Addendum 1
RFP 23RFP8918: ERP Software and Implementation Services
as of 09/25/2023

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#	Question	State's Response
1	We have a global presence for development and support, both in the United States and abroad. Please confirm the RFP doesn't have restrictions on work locations.	The State has no blanket prohibition on potential vendor work locations being located outside the United States, however, as noted in RFP Section 7.4.2, "No work will be performed outside the United States without prior written permission from the State". Additional relevant guidance can also be found in the RFP, including in RFP Sections 1.16 – Restriction of Prohibited Entity, 1.17 – Restriction of Boycott of Israel, 4.2 – Remote Delivery of Services, and 5.4 – State Facilities Provided.
2	In reference to RFP Section 3.2.3, if a vendor is not FedRAMP compliant, but adheres to NIST 800 standards and SOC, will they be disqualified?	FedRAMP Moderate certification is not a mandatory requirement of the RFP. However, as noted in RFP Section 3.2, acquiring an ERP solution that incorporates functionality that meets or exceeds federal security standards is one of the stated goals and objectives of Project BISON. This would include FedRAMP Moderate certification, or its equivalency (e.g., compliance with NIST 800-53 guidelines) as determined by the South Dakota Bureau of Information and Telecommunications (BIT). BIT will assess the technical and security standards proposed in each of the RFP responses the State considers for contract award.
3	Please describe the purpose and functions of the systems that calculate and generate FHWA billing today?	The Construction Billing (CB) system currently handles these transactions. The system uses logic to split billings based on funding agreements specific to projects.
4	Does SDDOT expect the new Enterprise Resource Planning system to fully replace the system(s) that are used to calculate and generate FHWA billing today? If not, please describe the vision for how these systems will interact in the future.	A key objective of Project BISON is to integrate agency-specific financial systems into a single, integrated solution. This would include SDDOT's Construction Billing (CB) system.
5	Does SDDOT perform front end splits, back-end splits, or both?	SDDOT performs both front-end and back-end splits.
6	Does SDDOT use any of these finance methods - GARVEEs, SIBs, TIFIA, or Tapered Match?	SDDOT utilizes SIBs.
7	Does SDDOT utilize Advance Construction as a source of funding?	Yes.

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8	Does SDDOT currently have any interfaces to/from FMIS directly for Authorizations and/or current bill upload?	Yes, the Department of Transportation uses a home-built system (HC65_Authorization) to approve 292s (funding authorizations). From HC65, the transactions are approved and sent to FMIS. DOT also uploads a text file from Construction Billing to FMIS for the daily federal highway bill. SDDOT uses HC65_EDS (Electronic Data Sharing) to facilitate the upload of 292s to FMIS, as well as downloading files/reports from FMIS.
9	Does SDDOT utilize and bill FHWA for in kind contributions/donations?	Not that we are aware of. Please note that some projects have transactions that provide an in-kind match. In these instances, costs are added to the project with a correction document and billed to the appropriate fund code based on participating or non-participating costs.
10	How is the State currently performing the Cash Edit function (validating payments against available cash as well as budget appropriation authority at a minimum of two days prior to cash disbursement)?	The State does not currently perform Cash Edit functions against available cash before payment. Budget checking occurs when transactions are entered and prior to payment being issued.
11	Does SDDOT utilize the waterfall method, proportional method, or both for splitting transactions against FHWA Program Codes?	Assuming bucket billing is described by a waterfall method, SDDOT utilizes both proportional and waterfall methods. Current process uses the funding source identified by DOT accounting staff on the 292s in order of the sequence identified (bucket billing).
11.1	Does SDDOT utilize any other method of splitting costs for FHWA billing purposes other than what is defined above?	No.
12	How does SDDOT identify non-participating costs? Is there a systematic approach to identifying these or do users need to identify them as part of the transaction?	A combination of both methods is used. For example, specific coding is assigned by staff to denote non-participating costs. There is also logic built into the Construction Billing (CB) system to pull in the coding and create the billing.
13	Does SDDOT utilize toll or bridge credits?	No.
14	Does SDDOT have a negotiated indirect rate with FHWA that they are billing for?	No.
15	Does SDDOT track the Project Agreement End Date (Project End Date) in the current system or are you utilizing FMIS5 to track this?	No, SDDOT utilizes another DOT specific system (C2C - Concept to Contract) to track Project End Date.

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16	Will the State intend to have legislature users in the budget system?	All state agencies and branches of government prepare and submit their budget requests through a central budget system today. We do not anticipate that changing. If this question is in regard to the legislative appropriation and bill drafting process, the legislature has its own separate system and we do not plan to incorporate that functionality in a new budget system.
17	In the RFP, bottom of page 10, it lists the major existing system for Financial Reporting being the Oracle Cloud Financial Consolidation and Close System (FCCS) to create accrual-based annual financial reports from its cash basis budgetary accounting system. Also in the RFP, Section 3.4.2 Financial Management at the top of page 14, the bullet point lists the functional scope of wanting Financial Reporting capability to enable the production of the State's Annual Comprehensive Financial Report (ACFR). The question is..is the State open to continuing to use Oracle Cloud Financial Consolidation and Close System (FCCS) for the ACFR process?	A primary objective of Project BISON is to acquire and implement a comprehensive Enterprise Resource Planning (ERP) solution that offers the integration of core functionality components within a single system. As noted in RFP Section 3.4.2, "Financial Reporting capability to enable the production of the State's Annual Comprehensive Financial Report" is included as an expected functionality of the proposed solution. The State will consider all solutions meeting this objective, including solutions proposing systems that may currently be in use by the State.
18	Regarding the "Strategic Sourcing & Contracts" category of data conversion records, can the State please provide the quantity of solicitations/contracts for each of the past 4 years which would be desirable for migration into the new system?	The contract totals for commodity contracts (does not include service contracts) and solicitations (IFBs, RFPs, and SOIs) administered by the Office of Procurement Management are as follows: FY2020 = 125 contracts and 261 solicitations FY2021 = 138 contracts and 223 solicitations FY2022 = 114 contracts and 304 solicitations FY2023 = 72 contracts and 365 solicitations

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19	Could the State please clarify whether replacement of PP04 Payroll Distribution custom solution is in scope of the BISON initiative? Put differently, will BISON manage Labor Cost Distribution accounting, or will Labor Cost Distribution be managed outside BISON and handled through integration (lines 77 and 78 of Appendix 3)?	Without knowing the functionality available regarding Labor Distribution in the systems that will be evaluated for this RFP, it is difficult to know for certain the best approach. The State is looking for the solution that will serve the State best for the future. For the purposes of the RFP, assume it will be handled through integration with the state's HCM/Payroll system, although the state is open to alternatives.

