



June 5, 2018

ADDENDUM NO. 1

REQUEST FOR PROPOSALS (RFP) # SJ1804-BUDGET PLANNING AND EPM SYSTEM

ONE (1) ORIGINAL SIGNATURE HARD COPY AND TWO (2) USB DRIVES OF THE RESPONSE TO BE SUBMITTED

All responses shall be addressed and returned to the new location by the extended due date:

**City Colleges of Chicago
Dawson Technical Institute
Procurement Services
3901 South State Street, Room 102
Chicago, IL 60609**

**Attention: Sheila Johnson, District Director, Business and Procurement Services
Responses must be received no later than 12:00 p.m. local Chicago time, on
Wednesday, June 20, 2018**

Part I - Questions, Responses and Clarification of Information:

1. We kindly request a two-week extension to the stated due date of June 12th for proposal submission.
Response: A one-week extension will be granted.
2. To accommodate multiple implementation partner options, can more than one proposal be submitted by a vendor?
Response: Yes
3. Of the stated 125-150 EPM users, can a breakdown be provided of how many users for each respective area:
 1. Financial budgeting, planning and forecasting - 6
 2. Monthly roll up of actual from ERP for reporting purposes - 10
 3. Financial and management reporting and disclosure - 10
 4. Strategic planning, forecasting and strategy management - 20
 5. Profitability modeling and optimization -15**Response: see response above**
4. What is the budget for the Software as a Service Solution?
Response: We request that you provide the most cost-conscious option available.

5. What is the budget for the professional services for installation, implementation, data conversion, application development, training and first year's warranty, maintenance, and support?

Response: The City Colleges of Chicago would like a SaaS package software thus no installation or software development cost. There will be a subscription cost, configuration of software, and integration cost. We request that you provide the most cost-effective option with detailed breakdown for the specific professional services included and any assumptions made.

6. Do the M/WBE companies included within our the M/WBE plan need to be based in the Chicago area? Also can the CCC provide a list of preferred M/WBE companies?

Response: While preferred, scheduled MBE and WBE firms do not have to be Chicago based. Please refer to Section 5.1, C of Appendix 1 for the list of acceptable certification agencies. Additionally, CCC does not provide a list of "preferred" MBE/WBE firms. We can provide links to the public certification databases for agencies that we accept:

<https://chicago.mwdbe.com/?TN=chicago>

<https://cms.diversitycompliance.com/>

<https://cookcounty.diversitycompliance.com/>

:

7. In CCC's estimation how clean and aligned is the chart of accounts and data to support the new budget process in a systematic way? If the chart of accounts and data needs to be scrubbed how much time does CCC believe it will take and how many resources will CCC be dedicating to the effort?

Response: Finance/Accounting/Budget will be working on data clean up prior to data implementation with multiple resources

8. Can CCC provide a list of the types of What-If Analysis will be done as part of Phase I?

Response: Manual What-if analysis, Data Tables, Scenario Managers

9. Is CCC looking for a professional services estimate for each of the three phases or only the first phase?

Response: We would like a cost estimate for each of the three phases. We understand that for phase III, there will be assumptions made to determine the cost.

10. What BI solutions does CCC currently leverage and expect this solution to be integrated with?

Response: CCC would like to have the ability for an extract or API with the possibility for integration at a later date. CCC currently uses Zogotech for BI managed services, Microsoft SQL Server Reporting Service (SSRS) for Business Intelligence, and Python language for the ETL.

11. What ETL solutions does CCC currently leverage and expect this solution to leverage?

Response: CCC does not currently utilize an off-the-shelf ETL application such as *Informatica* or *Ab Initio* and there is no preferred ETL. In general, we would like you to recommend the most efficient and cost-effective technology solution for integration based on our needs and industry “best practices” (real-time, near real-time, batch). We leverage PeopleSoft’s proprietary *Integration Broker* (i.e., middleware technology and api’s that facilitates synchronous and asynchronous messaging among external and internal systems). In addition, if absolutely needed, we have experience utilizing SOAP or REST services for real-time/near real-time integrations. Whatever technology solution you propose, please make sure the license and maintenance costs are included in the subscription.

12. Does data from the Budgeting Software need to be sent back to the ERP system? If yes, please elaborate on the level of detail and integrations expected. Can this be provided by phase?

Response: WIP (TL)

Phase I

- We do not expect any data to be sent back to the ERP via automated integration. Should be able to extract data from Budget Solution leveraging delivered functionality and/or tools.

