What SIS package is currently implemented at Nunez Community College and Fletcher Community Technical College?

- Nunez - Third party package - FX Scholar
- Fletcher Community Technical College - Internally developed MS- ACCESS multi-user student data collection system called SCEAS

PeopleSoft Finance and HRMS are implemented for many of the Community Colleges and the Technical College Regions. Are they on a common instance of the software packages or does each campus or region have its own instance and hardware? If they are on separate instances are they all at the same level of patches and updates.

- The colleges using PeopleSoft Finance and HRMS are operating on one instance of the product. That instance is operated and supported in Baton Rouge, Louisiana.

Does each campus or region manage and run its own payroll including payroll tax processing or do the campuses and regions on PeopleSoft run a common payroll?

- The campuses and regions perform all payroll processing functions from a common payroll system.

The Technical College Regions have a “student data collection system”. Does this system have any functionality beyond the collection of biographic/demographic data?

- The system collects the following information
  - Biographic/demographic data
  - Captures
    - ACT (date imported)
    - COMPASS, ASSET, WORKEY, and TABE scores - manually entered.
  - Student enrollment data
    - Courses and hours taken
    - Courses and hours currently enrolled
    - Grades received
    - Information on transfer credits received from other institutions
    - Tracks both credit and non-credit courses
  - Tuition and payment data
  - Tracks courses offered by a school
  - Produces various reports
    - Student transcript
    - Student course schedule
    - Student bill
    - Various statistical reports for internal and external reporting
  - Please note that with the exception of ACT data, other data is manually entered.
The last spreadsheet in Appendix 2 is supposed to have LCTCS statistics but the fields have Xs. Can we get a revised version of the spreadsheet?

- We are in the process of collecting this data. We understand that this is important information that should be factored into your responses and will make it available as soon as possible. As a result of this delay, we have extended the submission deadline by 1 week and have updated the schedule in the RFP on the LCTCS website. Please refer to this updated schedule for new target dates.

In Section 3.3, Software Functional Scope on Page 23, there are high level requirements stated for Purchasing and Accounts Payable and Fixed Assets. There are no detailed requirements provided in Appendix 1. Are Purchasing and Accounts Payable and Fixed Assets in scope for the project?

- We are definitely interested in Purchasing, Accounts Payable, and Fixed Assets modules. Please include your solution's off-the-shelf capabilities with respect to these modules in your responses.

Please clarify the Code Protocol to use: two different "fit ratings" are indicated in Section 2.2 of the RFP under "Technical Requirements" vs. Response Codes found in Appendix 1 on page 2 of 23.

- Please use the fit ratings as described in section 2.2 of the RFP when responding.

Appendix 1: Functional and Technical Requirements PDF document only includes up to 8 pages of a listed 23 pages; should we assume that we use the excel version?

- The PDF version originally posted at the of the advertisement period had missing pages. When alerted to the issue, LCTCS replaced the PDF version with EXCEL versions to resolve the issue. Please see the EXCEL versions at the LCTCS web site (www.lctcs.edu) or the Office of State Purchasing LaPAC website (http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp)

Is it possible to get a "word" version of the RFP documentation?

- An MS-WORD version of the general RFP document has been posted to the LCTCS and Office of State Purchasing LaPAC website.
The main RFP document refers to Appendices 3 and 4 for Proposer Marketing Materials and Contract Edits (CD version); did LCTCS provide templates for these Appendices or are we to create our own?

- In short, the respondents create their own appendix (3) and (4) as part of their response package. Appendix (3) allows a respondent to include a limited number of marketing materials concerning products and materials as part of the overall response package. Appendix (4) is for placement of proposed edits to the State agreement. A template of the State agreement (Appendix 5) is posted on the LCTCS and Office of State Purchasing LaPAC websites.

Where might we find Appendix 5 referenced on page 32 of the main RFP document?

- Appendix (5) contains the LCTCS Software and Services Contract template. The template has been added to the LCTCS and Office of State Purchasing LaPAC websites.

AT&T

Related to the production management of the ERP system, is there a mandatory requirement from LCTCS for a hosted solution, at either the vendor's site or at an LCTCS data center? If not, who will be responsible for the ongoing management of the ERP system?

