Procurement and Contracting Services

REQUEST FOR PROPOSAL ORACLE CLOUD FINANCIALS IMPLEMENTATION SERVICES

ADDENDUM #2

Please mark all proposal submission
Envelopes with the following information

Sealed RFP # L192207
Due on March 28, 2022 no later than 2:00 PM, MST

The following questions were received prior to the close of the Technical Question period on March 7, 2022 at 12:00 PM MST:

1. In section 1.3 (Current Arizona System Environment) it states that the University has recently acquired Dell Boomi for Master Data Management (MdM) and as an integration broker. Can you please confirm whether you are already in production with Dell Boomi or if this will be used for the first time with this project?

   We are in production with Boomi but very early in production and very limited experience and only a few integrations built in test as we learn the application. We do have staff who have become certified.

2. In section 1.3 (Current Arizona System Environment) it states that the University uses PeopleSoft HCM and Student Administration, and these solutions will be retained. Do you anticipate any retrofits being required to either of these systems beyond just the integrations and if so, do you have any resources aligned to support these retrofits?

   Most likely there will be a few retrofits in the HCM and SA space as we move forward. We do have resources we can pull from however they also are supporting the current production. We have ensured the HCM and SA teams understand that implementing Oracle Financials is a priority.

3. Scope General Ledger. Please provide the number of Legal entities defined in the current system. Number of companies/FEIN.

   The University of Arizona is the single legal entity defined in the current system.

4. Scope General Ledger. Please provide the number of Operational entities (PeopleSoft Business Units) defined in the current system.

   The University of Arizona is the single legal entity defined in the current system.

5. Scope Accounts Receivable. Please provide approx. number of AR Invoices created monthly. Provide approx. number of customers.

   For traditional awards, we have approximately 700 invoices created monthly for Sponsored accounts and approximately 300 sponsors who have a monthly payment against a Sponsored account.

   Outside of Sponsored related invoices, this process is decentralized and handled differently across campus.

6. Scope Accounts Receivable. Please confirm if an external tax system is used for Tax calculation for AR transactions.

The University does not use an external tax system to tax calculations on AR transactions.

7. Scope Accounts Receivable. Number of Customer Invoice format and Customer statement format for Customers

   Outside of Sponsored related invoices, this process is decentralized and handled differently across campus. We are open to discovering and implementing industry best practices.

8. Scope Accounts Payable. Please provide approx. number of suppliers.

   The University currently maintains a vendor file of approximately 77,000 'active' vendors, of which approximately only 11,000 vendors are actively receiving payments from the University. We are currently working on a project to purge vendors in anticipation of the Oracle project implementation.

9. Scope Cash Management. Please provide the number of banks and Bank statements format for import cash transactions.

   We have fifteen bank accounts and the format is BAI.

10. Scope Fixed Assets Please provide the number of assets books and types (corporate/tax) and the number of assets across asset books.

    We have one asset book for tracking assets for financial reporting purposes.

11. Scope Self-Service Procurement Please provide the number of items in all Internal catalogs, online catalogs, punch-outs.

    The University has 63 active vendors (punch out and hosted). There are hundreds of thousands of catalog and punch-out items housed and managed with Jaggaer.

12. Scope Accounting Hub. Business case of using Accounting Hub.

    The University has systems that will interface and we are open to the use of Accounting Hub as part of the overall solution.

13. Scope Risk Management. Business case of using Risk Management - Specific areas of focus

    Risk Management was featured specifically related to PCard functionality with the intent to create embedded auditing rules and functions to mitigate risk and also create policy warnings and issues worklists. We are open to leveraging this functionality and best practices throughout the solution where appropriate.

14. Scope General Ledger. Please provide details on Cost allocations - Number of plans & models

    The University of Arizona assesses a service fee for the activities of indirect costs related to grants and contracts and administrative service charge recoveries on certain types of revenue and expenses as well as gift funds. Allocations are also performed to distribute the expendable portion of endowments. Cost allocations are performed by various campus units, including service centers. Details of cost allocations performed by campus units will be discoverable during the implementation process.

15. Conversions Fixed Assets The number of All active assets. The number of Lease assets.

    There are 80,624 active movable assets and approximately 35 leased assets. Additionally, there are approximately 17,500 fixed asset records maintained in a separate database comprised of buildings, land, additions, renovations, etc. It is important to note that an individual fixed asset could have multiple records based on how they are broken out for depreciation purposes.