Phase II

- Budget Solution to/from PeopleSoft Finance system
- Budget Solution to/from PeopleSoft HR system*
- Budget Solution to/from PeopleSoft Campus Solutions (CS) system*

*It may be possible to integrate just to PeopleSoft Finance and leverage PeopleSoft integration for HR and CS instead of building three integrations from the Budget Solution. This depends on detailed requirements determined during Discovery.

Phase III (possible options)

- Budget Solution to/from CCC’s BI Solution
- Budget Solution to/from Oracle Taleo or similar Recruitment Solution

Other – Minimum Phase II

- SSO (Single Sign-on) with ADFS
- Same Sign-on (LDAP/Active Directory)

13. How many inbound and outbound integrations does CCC anticipate being needed as part of this project? Can this be provided by phase?

Response: See #12

14. Do you have a project management office in place and will you be assigning a full time or part time project manager to this project?

Response: We do not have a project management office. CCC will assign staff to coordinate and ensure that tasks are execute as needed. Please identify in your proposal the requirement of CCC staff. The City Colleges of Chicago assumes that we will have some level of responsibility in delivering on all

phases of the project. Please provide details on the tasks and the roles that might be the responsibility to the City Colleges of Chicago staff.

15. At what level of the fund hierarchy is the annual budgeting done? Do you budget at All Funds or at a higher level?

Response: See Annual Budget Book for Fund definitions and budgeting

16. Do you require the use of any specific tracking tools to be used during testing cycles of the project?

Response: No.

17. Is there any interest or need to review current state processes and provide process or methodology improvement recommendations? If yes, please detail what areas of the budgeting and planning process this is required for?

Response: CCC is undertaking an effort to define process mapping of desired future state. Please provide your standard solution recommendation independent of current state processes.

18. Please provide details for any significant changes taking place in the finance and/or accounting organization that may impact this project? (e.g. new chart of accounts, ERP implementations etc., budget methodology change)

Response: None noted

19. Can CCC provide the expected users that will be involved for each phase of the project if anything less than the 125-150 users listed by the Admin, Read/Write and Read Only users?

Response: Budget Team - 7

Business Managers and Executive Directors – 30

Executive Team - 6

20. Has the College already held any onsite demonstrations with any software vendors within the past 24 months that are being considered and can the College list those platforms out?

Response: No. After the written proposals are being evaluated, the finalists will be invited for an oral presentation and demonstration of the software solution.

21. Will the college contract separately for services and software or is it a requirement for there to be one contract?

Response: CCC would like one contract for software and services although there may be multiple partners.

22. Since the RFP requests both software and services, is there a preferred lead proposer between the two?

Response: No

23. Can CCC provide the weighting of their Evaluation Criteria listed in Section VI – Evaluation Criteria?

Response: CCC will not disclose the weighting criteria - please provide your best proposal assuming a well-balanced weighting.

24. Should Section II – Intent and Scope of Services be used to define the scope or should Exhibit B be leveraged for this. There appears to be some misalignment between the two sections. For example, position budgeting is listed in Phase II in Section II but in Phase I in Exhibit B.

Response: The Intent and scope of services aims to provide a high-level overview of our goals. The Exhibit B is a more detailed requirement breakdown by phase. Line item 1.6 pertaining to 'Workforce and staff expense planning' for instance will be done with data from initial load without the integration with the ERP.

25. Is CCC open to alternate phasing approaches if we feel there may be another way to approach the project and can must have functionalities for Phase I be listed?

Response: Yes; please provide your best approach assuming that CCC will have minimum functionality to prepare the budget for FY20 utilizing the new solution.

26. It was stated at the bidder conference that the MBE/WBE participation goals should also include software costs. We would like to exclude software from the participation goals and here is the justification - Since the City Colleges have required a Software as a Service (SaaS) solution, the software vendor chosen will maintain all of the software and hardware required for the project. There are no MBE/WBE software companies that can provide this specialized service. Therefore, the City Colleges will not be paying the traditional software pricing model that is common for an On-Premise solution, but instead will be paying a "subscription service fee" for as long as the City Colleges elect to use the software solution provided. As a prime contractor, we can only offer services that can be performed by an MBE/WBE firm to meet the requested goals. Since there are no services available to be provided to an MBE/WBE firm for a "subscription service", there is no available option for a prime to comply with the Total Contract Value as requested. Please advise a resolution to this situation.

