UF UNIVERSITY of FLORIDA

Office of the Vice President
and Chief Financial Officer
Procurement Services
https://procurement.ufl.edu/

971 Elmore Drive
PO Box 115250
Gainesville, FL 32611-5250
(352) 392-1331 Fax 352-392-8837

April 30, 2019

ADDENDUM #1 to the University of Florida ITN19TM-122

This addendum shall be considered part of the Contract Documents for the above-mentioned ITN19TM-122 as though it had been issued at the same time and incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original document, this addendum shall govern and take precedence. All other terms, conditions, and regulations will apply.

This addendum consists of:

- Revised Section 3.0, Schedule of Events;

   ITN Closing (Opening of Proposals) will now take place on 5/16/2019 at 3:00 PM

- Answers to questions asked prior to the deadline of 5pm, April 16, 2019.

Sincerely,

Taylor McKellips, Procurement Agent II
Procurement Services

Please acknowledge receipt of Addendum #1 by signing below, and returning this addendum with your proposal. Failure to include addendum with your proposal may result in rejection.

_____   _____
Signature   Company Name

_____   _____
Company Address   City/State/Zip

The Foundation for The Gator Nation

An Equal Opportunity Institution

3.0 REVISED SCHEDULE OF EVENTS

The following is the tentative schedule that will apply to this ITN, but may change in accordance with the University's needs.

5/16/2019 –3:00 PM ET	ITN Closes/Opening of Proposals
5/20/2019 (week of)	Vendor Presentations
5/28/2019 (week of)	Complete Evaluations
6/4/2019	Award Notification
6/7/2019	72 hour posting period ends
6/10/2019	Commence Service

Answers to questions asked prior to 4/16/2019

General Questions

1.   We intend on preparing a response for your ITN; however, we would like to know if it is possible to bid only on one of the Lots.

Answer #1: Yes, please clarify your company's intentions in your response. Please also refer to §4.1.1 of the ITN.

2.   Our firm is MBE certified firm from another state. Do we have to specifically register ourselves in State of Florida as depicted in the ITN19TM-122, Section 6.17 or can we submit the non-Florida MBE certificate?

Answer #2: You may submit the non-Florida MBE certificate.

3.   In which Tab does the pricing for the services needs to be included, is there any specific form that needs to be downloaded?

Answer #3: There is not a specific form. Please clarify which Lot(s) to which your company is responding, and include pricing in Tab 3.

4.   Can our company submit the proposals via email?

Answer #4: No, please refer to §4.1 of the ITN for instructions on submissions.

5.   Can companies from outside the USA submit a response?

Answer #5: Yes.

Questions specific to Lot 1:

6.   Will we need to come to Gainesville for meetings related to Lot 1?

Answer #6: Phone interview and in-person is preferred.

7.   Can our company propose remote offsite service? To what degree can work be performed remotely (including from outside the USA)?

Answer #7: Preferably work inside USA and onsite over 50%

8.   ITN´s 1.2: Scope of work: Do you have an estimation of team size in order to deliver Lot 1 tasks?

Answer #8: Technical 1 Developer 1 Functional 2 Administration 1

9.   Should the total proposed cost contemplate just the initial period of three months?

Answer #9: Please propose for initial three months with an estimate of the cost for the subsequent 3-month periods if different than the initial three months. If all three-month costs will be the same, please indicate that in your bid

10.   Regarding §3.0 *Schedule of events: 5/15/2019 Vendor presentations,* is it possible to give a remote presentation?

Answer #11: Yes

11.   Regarding §1.2 *Scope of work: UF will provide functional, analyst, and developer support during the process.* Does this mean that UF will also provide project manager?

Answer #11: Yes

12.   Does UF already have a project plan for this implementation?

Answer #12: No, we need the vendor to develop and execute a project plan to complete the necessary services.

13.   Are you expecting a time & material proposal?

Answer #13: Time and training materials

14.   What is the current number of banking partners?

Answer #14: 1 bank partner

15. How many bank accounts have to be considered?

Answer #15: 9 bank accounts

16. Are these banking partners currently providing data via an electronic interface to the current financial system? The numbers are key here, not necessarily the names.

Answer #16: BAI1 Bank Statement load and Payment Manager

17. What is the number of configured bank accounts in the financial system with these banking partners?

Answer #17: 9

18. What is the number of bank statement formats and the number of bank statements to regularly be reconciled?

Answer #18: 6

19. How many currencies need to be reconciled? (Is it expected that the reconciliation will include any non US Dollar management?)

Answer #19: 1 USD

20. Could you please give more detailed regarding functional, analyst, and developer support UF will be providing during the process? (Quantity of hours and resources)

Answer #20: University estimates:
   o Developer: Up t0 60 hours
   o Functional: Up to 250 hours for the duration of the project
   o Analyst: Up to 200 hours

21. Please confirm that the "same side net zero transaction" refers to "Zero Balance Account (ZBA)" functionality typically used in treasury functions. If this is not the case please define this functionality as discussed in the ITN.

Answer #21: ZBA transactions are correct and no need to implement this. This functionality works as it should in the banking and bank statement accounting module

Questions specific to Lot 2:

22. Will we need to come to Gainesville for meetings related to Lot 2?

Answer #22: This may vary on a case by case basis. Please provide details of your company's flexibility in this regard.

23.   Can our company propose remote offsite service? To what degree can work be performed remotely (including from outside the USA)?

Answer #23: This may vary on a case by case basis. Please provide details of your company's ability to work onsite and remotely.

24.   Is 9.2.024 the latest application version of FSCM? When were PUM updates applied?

Answer #24: Up to date with PUM 30

25.   Please provide additional details of modules in PeopleSoft FSCM used by UF. Which PS Modules have already been implemented?

Answer #25:
  o Cash Management> Banking, Reconciliation, Treasury Accounting (Note: UF did not implement Deal, Risk, Cash Positioning and Forecasting)
  o Financial Gateway> CM, BAX, AP, EX
  o Accounts Payable
  o Billing
  o Receivables
  o Expense
  o Procurement
  o General Ledger – FI Journal Count 13401095
  o Commitment Control
  o Asset
  o Business Intelligence

26.   How many Business Unit to each Module are already configured?

Answer #26: 1

27.   Can you please provide us UF's Oracle Support ID?

Answer #27: 18070634

28.   Is UF considering using consultant services like System study/analysis/ Staff Augmentation etc.?

Answer #28: No

29.   What is the volume of principal transactions (Journals, Vouchers, PO, Payments, Bills)?

Answer #29:
  o Over 280,000 payments (65% electronic) (AP, EX, Student Refunds)
  o Over 589,000 AP Vouchers
  o Over 70,000 Travel Related Expense Reports
  o Over 13401095 FI Journals (Count)

30.   What is the quantity of users per module?

Answer #30:
- Cash Management   12
- Financial Gateway; CM, BAX, AP, EX   41
- Accounts Payable   2017
- Billing   63
- Receivables   900
- Expense   2875
- General Ledger – FI Journal Count   13401095

31.   Will the support team be centralized in one location?

Answer #31: This may vary on a case by case basis. (No)

32.   Does UF already have support software? (ex.-Service Now, JIRA)

Answer #32:   myIT Cherwell, PPM and some of the technical teams use JIRA

33.   Are there rules of SLA already established?

Answer #33: The agreed upon service delivery between the vendor and University

34.   What is UF's desired level of support coverage? (24/7/365, business hours?)

Answer #34: UF's desired level of support coverage under Lot 2 may vary on a case by case basis. Please include details related to the support levels your company is able to offer.