

	<p align="center">GUILFORD COUNTY SCHOOLS Request for Proposals Addendum III</p> <p align="center">Purchasing Department 501 W. Washington Street Greensboro, NC 27401</p>
Direct all inquiries to:	Invitation for Bids: 6522
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NOTICE TO BIDDERS:

Please be advised that this is Addendum III for RFP 6522 – System Implementation and Integration Services. The questions and responses from vendors are listed below. Questions 1 – 9 are found in Addendum I and Questions 10 – 81 are found in Addendum II. Addendum 3 starts with Question 82 below and end with Question 298. Addendum 3 is the final question and answer addendum for this Request for Proposal.

Q82: You have indicated that Benefit Focus will remain in place as your Health Benefit Mgmt. system. What information from Cloud will be required to send to Benefit Focus.

A82: Refer to section 2.4.9 of the RFP.

Q83: For Workforce budget/forecast purposes what level do you use? position, employee, position and employee. (EPM)

A83: In the current workforce budget/forecast, GCS uses different levels than the options given in the question. The options listed are components of the budget/forecast.

Q84: For Capital module what level of detail is needed? (EPM)

A84: The capital module was included in the original Phase 2 activities that had not yet started. Guilford County Schools (GCS) plans to work with the successful bidder to determine the correct level of detail in Oracle Cloud.

Q85: For budget purposes where should the amortization/depreciation calculation happen? FA or Capital module?

A85: Currently the amortization/depreciation calculation takes place in Fixed Assets. Guilford County Schools (GCS) plans to work with the successful bidder to determine whether this is better done in Fixed Assets or the Capital module in Oracle Cloud.

Q86: If a project management module is needed what level of detail is required? (EPM)

A86: Projects were originally slated as part of Phase 2 and work has not begun on items listed as "Phase 2." GCS plans to work with the successful bidder to determine the correct level of detail in Oracle Cloud.

Q87: You have stated that for Time & Labor you have multiple input sources. Is there a desire to consolidate so only one Time & Labor source is used?

A87: Yes

Q88: Solarix is used for FSA Benefits. Will Absence Management replace Solarix?

A88: Absence Management and FSA Benefits seem unrelated for GCS Purposes. If related, GCS will review the options with the successful bidder.

Q89: When is Open Enrollment scheduled for GCS?

A89: Refer to the answer provided in question 69 of addendum 2.

Q90: Has Journeys been considered for the exit management process?

A90: GCS is unaware of Journeys being discussed previously and will review options for exit management with the successful bidder.

Q91: You have mentioned about multiple calendars being used. How many such calendars are there and what's the business reason for each?

A91: Refer to the answer provided in question 67 of addendum 2 for payroll calendars. Academic calendars can be found at the bottom of the page here:
<https://www.gcsnc.com/Page/2#calendar1>.

Q92: Are you using the costing at Job level or Position level?

A92: GCS plans to use generally use position level costing and payroll costing is an open design item answered question 10 of addendum 2 under payroll.

Q93: Templates would be used for Data mapping, HDL Loads and configuration workbook. We understand that there were challenges with "Golden Template". Will there be any objections to using Templates?

A93: GCS has no objections to using templates. The template used must be ready, appropriate, and useable.

Q94: Total # Number of Reports (EPM)

A94: Refer to the answer provided in question 52 of addendum 2.

Q95: Considering the time required to get the approval and sign-off on the SOW, What's the expected start date of the program?

A95: GCS plans to work with the successful bidder to determine the expected start date of the program in Quarter 1 of calendar year 2023. Refer to section 1.3.2: Go-Live Dates of the RFP for the initial required go-live dates.

Q96: We are assuming Learning and Recruiting modules are not in scope. Please confirm

A96: GCS plans to utilize some or all of the functionality of the Learning and Recruiting modules.

Q97: How many Plans/Forecasts are done a year and in how much detail?

A97: GCS has at least 2 proposed budgets before finalizing a budget. A final budget is not done until funds have been approved by the legislators.

Q98: Is the Budget process built from a ZBB approach or are seeding methods used as a starting point (Such as prior year actuals + x%)

A98: Currently, GCS uses prior year budgets plus anticipated increases to create the base budget.

Q99: Is there any open Payables (unpaid/partially paid) invoices expected to be converted? Or will all be paid out prior to cutover?

A99: GCS plans to convert any open invoices for go-live, but desires to minimize the amount of open invoices that need to be converted.

Q100: Is any Open Accounts Receivable expected to be converted?

A100: GCS plans to convert any open accounts receivable for go-live, but desires to minimize the amount of open receivables that need to be converted.

Q101: What do you use for your middleware?

A101: Refer to the answer provided in question 74 of addendum 2.