The respondents should include the price of any Labor Distribution software and associated implementation services for consideration in the optional section of the pricing spreadsheet. |
20	Re: 100331 Cost Accounting Design: Please explain the specific information that needs to be extracted	The system must be able to receive statistical information (e.g., miles driven, hours used) and use that informaton to calculate a financial charge.
21	Re: 100343 Cost Accounting Design: Please provide examples of production and performance audits. Please provide a use case explaining what this process should look like.	One example, an IT programmer working for multiple agencies would have his or her hours tracked by a chart of account element and then the associated cost would be charged to the agencies being served.
22	Re: 100367 Cost Accounting Design: What does compute variance mean in this context.	Initial charges, based on an estimated rate, are recorded. Once actual costs are incurred, the actual costs are recorded. The compute rate is the actual cost per unit and the compute variance is the difference between the estimated rate per unit and the actual rate per unit.
23	Re: 100368 Cost Accounting Design: What's an example of usage in this context? Please provide a use case for what this process should look like.	An auditor is working on two different agencies audits. The actual salary costs are initially defaulted to a cost pool and then the actual costs are allocated based hours worked.
24	Re: 100369 Cost Accounting Design: What is a department service order?	A department service order is a work order or maintenance order where one agency provides services to another agency.
25	Re: 100379 Cost Allocation: Please define intermediary cost amounts.	An intermediary cost amount is an amount that is the result of an allocation that will then be further allocated.
26	Re: 100380 Cost Allocation: What type of information is needed? What types of activities are being perform?	The State desires to be able to calculate the cost per unit of service. Calculation might include the cost to issue a copy of a birth certificate or the cost per mile to operate equipment.

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27	Re: 100381 Cost Allocation: Please provide additional details on this requirement, including a use case if possible.	An agency receives an information request. The receiving agency will process the request and assign it to the appropriate staff persons. The request will be routed electronically to the staff persons who will then fulfill the information request.
28	Do you currently use a treasury management system? If so, what is name of it?	No (Excel)
29	How many banking partners do the envision automating via a treasury management system?	One (1)
30	Does the State prefer to have (1) a centralized cashiering process where all payments are made through one software with real-time, bi-directional integration back to other software or (2) decentralized where each department/software records their own payments and updates the financial system? If the State would like to move to a centralized cashiering approach, can you list the applications, outside of the Financial A/R that you would like the new cashiering application to take payments for, such as records, permits, licensing, etc.	(2) Decentralized. Cashiering/point-of-sale is not in scope for this project.
31	Could the State provide us with the total number of users, including supervisors, that would be accessing just the new Cashiering/POS module?? This would be based on receiving payments for the Financial A/R system, miscellaneous payments and any users associated with the answer above.? Read-Only users and daily departmental revenue submitters are no charge	Cashiering/point-of-sale is not in scope for this project.
32	Can the State list the current POS equipment and model you would like the Cashiering solution to integrate with or would the State like additional POS equipment to be included in the RFP response (receipt printers, scanners, cash drawers, check imaging/MICR devices, encrypted credit card swipe and EMV/chip/tap-to-pay devices)?	Cashiering/point-of-sale is not in scope for this project.
33	What credit processors is the State currently using?	Elavon

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34	Would the State like the new cashiering solution to become the State's Online Customer Payment Portal? If so, what applications would the State like to take online payments for?	Cashiering/point-of-sale is not in scope for this project.
35	Would the State like the cashiering solution to create an Image Cash Letter (ICL) containing check images for deposit, and send it to your bank?? If so, what bank?.	Cashiering/point-of-sale is not in scope for this project.
36	Does the State have a multi-check scanning process in place for recording checks and invoices in batch? If not, should this be included in the response? What is the annual volume that the State would scan using this process?	Yes. The state has approximately 12 locations performing remote check deposit today.
37	Does the State have scenarios where different departments/agencies need to submit end of day receipt summary information? If so, would the State like to automate that?	Yes, multiple agencies submit end-of-day receipt information today. Understanding that depositing into the state's bank account and receipting the funds to the proper GL areas are functions that may have different timing, automating the receipt summary information would be desired functionality.
38	Concerning the mandatory requirements, [company] understands that the State of South Dakota has requested references with $1B in annual budget and 8,000 employees. Given HR/Payroll is out of scope, is employee count a required metric for references? It's understandable why annual budget should be a desired metric for comparison purposes.	The requirement relating to 8,000 employees contained in 2.0.3.b relates to the proposed software being in production entity-wide for either a: a US State Government; or b: a local government of comparable size to the state. The State believes the number of employees in a local government is an applicable metric for the complexity of many types of financial transactions. In section 7.2.3.4 where references are requested, it states "to the extent possible, provide references for public sector customers of a similar size/complexity as the state." The qualifying mandatory requirements and the references do not necessarily need to refer to the same entity.
39	It would be immensely helpful if you could share an estimate of the current data size that is intended for migration into the new ERP system. The amount of data migrated might also be dependent on the solution selected.	We do not have an estimate of current data size from our mainframe system which will be migrated to the new ERP. It is the State's desire to migrate as little historic data as possible. The amount of data migrated may be dependent on the solution selected.

