

RFP Addendum #2

Request for Proposal
ERP & HRIS Requirements
(Solicitation 5701)

The Request for Proposal (RFP) for the above-named project is amended as noted in this Addendum. This Addendum consists of 8 pages.

This Addendum updates and adds tables to the RFP (see Item 1 below), and lists questions received and SHA's responses (see Item 2 below).

Item 1. The Seattle Housing Authority Details table is updated. See ATTACHMENT 2A.

The Functional Architecture table is updated. See ATTACHMENT 2B.

The Number of Users table is being added. See ATTACHMENT 2C.

Item 2. The following is a list of questions received and SHA's responses to those questions.

Question 1. We respectfully request that SHA extend the due date of the RFP.

Response: *In the event there are changes or clarifications to the RFP, SHA will issue an addendum. Please check SHA's website for any addenda.*

The Addendum will be posted on SHA's website at:

<https://www.seattlehousing.org/solicitations/erp-hris-requirements>

Question 2. On Page 10. Phase II – Demonstration: SHA states that demonstrations will be recorded for reference purposes to assist in the evaluation process. Will SHA allow vendors to host the recordings and make them available to SHA for a certain period of time?

Response: *SHA will host the demonstrations via MS Teams. The recordings will be used internally and will not be made available.*

Question 3. Can you please clarify if SHA is looking for a single solution for the ERP & HRIS requirements or potentially best of breed? If vendors can propose a best of breed, how SHA score those proposals versus proposals that offer a single solution for both ERP & HRIS?

Response: *SHA prefers a single solution and will also evaluate other proposed solutions.*

Question 4. In Attachment C Vendor Response Form, there are several requirements for Capital Work Orders and IPS Billing. Can you please clarify if it is SHA's desire for this functionality to reside in the ERP & HRIS system or would SHA be open to an integration to a 3rd party for this functionality?

Response: Responses should address all requirements. If third party solutions are proposed, please include recommendations on those third parties and what would be included regarding cost, functionality, services, maintenance, etc.

Question 5. Can SHA provide how active accounts they manage and/or bill?

Response: SHA estimates there are approximately 686 active accounts with a projected 800 total for 2023.

Question 6. Can SHA provide how many users they would need for the mobile field service?

Response: See table for number of users:

Capability	Number of Users
HCM Domain (Any capability outside of employee self-service)	207 Current Users (Manager Self Service and HCM Modules)
HCM Domain Employee Self-Service Only	700 – 800 Estimated Users
ERP Domain (Any Capability)	505 Current Users
Mobile Field Users	100 Estimated Users

Question 7. Functional Requirement AP-16 ("Ability to assign vendors a payment priority") – Does SHA mean a vendor payment type priority or preference? (i.e., Vendor prefers to be paid by check). If not, please clarify what is meant or provide a specific use case.

Response: Vendor payment type priority refers the vendor's preference to be paid by check or an ePayables solution.

Question 8. Under Section C. "Scope Of Work" on page 4 it is stated that the SHA organization currently has 425 JDE E1 users out of 600 total employees. Can SHA confirm the number of users who will need access all system functionality pertaining to any capabilities with the domain "ERP" as outlined in the table on page 5.

Response: See table for number of users:

Capability	Number of Users
HCM Domain (Any capability outside of employee self-service)	207 Current Users (Manager Self Service and HCM Modules)
HCM Domain Employee Self-Service Only	700 – 800 Estimated Users
ERP Domain (Any Capability)	505 Current Users
Mobile Field Users	100 Estimated Users

Question 9. Can SHA confirm the number of users who will need access to **ONLY** the capability “Core HR – Employee Self-Service”?

Response: See table for number of users:

Capability	Number of Users
HCM Domain (Any capability outside of employee self-service)	207 Current Users (Manager Self Service and HCM Modules)
HCM Domain Employee Self-Service Only	700 – 800 Estimated Users
ERP Domain (Any Capability)	505 Current Users
Mobile Field Users	100 Estimated Users

Question 10. Can SHA confirm the number of users who will need access to all system functionality pertaining to any capabilities with the domain “HCM”

Response: See table for number of users:

Capability	Number of Users
HCM Domain (Any capability outside of employee self-service)	207 Current Users (Manager Self Service and HCM Modules)
HCM Domain Employee Self-Service Only	700 – 800 Estimated Users
ERP Domain (Any Capability)	505 Current Users
Mobile Field Users	100 Estimated Users

Question 11. Can SHA please provide more details on their existing payroll provider?

Response: SHA does not have a Payroll Provider and processes payroll in-house. Kronos is used for time and attendance.

Question 12. Can SHA clarify if there are any other external integrations beyond those listed in the functional architecture diagram?