16. Conversions Inventory Management. Space and Facilities conversion - What is the business purpose for its conversion?

    The business need is to leverage building and room location details for procurement and delivery functions as well as tracking asset locations for physical inventory purposes.

17. Conversions Purchasing. The number of Vendor contracts for conversions.

    We have approximately 18,000 open purchase orders. There is activity to close as many as possible before the actual conversion.

18. Conversions Inventory Management. The number of Inventory locations and Inventory items to be converted.

    This information will be determined during the implementation process and will depend on system functionality.

19. Conversions Grants Management. Please provide the number of active Grants that exist in the current system.

    We have 4,603 awards (e.g., grants, contracts, etc) in the system. We will need to move all awards to the new system.

20. Integrations Self-Service Procurement Procurement- Business-to-Business (B2B) Process - Number of e-Commerce platforms to be integrated

The University deals with one platform (Jaggaer) which has 63 active vendors (punch out and hosted).

21. Can you share anything about who is a part of the selection committee and responsible for the scoring proposals?

    The University can release the name of the committee members upon award. The members responsible are from a cross-section of departments and services.

22. Does this RFP require a performance or payment bond?

    Per Section 4.34 Performance and/or Payment Bonds in the Request for Proposal, performance and/or payment bonds are required to be provided by the successful vendor.

23. Are you looking for a Chart Of Accounts (CoA) transformation as part of this exercise? Or would you prefer to share your existing CoA?

    We are changing our chart of accounts as part of this process. We will not be bringing over the existing chart of accounts. Please see Section 1.2 Review of Chart of Accounts (COA) under Section 1. Discovery Activities in Attachment 1 Model Statement of Work for details on consultant responsibilities and deliverables for the Chart of Accounts work.

24. Will you be publishing all those who attended this conference?

    Yes. See Exhibit A.

25. Could you please let us know if there is any minimum requirements on proposed project team experience and references?

    Please refer to section 5.9.4 Services Firm Project Team Experience (Scored) for information.

26. Follow up on chart of accounts, is redesigning the new chart of accounts in scope for the implementation partner, or will Arizona do that in advance on starting the implementation?

    Please see Section 1.2 Review of Chart of Accounts (COA) under Section 1. Discovery Activities in Attachment 1 Model Statement of Work for details on consultant responsibilities and deliverables for the Chart of Accounts work.

27. Do you have a preferred integration platform or are you open for recommendations?

We recently purchased Boomi and will be our preferred platform. We are open to recommendations and discussion, but Boomi was purchased to be our core platform.

28. Are you expecting our proposal to be:
    a. 1) Fixed Price or
    b. 2)T&M: Time and Materials

    Please see Section 5.9.6 Cost Proposal in the Request for Proposal for detailed instructions on completing the cost proposal worksheets.

29. Is implementing oracle cloud financials at a US university a mandatory requirement for qualification?

    Yes, that is part of the limiting criteria.

30. Is there a limitation on just the Tucson location or will there be satellite locations?

    We have satellite locations that will use the system.

31. The Oracle Certifications you listed as an OPN, does not mean a vendor can do a good job to implement. Can you remove that requirement?

    At this time, it remains part of the requirements.

32. To follow on, the location question. Do you expect training at all locations and any beyond Tucson and Phoenix?

    We have satellite locations where the system will be used and anticipate there will be remote training opportunities.

33. "What system is being used for 1) Student Financials and 2) Student Management? Does this scope include integration to these systems too?

    We use Peoplesoft Student and do have integrations to these systems.

34. If you do not have Travel and Expense application today, what do you use?

    We do use some limited functionality within our current system and Adobe Sign to route the Travel Authorization Form. Please see the Business Process Design – Travel summary in Attachment 9 – Business Process Documentation Examples for more detail.

35. Will we get a copy of this deck?

Yes, please see Exhibit B. Please note, the official RFP and addendums will be the official record so please use those and don't rely on the slide deck.

36. RFP Section 3.98 – Limiting Criteria: Will UA consider the primary implementation services vendor as passing this requirement if the qualifying client project will be successfully completed prior to the University's project start date?

    The qualifying client project would have to be completed by the time the RFP proposals are due to pass limiting criteria.

37. Any requirements about being on site?

    We are open to a remote or hybrid work modality. There may be times it will be important to have key members onsite. The timing of these can be discussed as part of the overall project plan.