Q102: Please elaborate on the specific processing requirements for school accounting and purchasing functions to support 1099 processing

A102: Schools are currently using School Funds Online (SFO) for some purchases. Any purchases paid through SFO using 1099 applicable suppliers will still need to be accounted for and consolidated for 1099 purposes in Oracle Cloud.

Q103: In reference to requirement "The system must be able to effectively account for purchase requisitions with correct budget expenditure accounts by department/school, pre-encumber funds, and maintain real-time budget limits and availability," is this a limit by invoice, annual spend, or other? Please elaborate on how should establish limit.

A103: GCS plans to use the delivered Oracle Cloud functionality for budget checking.

Q104: What is a flexible 3-way match rule?

A104: The system must be able to match desired elements of a Purchase Order, Receipt, and Accounts Payable Invoice to determine eligibility for payment.

Q105: In reference to requirement "The system must be able to setup base expenses as taxable, partially taxable, or not taxable based on sales/use tax laws for NC K-12 systems", what is considered a "base expense"? Item, Category, Commodity code, etc.? Please elaborate

A105: A base expense is any good, service, or item that can appear on an Accounts Payable invoice.

Q106: Please elaborate on the type of backup withholdings?

A106: Any payment subject to backup withholding as defined by the Internal Revenue Service may be applicable to GCS.

Q107: Please elaborate on what a cash disbursement file is and what is intended by "entering electronic bank/business payment process"? Is this a payment file from AP (Oracle) to the bank for disbursement

A107: This is in reference to Accounts Payable payments submitted through either an Automated Clearing House (ACH) file or a Bank Wire.

Q108: Please elaborate on how a bank would be assigned by school and purchasing source? Is this by vendor?

A108: GCS utilizes more than one bank account for payments. Purchases made for specific commodity codes or by specific school may be paid out of one account and purchases made by another commodity code or school may be paid out of another account.

Q109: In reference to requirement "The system must be able to refund overpaid expenditures from a prior fiscal year," what is the source of the overpaid expenditures? Where would these refunds be coming from? Receivables or another source?

A109: The refund comes from local sources for over expended prior year State accounts.

Q110: Are checks printed in house by GCS resources? Or are they outsourced to a bank/payment processor?

A110: Check are currently printed in house by GCS.

Q111: Does the planning and actuals align to the ERP COA and level of detail

A111: GCS will be using the State mandated chart of accounts and will exercise flexibility as needed.

Q112: Is FCCS in scope to support the close process part of this project, if not is any street reporting required (EPM)

A112: Enterprise Performance Management (EPM) was to be included in the original Phase 2 activities that had not yet started. GCS plans to work with the successful bidder to determine if the Financial Consolidation and Close Service (FCCS) is applicable to GCS. GCS does not do any "street reporting" and utilizes the Annual Comprehensive Financial Reports (ACFR).

Q113: What are some of the Planning and Budgeting pain points (EPM)

A113: No known centralized automated tools outside of Microsoft Excel are used.

Q114: What are some of the ACFR (CAFR) pain points (EPM)

A114: Refer to the answer provided in question 113 of addendum 3.

Q115: Describe management reporting process, frequency, and # of reports (EPM)

A115: GCS uses reports in day-to-day operations. Refer to the answer provided in question 52 of addendum 2 for the number of reports.

Q116: What will be the source for the metadata (ERP, Other sources) (EPM)

A116: EPM was to be included in the original Phase 2 activities that had not yet started. GCS plans to work with the successful bidder to determine the source for metadata.

Q117: What will be the source for actuals, Budget, Forecast (ERP, HR, etc.) (EPM)

A117: Oracle Cloud is the planned system of record.

Q118: In reference to requirements "The system must be able to create and track receivables for overpayments made to employees with a balance still due post-employment and "The system must be able to create and track receivables for overpayments made to employees with a balance still due during and post-employment," are these a duplicate?

Requirements read the same but previous integrator has one listed as a fit and one as a report?

A118: The requirements are different. One requirement reference to “post-employment” while the other refers to “during and post-employment.”

Q119: Is intent to use Advanced collections or a 3rd party? Requirement mentions both and would require separate fit/gap response

A119: GCS currently has no plans to implement advanced collection or to use a 3rd party for collections.

Q120: Is the intent to use an Oracle self-billing product, or a 3rd party application to capture online payments from customers and allow customers to access their accounts? What is business reason for customers to view general ledger account numbers?

A120: GCS plans to use out of the box functionality for Accounts Receivables.

Q121: What is intended method to open receivables to a collection agency? Manual through a report or integration? What is frequency?

A121: GCS currently does not use a collection agency for open receivable transactions.

Q122: What does 'category' mean?