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40	Knowing the origin of the data holds immense value for us. Understanding the data sources will enable us to tailor our approach and address any potential complexities involved.	The primary data source of information that will need to be converted, transformed, and loaded into a new ERP system is our current Infor E:Series mainframe accounting system. Specifically items from common components such as GL, vendor file, and open AP documents would be candidates for conversion.
41	How many agencies, departments, or programs, will be utilizing grants management functionality?	As noted in RFP Section 3.4.2, proposed ERP solutions should include an integrated grant management functionality to support the State's entire grant management life cycle, both as grantee and grantor. This functionality should be available for use by all State agencies.
42	How many agencies manage competitive grant application processes?	Twenty agencies have budgetary authority for either state or federally funded grant payments.
43	How many agencies are grant recipients?	Seventeen agencies are recipients of federal grants.
44	Is there a centralized grants management department/division within the State?	No.
45	Do grant programs function independently or are there centralized procedures within the State? Or within agencies?	Grant programs function independently within state agencies.
46	Please provide a list of systems currently housing grant information and for each please provide the approximate number of records.	Agencies use self-developed methods to monitor and track grants using databases and Excel spreadsheets.
47	Is the State interested in programmatic or performance monitoring within the grant management portion of the project?	Please note the response to Inquiry #41. Additionally, functional requirements are listed in the ERP Solutions Requirements Document under the Grants Management Module from Req ID 100499 to 100709.
48	Requirement No. 1000707 mentions REAP-flex business rules in editing and or calculation processing. Is the state looking for the solution to have functionality tailored specifically to supporting direct allocation/non-competitive grants? Are there other rules and calculations the state expects to be supported?	Offerors should include the out-of-the-box flexibilities available to the State when setting business rules within their grant management solution.

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49	Requirement No. 100666 mentions the ability to calculate schoolwide pool. Please provide an expanded description of what the schoolwide pool is and in what context these calculations will need to occur (e.g., at time of application, reimbursement request, etc.). Please also provide examples of these calculations.	Please note response to Inquiry #48.
50	Regarding requirement No. 100698, please define Grant Percentages? Can you provide context around the need for 13 decimal places?	Grant percentages refers to the use of multiple grants in the allocation process. Please include in the response the decimal range for front-end allocation split percentions for allocations.
51	Does the State award grant monies competitively? Does funding need to be tracked according to both programmatic and financial performance?	Yes. Please note Req ID 100576.
52	Would the State consider a 2 week due date extension for proposal responses?	Yes, please note RFP Amendment 1. The revised RFP proposal due date is September 29, 2023.
53	Will the Bureau of Finance and Management grant respondents a four week extension to submit responses?	No, please note Inquiry #52 regarding extension of the proposal due date.
54	What software and/or tools do you currently use to create your Budget Book?	Individual agency/program details are produced directly from our budget system. The front sections of the document are Excel and Word documents.
55	Please define/confirm all books to be included in scope for Budget Book Publishing? (e.g. Proposed, Adopted, Revised, CIP)	South Dakota produces a Governor's Recommended (Proposed) Budget, along with a Summary Book in November. In April or May of the following year, we produce an Appropriated (Adopted) Budget in Brief document. https://bfm.sd.gov/budget/Budgets.html
55.1	Please provide samples or links to each Budget Book to be included in scope.	https://bfm.sd.gov/budget/Budgets.html
56	When do you start working on building your Budget Book?	Agencies begin their requests in early July, which are due to BFM on Sept. 1. Final decisions are made in early November, and the Governor presents her Recommended Budget in early December, at which time the budget documents are made public. The budget is enacted in late March. https://bfm.sd.gov/misc/BDIR1_FY2025.pdf#page=4

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57	When is the Budget Book Proposed?	Agencies begin their requests in early July, which are due to BFM on Sept. 1. Final decisions are made in early November, and the Governor presents her Recommended Budget in early December, at which time the budget documents are made public. The budget is enacted in late March. https://bfm.sd.gov/misc/BDIR1_FY2025.pdf#page=4
58	When is the budget Book adopted and published?	Agencies begin their requests in early July, which are due to BFM on Sept. 1. Final decisions are made in early November, and the Governor presents her Recommended Budget in early December, at which time the budget documents are made public. The budget is enacted in late March. https://bfm.sd.gov/misc/BDIR1_FY2025.pdf#page=4
59	What data outside of your ERP needs to be included in your Budget Book?	Our budget system contains data for the prior 2 years' actual expenditures, current year budget, agency request for next year, and Governor's recommended budget for next year. Graphs and narrative in the front sections of the Budget Book, along with the narrative in the Summary Book are produced through Word and Excel.
60	How do departments currently provide data outside of your ERP for the Budget Book?	Agencies do not provide data for the Budget Book outside of our Budget System.
60.1	How many departments?	The State has currently has 26 "departments", which is the totality of state government, included in the Budget Book. https://bfm.sd.gov/budget/FY2024/SD_Rec_2024_entire.pdf#page=5
60.2	Are departmental summary request samples available for scope?	All data and narrative information is submitted through our current budget system and are not available.
61	What data outside of your ERP needs to be included in your ACFR?	Financial Statements from component units used to create entries; statistics from the US Bureau of Economic Analysis for inclusion in the Statistical Section at the back of the ACFR.
62	If applicable, how do component units/agencies/universities currently provide data outside of the ERP for the ACFR, as related to "Closing Packages/GAP Packages"?	All agencies, including component units submit, data through exhibits and questionnaires which are Excel or Word forms.
62.1	How many component units/agencies/universities submit data?	The State has 12 material component units, but the number can fluctuate.

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62.2	Are "Closing Packages/GAAP Packages" samples available for scope?	They are not. You should make adequate assumptions that the information necessary to produce the ACFR components listed in Appendix 2 on page 31 of the Model Statement of Work is collected.
63	How are your charts and graphs maintained and updated in your ACFR and Budget Books?	Excel and Word.
64	How do you control and provide access to team members involved in the creation, review, and finalization of the ACFR and Budget Books?	We use the security groups and roles built into our FCCS and SD Budget System, as applicable, and coordinate working on the portions of those documents that are produced through MS Office by communicating within the central teams that compile the finished product.
65	How do team members collaborate on input, reviews, and changes?	Team members use typical MS Office tools and functionality for input, reviews, and changes.
66	How do you track changes during your ACFR and Budget Book creation and review process?	Our ACFR and Budget systems have built-in processes for data review. For publication creation we use typical MS Office tools and functionality.
67	How do you manage your document workflow for tasks, assignments, and issues?	Manually, outside of any system, using process checklists.
68	What steps do you currently take to prepare your data before being combined and grouped?	Our Budget and ACFR systems have input and review phases built in that prepare the data, provide for review, and then ultimately combine and group the data as needed for final publication.
69	Where are you booking your year-end adjustments (AJE - AFR - GASB 34)?	We use our Oracle Financial Consolidation and Close Suite to book year-end adjustments, after our year-end close is completed in our General Ledger; or we create a spreadsheet outside the system.
70	How do you manage Major and Non-Major Fund Reporting?	Major and non-major fund reporting is managed within the State's Oracle Financial Consolidation and Close Suite, through a review and roll-up process within the system.
71	How many new GL Accounts are created each year?	Detailed information is not available, however, depending on the definition of a GL Account, the State does not believe there is a substantial volume created each year.
72	Do you currently utilize a Lease Management solution? If yes, please identify.	EZLease from LeaseAccelorator

