

Financial Management System Request For Proposals Questions

1. The RFP refers to users and user types (high frequency, limited scope, report access). How many high frequency or accounting users would you like our pricing estimate to be based on for your requested configuration?

There are up to 20 staff who would be considered to be high frequency or accounting users.

2. How many purchase orders do you process each month?

UMOS largely does not use purchase orders outside particular information technology and facilities purchases. Purchasing is currently not integrated into the financial accounting software. However, UMOS is seeking a system that can do so, as the organization envisions establishing more robust purchasing processes and tracking in the future.

3. Please define the differences between purchase request, purchase order and purchase requisition as it relates to the UMOS business processes.

As mentioned earlier, there is no integrated software platform currently to accomplish purchasing, so distinctions between the terms are not meaningful at this time. For the purposes of replying to the RFP, please consider the terms as interchangeable.

4. Please provide purchasing policy parameters (Page 15, Accounts Payable, item d).

As an example, UMOS has a cost-based purchasing policy that is defined based on the range to be expended. For instance, there are different parameters for documentation if a purchasing price is below or over \$10,000.

5. What is purchasing policy for general purchases (Page 19, Procurement/Purchasing, item a)?

The UMOS approval process is based on at least two factors: a). the cost and type of purchase being made, and b). the strictures of the grant from which the resources to purchase are being derived.

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6. Approximately how many monthly AP Invoices would you be processing via OCR?

UMOS anticipates 2,834 invoices per month would be processed via OCR.

7. For OCR Capture What percentage of your AP invoices are:

- a. 5 Pages or Less?
- b. 6-15 Pages?
- c. 15 or more pages?

a). 60% b). 30% c) 10%

8. How many legal entities does UMOS have today?

UMOS is comprised of one entity at present. However, the organization may desire to add at least one more entity in the future, and would like a new financial management system to be able to support multiple entities.

9. What is the specific BI tool that UMOS uses today?

The only BI tool UMOS currently utilizes is through UKG for reporting regarding payroll/human resources.

10. For Labor Expense Allocations – is that by a set percentage, by the actual hours a person works to a particular program, grant, etc., or a mix of both?

UMOS calculates labor expense allocations based on the actual hours employees worked vis-à-vis the related grant(s) to which the employees are assigned.

11. Is the Labor Allocation happening in UKG and adjusted in Excel, or fully managed in Excel today?

The labor allocation is calculated based on importing data from UKG and uploading into SAGE 300.

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12. Do you have any self-balancing segment requirements and any Interfund due to/due from?

Yes, UMOS has 8 funds, and these are balanced monthly during the month-end close.

13. From the Journal Processing section, point B: is this referring to intercompany or interfund due to/due from?

This is referring to interfund due to/due from.

14. With which financial institutions does UMOS bank?

- a. How many bank accounts?
- b. Which banks are used for processing payments (operating accounts)?
- c. For your checks do you use a pre-printed check stock or blank paper and have a MICR printer?
- d. How many monthly wires do you issue?

a). 8 b). 4 c). blank paper with MICR printer d). UMOS currently doesn't conduct wire transfers.

15. For fixed assets: how many assets are you tracking and/or depreciating?

- a. Do you have any Finance or Operating leases that need to be capitalized (ASC 842)

UMOS currently has approximately 500 assets using straight line depreciation. Yes, UMOS has ASC 842 leases.

16.

- a. Do you need to budget for operating expenses?
- b. Do you need to budget for capital expenses?
- c. Do you need workforce planning (planning at the employee level)?

With regard to all three questions, the answer is Yes.

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17. How much historical information do you want brought in over the 3 years – trial balances only, or actual transactions?

UMOS ideally would seek to have at least 3 years of actual transactions and trail balances for years prior to that.

18. What are the high-volume system users going to be needing access to – ERP, FP&A or both (i.e. overlap)?

UMOS high-volume users will need to have access to both ERP and FP& A.

How many users do you need to do budgeting vs. financial reports?

Up to 60 users.

How many of these are read-only access vs. needing to modify reports?

Up to 60 users.

19. Could you provide more context regarding the following activities outlined in the RFP:

- a. Finalist Vendor Interviews
- b. Finalist Selections
- c. Contracts Initiation
- d. Vendors' Project Kickoff
- e. Contracts Full Execution

- a) **Finalist Vendor Interviews** – UMOS Finance team will have the opportunity to ask questions and see a demonstration of system.
- b) **Finalist Selections** – UMOS leadership will make finalist selections based on a combination of the submitted response to the RFP, the interview, and product demonstration.
- c) **Contracts Initiation** - Once a finalist has been selected, UMOS Legal Counsel will work with the vendor in question to begin the contracting process.
- d) **Vendors' Project Kickoff** – This milestone marks the transition from procurement to implementation.

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- e) **Contracts Full Execution** – Contracts full execution denotes the point at which the contract has obtained signatures from authorized representatives of both parties.

20. What is meant by "supports hard close process" (page 18, Closing, item d)?

UMOS needs an option to lock down each month after close so no more entries can be posted.

21. Are the High-Volume users based named or concurrent licensing?
a. Do these numbers include the 2 Admin users?
b. How many named users?

Yes, UMOS' high-volume users are name-based.

- a). Yes, the numbers include the 2 Admin users.
b). Up to 250 are named users.

22. Are the Financial Report users (60) included in the AP users (250)?

That is correct in both instances.

23. How are these license counts related to budgeting? how many users are involved in budget process?

UMOS anticipates up to 60 users being involved in budgeting and needing licensing.

24. Is there any integration required with ContractWorks?

No integration is required with ContractWorks.

25. What is meant by "customization...of all reports, within the program (Page 12, General Ledger Accounting, item j)?

UMOS is seeking to be able to customize a BI Report, including adding or deleting sections thereof.

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26. What is meant by full data migration? Is expectation for general or subsidiary ledger (page 23, Data Migration, b)?

Full data migration refers to transitioning the historical data from SAGE 300 to a new system. The expectation is based on the subsidiary ledger.

27. Which users would be entering vendors (The AP or full)?

UMOS Accounts Payable staff would be responsible for entering vendors.

28. Does Wage Type mean Full time, part-time? Salary? Hourly? Would there be separate GL accounts? Page 13, Allocations, item b

The Wage Type is based on the Employee Type, and are driven by the GL accounts.

29. What is the expectation for Employee Expenses/Reimbursement (through UKG?, Payables?)?

UMOS expects to be able to process employee expenses/reimbursement the new financial management system.

30. Would UMOS consider extending the deadline to submit vendors' response to the RFP?

Yes. The deadline for vendors to submit a response has been extended to Sunday, March 24, 2024

31. Would UMOS be open to a different go live date?

Yes. The go live date has not been changed as of this writing, but could based on negotiations with the selected finalist.