Response: Given the potential, for software development and customization as part of the solution provided to CCC and there being MBEs and WBEs in that space this work should be included in the calculation of MBE/WBE participation as part of the implementation costs.

However, MBE/WBE participation is not included in the costs for CCC to maintain the tool (subscription service).

27. How many total capital projects, active and non-active, do you have currently? b) Are you looking for Capital Project Planning application?

Response: Please see Budget Book for Capital Budget and ongoing Projects; See RFP Exhibit B Phase 3 item 1.1 for Capital Project Planning

28. You mentioned there are \$859 million in assets, are you expecting the software to manage Capital Assets? Or in another word, are you looking for Capital Asset Planning software?

Response: Please see Budget Book for Capital Budget and ongoing Projects; See RFP Exhibit B Phase 3 item 1.1 for Capital Project Planning

29. How many users will be managing "(a) Strategic planning, forecasting and strategy management; and (b) profitability modeling and optimization, specifically? Is this the same as the 125-150 Users listed?

Response: approx. 50 users

30. Would CCC consider extending the due date until June 28th, 2018?

Response: See answer to question number 1.

31. Has a budget been set aside for this project? If so, how much?

Response: Yes. We will not disclose at this time as to not influence the bidding process.

32. Can the CCC confirm that the expected start date for the project will be September 2018 and the expected first go live will be January 2019?

Response: CCC would like to start implementation as soon as contract is signed with the intent of having the first phase go live in January 2019.

33. What is the expectation of CCC for the Go Live Dates:

a. Phase 1 – Jan 1 or Jan 31 2019?

b. Phase 2 – June 1 or June 30 2019?

Response: The goal is to have Phase I go live January 4, 2019; Phase II go live June 3, 2019; and Phase III go live December 20, 2019.

34. What is main reason for multi-phase project?

Response: CCC would like the minimum functionality available so that we may prepare the FY20 budget using the solution (even if not all functionality is available).

35. Is CCC open to different implementation schedules? (e.g. 6 or 9 month schedule)

Response: Yes; as long as minimum functionality is available to accommodate the FY20 budget preparation as per our requirement. Also, would need to coordinate resource availability at CCC to align with proposed timeline.

36. What are the obstacles to moving the Phase II scope into the Phase I release date (Jan 2019)?

Response: CCC phases were generated based on the desire to prepare the new budget using the proposed solution. As such, we require to have a have the minimum set of functionality configured. We would be willing to include more functionality in the January release date as long as we don't jeopardize the release date by adding more functions that need to be configured, tested, etc.

37. Is there any existing major project or new project(s) expected to kick off during and may impact this project?

Response: There is no major project planned at this time that is expected to impact this effort.

38. Please list all holidays and/or blackout dates that the CCC employees are not available for this project.

Response: July 4th – Independence Day

September 3rd – Labor Day

November 22nd – 23rd Thanksgiving holiday

December 24th – 25th Winter holiday

December 31st – January 1st – New Years

39. Did the CCC review any budgeting software solutions prior to the release of this RFP? If so, which ones?

Response: No; CCC has not reviewed any solutions in the past 12 months.

40. Did the CCC employ the services of an outside consultant (3rd party) in the drafting of this RFP? If so, which one(s)? And are they precluded from responding to this RFP?

Response: CCC has not used the services of a third party in the preparation of the RFP

41. Is the CCC anticipating that it will negotiate the contract with the selected vendor?

Response: Yes.

42. What are the current Infor (Financial and HR System) modules owned and used by the CCC?

Response: CCC does not own any Infor modules at this time.

43. What versions of systems are in use?

Response:

Representative list of some critical CCC systems

PeopleSoft Human Capital Management	Version 9.2
PeopleSoft Financials and Supply Chain Management	Version 9.2
PeopleSoft Portal	Version 9.1
PeopleSoft Campus Solutions	Version 9.0
Oracle Taleo	Version 15B.7.1

44. Are there any other systems the CCC desires the new budgeting solution to integrate with other than those listed in the RFP (PeopleSoft Human Capital Management Version 9.2, PeopleSoft Financials and Supply Chain Management Version 9.2, PeopleSoft Portal Version 9.1, and PeopleSoft Campus Solutions version 9.0)?