A122: GCS may need to run separate billings based on categories. For instance, the print shop may have a receivable for a customer which will need to be run separately from a receivable for transportation where transactions are entered under the same customer account.

Q123: What is meant by "Customer File Management" functionality?

A123: Oracle Cloud must be able to provide a Customer Master File.

Q124: What information is needed to copy in the cash collection screen? What is business purpose of copying payments?

A124: Instead of entering the same information from scratch each time, GCS would like a “copy” functionality for entering payment data.

Q125: Please elaborate on how statement bar coding would be used for cash receipting. Is there a separate software used to read bar codes and apply a payment to an invoice/statement?

A125: GCS would like to scan an invoice number to bring up the customer's invoice information for payment. With this in mind, the main scanning functionality that GCS would like to use would be in the Fixed Asset and Inventory Modules.

Q126: In reference to requirement "The system must be able to have a user friendly, customizable worksheet screen entry that will automatically load general ledger account number and other name and address information from subsystems," What is the goal of the worksheet? How would user use it with the information requested? Is it AR specific?

A126: The goal of the worksheet is to provide a means for mass upload.

Q127: Can you share details of work compiled with original SI before project was put on hold and what documents are available like conversion mapping, integration design, configuration workbooks etc. from the effort of previous SI.

A127: Refer to the answers provided in question 14 and question 27 of addendum 2

Q128: AR conversions (customers, AR Invoices, Cash Receipts) are not included in the conversion table. Can we assume they are not needed, and you will start with these processes directly in Oracle ERP Cloud?

A128: In working with the previous State-Approved System Integrator, GCS was to manually input any open Accounts Receivable as part of conversion.

Q129: Procore will be replaced by Oracle ERP Cloud however Project Conversion are not included in the conversion table. Will projects and other details entered into Oracle ERP Cloud manually during cutover?

A129: Projects were originally slated as part of Phase 2 and work has not begun on items listed as "Phase 2." GCS plans to work with the successful bidder to determine applicable projects to be converted or if Procore will be replaced or retained.

Q130: AP Invoices will be paid in the current system and only paid invoices in the current calendar year will be converted to support 1099 however if go-live date is 01-Jan then not required.

A130: GCS plans to work with the successful bidder to determine the validity of the above statement.

Q131: What type of integration / middleware platform used to deploy interfaces in the current environment, and will same integration / middleware platform be used for new Oracle Cloud implementation?

A131: Refer to the answer provided in question 74 of addendum 2.

Q132: Were there any reporting strategy defined as part of current efforts? If so, can you please share the outcome of this reporting strategy. Also, do you currently have any Datawarehouse to support reporting?

A132: Deliverable D01 completed by the Previous State-Approved Integrator included a reporting and dashboard strategy and description of the deliverable is provided in question 267 of addendum 3. A bidder may or may not want to update this strategy based on their own methodology. GCS plans to use licensed Oracle Cloud products to support reporting.

Q133: Do you have listing of reports defined by each module/workstream? If yes, please share the list.

A133: Refer to the answers provided in questions 14 and 52 of addendum 2.

Q134: Have you procured any configuration tool for Oracle Cloud or will use out of the box functionality?

A134: To the best of GCS' knowledge, the Previous State-Approved Integrator utilized out of the box configuration tools.

Q135: Which version control software is used to support deployment of development objects in current system or any plan to procure new version control software?

A135: Refer to the answer provided in question 73 of addendum 2.

Q136: Do you plan to use any check printing software or are looking to use capabilities within Oracle system?

A136: GCS plans to utilize as many out of the box Oracle Cloud capabilities as possible.

Q137: Do you print Purchase orders, Purchase Agreement and Purchase Contract on the paper and mail physically or send electronically? Not included as required.

A137: Most purchasing documents are emailed directly to suppliers. GCS plans to use the delivered functionality in Oracle Cloud for suppliers that can receive purchasing documents electronically.

Q138: What is Previous System Integrator's Portal, who built this and what is current use and status? Does its functionality need to be replaced with another product or purpose-built solution?

A138: To the best of GCS' knowledge, the intent of the Previous System Integrator's Portal was to authenticate users for State systems that included Oracle Cloud. However, GCS has not yet utilized this portal and a bidder can propose an alternative solution. This will be discussed with the successful bidder.

Q139: Are you planning to use Oracle's data masking services for PII data?

A139: GCS plans to utilize as many out of the box Oracle Cloud capabilities as possible.

Q140: Please elaborate on what "support" is needed for the cash flow request process. An integration is mentioned in #107, what is required of Oracle?

A140: GCS has to follow the Funds Request Date (FRD) established by the North Carolina State Treasurer for requesting State and Federal cash funding. GCS plans to work with the successful bidder to determine applicable support needed to support the FRD.

Q141: What is required to support school-based cash management?