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73	What overall tools/systems are used for Lease Management and SBITA process?	EZLEASE
73.1	How many leases?	Between 1,000 and 2,000. The State currently reports only on about 250 as material leases.
73.2	How many subscriptions?	Between 1,000 and 2,000. The State currently reports only on about 250 as material SBITAs.
73.3	Are lease input sheets used or is data pulled in from other systems?	Excel input sheets are uploaded into EZLEASE.
73.4	Are leases centralized or decentralized? (each department maintains its own lease data)	Decentralized.
73.5	Please confirm/identify all lease payment sequences: (e.g. monthly, quarterly, annual)	Monthly, Quarterly, Annually, Bi-annually, up-front, in-arrears.
73.6	Can your current systems export to .csv?	Yes
74	Page: 9 | Mandatory Requirements - must include all software within scope | Should this also include any third party modules that may be suggested for specific functional scope should the State be better served opposed to using first party solution with some level of customization?	The State expects the vendor to select the best solution and include the cost for its selection in the submitted Cost Proposal. If the vendor wishes to submit an option to the State, respond accordingly to RFP Section 7.4.6, "Optional Products/Services." and include the option costs on "Optional Costs" worksheet in the Cost Proposal.
75	Page: 10 | E-Procurement System: "State intends to assess the capabilities...but may choose to continue to utilize current system" | Should the bidder only cost in an assessment vs implementation of e-procurement given there is no definitive decision to move away from EasyPurchase?	The vendor should include all costs for software and services for an e-procurement solution as part of its proposal.
76	Page: 11 | Also included in the scope of the ERP initiative are the existing agency-specific system that would likely be retired/avoided if a new ERP system were implemented? | Can the State provide a list of these systems by agency and description of use?	This data is not available at this time as it is dependent on the functionality of the ERP solution.

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#	Question	State's Response
77	Page: 11 | Also included in the scope of the ERP initiative are the existing agency-specific system that would likely be retired/avoided if a new ERP system were implemented? | Assuming that some of these system contain overlapping functions to the State ERP, is the vendor expected to also reconcile the data overlap between these agency specific systems and the current CAS system? For example, for migration purposes, does the vendor need to reconcile several lists of vendors between the State CAS and the agency specific systems that may also contain vendors?	None known to be in scope at this time.
78	Page: 11 | 3.3 Organization Scope | Can the State please elaborate on the number of agencies and departments considered in scope of the implementation. Subsequently, can the state provide a list of all entities?	The number of departments in the FY2024 Budget Book (and also represented in our ERP system) can be found as a list on page 5 of this document. https://bfm.sd.gov/budget/FY2024/SD_Rec_2024_entire.pdf#page=5. There are, depending on definition, perhaps 30 or so "agencies" within these Departments, but it is the entirety of state government that is "in scope." Higher Education uses our system, in a limited sense, but manages and operates their own separate ERP system. All other Departments are totally on the State Central Accounting System.
79	Page: 11 | 3.3 Organization Scope | Is there a preferred sequence for state department roll outs?	As noted in RFP Section 5.2, "The go-live date for the Financials and Procurement/Logistics components for all agencies and functionality should align with the State's fiscal year, so July 1, 2026." The RFP also notes that the go-live date for the Budget Development component may not be the same, but should align with the start of the State's Budget Development process, which is July 1, for all agencies and functionality. Offerors may propose an alternative approach if it offers the State improved outcomes, better functionality, lower risk or lower cost.

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80	Page: 11 | 3.3 Organization Scope | Are there any known restrictions for any entities from a timing perspective that bidders should account for in schedule, e.g. black out periods such as in-session where project team members and or system users will not be able to devote time to any aspect of the project, including go-live?	No.
81	Page: 11 | 3.3 Organization Scope | Would each state department be configured as independent legal entity in the system or will there be a single legal entity with state departments as financial dimensions?	All state agencies are part of a single legal entity.
82	Page: 11 | 3.3 Organizational Scope | Are there specific unique integrations that need to be done for certain agencies that are not addressed in the RFP?	The State has provided as RFP Attachment 3 a list of integrations based on the State's current systems. There are very likely to be integrations no longer needed, and new integrations added, with deployment of a new ERP system. The State expects that the new integration list will be built during system design, and changes in integration effort will flow through the requested Development Pool of hours.
83	Page: 13 | Cost Accounting & Cost Allocation functionality to support multiple cost allocation processes including basic percentage allocations and complex multi-basis, multi-pool stepdown cost allocation processes required to support some Public Assistance Cost Allocation Plans and the Statewide Cost Allocation Plan. | Can you provide examples of the Public Assistance Cost Allocation Plans and the Statewide Cost Allocation Plan?	A summary of fixed allocations from the State's FY2023 Statewide Cost Allocation Plan can be found at https://bfm.sd.gov/misc/SWCAP_FY23.pdf.
84	Page: 13 | Section 3.4.2 Financial Management | It is mentioned that "Department of Transportation (DOT) FHWA Billing functionality to support both statewide and DOT processes such as Federal Highway Administration (FHWA) billing". Is it expected that the offeror would support this functionality through our proposed solution, or are we supposed to do integration with existing application?	Similar to the response provided to Inquiry #4, the State's preference would be to include functionality for FHWA billing as part of the ERP solution.