Response: Additional external integrations include Vertex (for tax calculations in E1) and AFTS (retail lockbox).

Question 13. Can SHA please provide a list of all the system slated for being deprecated out of those that are listed in the functional architecture diagram?

Response: The functions of the new system would determine what current applications would be deprecated. It is of interest to deprecate as many third-party systems as practical so as to better align tasks and functions making them more efficient and cost-effective.

Question 14. Can SHA provide insights into the desired project timeline?

Response: SHA will work with the selected vendor and system integrator to determine an appropriate timeline.

Question 15. Can SHA provide further details on SHA personnel allocated to support the implementation efforts for this project. If so, can you provide details into the roles?

Response: *This project is essential to SHA and it will be staffed accordingly. We anticipate dedicating resources across all functional and technical areas represented and partnering with SI resources.*

Question 16. I am interested in learning more about this opportunity that I found on the Washington State Office of Minority & Women's Business Enterprise.

Response: *The RFP is posted on SHA's website at:*
<https://www.seattlehousing.org/solicitations/erp-hris-requirements>

Question 17. The Vendor Fact Sheet and several other forms to be submitted with the RFP response require signature by a principal or authorized officer of the firm. Are electronic signatures on these documents acceptable to SHA?

Response: *Yes.*

Question 18. ERP Functional Requirements, # ENC-01: Does SHA currently use encumbrance accounting in any operational areas other than mortgages and construction projects? If yes, which transaction types and/or accounting events would initiate an encumbrance?

Response: *SHA counts projects included in a capital budget but not yet contracted as part of a "Budget Forecast" that helps us account for projected uses of grant awards. Occasionally these projects are of an operational rather than capital expenditure nature. Another area that SHA could utilize encumbrance transactions would be to record a lease obligation to pay rent in a given period.*

Question 19. ERP Functional Requirements, # ENC-02: Please clarify or provide an example of how an encumbrance would *not* be associated with general ledger coding.

Response: *SHA needs to be able to track encumbrances that are associated with projects but do not yet have established GL coding or might be coded to a number of disparate GL accounts once project implementation begins.*

Question 20. ERP Functional Requirements, # ENC-09: Please provide a use case example of an encumbrance not tethered to a specific account or project.

Response: *Projects utilizing unknown amounts of multiple fund sources or with variable costs across multiple locations are the best examples of this requirement.*

Question 21. ERP Functional Requirements, # ENC-23: Is this requirement asking the vendor to interface with HUD systems through an API? If so, please identify the relevant HUD systems.

Response: *The HUD LOCC (Line of Credit Control) System:*
https://www.hud.gov/program_offices/cfo/locs_guidelines

Question 22. ERP Functional Requirements, # CWO-01 to CWO-017: Please provide a brief narrative description of the desired functionality related to capital work orders. How are capital work orders differentiated from the subsequent job costing-related requirements?

Response: *Capital work orders are a separate type of record (from job records) used to store data (personnel costs, site details, etc) for capital work completed by an in-house construction team. A key function of our existing capital work order system is to facilitate the transfer of information from our timekeeping software (Kronos) to our ERP (E1) so personnel hours and costs can be recorded for that construction team (most other staff's hours/costs are recorded through methods outside of capital work orders).*

Question 23. Would the Seattle Housing Authority consider responses for the HCM portion only of the RFP? Or is it required to provide both HCM and Finance? If both are required, is Finance or HR leading the project?

Response: *SHA prefers a single solution and will also evaluate other proposed solutions. The project has executive sponsorship at the highest levels of the organization.*

Question 24. Would it be fine for this project if our Tech team works from overseas?

Response: *As long as the selected vendor is able to satisfactorily perform the work required by the Contract, and assuming the vendor otherwise qualifies as responsible and responsive in its response to this RFP, the location of the vendor's employees does not factor into the scoring or acceptance of your proposal.*

Question 25. What is the estimated value of the RFP project? How many years is this to be spread over?

Response: *SHA is estimating \$10 million over a 5-year period for the total cost of the new system, including implementation services.*

Question 26. Regarding times listed in the RFP, I am assuming all times are PST? (i.e., for Pre-submission conference).