A141: A decision has been made to not integrate school checkbook funds at this time. This requirement is no longer applicable.

Q142: What "non-BAI2" bank statement system? Requirement mentions a to/From integration, what data is expected to be processed each direction and what file format? How would data be consumed in oracle and for what purpose?

A142: This integration is with the North Carolina State Treasurer and would be a bi-directional interface.

Q143: In reference to requirement, "The system must be able to account for and create reports for cash activity of outside entities, including detailed tracking of incoming cash by source and receipt" What is meant by "outside entities"? Are these not defined in Oracle? How are they managed?

A143: An example of an outside entity is Guilford County Government and refers to anyone outside of GCS that provides funds. GCS plans to work with the successful bidder to define options in Oracle Cloud.

Q144: Please elaborate on SLA for Assets. There is a TBD in requirement for details.

A144: GCS will need to utilize the out of the box functionality for Fixed Assets and related General Ledger transactions.

Q145: In reference to requirements:

- "The system must be able to bar code and scan items for tracking in the system",
- "The system must be able to use a bar code system" and
- "The system must be able to enter data collected with a bar code scanner"

Is this requirement specific to tracking fixed asset inventory? Why is bar coding required?

A145: This is used for tracking fixed asset and warehouse inventory. Bar coding is required due to the volume and size of GCS for the reduction of errors.

Q146: What is the business requirement for bar coded asset tagging? How would this be used and how is it used today?

A146: Bar coding is required due to the volume and size of GCS for the reduction of errors.

Q147: Please clarify if this is a fixed asset requirements intended to manage your capital assets and related financial accounting, versus the need to track and manage inventory. Please elaborate on the business need/goal.

A147: GCS would like to use barcoding capability to both manage/track inventory from a warehouse and for non-capital/capital fixed assets.

Q148: In reference to the requirement "The system must be able to route surplus assets for review and approval automatically" Is this an inventory requirement? Isn't common ask in fixed assets

A148: This requirement is categorized under Fixed Assets, and it is common for asset retirement approval to take place before an item is marked as surplus.

Q149: Please elaborate on need to reconcile journal with a bank statement? Is this to reconcile cash balance with bank statement? Or to create journals from Bank Statement reconciliation

A149: GCS follows generally accepted accounting principles (GAAP).

Q150: In the requirement "The system must be able to have the automatic verification of coding block, balance enforcement, active account, duplicate entries" Please elaborate on mention of "duplicate entries". Is intention to identify/prohibit duplicate entries?

A150: Yes, the intent is to identify/prohibit duplicate entries.

Q151: In the requirement "The system must be able to consolidate project costs to fixed assets by year and project life" Please elaborate on what the requirement is? Is this the capitalization of a capital project? Reporting by project?

A151: For example, building a new facility requires many goods and services to be purchased in order to complete the facility. The costs of the project need to be able to be collected, capitalized, and consolidated together into asset(s).

Q152: Please provide your current chart of accounts structure. Please include definitions/purpose for each segment, qualifiers (balancing segment, cost center, etc.)

A152: The to-be accounting segments previously defined are Fund, Purpose, PRC, Object, Location, Cost Center, Project, Local Use, Interfund. For more information, refer to <https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/chart-accounts>.

Q153: In the requirement "The system must be able to duplicate an asset to become a new asset" Provide an example of what is being requested. Are you asking about a component of an asset being updated? How would replacement asset be recorded in system?

A153: This is in reference to an out of the box copy feature for Fixed Assets.

Q154: What is the business purpose for creating a duplicate asset? The expectation is an asset would be created through the integration from an Invoice in Payables or a capital project.

A154: There are times where an asset may need to be manually added into Oracle Cloud (i.e., Donated Assets).

Q155: In the requirement "The system must be able to integrate with the Asset Management System to load fixed assets for date of service, location, etc." What is the Asset Management system mentioned?

A155: This is a system currently utilized to track IT assets.

Q156: In the requirement "The system must be able to support automatic updates for approval and reconciliation of term life cost and payments via Payroll, AP/Supplier invoices "Need clarification on "automatic updates" for approval and reconciliation of term life cost and payments via Payroll, AP/Supplier invoices

A156: This is in reference to a reconciliation of an employee insurance benefits to the Accounts Payable invoice paid to a provider. The costs will be distributed across the employee base.

Q157: In the requirement "The system must be able to define and enter transactions that can be prorated automatically by user-defined percentages or fixed amounts," Need clarification what is meant by "transaction". Where and how are these entered, and how would expect the prorates to be calculated? By dates, rates, etc.?

A157: This requirement was classified as a General Ledger requirement and refers to any general ledger transaction. Transactions can be entered directly into the General Ledger or brought in from sub modules. Guilford County Schools will discuss the level of detail and options with the successful bidder.

