP if they couldn't meet your uptime request?
	• **See requirements on page 16, number 10 of the RFP.**
216	How many environments does the University require? (Dev, Test, Train, QA, Prod etc.)
	• **See response to 8.**
217	When you go-live on the Budgeting Solution, what amount of previously reported data do you expect to have stored and reconciled in the system? Can you provide all the data sets (year + category) and years you expect (i.e. Actual 2015, Budget 2015, etc.)?
	• **Answer to this question is to be determined with expertise from Successful Offeror.**
218	What is the source of historical data?
	• **See response to 62.**
219	Is there any source/report etc. where the historical data will be reconciled back to?
	• **See response to 62.**
220	Does the University prefer to utilize our direct connection capability vs. loading via flat files?
	• **Answer to this question is to be determined with expertise from Proposed Offeror.**
221	How often would you need/want data to be updated in the Budgeting Solution?
	• **Daily is preference.**
222	Are there any other systems other than Ellucian Banner, PS GL and HCM that the proposed solution will need to integrate/interface with?

	• **We anticipate a Business Analytics platform for outflows from the proposed solution.**
223	Do you anticipate the Budgeting Solution storing and collecting supplemental data that is not available in the GL or source systems (i.e. roll-forwards, allocation drivers, Headcount, etc.)? If so, can you provide some guidance on the type of information that you would like to collect inside the Budgeting Solution.
	• **RCM drivers include faculty/staff FTE or square footage supplied by Institutional Research.**
224	Does the University expect any go-live (transition) support service?
	• **Yes**
225	Does the University expect ongoing support services be provided by the vendor?
	The answer to this question can be found in the solicitation: • **Section III SCOPE OF SOLICITATION- G. Minimum Level of Success; page 17.**
226	Does the University expect onsite or offsite support services?
	The answer to this question can be found in the solicitation: • **Section III SCOPE OF SOLICITATION- G. Minimum Level of Success; page 17.**
227	Does the University have an existing support desk that the vendor should integrate with or the University expects that the vendor can utilize its own support desk?
	• **No.**
228	Does the University expect to have a full-time dedicated support manager?
	• **No other than Budget power users.**
229	Please list all holidays and/or blackout dates when the University employees are not available for this project.
	• **Optimal dates for project are incorporated into our decision for the Start Date. See also https://sc.edu/about/offices_and_divisions/human_resources/benefits/time_away/holidays/index.php**
230	Is there any existing major project or new project(s) expected to kick off during this time period that may impact this project?
	• **No other major project exists.**

231	What are the scoring weights assigned to each of your evaluation criterion?
	     e. Cover Page & Page Two of the solicitation
	     f. Platform Structure and Design
	     g. Implementation plan
	     h. Customer Service & Ongoing Support Plan
	     i. Minority Participation

	j. References
	k. Qualifications
	l. Price Proposal
	• **The scoring weights assigned to each criteria cannot be disclosed during the RFP process.**
232	What is the expected go-live date for this project? For what budget year, is the University anticipating using the proposed solution?
	The answer to this question can be found in the solicitation: • **Section I SCOPE OF SOLICITATION- MAXIMUM CONTRACT PERIOD- ESTIMATED; page 4.**
233	Can you please confirm expected start date May 24, 2020 for this project?
	The answer to this question can be found in the solicitation: • **Section I SCOPE OF SOLICITATION- MAXIMUM CONTRACT PERIOD- ESTIMATED; page 4.**
234	For each of your current general ledgers please list the number of segments in each Chart of Accounts as well as a count for how many values each segment contains (i.e. Cost Center - 1,400, Accounts - 2,000)
	• **See response to 21.**
235	Within the RFP we did not see any reference to vendor product demonstrations. Will vendor product demonstrations be conducted before University of South Carolina makes a selection and posts the award for this RFP? Or will the decision be made solely based off the RFP proposal/response
	• **This is not in the scope of this RFP. See Section VI. AWARD CRITERIA-EVALUATION FACTORS; page 28.**

Include these pages with your Bid.

- End of Amendment 1 -