- LCTCS desires respondents to include an option for third party hosting of the ERP solution. How the solution is physically structured (i.e. whether at the customer site or a vendor location) is left at the discretion of the vendor.
- LCTCS will evaluate the option and determine whether it is in the best interest of the system to elect third party hosting, or to retain internal control. If LCTCS elects to internally control the solution, support would be provided by LCTCS.

If LCTCS is looking for a Hosted ERP system to be managed at the vendor's data center, are there any geographic requirements for this data center?

- The location should be in the continental United States.

Please provide notes from the pre-proposal meeting.

- Notes of the Pre-bidders conference will be posted with responses to vendor questions.
Please provide a list of attendees at the pre-proposal meeting.

- An attendee list from the Pre-bidders conference will be posted with responses to vendor questions.

Please explain the intent as regards porting / migrating existing data to the new solution. Is the porting / migration effort in-scope?

- The intent is to port/migrate historical data from legacy systems into the new ERP solution. Please see section 3.3 for information on the desired amount of historical data to be migrated/ported. Please see section 3.3.1 for examples of data. Please note that historical data is housed in more than one system.

Would LCTCS consider an extension on Proposal Submission Deadline?

- LCTCS has the option to extend deadlines for proposal submissions. Determination of such an extension will be made at the time answers to vendor questions are released.

Will you allow additional questions?

- Additional questions may be entertained during the demonstration phase of the bid and before the submission of best and final offers.

The questions below reference line items in the RFP

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.3</td>
<td>This references section 3.1.1 for a listing of products. Should this be 3.3.1?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes. The reference has been changed</td>
</tr>
<tr>
<td>2</td>
<td>1.3</td>
<td>Top of page 2 states that many of current products do not have suitable web portal capabilities. What is the definition of &quot;suitable&quot;?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LCTCS has a wide degree of variation regarding web portals; schools with static web sites, schools with limited portal implementations that support a modicum of customer interaction, one school with a developed web portal containing some form of self service.</td>
</tr>
</tbody>
</table>
3 1.5 The contract is stated as having a duration of "up to three (5) years." Please clarify whether it is 3 or 5 years. Also, please clarify the intent: is it to negotiate a term that can vary up to 3 (or 5) years? Or is there a fixed number of years that all bidders should provide pricing for?

- It is three years; a typographical error. The RFP document has been changed accordingly.

8 1.29 What does "susceptible of award" mean?

- Vendors chosen by LCTCS to perform demonstrations, to submit best and final offers, and thus, to ultimately receive further consideration as the preferred vendor for the project.

8 1.33 RFP states that "The proposed terms will be negotiated before a final contract is entered." If terms cannot be agreed upon, could proposer walk away without penalty?

- Yes. Please also note the provision in section 2.2.7 upon which LCTCS may terminate negotiations.

14 1.54 Last sentence states that notes about special accommodations for staff should be noted in "Section Appendix 2." Which section should be used?

- Please see Appendix (2), General Information, Section 17.2.

15 2.2 Will LCTCS notify proposers of pass/fail of phases?

- LCTCS will issue a general notification to vendors submitting bids which respondents are scheduled for demonstrations, and a general notification to the same group of the selected preferred vendor for negotiations.

18 2.2 Please define "consensus-based evaluation process."

- LCTCS personnel will be tasked to evaluate various areas of the RFP. They will then be asked to meet, discuss individual assessments for an element, and then as a group arrive at a common score for each element.

19 2.2.5 Will LCTCS limit the number of potential proposers, if multiple proposers are ranked susceptible?
LCTCS has no specific limit on the number of potential proposers.

Please clarify the total points available in the evaluation phase. For example: Would there be a total of 3000 points available, as follows: Licensed Product Evaluation= 1000 points, Services Capabilities Evaluation= 1000 points and Cost Analysis=1000 points.

We would recommend that potential respondents please refer to the matrix showing the scoring breakdown in section 2.2.5 of the RFP document. The total number of points available in that section is 4,050.

Is the point award in the demonstration phase an addition to the points awarded in Phase 1-4? What are the total available points for Phase 6?

Yes, the point award in the demonstration phase is in addition to the points awarded in Phases 1-4.

Regarding hardware purchases: Is the intent to run the ERP solution on existing platforms?

