DATE: July 16, 2015

TO: All Prospective Bidders

CC: Procurement File

FROM: Mallela Ralliford

RE: UMBC Financial Modeling Software, RFP #BC-20980-R, ADDENDUM #1

The following amends the above referenced RFP documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" form and submitting it along with the Technical & Price Proposals you return to the University.

The due date and time for the Technical & Price Proposal to be submitted to the University remains as **THURSDAY, JULY 23, 2015 by 2:00 p.m.** to the issuing office.

A. **Update to the RFP Document: Page 5, Remove “score” & Insert “rating”**.

B. **The following questions have been submitted for a response:**

1. **QUESTION:** The requirements for the model seem comprehensive. In our experience, two (2) months does not seem a realistic duration for the project, is there any flexibility in that timeline or would not meeting the two (2) month timeline preclude us from participating?

   **ANSWER:** The University needs the future planning reporting completed within that timeframe. Proposers should specify what they anticipate in terms of university staff support to enable a two (2) month initial implementation.
2. **QUESTION:** My firm has a highly skilled team with good experience on similar projects, however is unable to schedule specific resources at this stage. We can provide sample Bios, is this acceptable or would this preclude us from participating?

**ANSWER:** You may provide a listing of personnel and their expertise, along with the sample bios. When awarded, the University will review particular resumes of available personnel for our implementation team.

3. **QUESTION:** What is the plan and timeline for the optional requirements listed? Specifically, enrollment management, housing, meals plans, & capital planning?

**ANSWER:** The focus is currently on the required elements. We do not have a specific timeline for the optional items. We prefer a system that has those capabilities for possible future use.

4. **QUESTION:** When is the proposed start date for the implementation?

**ANSWER:** Mid- to late-September.

5. **QUESTION:** Is Budget Approved for this project? Can you provide any guidance or range of the level of funding? Can you provide any breakdown by license fees and services fees?

**ANSWER:** Yes, funds have been allocated. The University anticipates making an award for this procurement.

6. **QUESTION:** Do you have a preference for an on premise solution or SAAS solution?

**ANSWER:** The University does not have a preference.

7. **QUESTION:** Is there an expectation that the Technical Proposal include answers to the Section 00300 questions/requests ONLY using the forms provided in Attachment A?

**ANSWER:** The Forms were developed for use on this procurement to ensure that all requested information is provided. Should a proposer elect not to use the forms, it is the proposer's responsibility to provide all requested information (in a similar format) within the Technical Proposal.
8. QUESTION: In the RFP it is stated that “Module to be purchased is a future planning product only. We do not wish to purchase standard budgeting software. Successful vendor must be willing to sell the future planning product separately.” This makes sense except the requirements has a section titled “Budget Planning”. While this is hopefully just a semantics issue, please confirm that you are looking for a tool to do only the future long-term planning (and associated metrics, of course), and not the annual budget.

ANSWER: Confirmed. This is correct.

9. QUESTION: It is understood from the RFP that the University is looking to purchase a COTS solution that assists in developing a financial plan, and that standard budgeting functionality and a budget module is not desired. (Ref 2.B.1 page 17 & Requirements form item 2.) There are however many references within the required Scope of Service items that reference basic budgeting functionality and the development of budgets. (Ref. Article 2 Scope of Services ‘Budget Planning’ category, ‘Budget Forecasting’ category, and ‘Capital Planning’ category, with references to budgets.) The presumption is that the University desires a COTS solution that provides the required functionality at the best value, and expects vendors to present a solution with the appropriate modules to meet those requirements. If that is so, could the requirements and restrictions on modules be removed from the RFP? If not, could more clarity be provided to help resolve the budgeting requirement references above?

ANSWER: While we are not looking for current year budget planning capabilities, the items referenced above in the budget planning and other sections are there with the assumption that current year budget data will be used as both inputs and output guidance. Inputs to establish the base year required for any forecast planning and outputs such that the forecasts can inform future budget development.

10. QUESTION: Has the University reviewed or had budget or financial modeling solutions demonstrated to them before the release of the RFP document? (Within the last 2 years) If so, which solutions?