Q158: Please clarify what type of transactions would be created by "NCDPI BUDS"?

A158: Refer to section 2.3.9: NC State Systems in the Request for Proposal (RFP).

Q159: Please elaborate on what reports are needed?

A159: Refer to the answers provided in questions 14 and 52 of addendum 2.

Q160: In the requirement "The system must be able to report on a statement of changes in fund equity" Are you looking for a change or a supporting schedule?

A160: The requirement defines that GCS is looking for a statement of changes in fund equity.

Q161: What is meant by "Financial System Tables". Please elaborate on what report(s) are needed

A161: Financial System Tables refer to Oracle Cloud. For more specifics on reports, refer to the answers provided in questions 14 and 52 of addendum 2.

Q162: In the requirement "The system must be able to produce reports for inter-fund and intra-fund activity" What specifically are you looking for in the report?

A162: Transactional information for fund activities.

Q163: In the requirement "The system must be able to allow for the creation and maintenance of user-defined account categories" What is meant by "user defined account categories"

A163: A user with proper security can edit and update accounting segments.

Q164: What information is needed to be brought in from E-CATS? Please elaborate how it would support grants and what is meant by "other financial data"

A164: The main purpose is to extract child counts.

Q165: In the requirement "The system must be able to provide for all GAAP and GASB requirements, Full Accrual, Modified Accrual, and Cash Basis accounting as needed from all modules." What is meant by "as needed from all modules". Do you require reporting on all accounting methodologies?

A165: The General Ledger must be able to report on information contained in the subledgers and will need reporting consistent with accounting methodologies defined in the requirement.

Q166: What is meant by "integrate to/from the Monthly Financial Report". What is the Monthly financial report and what is this integration?

A166: This is an integration with the State and is an integration of the Monthly Financial Report.

Q167: Please elaborate on requirement integrate to/from the UERS Chart of Account (COA) Exception Report. What is the integration and what is needed?

A167: Refer to section 2.3.9: NC State Systems in the Request for Proposal (RFP) for UERS MFR.

Q168: In the requirement “The system must be able to print and create a check electronically in a GCS-specific format”, Please clarify need to print a check electronically? Is this an EFT/ACH?

A168: This requirement is in reference to formatting checks to be printed in the GCS specific check stock using an electronic print file, much like printing an electronic Microsoft Word document on paper using a printer.

Q169: Please elaborate on what the work orders are for and what maintenance is being performed? Is this on fixed assets?

A169: Work orders can be done on anything maintenance related (i.e., buildings, windows, equipment) and may or may not be a fixed asset.

Q170: In the requirement “The system must be able to integrate AP and PO to warehousing data for analysis.” Is this a data warehouse requirement? Please elaborate on what analysis is needed.

A170: GCS plans to use licensed Oracle Cloud products to support reporting.

Q171: In the requirement “The system must be able to send automatic notification for transactions fulfilled by the warehouse (request received, order shipped, partially received, etc.)” Please elaborate on what is being fulfilled

A171: Inventory related items that would be housed in a warehouse.

Q172: In the requirement “The system must be able to group requisitions by the school to support efficient delivery by the warehouse team” Please elaborate on whether this is an internal requisition? Who is this going to and why are they being raised.

A172: Purchase requisitions are created internally by those that have access to create purchase requisitions. Purchasing requisitions are requests for goods or services that can be filled by a buyer’s purchase order and then can be paid for by Accounts Payable.

Q173: In the requirement “The system must be able to transmit and receive files to meet DPI requirements”, please elaborate what files are needed

A173: Refer to sections 2.3.9 and 2.4.9 in the Request for Proposal.

Q174: In the requirement “The system must be able to refund payments made by parents online “what tool is being used for online payment processing?

A174: GCS uses K12 Payment Center and ELEYO for online payment processing.

Q175: In the requirement "The system must be able to accept the entering of payment requests for invoices and other documents online at a remote location" What is meant by "remote location"?

A175: A location that is not a GCS property (i.e., employees working from home).

Q176: Why would there be a receivable for an employee?

A176: An employee owes money to GCS (i.e., prepaid for time on a paycheck that was not actually worked).

Q177: In the requirement "The system must be able to include appropriate tax details (FICA, State, Federal, etc.) in transactions when creating employee receivables for overpayment" Why is this in AR and not reimbursed through payroll?

A177: A receivable is currently created for employees that is handled outside of payroll.

Q178: In the requirement "The system must be able to automatically process all cash receipting locations to assist with cash depositing into multiple checking accounts" Need more information on business process. How is cash received? How deposited, etc.?

A178: Cash is received centrally and then deposited at the bank.