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85	Page: 13 | Section 3.4.2 Financial Management | Is grant application process expected to be completed in ERP. We understood there are certain integrations with tools to check the eligibility of the applications	As noted in RFP Section 7.3.2.27, offerors should describe the features of the proposed software solution that support the entire grants management life cycle from application through close-out from both the grantee's and grantor's perspectives.
86	Page: 14 | Section 3.5 Institutional Matrix | We understand that the total number of active users in CAS is 300. What is the anticipated number of active users in each state department?	The number of active users per agency ranges from between zero and several dozen. The user count does not accurately represent the activity of a department or the volume of data or transactions that department might generate. The State would not expect the number of users in each state department would change significantly.
87	Page: 14 | Project Management functionality to support the entire project management life cycle from project initiation through project closeout including supporting the recording of project-related financial events in other financial modules. | Are project expenses captured and eventually capitalized into a Fixed Asset?	Certain projects are capitalized and tracked as an Asset in the Fixed Asset system.
88	Page: 14 | Financial Reporting capability to enable the production of the State's Annual Comprehensive Financial Report. | What data is contained in the State's Annual Comprehensive Financial Report. Can you provide an example?	See Appendix 2 of the Model SOW. Also, examples are at https://bfm.sd.gov/acfr/
89	Page: 14 | Procurement card functionality enabling review and approval of transactions from procurement cards supplied by major banks. | What data is contained in your procurement card? Can you provide an example?	Documentation from our US Bank P-card Statement Billing File 2.5 is labled "confidential and proprietary." The overview states "The Access® Online statement billing file (SBF) is a standard monthly output file that contains transaction data with allocation information. Our clients primarily use this file to populate their general ledger systems with transaction information. This document shows you the unique field name, positioning, formatting, and description for each data element in the SBF."

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90	Page: 14 | Formal acquisition process from requisition to solicitation to contract or purchase order (PO) with best and final offer (BAFO) and firm closing date/time functionality to award. | What is your definition of solicitation with regards to the Formal acquisition process?	An RFx process like this one.
91	Page: 14 | Contract Management functionality to support the entire contract life cycle, including the abilities to workflow activities and transactions as defined by the State and budget-check contract expenditures against funding availability. | What is your definition of contract management?	Contract Management is the functionality that includes contract creation, execution, compliance monitoring, communication and notifications, analysis and reporting, dispute resolution and legal actions, expiration, termination, or renewal/extension.
92	Page: 16 | 4.1 - Project Team Training on Software Product | Can you clarify what this line items means, in particular the statement of "may be additional cost"?	The State is not expecting the Software Product training for the State's project team to be included in the fixed fee bid.
93	Page: 19 | 4.2 Remote Delivery of Services | Would the state consider adjusting the onsite expectation to be no more than 20%?	The State is not limiting or requiring on-site delivery of services. The Offeror should quote the mix of on-site and off-site time that it believes would lead to the best project outcomes.
94	Page: 19 | Section 5.2 Project Timing | As state expects that the go-live date for the Budget Development component and the go-live date for the Financials and Procurement/ Logistics components may not be the same, what is the State's preference of implementation i.e., first Budget Development component and then Financials and Procurement/ Logistics components implementation or vice versa.	The Offeror should propose the implementation schedule that would be best, based on its experience and the capabilities of its product. If there is an alternative that has less risk, lower cost or higher quality, the State is open to considering it.
95	Page: 21 | 5.4 - STATE FACILITIES PROVIDED | Does the State have any specific onboarding protocols (e.g., background screening) and associated timing expected for those activities? What are the requirements around US citizens, green card holders, and offshore? Is there a specific definition used by the State for offshore, e.g., are Canada/Mexico considered offshore?	Please note responses to Inquiries #1, #97, #155, and #156.

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96	Page: 21 | 5.5 - State Staffing - The State further anticipates that certain members of the State's project team supporting OCM, Communications and Training will not be required until the system design and development activities phase are nearing completion. | Best practice dictates OCM to start at the beginning of the project, not later into system design and development completion. Would the State consider having State's project team involved from the near start of the project?	Yes. The state has had OCM activities underway since prior to the RFP issuance and expects them to continue through the entire project and beyond.
97	Page: 37 | 7.3.12.1 - Offshore support | The only mention in the RFP for use of offshore is in this section. Does the state allow the use of offshore for design, development & testing purposes only (no access to any production data) during the implementation?	Similar to the State response to Inquiry #1, there is no blanket prohibition on potential vendor work locations being located outside the United States. However, as noted in RFP Section 7.4.2, "No work will be performed outside the United States without prior written permission from the State".
98	Page: Not Applicable | 23RFP8918a4-Attachment 4 - Data Conversions | How many active grants and projects does the State have? This information is required from data migration perspective.	The State has 2,000 open grant contracts with 950 reportable CFDA/ALN numbers recorded on the Schedule of Expenditures of Federal Awards (SEFA). The State does not have aggregated detail available for the number of open projects statewide.
99	Page: Not Applicable | 23RFP8918a3-Attachment 3 - Current Integrations Inventory > Integrations | There is mention of datamart in the integration sheet. How is the datamart is being setup and what is role of offeror when it comes to datamart?	There is no role for the offeror in regard to the state's datamart. Please see responses to Inquiries #108 & #109 for more information.

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100	Page: Not Applicable | 23RFP8918a3-Attachment 3 - Current Integrations Inventory > Integrations | Is it possible to get high level architectural data flow diagram across existing systems? There are quite lot of systems mentioned in the Integration sheet like BA21 "SDAS PC Interface", MSA/DOT AP Interface, Payroll-Lawson, FinancialMangementPayments, Payroll Expenditure Correction, Ledger/VoucherPrint, TeleBilling, KOMAND/PACES billing, Capital AssetsInventory, MiscBilling, PostOfficeBilling,CentralDup, RECSMNGT,OSE-Project-Register,Journey-System, Lot...Warrant...Jobs, WarrantWriterInterface, BOR Payroll, DSS FINANCIAL BUDGETING,LONG TERM CARE CLIENT SYS, IV-D ON-LINE,TITLE XIX TRANSPORTATION, ACCESS - TANF, CHILD CARE SERVICES,FACIS, ENERGY ASSISTANCE,SSIS CLAIMS PROC SUBSYS,MMIS-CLAIMS,MMIS MANAGED CARE-HEALTH HOME, TRANSPORTATION, PAT.AdminUtility, SuppliesInventory, etc.	None exists.
101	Page: Not Applicable | 23RFP8918a1-Attachment 1 - ERP Solutions Requirement Worksheet > General & Technical | Are there any predefined state's records and retention schedules?	There are many predefined record retention schedules in South Dakota state government. The State expects to change many record retention schedules to maximize the use of a more modern, el-ectronic system of record, instead of paper. Agency records retention schedules can be found at https://boa.sd.gov/central-services/records-management-stateretentionmanuals.aspx.
102	Page: Not Applicable | 23RFP8918a1-Attachment 1 - ERP Solutions Requirement Worksheet > Budget, Finance & Logistics > Requirement ID 100147 | Is the calculation of interest and other treasury calculations requires with in ERP?	Yes.