Response: The Budgeting system will integrate with PeopleSoft Solution and Recruiting Solution (Taleo). We would prefer to have an API for reporting needs but at a minimum extract ability. We also prefer to authenticate via Single Sign-on (SSO) with ADFS (Active Directory Federated Services) or Same Sign-on using LDAP/Active Directory.

45. Is it acceptable for the CCC that the integration solution may require an on-premise component to be installed?

Response: CCC would prefer to not have an on-premise component. If an on-premise component is needed, CCC would like to minimize the number of users that would require that (e.g., admin).

46. Is there any other budget preparation software that will be used in conjunction with the proposed system?

Response: No.

47. Does the CCC have a standard budget template? Are there any sections of the template that differ from department to department?
Response: Budget template is standardized for all departments within CCC.
48. Does the CCC require any production support after the go live dates?
Response: CCC assumes that as a subscription based offering, production support will be part of the ongoing maintenance beyond the stabilization period.
49. Do you expect the selected vendor to provide a full-time project manager?
Response: Yes. Please provide your best proposal including your standard project management methodology and resource allocation.
50. Do you expect the selected vendor to provide a full-time change management resource?
Response: If respondent believes that a full-time change management resource is required, please include in the proposal with the justification. We would like to include this as optional and priced separately.
51. What top three benefits do you want out of the new solution implementation to call this project a success?
Response: Easy to use solution for data extraction to multiple users, accurate budget preparation and legacy data, and nimble analysis of what-if scenarios.
52. Will the CCC provide a project manager?
Response: Please see answer to question 14.
53. Has CCC identified SMEs (subject matter experts) who would attend our requirement gathering workshop(s) on as needed basis?
Response: Yes. Additional resources will be identified based on the required staff of the selected proposal. See below
Expected City Colleges of Chicago Responsibilities:
The City Colleges of Chicago assumes that we will have some level of responsibility in delivering on all phases of the project. Please provide details on the tasks, duration, commitment levels, and roles that might be the responsibility of the City Colleges of Chicago staff.
54. Are CCC's application administrator(s) identified?
Response: Yes.
55. What degree of planning business process changes do you envision with the implementation of a new planning solution?
Response: Moderate

56. What time buckets do you plan at? By month or by quarter?

Response: Payroll – weekly
Academic year – term (Summer, Fall, Spring)
Monthly Financial Reviews
Annual Budget – fiscal year July to June

57. With CCC's focus on implementing a SaaS solution, has CCC contemplated post-implementation functional support for the software solution to assist with getting potential functionality enhancements into production?

Response: Not at this time.

58. How many environments does the CCC expect to have? (Dev, QA, Training, Prod, etc.) Is there a minimum requirement?

Response: CCC would like a minimum of 2 environments – UAT/Training and Production. Please propose your recommended environment.

59. What is the CCC's preferred internet browser? (i.e. Firefox, Internet Explorer)

Response: Internet Explorer (Edge) and Chrome but would like the application to be accessible using all major browsers.

60. How many years of historical budget and actual data from PeopleSoft need to be loaded?

Response: We would like to have initial audit data for FY18, and FY19 budget load at the summary level

61. What are the data sources for the operating budget other than PeopleSoft?

Response: In addition to the PeopleSoft Financials, CCC uses Taleo, recruiting solution, for applicant and hire data.

62. What GL segments and non-GL segments are used in budget development, such as funds, programs, projects and departments etc.?

Response: See Budget book for Definition and Descriptions of Funds, Programs, Projects, Departments, Classes and Account

63. What is class segment is used for?

Response: See Budget book for Definition and Descriptions of Funds, Programs, Projects, Departments, Classes and Account

64. Does the CCC currently use budget requests in the planning project?

Response: question not understood

65. How many years are planned during budget development?

Response: While the annual budget development is for the upcoming year, CCC also does long term financial planning, usually 5 to 7 years

66. Can the CCC provide the COA design?

Response: See #62

67. Is there one COA for both budgeting and actuals (GL) or are multiple COAs being used?

Response: See #62

68. Does the CCC use different COAs for different FY and budgeted years?

Response: See #62

69. Can you please confirm that the CCC only uses fiscal year?

Response: Yes, CCC uses fiscal years: July 1st to June 30th.

70. Is there a requirement for the solution to provide both fiscal and calendar year options?

Response: No

71. Is there any agency or a department that use either calendar year or fiscal year?

Response: All departments use the same fiscal year July 1st to June 30th.

72. Do you allocate any expenses? If yes, have you identified your allocation drivers? If yes, what are they? (Revenue, Headcount, SQFT etc.) Quantity. Are these allocations single or multi step allocations?