ANSWER: The University is familiar with a handful of potential vendors based on conference materials and informal conversations. No formal demonstrations have been provided.
11. QUESTION: Could a sample of the PeopleSoft Chartfields/Account segments be provided, with descriptions?

   ANSWER: This will be provided in a future addendum.

12. QUESTION: Can you describe how many users would be involved in the modeling and the development of the financial plan? How many would be involved in the development in the Capital plan/model, the Operating Plan/model, and how many would be involved in Salary and Position Planning modelling? How many users in total?

   ANSWER: The University anticipates 2 to 3 users for each area with no more than 10 total users.

13. QUESTION: What is the total number of positions (staff) at the Universities expressed as FTE’s? How many of these positions are unionized or belong to bargaining units?

   ANSWER: Total faculty and staff FTE is approximately 2000. More specific information will be provided to the awarded vendor, if necessary.

14. QUESTION: How many people need to be trained to use the system?

   ANSWER: Please see answer to question twelve above.

15. QUESTION: Is the expectation that training be provided on site, or would remote conferencing and training be suitable as a training method?

   ANSWER: Preference is for on-site training. Some remote conferencing can be substituted on a limited basis.

16. QUESTION: Has UMBC already evaluated or seen demonstrations for some vendor software? If so, which vendor(s)?

   ANSWER: Please see answer to question ten above.

17. QUESTION: What software does the University currently used to complete its budgets? MS Excel or other vendor software?

   ANSWER: MS Excel.
18. QUESTION: Does UMBC have any Business Intelligence/BI tools that is uses already such as Business Objects, Cognos, Tableau, Oracle, etc.,?

ANSWER: BlackBoard Analytics is used on a limited scale with more focus on academic reporting than financial.

19. QUESTION: How many end-users does UMBC anticipate will use the Financial Modeling/Planning solution?

ANSWER: Please see answer to question twelve above.

20. QUESTION: Budget Forecasting: Item 1. What sort of wizards are you envisioning here? I am not asking what the end result of the wizard would be, rather how the wizard would behave for the person using it, e.g. the wizard functionality.

ANSWER: We do not have specific wizards in mind. We would like to see what is available in the industry.

21. QUESTION: Technology, Data Integration and Interfaces: Item 9. By “custom integration” are you referring to modifying the underlying code of the vendor’s software, or rather configuring the vendor’s software for University specifics?

ANSWER: The latter, configuring the vendor’s software for University specifics.

22. QUESTION: Can UMBC provide the "Financial Modeling Software Requirement Form” part of the technical proposal in the source .xls or word file format, in order to make it easier for vendors to respond in the same format?

ANSWER: This has been provided and is located on UMBC’s eBid Board at: http://procurement.umbc.edu/bid-board/.

23. QUESTION: I understand the option in the key personnel form. I also understand the financial model software requirements form is required, but is it sufficient? Conversely, is explanation/text in addition to the form expected/required/welcome/unwelcome?

ANSWER: Additional relevant information may be submitted. Also, see response to Question #7.
24. QUESTION: What are the forms/documents required to be included in the Initial proposal submittal?

ANSWER: The required forms are located on UMBC’s eBid Board at: http://procurement.umbc.edu/bid-board/.

Enclosures: Acknowledgement of Receipt of Addenda Form

END OF ADDENDUM #1, DATED 7/16/15
This addendum was posted UMBC Bid Board & e-mailed to the Bidders on 7/16/15
(Original with enclosures were not mailed)
RFP NO.: BC-20980-R

PROPOSAL DUE DATE: THURSDAY, JULY 23, 2015 AT 2:00 P.M.

RFP FOR: UMBC FINANCIAL MODELING SOFTWARE

NAME OF PROPOSER: __________________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 07/16/15
Addendum No. ___ dated ________
Addendum No. ___ dated ________
Addendum No. ___ dated ________
Addendum No. ___ dated ________
Addendum No. ___ dated ________

As stated in this Addendum, this form is to be returned with your Technical & Price Proposals.

________________________________________
Signature

________________________________________
Printed Name

________________________________________
Title

________________________________________
Date

END OF FORM