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103	Please indicate if you have any on-going or planned projects that will potentially impact the ERP project. If so, please describe and provide the planned go-live dates of the projects and expectations to integrate and/or account for the planned projects in relation to the ERP planned go-live. Off-shore consulting	In RFP Section 3.1, the State discloses, "For Human Capital Management and Payroll, the State uses Infor Cloudsuite HCM. In a separate effort, the State currently plans to migrate this application from a single tenant instance to a multi-tenant instance prior to go-live on a new ERP solution. Any HCM/Payroll software or services, other than needed integration with the new ERP solution, is out of scope of this RFP." The SOW for this project is not finalized so there are no go-live dates yet, however it is expected to occur in late 2025. The State does not understand the reference to "Off-shore consulting".
104	Are there any additional 3 party integrations planned during the ERP project? If yes, please explain.	Please note response to Inquiry # 82.
105	How many reports does the State currently use to support the functional scope (Procurement/Logistics, Budget/Planning and Financial Management?	There is no comprehensive count of reports statewide, although the State is building a Reports Inventory in preparation for the implementation. The State hopes that, with dashboards and other modern features, the number of needed reports in the new ERP system will be significantly fewer.
106	Of the reports the State currently uses, what percentage are custom developed reports?	Unknown. Based on the age of most of the systems, it is likely that most of the reports were custom.
107	Are the current reports sufficient to support the State's stakeholder community? If not, please summarize the State's reporting deficiencies identified and any assessment completed.	The State has no specific report deficiencies. There is an interest in better analytics, visualization, and dashboard tools.
108	Does the State have an existing Data Warehouse in place? If so, what Data Warehouse Platform is used today?	The State has an internally supported data warehouse which mixes data from various sources today. It is on a Microsoft SQL Server platform.
109	If the State does have an existing Data Warehouse in place today is there a desire or need to replace it or will the Data Warehouse be continued going forward?	The existing Data Warehouse will remain in place to hold legacy data and the data from other systems that are not part of this project, and is likely to be utilized to house data from a new solution as well.
110	Please provide a summary of the State's ERP project team dedicated to the project and indicate whether team members will be dedicated as a full-time or part-time basis and if part-time, an estimated percent allocation to the project and if relevant by project phase.	As noted in RFP Section 5.5, the State plans to provide a combined total of 25 full-time employees (FTEs) to the project. The total represents a combination of full and part-time resources. The State is planning that a significant portion of the project team will be full-time resources.

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112	Please provide a summary of the State's IT team, their respective skill sets and time commitment to the ERP project.	As noted in the RFP, the state intends to assign skilled technical staff, including a State Technical Lead, to the project. While working collaboratively with Contractor technical staff, the State technical staff will provide expertise on legacy systems currently in use. The State plans to have technical resources committed full-time for the entire project lifecycle. The detailed split and assignment of technical tasks will be agreed upon by the Contractor and the State.
113	Please provide a summary of project support by the State's Central offices of Procurement/Logistics, Budget/Planning, Financial Management, etc… and general User Community.	All of our Central Services Bureaus, containing the offices like mentioned in the question, are fully engaged and completely in support of this project.
114	Please provide a summary of how and how many State Users access the current systems. For example, Desktop, Web Browser, Self-services, etc… for the ERP project scope.	The number of users and the primary method of access varies by system. There are slightly over 300 users accessing the central accounting system through a desktop terminal application. There are about 180 active users in the budget system who access it through a desktop application. There are about 100 active users accessing our web-based financial reporting system.
115	Please provide a summary of how and how many external Users (Vendors, Citizens, etc…) access the current systems for the ERP project scope.	The general public does not directly use any of the systems within the ERP project scope. Because payment information is pushed to vendors today, and so much is available through our transparency site, only about 700 vendors actively use our vendor self-service today. We do not have statistics on bid soliciters.
116	Will the State project team be primarily responsible for Change Management or User Training or should a comprehensive Organizational Change Management (OCM) engagement as well?	As noted in RFP Section 4.1.4, the State is requesting proposals include a Senior Change Management Lead and a Communication Lead for Organizational Change Management planning and leadership. RFP Section 4.1.5 states the projected breakout in resources for the development of end-user training, with the Contractor leading and providing resources for 80% of the effort.

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117	For any on-site work planned, will the State provide a dedicated workspace for the State's project team and System Integrator project team? If yes, please summarize the workspace planned.	As noted in RFP Section 5.4, "The Offeror may assume that the State will provide workspace for Contractor's personnel when on-site to include utilization of State printers, copiers, workspace, network, and internet access."
118	Based on the State's current CDC Covid guidance, should travel expenses included in the proposal?	As noted in RFP Section 5.1, "The State requires a fixed fee bid, inclusive of travel and other expenses."
119	Does the State currently utilize off-shore and/or near-shore consulting services? If yes, will off-shore and/or near-shore consulting services be permitted? If not, please list any special restrictions required for consulting services such as US citizenship, background checks, etc…	Please note response to Inquires #1 and #156.
120	Please provide details on the State's network and internet connectivity; how many pipes, bandwidth & utilization of each, etc…	The Offeror may assume that the State network/internet infrastructure is sufficient for the new ERP system. If there are deficiencies, it will be the State's responsibility to resolve any infrastructure issues.
121	Will the target cloud environment require FedRamp certification?	Please note response to Inquiries #2 and #141.
122	How many years historical data does the State currently maintain?	It depends on what data set or module, but generally the retention is the Current Fiscal Year plus 5 Historical Fiscal Years.
123	Are there any plans to archive data to a data warehouse prior to or part of the ERP project?	Yes
124	How many years historical data does the State plan to migrate to the new ERP system for Financial Management and Budget/Planning?	No final decision has been made in this area, however for budget/planning purposes we would anticipate 5 prior years worth of data.
125	If responses to bidder questions are delayed, will the State consider an extension of the RFP due date to sufficient time to consider the answers provided and support better quality of bids?	Please note RFP Amendment 1.
126	Will the State provide a cloud architect team, and what will their responsibilities to design the cloud architecture (i.e. firewalls, resource groups, etc.) be or shall the System integrator team provide these skills?	It is a requirement that, "The software product is proposed and delivered on a Software-as-a-Service (SaaS), Platform-as-a-Service (PaaS), or Cloud ERP basis." The State assumes that the Offeror will architect, deploy and maintain any needed aspects of cloud architecture.