38. Is there any possibility for extension of due date?

    At this time the University is not considering an extension, however, if anything changes an addendum will be posted with the new deadlines.

End of addendum, all else remains the same.

Exhibit A

Attended	User Name (Original Nar	First Name	Last Name
Yes	Tammara Cox	Tammara	Cox
Yes	Matt Pine	Matt	Pine
Yes	Kathy Linenberger	Kathy	Linenberger
Yes	Meg Phillips	Meg	Phillips
Yes	Steven Johnson	Steven	Johnson
Yes	Claire Straub	Claire	Straub
Yes	Ryan McDaniel	Ryan	McDaniel
Yes	David Kohne	David	Kohne
Yes	Michele Ayau	Michele	Ayau
Yes	Heather Jenkins-Barnes	Heather	Jenkins-Barnes
Yes	Suresh Katamreedy	Suresh	Katamreedy
Yes	Premi Hira	Premi	Hira
Yes	Jason Burr	Jason	Burr
Yes	Sarah Sullivan	Sarah	Sullivan
Yes	Mark Retz	Mark	Retz
Yes	Garth Carter	Garth	Carter
Yes	Ted Simpson	Ted	Simpson
Yes	Neeraj Vavilala	Neeraj	Vavilala
Yes	Josh Ezring	Josh	Ezring
Yes	Robbie de Lleur	Robbie	de Lleur

Exhibit B

THE UNIVERSITY OF ARIZONA

RFP L192207- ORACLE CLOUD FINANCIALS IMPLEMENTATION SERVICES

Pre-proposal Conference

03/03/2022

Agenda

- Introductions
- Purpose and Logistics
- Background
- Scope of Solicitation
- Proposal Highlights
- Evaluation
- Vendor Interviews
- Questions and Conclusions

Introductions

- **Celeste Kanzig,** Manager, Procurement and Contract Services, RFP Coordinator
- **DJ Parslow**, Information Technology Manager, Services Evaluation Committee Chair

Purpose

The purpose of the conference is to provide for questions and answers regarding specifications of the RFP.

Pre-Proposal Conference Logistics

- Registration details submitted for this webinar will serve as attendee list. Please send any updates to Celeste Kanzig (cdkanzig@arizona.edu)
- Participants will be muted during presentation.
- Questions can be entered in the Q&A area and will be answered in the Q&A session at the end or responded to in an amendment.
- Additional questions after this call may be submitted in writing. The deadline for submission is **March 7, 2022**.
- Verbal representations or responses to questions at this conference are not official. Respondents are to rely on written statements issued by the RFP Coordinator. Any other communication will be considered non-binding on the University. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Respondent.
- Nothing in this presentation alters the RFP. In the event of a conflict, the RFP and its official amendments shall prevail.

Background- Current System

- The University uses Kuali Financials, which was implemented in 2011, as the comprehensive financial system.
- Kuali Financials modules include Accounts Receivable, Accounts Payable, Vendor Management, Capital Asset Management, Chart of Accounts/General Ledger, Financial Processing, Contracts and Grants, Purchasing/B2B, Labor Distribution, Workflow, Identity Management, and Effort Certification. Some modules have been modified by the University to meet operating needs.
- Monthly, the system processes 4,000 purchase requisitions, 15,000 payments, including 2,500 travel trips/reimbursements and handles over 16,000 purchasing card transactions. It contains over 21,000 active accounts and 1,000 object codes (natural accounts).
- There are over 1,000 average unique daily users and over 3,000 unique users in a month. Transactions use integrated workflow and document management.
- The University does not currently use a Travel module.

Background- Need for Action

The University of Arizona current financial system no longer meets the needs of the University. To achieve modern efficiencies in today's world of fast-moving changes, we are exploring a more robust Software as a Service (SaaS – cloud-based) financial system that will provide the University increased financial clarity, a more standardized and robust Chart of Accounts, and more modern and streamlined business processes.

System Stability

The University is concerned about the ongoing support of the system, which puts the University at risk for stability with respect to cost, maintenance, growth, and security.

Technical Challenges

The myriad of disparate and siloed systems on campus warrants the need for evaluating ways to better optimize, leverage, and integrate those systems ahead of a new financial system.

Background - Guiding Principles

The guiding principles are implementation ideals that drive how elements of the project will be designed, implemented, and operated. They are guard rails, to help ensure every decision, process, and task has a means of attaining operational excellence in the new financial system.