Response: in the future we desire to be able to cost at a per unit level (student headcount, credit hour, sq. ft, employee headcount)

73. Have you standardized these expense allocation(s) cross your departments?

Response: not at this time, will review for later phases

74. Are discreet salary cost factors (earnings, allowances, etc.) individually maintained with separate GL codes?

Response: yes

75. Is there any discreet code or way to identify vacant position in the CCC's HR system?

Response: yes

76. Are the COLA and next step increase dates stored in your HR system? If so, is there any discreet code or way to identify which one is which?

Response: Yes, discrete code per the Job Family; processed by HR system

77. Can the CCC provide an estimate on the number of unique collective agreement clauses that are salary impacting? This has a direct impact on the estimation for the setup and implementation.

Response: 10

78. How does the CCC calculate turnover? Is it by employee or by department or by any other way?

Response: we desire to more accurately calculate this in the future

79. Does the CCC assume all existing and vacant positions' start date is the first day of the budget year?
Response: yes
80. Does the CCC employ any pool or shared positions or all the positions are single encumbrance?
Response: yes
81. Currently, does the CCC allocate position/employee cost to multi fund, department, grants and/or projects?
Response: yes
82. What is the official source for grant data?
Response: Grant agreements
83. Does the CCC have grants that are for multiple years?
Response: yes
84. How does it budget for grants?
Response: using the existing budget process
85. 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?
Response: not currently
86. Does the CCC perform grants planning at the same level of detail as PeopleSoft GL chart fields or at a lower or higher level of detail?
Response: yes
87. Does the CCC use budget requests in grants planning today?
Response: question not understood
88. How many years are planned for during grants budget development?
Response: based on grant agreement; one budget year is allocated in the budget
89. How many types of grants budgeting does the CCC perform?
Response: Local, State, Federal, Private
90. Is grants planning performed in advance of other phases of the budget process?
Response: concurrent to Districtwide operating budget
91. What is the official source for capital expense planning data such as depreciation, project data, etc.?
Response: General Ledger

92. Does the CCC use budget request process for capital expense budgeting?
Response: See Budget Book section regarding Capital Investments
93. Does the CCC perform capital expense planning at the same level of detail as PeopleSoft GL chart fields or at a lower or higher level of detail?
Response: not at this time
94. How many years are planned for during capital expense budget development?
Response: One year as part of a 5 year plan
95. How many types of capital projects does the CCC budget for?
Response: see budget book
96. Is capital expense budget performed in advance of other phases of the budget process?
Response: is concurrent with Operating Budget
97. How do you plan for depreciation expense?
Response: General Accounting reviews existing capital assets and also estimated depreciation for upcoming fiscal years
98. Can the CCC please provide a list of current standard reports that are used to validate budget entry?
Response: do not currently have a system of standard reports
99. Can sample reports also be provided to responders to this RFP?
Response: no sample reports available until Phase II/III
100. Related to budget book publishing, is the CCC looking for the vendor to do most of the of work in order to produce the book vs. will CCC staff do most of the heavy lifting, or will the effort be shared?
Response: Looking for tool to assist with publishing, CCC staff will do heavy lifting
101. Related to budget book publishing, is the CCC looking for the system to replicate the current design/layout of the budget book, or is the CCC open to changing design/layout?
Response: open to changing design layout, within parameters as provided by GFOA
102. What are the number of narratives that CCC is requiring (i.e. one for department, one for each category, etc.?)
Response: see budget book; currently one per campus, and various vice chancellors
103. Does the CCC intend to develop all the reports required for the Budget Book?
Response: Yes

104. Can you provide a more detailed breakout of the 125-150 projected affected end-users.:
- i. Finance or other offices by college/department
 - ii. By role with number in each role
 - iii. To whom do these users report?

Response: this will be provided at a later date within Phase I

105. The CCC has mentioned that it requires training. What training approach does the CCC prefer? Custom end-user training where the selected vendor creates training material and conducts the end-user training or "train-the-trainer" approach where the selected vendor creates the training material and trains the administrators only and the administrators conduct the end-user training.

Response: Train the trainer approach as well as video training materials. Supplemental training sessions as needed when major changes made to the software.

106. Does the CCC administer training using a learning management system (LMS)? If so, what is the LMS?

Response: No.