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127	Is feedback using document tracking and comments acceptable regarding the State's model statement of work document and sample contract?	Yes. Note that any exceptions to the State contract terms must be summarized in the response to RFP Section 7.1.3.
128	How many approved and reimbursed expense reports do you process annually?	Please see the figures below noting annual totals for employee reimbursements: FY2018 - 47,500 FY2019 - 45,834 FY2020 - 41,047 FY2021 - 31,870 FY2022 - 40,168 FY2023 - 39,753
129	Do you use P-Cards for non-travel related purchases? If yes, how many P cards are issued throughout the agency and who is the issuer of the PCard and what is the name of the card program?	The State's procurement card program is almost exclusively used for non-travel purchases. The State typically averages around 1,350 active procurement cards. US Bank is the card issuer.
130	Do you currently have a Travel Management Companies (TMC) for booking travel? If so please provide the name of that travel company. If not, are you looking to contract with a travel management company for travel booking?	No. The State does not have a travel management company and are not looking to engage one.
131	Do you currently utilize an Online Booking Tool (OBT) for Travel already? If so, please provide the name of the OTB.	No.
132	Please provide information on the current Travel request process and how they are currently handled internally.	Upon an employee completing state-business travel, a travel expense claim is created at the agency level. After securing proper agency (supervisory) approval of the claim, the expense is entered into the Central Accounting System and routed to the State Auditor's office. This is a paper-based process, as both the physical voucher and supporting documents (receipts) are submitted for review by the State Auditor's office. Upon confirmation that the claim is legal, proper, and authorized, the State Auditor's office will release the claim for payment. In the event clarification or correction is required, the physical documents are mailed back to the submitting agency for correction.

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133	Do you allow Cash Advances? If so, please define the current process.	The state does have a limited travel advance process. Essentially a travel "claim" with justification is submitted to BFM within guidelines, the payment is recorded against a different account class as the final expense. When the employee returns from travel and files a complete travel expense form, the original transaction is reversed and it along with any additional reimbursement are expensed to the correct expense account(s.) See https://bfm.sd.gov/Caps/Manuals/Procedures_Advance_Travel.pdf for our process manual.
134	Are you open to receiving rebates on your payments to vendors? Our credit card payment facility provides a percentage rebate each time this is used as a payment method.	At this time, the State has no plans to utilitze a credit card payment facility to transmit vendor payments.
135	How many users will be using the ERP procurement (in-direct and direct) system?	Currently, there are approximately 900 direct and 500 indirect users. Please note the State anticipates user counts to change dependent on increased functionality with the new system.
136	How many users will be using the ERP sourcing system?	There are currently 10 State users, but we expect this number to increase with better functionality in the new system.
137	How many users will be using the ERP supplier / vendor management system?	
138	How many users will be using the ERP contracting system?	The State does not have this functionality in the current system so there is no way to gauge usage at this time.
139	What is your annual procurement spend?	In Fiscal Year 2023, total procurement spend through the EasyPurchase application was $122M.
140	Does the state allow offshore resources to be utilized in this project?	Please note responses to Inquiries #1 and #97.

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141	Are there specific requirements of FedRamp moderate that the State is most interested in and requiring?	As stated in the State's response to Inquiry #2, FedRAMP Moderate certification (or the meeting of specific FedRAMP Moderate requirements) is not a mandatory requirement of the RFP. However, one of the primary goals of Project BISON is to acquire an ERP solution that incorporates functionality that meets or exceeds federal security standards. The South Dakota Bureau of Information and Telecommunications will assess the technical security standards proposed in each of the RFP responses the State considers for contract award.
142	Req 100885: "Ability to notify employees when inventoried assets do not meet usage criteria outlined in policy statements or predetermined levels." Can you please include an example?	An example would be a policy statement or a predetermined level that State laptops are not to exceed four years of service life in order to maintain employee productivity and compliance with security policies.
143	Req 100857: "Ability to charge a user fee per transaction or per a user-defined action." Please clarify the use case. Is it a fee for internal users? External users? What type of action?	It could apply to internal or external entities. An example of a per-transaction fee could be the assessment of, say, a $5 fee for pulling certain inventoried items from Inventory. An example of a fee for a user-defined action could be the assessment of, say, a $50 fee for an emergency, same-day-delivery request.
144	How many approved and reimbursed expense reports does the State of South Dakota process annually?	Please note response to Inquiry #128.
145	Please describe when and why multiple employees would need to be on one request.	On occasion, an agency might submit a single document listing many employees each getting a particular payment. For example, the DOT will issue a "tool allowance" which is considered a reimbursement to a large group of employees several times a year. It is the same amount, the same GL coding, but just a list of employees who are to get the "reimbursement."

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CLARIFICATION 09/25/23: As noted in responses #30-35 below, cashiering/point-of-sale is not in scope for this project. Therefore, requirements number 100178 to 100200, which are listed under the SubModule category Point of Sale, will not be considered or scored as a part of evaluating responses to RFP No. 23RFP891.

#	Question	State's Response
146	Do you use P-Cards for travel related purchases?	Generally speaking, P-cards are not allowed to be used for travel. In rare, exceptional circumstances, the employee or a group of employees is required to travel for an extended period out of state and cannot pay for their travel up-front and wait for reimbursement.
147	How many P cards are issued throughout the state?	The State typically averages around 1,350 active procurement cards.
148	How many card programs do you manage?	One
149	Do you currently utilize an Online Booking Tool (OBT) for Travel already? If so, please provide the name of the OBT.	No
150	Does South Dakota utilize GSA rates, custom (i.e., state rates), or a combination of both?	Per Chapter 3-9 of South Dakota Codified Law, the State Board of Finance prescribes travel rates for state employees. Rates can be found within Article 5:01 of the Administrative Rules of South Dakota. References: https://sdlegislature.gov/Statutes/3-9 https://sdlegislature.gov/Rules/Administrative/05:01
151	Does the state require pre-travel authorization?	Per South Dakota Codified Law 3-9-4, departmental consent is required for out-of-state travel.
152	As the HCM/Payroll system replacement is separate but related project and scope, would the State consider allowing the bidder to include a proposal for HCM/Payroll as an optional add-on with this proposal, and if awarded, consider extending this project's scope and budget to include those features?	No
153	The State notes that the legacy CAS solution is a mainframe-based Infor product. Will the State or the current provider (Infor) be providing Subject Matter Experts (SMEs) including technical and data architects experienced in the current system to assist in the analysis and planning of the transition and transformation from the Mainframe environment to the awarded bidder's systems, or should the bidders expect to source their own specialists experienced in this legacy technology as part of the project?	The State expects to provide the expertise related to transitioning information from the mainframe to the awarded bidder's system(s). As noted in RFP Section 4.1.3, the State will be responsible for cleansing, preparing and extracting data from legacy systems in a Contractor-supplied format, and the Contractor will be responsible for the loading and technical validation of the data into the new system.