- Promote flexibility and adaption
- Ensure utmost system integration and connectivity
- Establish mechanisms of standardization
- Increase understanding, evaluate, and seek to improve business processes
- Commitment to collaboration and optimal use of resources
- Create project transparency

Scope of Solicitation

- The Arizona board of Regents (ABOR), on behalf of the University of Arizona, is soliciting proposals from interested vendors to furnish the University with implementation services for a new financial system. The University has awarded Oracle Cloud Financials for the Financial Management Software as a Service (SaaS) solution and is looking for services to implement the solution.
- The University is procuring comprehensive implementation, integration and change management services needed to configure, and deploy Oracle Cloud Financials.
- In addition, the prime implementation services contractor will be expected to manage interactions and support with Oracle America, Inc. during the implementation contract period.
- Please see Section 5 of the RFP for more information regarding project scope and timing.

Tentative Procurement Schedule

These dates are estimates and may be updated during the procurement

02/25/22	Issuance of RFP
03/03/22	Pre-proposal conference 1:00 P.M., MST
03/07/22	Questions/Inquiries due no later than 12:00PM, MST
03/28/22	RFP is Due March 28, 2022, no later than 2:00 PM, MST
04/25/22-04/29/22	Finalist Vendor Presentations

Project initiation will be determined based upon selection outcomes.

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Proposal Highlights-Proposal Organization

All proposal response items and proposal organization requirements are detailed in RFP Section **3.7.10 Proposal Organization and 5.9 Response Material.** There are nine attachments to the RFP.

- **Attachment 1 - Model Statement of Work** (can be used as starting point for required response)
- **Attachment 2 - Cost Schedules** (response required)
- **Attachment 3 - Current Arizona Systems Environment** (informational)
- **Attachment 4 – Metrics** (informational)
- **Attachment 5 - Arizona Data Conversions Inventory** (informational)
- **Attachment 6 - Arizona Integrations Inventory** (informational)
- **Attachment 7 - Modules in Scope** (informational)
- **Attachment 8 - Prioritized BP's – Scope for Standardization** (informational)
- **Attachment 9 - Business Process Documentation Examples** (informational)

Proposal Highlights-Limiting Criteria

The Limiting Criteria/Mandatory Qualifications of the offer will be evaluated on a pass/fail basis. Vendors should affirm and describe how they meet these criteria in 5.9.3 SERVICES FIRM QUALIFICATIONS AND EXPERIENCE. **Any Vendor that does not meet the following criteria will be eliminated from further consideration**:

- The Respondent will be required to be an Oracle Certified Implementation Partner;
- The primary implementation services vendor will be required to show it has successfully completed an implementation of Oracle Cloud Financials where, (1) it acted as the primary provider of implementation services, AND (2) the client was a university in the United States.

RFP Submission Considerations

- See RFP Section 3.8 for submission requirements
- Proposals must be received by the date/time and uploaded to the University's secure storage box no later than 2:00 PM, MST 03/28/2022
- Vendors, please be advised that it is *your sole responsibility* to ensure your proposal is received as described above. The University shall not be responsible for any delays that may occur.
- Proposals must be **uploaded** to:

Box Secure Upload:
In response to the current COVID-19 Pandemic, proposal responses will be accepted until the due date and time at **https://arizona.app.box.com/f/e4237fe32c274be0a975423e4577a93f**

Please title your response in the upload folder as: RFP_VendorName_Response

Evaluation

The University has assembled an Evaluation Team representing different business/technology areas. Evaluation Criteria for Oracle Cloud Financials Implementation Services (RFP Section 3.9.10)

ROUND 1 SCORING

- Proposed Project Team Experience
- Project Approach and Methodology
- Cost Proposal
- Firm Qualifications/Experience

ROUND 2 SCORING

<u>Vendor Interviews</u>

- Proposal Question Reponses, Clarifications, and BAFO
- Ability to implement within proposed resources, timeline and methodology
- Quality of Proposal Walkthrough

<u>BAFO Cost Proposal</u>

Vendor Interviews

- The University will invite finalists for virtual vendor interviews
- Scheduled for April 25-April 29, 2022
- Vendor interview agenda/topics will be provided to all finalists

Bear Down!

Questions and Answers

- **Contact us:**
  Celeste Kanzig cdkanzig@arizona.edu

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