107. Does the CCC plan on integrating security with LDAP/active directory?

Response: Yes. We prefer to have SSO using ADFS (Active Directory Federated Services). If that is not possible, than *same sign-on* using LDAP with Active Directory. As a final alternative, we can create custom SAML 2.0 HTTPS/URLs that pass encrypted information/tokens as long as the solution is highly secure.

108. Does the CCC plan on integrating security with single sign on?

Response: Yes. Please see response to #107.

109. Regarding the percentages of participation for MBE (25%) and WBE (7%) of the total contract value: As the cost of the SaaS subscription and the cost of the implementation of the SaaS comprise the total contract value, is the combined MBE/WBE participation of 32% calculated on the implementation cost alone or on the SaaS subscription cost and the implementation cost as well?

Response: Given the potential, for software development and customization as part of the solution provided to CCC and there being MBEs and WBEs in that space this work should be included in the calculation of MBE/WBE participation as part of the implementation costs.

However, MBE/WBE participation is not included in the costs for CCC to maintain the tool (subscription service).

110. Phase 1 in the RFP does not include a description related to budgeting and forecasting for data input. Please clarify and provide a description of the budgeting and forecasting process to be developed in phase 1? I.e., how many current state templates are to be built in the selected solution? How many reports?

Response: any existing templates and reports will be shared with the selected vendor

111. Who are the end users of the budget system? I.e., Deans, Vice Chancellors, department administrators, executive assistants, etc?
Response: varies from Analysts to Vice Chancellors
112. How are number of end users allocated to the various colleges across the CCC system?
Response: evenly
113. Does CCC have recent experience regarding a system-wide deployment of a software system and can CCC share lessons learned on what worked well or didn't work? Every college has its own culture and this information may help inform a change management strategy to drive a successful software deployment.
Response: CCC does not have any recent system-wide deployment experience for which change management has been a challenge. The audience is eager to have a budget system and willing to change processes as part of the adoption.
114. What type and number of resources will be assigned to the implementation project from City Colleges of Chicago? Will CCC assign a FT or PT project manager?
Response: Please see answer to question 14 for the project manager question. With regard to additional staff assigned for the implementation, CCC will designate adequate staff participation based on the required needs.
115. Please clarify if you'd like the bid to include/exclude/optional for change management services?
Response: Optional.
116. Please clarify if you'd like the bid to include/exclude/optional for end user training? Does CCC prefer train-the-trainer or vendor to lead 100% of the training?
Response: End user training should include train-the-trainer session and video materials. Supplemental training should be provided every time a substantial change to the software occurs.
117. Are there notable blackout dates when your resources would have limited/no availability?
Response: See question 38 for CCC blackout dates
118. How did CCC come up with the Timeline for system deployment?
Response: The timeline was designed to enable CCC with the basic functionality to prepare the FY20 budget using the new budget solution.
119. What are the specific dates for the FY Budget Cycle?
Response: Planning is year-round, budgeting begins in January, tentative by June, board approval by July
120. What is the expected Return on Investment for this project? How are you measuring this return?
Response: see #124

121. What Software vendors are you considering for this new solution?

Response: All SaaS software are being considered for this new solution. We would like a nimble, easy to use, light weight software that would provide us with the standard functionality for budget preparation.

122. What do you see as being the Key Success Factors for this project?

Response: Ability to have an easy to use solution to prepare the budget for FY20 that is accurate and efficient.

123. Business Pains – What issues/challenges do you face?

Response: Slow preparation time, inaccuracy due to manual processing, inefficiency.

124. Can you tie a cost or \$ figure to solving these issues?

Response: CCC will not disclose the ROI analysis at this time.

125. From a resource perspective, client resources are typically required for the roles below. Can you please given an indication as to how many resources you expect to be devoted to the project?

Response:

Expected City Colleges of Chicago Responsibilities:

The City Colleges of Chicago assumes that we will have some level of responsibility in delivering on all phases of the project. Please provide details on the tasks, duration, commitment levels, and roles that might be the responsibility of the City Colleges of Chicago staff.

126. Please indicate the expected level of dedicated project time for those roles below if possible. Please note this in terms of FTE's (e.g. If a resource can dedicate 20 hours per week for the project they would be a .5 FTE):

- i. Project business lead and project IT lead
- ii. Business subject matter experts
- iii. IT server admin
- iv. Source system subject matter experts
- v. Do you foresee assigning a full time project manager to this project?
- vi. Do you foresee assigning a full time CCC System Administrator throughout this project?
Where will the client team be located?