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#	Question	State's Response
154	The State indicates that they intend to leverage Teams and other remote meeting technologies to reduce the on-site portion of the team effort to reduce costs. Our team fully encourages this. We do, however, have a few questions regarding this: a. Are there specific roles beyond the Project Manager which the State envisions or requests to be on-site more frequently for direct work in office with the city staff? b. The State mentions that it expects most resources to be onsite at the beginning of the project for onboarding, would it be possible to for some remote working team members (i.e., those with reduced mobility or other challenges with travel) to be onboarded and work fully remote?	The State expects to understand the Offeror's approach before precise on-site and off-site delivery of services is decided. As stated in RFP Section 5.4, "The State is expecting that some project work will be performed on-site at the State project team offices, but distribution of remote work will be determined during contract negotiations by role and project need."
155	Would the State consider near-shore resources (i.e., from Canada or Latin America) as part of the remote implementation and support team as a further option to reduce the total cost?	Please note response to Inquiry # 1. The State will consider alternative approaches offering improved outcomes, better functionality, lower risk and lower cost.
156	Are any specific roles or functions which the State might require US Citizens or resources with active security clearances in order to meet compliance standards? If so, for which roles?	As stated in South Dakota Codified Law 5-18D-28 (and noted in Section 33 of the Standard Services Contract [RFP Attachment 6]), "Each person who is granted access to the confidential information (e.g., information obtained from the U.S. Internal Revenue Service or an authorized secondary source) as the result of entering into a contract with the state shall submit to and successfully pass a state and federal criminal background investigation."
157	For clarification, under project timing, is the State expecting the go-live for the Budget Development component to be July 1, 2024, or July 1, 2025?	Please note response to Inquiry # 79. The State has not set a firm go live date for Budget as it depends on the features and functionality in the Budget system.
158	Requirement - Provide ability to compare/reconcile the records in one dataset with records in another so totals are equal or discrepancies in totals can be explained. Can you provide an example or use case? We would like to understand why there would be a comparison of two datasets.	An integrated ERP solution would eliminate the need of redundant datasets, which would negate these scenarios. The State's current environment requires reconciliation between disparate systems (i.e., State Budget System with the Central Accounting System).

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#	Question	State's Response
159	Is CAS or EasyPurchase(EMS) the system source of record for generating a PO#?	Purchase orders are double-entered. A CAS Purchase Order establishes the encumbrance in the accounting system, and an EasyPurchase Purchase Order is sent to the vendor. From a financial perspective, the CAS is the system of record. In the new EPR, we expect there to be a single system for tracking and issuing POs.
160	How does the State currently process and link PO's with invoices for A/P processing?	Matching Invoice. At invoice entry, user selects which PO to match (link) the invoice to.
161	Do the State's end users directly open requisitions or PO's in EasyPurchase, or do they submit some type of request to the State's central procurement team (I.e. via form or email)?	The State's end users directly open requisitions in EasyPurchase. The procurement office enters a PO in CAS (to establish an encumbrance) and then processes the requisition to a PO in EasyPurchase.
162	The State deployed ESM Source software via the EasyPurchase system (ESM Source software) in Jul-2022. Does the State have any other ESM software functionality deployed (e.g., ESM Contracts, ESM Purchase, etc)? Please provide details on the functionality currently used.	The State has been using both ESM Purchase (formerly easyPurchase) and ESM Sourcing (formerly easyBid) since 2014. The State has not implemented any other ESM software functionalities, including ESM Contract.
163	What is the current EAM (Enterprise Asset Management, work orders, fleet etc…) system or system(s) used at the state?	The State is not seeking a comprehensive EAM solution at this time.
164	How many EAM (Enterprise Asset Management, work orders, fleet etc…) system or system(s) does the state have and will all of them be replaced as part of this project?	See response to inquiry # 163.
165	Is an EAM (Enterprise Asset Management, work orders, fleet etc…) system required or optional for this project initiative?	See response to inquiry # 163.
166	Is the goal to have a centralized EAM (Enterprise Asset Management, work orders, fleet etc…) system across the entire state or specific agency or agencies?	See response to inquiry # 163.
167	Will EAM system be deployed after the ERP system is live and will there be a separate team or project management structure from the core ERP team?	See response to inquiry # 163.

Addendum 1
RFP 23RFP8918: ERP Software and Implementation Services
as of 09/25/2023

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#	Question	State's Response
168	Is there a document that outlines the EAM (Enterprise Asset Management, work orders, fleet etc…) strategy for the state or a specific agency?	See response to inquiry # 163.
169	In section 4.1.3 the State had as a requirement that the contractor shall be responsible for an additional 150 reports to be defined and agreed during the project. Has the State done an analysis of current reports or an analysis of reporting needs by functional/module area to determine this number? If available could the State provide an estimate of report broken down by functional/module area?	There has not been any analysis of current reports. The reports that will be selected for development during the project is entirely dependent on the number/type of delivered reports from the new ERP solution and the results of system design phase.
170	Would the 150 additional reports need to be custom reports developed specifically for the State or would reports and dashboards delivered with the chosen software application and tailored to support the State's needs be considered as part of the 150 additional reports?	The scope and types of reports (Simple, Average, Complex) are described in RFP Attachment 5, Model Statement of Work. The State can envision building a custom report for the State starting with a delivered report from the ERP system.

All else regarding this RFP solicitation remains as-is. Further questions concerning all matters of this RFP should be sent via email to ERP@state.sd.us

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