LCTCS expects a respondent to define appropriate hardware requirements that will warrant the performance of the products in our business environment and with our operating characteristics.

If LCTCS has existing hardware available to support and warrant the respondent's solution, and if the vendor agrees that the equipment may be used without qualification or voiding of any warranties, use of existing equipment may be an option. Please note, that LCTCS has a limited amount of equipment currently in place.

Will LCTCS will be responsible for procuring appropriately sized servers, etc., and that the sizing will be performed following the detailed system design work during the contract period of performance?

LCTCS will procure hardware based on specifications provided by the respondent that will warrant the performance of its products in our business environment and with our operating characteristics. LCTCS expects that the respondent will co-sign hardware orders to ensure agreement with type of equipment procured.

Training: Should we propose specific training topics? How many classes and how many people per class should be expected for training?

Please include a Training Plan that includes a Train the Trainer option and a phased approach to training that begins before Implementation is completed. The goal is to train LCTCS personnel to be seamlessly self-sufficient when the Implementation Team exits. Topics selected should be in support of that goal.
This states that all modules must be completely implemented over a period not to exceed 3 years. Referring back to section 1.5 and the duration of the contract: is the implementation of the contract the definition of completion? How does this relate to support requirements if the contract lasts 3 years?

- Completion means when all milestones and deliverables have been successfully fulfilled.
- Regarding the question concerning support - and maintenance - section 1.5 states that there will be two contracts:
  - Contract 1: Software Installation and Implementation – Not to exceed three (3) years.
  - Contract 2: Extended Maintenance and (2) Two Software Upgrades – Five (5) year contract issued through the Office of State Purchasing.

Oracle

- The RFP requests information on a proposed imaging system. However, certain areas, such as admissions, have a requirement that we integrate with ImageNow from Perceptive Software. Please clarify; is LCTCS looking for a new imaging product or will ImageNow continue to be used. How should vendors respond?
  - LCTCS does not have a standard imaging system. ImageNow is used by some colleges. Technical Colleges are using or installing the Digitech Paperflow imaging system in conjunction with Image Silo for third party hosting and storage of the images.
  - LCTCS expects the respondents to factor the overall advantages and disadvantages of attempting to integrate existing systems versus moving to a common imaging product and to make their best recommendation as part of the overall proposed solution to LCTCS.

CedarCrestone

- On page 6, the RFP states that there is a desire to place all LCTCS institutions under one common ERP solution. Could you clarify what is meant by one common system? Does this mean one instance of the software?
  - LCTCS, at a minimum has a desire to procure and utilize one common ERP solution suite for all institutions under its auspices. That solution suite may be all products from one supplier, or several products integrated together to form an ERP solution that will meet the needs of LCTCS.
• LCTCS and the State have a desire for consolidated processing of the solution set as opposed to multiple physical instances spread across multiple physical sites. This would allow the State and the college system to leverage economies of scale, more effectively leverage scarce resources, promote sharing of data across the organization, and achieve the goal of enhancing access, service, and quality for our students, faculty and the citizens of the State.

• At the same time, we assume that the respondents will present a solution architecture that allows its products to meet LCTCS’ business and academic goals in the most efficient and effective manner possible.

  o Is there a desired sequence for implementation? That is, is it LCTCS’s intent to bring all institutions live at the same time, or will the go-lives be sequenced over time in several waves or phases?

• LCTCS has an overarching desire for an implementation that is viewed as a success by the LCTCS community and its external stakeholders. The RFP leaves the approach of a proposed implementation approach to the respondent.

• Respondents should note that LCTCS has a large number of physical campuses across the entire State. Those campuses have a wide variety of skill sets relative to using a sophisticated ERP, ranging from little experience to a great deal of sophistication. In addition, please note that vendors attempting a concurrent rollout approach to many institutions across the State have, in some instances, experienced unforeseen performance and support issues.

**Sungard Higher Ed**

  o What the process was to get a copy of the PeopleSoft contract that LCTCS original signed?

    • The PeopleSoft contract will be made available upon request but it will not be posted to the website. If you would like a copy, please send a request to **criley@lctcs.edu** and a PDF version of the document will be sent to you. Please note that this question has been interpreted as a request from Sungard HE for this document.