Q179: For the following requirements:

- The system must be able to track cash entries automatically, cash-on-hand, and provides cash receipt register and deposit reports for cash drawer/location reconciliation
- The system must be able to balance cash by each register, user, or drawer for ease of depositing
- The system must be able to print a cash report that includes the date, time, customer name and address, the amount paid, amount of change returned, sub-system type, and receipt and user ID
- The system must be able to show the amount of change due on the receipt

Need more information on business process. Is this coming from a point of sale (POS) system? What is used today?

A179: Yes, it is coming from a POS system and GCS is currently utilizing Meals Plus.

Q180: In the requirement "The system must be able to accommodate bar code scanning of invoices for cash receipting" Need more information on business process for why would need to scan a bar code to receive/apply cash. What system is used?

A180: Bar coding would be used to scan an invoice to bring up on the screen versus manually searching for an invoice. With this in mind, the main scanning functionality that GCS would like to use would be in the Fixed Asset and Inventory Modules.

Q181: In the requirement "The system must be able to print cash receipts automatically" What is meant by print cash receipts? What is business process

A181: To provide a receipt for cash transactions to the customer.

Q182: In the requirement "The system must be able to allow for the electronic transfer of revenue with an audit trail identifying the user, date, and time" Where would the revenue be transferred? What does electronic transfer mean?

A182: Revenue transfers would take place through journal entries.

Q183: In the requirement "The system must be able to have online memo capability for each customer master file," Why is this needed? What is business purpose and what i meant by "each customer master file?"

A183: GCS desires to have a place to include notes or comments on a customer's file.

Q184: For the requirements:

- The system must be able to produce statements by customer category reflecting current account status and by listing all open items
- The system must be able to produce statements for multiple customer categories, and customer ranges on the same day for single day statement production and finance charges

What is meant by customer category? Please elaborate further

A184: Customers can have different categories of charges (i.e., facility rentals, print shop, transportation charges) and a statement must be able to be produced by a specific category or combined categories together.

Q185: In the requirement "The system must be able to have Real Estate Tax Billing functionality," please elaborate on what is meant by "Real Estate Tax Billing" functionality?

A185: Real Estate Tax Billing is no longer applicable.

Q186: In the requirement "The system must be able to accommodate receipt and balance cash at the department level using a cash register/drawer concept" Please explain purpose and overall need for GCS

A186: This would be needed for School Nutrition and After-School Care Enrichment Services (ACES) programs.

Q187: In the requirement "The system must be able to search data backward and forward" What does forward mean?

A187: A user can look at transactions backwards or forwards in the system.

Q188: In the requirement "The system must be able to accommodate standard non-receivable type transactions set up in the cashiering module" What is meant by "cashiering module"? What is used today?

A188: This is in reference to Accounts Receivable and Meals Plus is used today.

Q189: In the requirement "The system must be able to calculate and amortize premiums and discounts" Please elaborate on what is meant by premiums and discounts. What is calculated and how used in terms of accounts receivable?

A189: GCS does not offer discounts on Accounts Receivable transactions.

Q190: In the requirement "The system must be able to provide investment by School, Student, Classroom, etc." Please clarify what is meant by "investment"?

A190: GCS plans to report on expenditures with information contained in Oracle Cloud for different categories.

Q191: In the requirement "The system must be able to drill down into expense details through summary levels of budget reporting/viewing" How does this relate to budgeting?

A191: Users with proper security should be able to drill down to reveal more details.

Q192: In the requirement "The system must be able to calculate, maintain, and export the average daily cash balance for every fund" How is average daily balance helping the business? What is it used for?

A192: It allows GCS to better understand their cash requirements standing.

Q193: In the requirement, "The system must be able to track cash receipts and disbursements by reference number and by base sub" What is meant by "base sub"?

A193: Base sub means base subledger.

Q194: In the requirement "The system must be able to pool cash into a payroll and claims fund to facilitate investment and cash management functions" Are you referring to ZBA accounts?

A194: No

Q195: In the requirement "The system must be able to support workflow for approval transactions for PD requests (Leave Form, PD request, etc.)." Can you provide more information on what is being requested for automatic generation of documents from the system?

A195: GCS plans to go paperless using Oracle Cloud functionality as much as they can.

Q196: What is the Bank of America Works program?

A196: The Purchasing Card (P-card) program used by GCS.

Q197: Why are P-Card requirements showing up under employee expenses? This is uncommon.

A197: Employees use the P-card to purchase items for GCS.

Q198: In the requirement “The system must be able to apply indices/inflation factors to historical costs for assets to update replacement cost data” What is the goal of this requirement? Is the intent to revalue the asset and not impair? How is it done today?

A198: To calculate fair market value.

Q199: In the requirement “The system must be able to input the property number from the project management system” Is property number referring to the asset location?