Response: *All scheduled times listed in the RFP are Pacific Standard Time (PST).*

ATTACHMENTS:

2A Seattle Housing Authority Details Updated
2B Functional Architecture Table Updated
2C Number of Users Table

ATTACHMENT 2A ERP & HRIS REQUIREMENTS (SOLICIATION 5701)

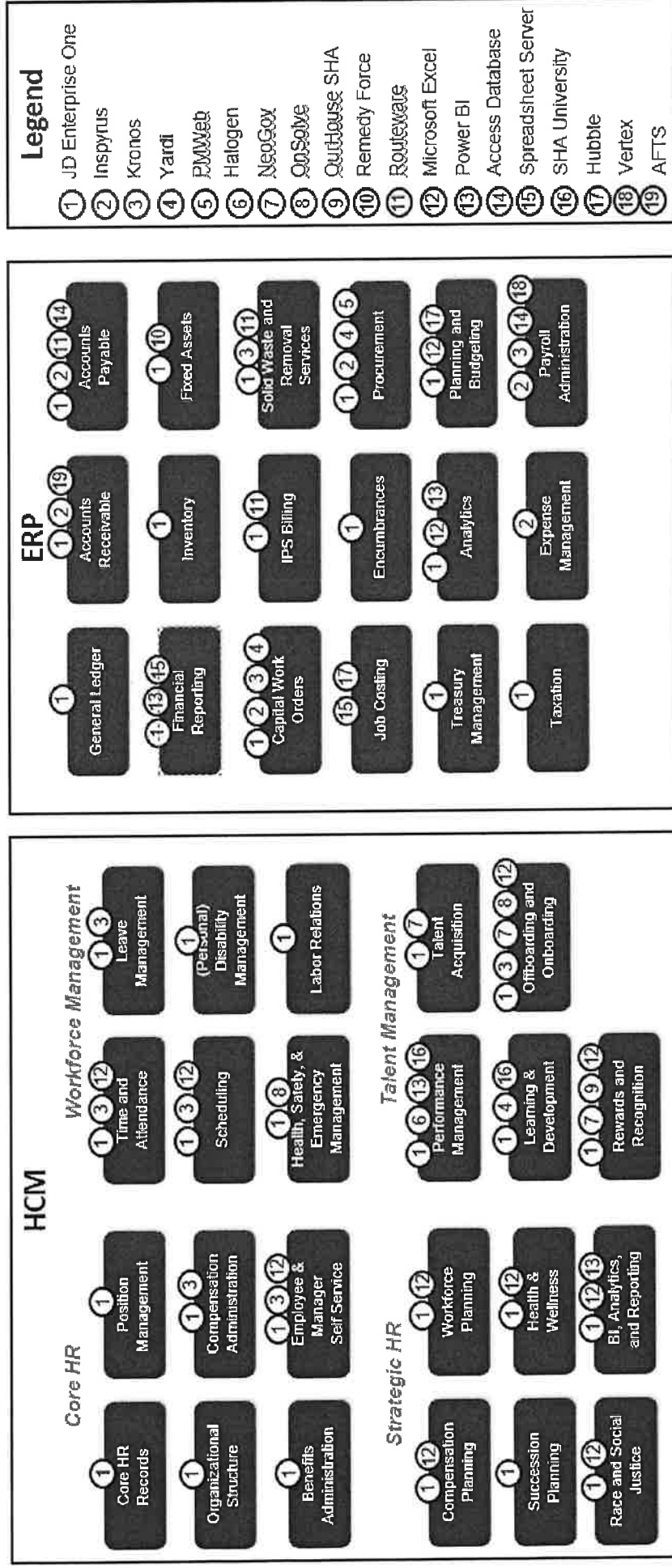
Seattle Housing Authority Details Updated

The below table depicts details relating to SHA's organization size, current licensing counts, and transaction volume details.

SHA Organization Size	
Current JDE E1 Users	508
Total Headcount	Currently 686 with an Approximate Capacity of 800 for 2023
Transaction Volumes	
Invoices and Orders	
Numbers of invoices per month	1,680 (FY21)
Orders per month	276 (FY21)
Expense Report Volumes	
Average of Expense Dollars per year (2018-2022)	\$51,922.53
Average number of Expense Reports per year (2018-2022)	233

ATTACHMENT 2B
ERP & HRIS REQUIREMENTS
(RFP 5701)
FUNCTIONAL ARCHITECTURE TABLE UPDATED

Functional Architecture



Out of Scope

Contract Management Property Management

The mission of the Seattle Housing Authority is to enhance the Seattle community by creating and sustaining decent, safe and affordable living environments that foster stability and self-sufficiency for people with low incomes.



**ATTACHMENT 2C
ERP & HRIS REQUIREMENTS
(RFP 5701)**

NUMBER OF USERS

Capability	Number of Users
HCM Domain (Any capability outside of employee self-service)	207 Current Users (Manager Self Service and HCM Modules)
HCM Domain Employee Self-Service Only	700 – 800 Estimated Users
ERP Domain (Any Capability)	505 Current Users
Mobile Field Users	100 Estimated Users

END OF ADDENDUM #2