Response:

Expected City Colleges of Chicago Responsibilities:

The City Colleges of Chicago assumes that we will have some level of responsibility in delivering on all phases of the project. Please provide details on the tasks, duration, commitment levels, and roles that might be the responsibility of the City Colleges of Chicago staff.

CCC will provide resources as needed for the entirety of the project; for some portions of the project full time resources will be made available (e.g., requirements, design, testing). Please identify requested resources from CCC so that we may align as best as possible.

127. Is CCC open to having consultants work remotely?
Response: Where possible, CCC is open to having consultants work remotely. However, some roles/tasks will require on-site presence and would expect consultants to make necessary arrangements.
128. Do you want to be involved with the build/unit test of the application? If so, how involved?
Response: Yes; CCC team should have a final test for the UAT (user acceptance) test for each major function introduced. Also, CCC should be involved in all testing for integration and SSO.
129. When new system is deployed, will CCC maintain the existing process for parallel testing purposes? (I.e. validate legacy system results with new solution system results?)
Response: Yes.
130. Are there other factors or risks that may materially impact the time required to complete the system implementation (e.g. source system dependencies, integration with other projects)?
Response: No
131. How many end users need to be trained?
Response: Budget Team - 7
Business Managers and Executive Directors – 30
Executive Team - 6
132. Who are specifically are the financial users and end users? What roles do they perform?
Response: Budget Team - 7
Business Managers and Executive Directors – 30
Executive Team – 6
The roles will be discussed in Phase I.
133. Does CCC Does your IT staff have the ability to write SQL queries against the data sources?
Response: Yes.
134. Do you have current ODBC drivers for each of your PeopleSoft Systems?
Response: CCC prefers to leverage existing APIs and *Integration Broker* for the PeopleSoft systems. If there is a gap, we will work with the vendor on a case-by-case basis to customize and/or develop additional integration strategies (taking into consideration effort, complexity, and future maintainability).
135. How many years of historical data required for budgeting? For reporting?
Response: Initially, we would like a one year load at the summary level. Additional historical data load will be considered optional.

136. Please describe what is meant by 'Salvage'. (Page 8 – Section: Phase II)
Response: salvage is planned savings from turnover and the timing of hires
137. Please describe budget process - start date, amount of time, review process etc.
Response: See budget book for Budget Process
138. Describe salary planning process at a high level.
Response: budgeted concurrent with non-personnel expenses
139. What are the budget assumptions? Have facilities (internet, classrooms, whiteboards, and machines) to conduct training?
Response: question not understood
140. What are the budget KPIs?
Response: none currently
141. What is the member count for each of the below dimensions? (how many funds, how many cost centers...)
Response: We will provide details to selected vendor
- i. Account (6 digits)
 - ii. Fund (5 digits)
 - iii. Department (7 digits)
 - iv. Program (5 digits)
 - v. Class (5 digits)
 - vi. Grant (9 digits)
142. How many operational and management reports are required in each phase?
Response: Phase I – would like to have a list of the standard reports available with the software solution. Phase II and III would identify any additional custom reports needed (assume 10 reports for pricing).
143. What is the frequency of each of the required reports?
Response: Monthly spend reports
144. How many users will consume or interact with these reports?
Response: 30
145. What is the desired output format of the reports?
Response: standard Excel formats
146. What types of dashboards and how many will be required? Is mobile reporting required?
Response: Strategic, operational and analytical dashboards; mobile reporting is required

PART II – MODIFICATION(S) TO RFP DOCUMENT

Currently Reads Due Date:

All responses shall be addressed and returned to:
City Colleges of Chicago
Procurement Services
226 W. Jackson Blvd., Room 730
Chicago, IL 60606
Attention: Sheila Johnson, District Director, Business and Procurement Services
*Responses must be received no later than 12:00 p.m. local Chicago time, on
Tuesday, June 12, 2018*

Change to: New Due Date and Submission Location:

All responses shall be addressed and returned to:
City Colleges of Chicago
Dawson Technical Institute
Procurement Services
3901 South State Street, Room 102
Chicago, IL 60609
Attention: Sheila Johnson, District Director, Business and Procurement Services
*Responses must be received no later than 12:00 p.m. local Chicago time, on Wednesday,
June 20, 2018*

Please acknowledge receipt of all Addendums in your proposal responses.
END OF ADDENDUM