A199: Yes.

Q200: In the requirement “The system must be able to track and report on the disposition of all surplus assets” Is this referring to assets not currently in service? Processing an asset retirement/disposal?

A200: This is referring to a surplus asset that has been retired.

Q201: In the requirement:

“The system must be able to provide facilities asset management, project management, and work order systems or integrate directly with these systems to include:

1. Facilities Asset Management & Maintenance
2. Facilities work order management
3. Custodial work order management
4. Capital project management and project accounting “

The business requirement is unclear and requires further clarification. What are the business needs, exact systems, transactions, etc. which are needed?

A201: Oracle Cloud out of the box must provide the listed items in the requirement and/or GCS will integrate information from their current systems into Oracle Cloud.

Q202: In requirement “The system must be able to track active license volume (quantity, school, users, etc.)” Can you elaborate? Is this related to software licenses?

A202: Yes, this is in reference to software licenses.

Q203: In the requirement “The system must be able to automatically add fixed assets to the fixed asset inventory based on pre-defined rules” What is the expectation on when a fixed asset is created? What are dependent transactions/activities?

A203: Assets should be created based on out of the box Oracle Cloud functionality.

Q204: In the requirement “The system must be able to support work order management Maintenance or integrate with the current solution used” Is this work order management related to capital asset management and maintenance?

A204: Refer to the answer provided in question 169 of addendum 3.

Q205: In the requirement “The system must be able to provide a user-friendly functionality for field activities (work order management)” What fields are you looking for? How does work order management behave for you today?

A205: Refer to either section 2.3.1 or section 2.3.6 under Archibus for more information.

Q206: In the requirement “The system must be able to surplus parts from the warehouse, such as furniture” Is this the reallocation of an asset not in use at a particular location to another location?

A206: The reallocation of an asset would be an asset transfer. Surplus is when the asset is retired.

Q207: In the requirement “The system must be able to manage surplus items (items that are surplus from other schools or are donated, etc.)” What are the expectations for the system to manage surplus assets not in use?

A207: The system must be able to account for all items whether they be active or retired in the fixed asset system.

Q208: For the requirements:

- The system must be able to add, in mass (i.e., through spreadsheet upload, new sub-account across a user-definable range of departments and funds
- The system must be able to add, in mass (i.e., through spreadsheet upload), accounts for one department or fund by cloning accounts from a similar department or fund

What is the requirement for managing and maintaining the chart of accounts? What is the business reason for needing to add accounts, in mass, and at what frequency?

A208: The business reason is chart of accounts maintenance across a large organization, which does frequently happen.

Q209: Food services requirements are extensively listed however the products purchased and requested to be implemented in this RFP do not appear to include POS software or specialized K-12 Food Services software. Are these requirements still in scope?

A209: Refer to the answer provided in question 28 of addendum 2.

Q210: In the requirement "The system must be able to support school accounting for items including but not limited to cash management, purchasing, online payment for school services, and contributions" Can you provide more information on what is meant by "support school accounting for items"?

A210: Examples include but are not limited to cash management, purchasing, online payment for school services, and contributions.

Q211: For the requirement:

"The system must be able to produce reports in an automated fashion for monthly reporting requirements including, but not limited to:

1. Magnet funds report
2. Title 1 funds
3. Regular/Local Allotments
4. State Allotments
5. Twilight School
6. Grants/Donations
7. Capital Outlay"

We would need a sample of the reports and the COA structure to determine the appropriate FIT/GAP response

A211: Oracle Cloud will be the system of record for monthly reporting. Referenced reports will be shared with the successful bidder.

Q212: In the requirement "The system must be able to comply with The School Budget and Fiscal Control Act (115C-422, Article 31) on the North Carolina General Statutes" Can you provide more information on specific requirements for the system/business processes to be in compliance?

A212: For more details, refer to Article 31 found here:

https://www.ncleg.net/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_115C/Article_31.pdf

Q213: In the requirement "The system must be able to accept and post investment information in an automated format" Where is the investment information posting from and to?

A213: Oracle Cloud will be the system of record for financial transactions.

Q214: In the requirement "The system must be able to have approval and edit capabilities for posting between financial systems" Please elaborate on what financial systems? What are you approving/editing and where?

A214: Oracle Cloud will be the system of record for financial transactions.

Q215: In the requirement "The system must be able to assign specific general ledger accounts to be designated to a treasury account and allows them to be subdivided into detailed subsidiary accounts: Please elaborate on the business requirement and goal. Unclear on requirement.

A215: This is done to help build the Annual Comprehensive Financial Report (ACFR) and for the usage of fiduciary accounts.

Q216: In the requirement" The system must be able to calculate interest income earned/owed and allocates this amount to individual funds" Where are and how are the funds being managed today?

A216: Funds are managed in Microsoft Excel today.

Q217: How and where are investment instruments are being handled today?

A217: State Treasury Investment Fund and North Carolina Capital Management Trust. Transactions are recorded through journal entries.

Q218: How and where is debt being tracked today?

A218: Guilford County Government issues and manages debt for the school district as outlined in the North Carolina general statutes.

Q219: In the requirement "The system must be able to automate all of the business forms (requisition, miscellaneous payroll, etc.)." Can you provide more information on the expectation of automation? How would a form be automated?

A219: Information is entered online through Oracle Cloud.

Q220: Would need more information on each of the capabilities, business processes and specific requirements for each system before we can provide a response for strategic direction and Fit/Gap.

A220: Refer to sections 2.3, 2.4, and 2.7.1 for more information.

Q221: In the requirement "The system must be able to provide efficient cloud distribution technology to support remote (schools, remote departments, etc.) needs with the solutions." What exactly is needed for this requirement? What is "distribution technology"?

A221: Licensed Oracle Cloud products.

Q222: In the requirement "The system must be able to allow the HR solution to support the ability to schedule interfacing with third-party solutions as needed" Would need additional details on the interface requirements and third-party solutions mentioned. What is the specific requirement?

A222: This is in reference to setting up batch schedules.

Q223: Confirm in what module you require electronic signatures, what documents and what transactions.

A223: Any module that uses electronic approvals and/or workflow.

Q224: In the requirement "The system must be able to be modified as required by State and Federal Legislation, Departments, or agencies." Please elaborate on modification expectations. In what modules, processes, transactions, etc.

A224: Configuration, extension, workflow, or interface updates maybe required based on the latest legislation.

Q225: Please clarify if it is intended to migrate to Oracle Inventory module or continue with existing application. (Re: All requirements with Related Module: Inventory, Item Management)

A225: Inventory Management Cloud Service is in scope.

Q226: In the requirement "The system must be able to provide the ability for departments (i.e., Communications) to access purchasing related information for public information requests" Provide more information on what kind of access is required.

A226: Inquiry or view (read) access to the purchasing related information in the Freedom of Information Act (FOIA) or Board requests.

Q227: In the requirement "The system must have approval reporting for purchasing transactions that include, but are not limited to purchase requisitions and purchase orders" What is meant by "approval reporting"?

A227: Reporting on workflow approvals.

Q228: What access do you want allow suppliers to have?

A228: Out of the box information used in the Supplier Portal.

Q229: In the requirement "The system must be able to send notifications to stakeholders (i.e., requester, buyer, warehouse agent) during the procure to pay process" Need clarification on what notifications are sent to which party for which activity.

A229: In general, out of the box notifications will suffice. If someone wants to see status who is not in the notification thread, they will need to search or have a report/dashboard to see this information (i.e., outstanding approvals, requisitions in process for a business unit).

Q230: In the requirement "The system must be able to refund overpaid expenditures from a prior fiscal year" What is the business requirement? What are you trying to achieve? Please elaborate on requirement.

A230: Refer to the answer provided in question 109 of addendum 3.

Q231: What is a "flexible receipt"?

A231: Receipt capabilities must be available to more than just the person who created the original purchase requisition. For example, if Person A creates a Purchase Requisition, person B in the warehouse should be able to receive such item. Additionally, if Person A creates a requisition and person A leaves GCS before the item is received, Person C should be able to take over and receive items from Person A's purchase requisition.

Q232: How robust are you using scanning today? Do you currently have handhelds? What software are you using and are you intending to use in the future?

A232: GCS currently uses scanners in the IT department for IT inventory.

Q233: What are budget codes?

A233: The full account segment string of codes is referred to as a budget code today.

Q234: What is the expectation for use on the purchasing templates? How would they be used?

A234: GCS plans to configure and use purchasing templates as delivered by Oracle Cloud.

Q235: Is the expectation to implement Oracle tax for Procure to Pay tax calculation?

A235: The expectation is to automatically calculate applicable taxes in the procure to pay calculation through an Oracle Cloud Product that GCS has licensed, through other solution proposed by the bidder, or configuration.

Q236: The products in scope for the implementation do not appear to be the correct fit for student records. Is this requirement still in scope for the Oracle Cloud project?

A236: A student record system implementation is not part of this RFP, but GCS may need to report on student demographics for financial purposes.

Q237: Please clarify on Employee Data with approximate count of data to be loaded and the range of historic data that needs to be loaded

A237: There are approximately 52,000 active and inactive employees in the current system. The number of years, approach, and options for converting historical data will be discussed with the successful bidder.

Q238: For compensation perspective, how many individual compensation plans are required and how the validation logics are applicable?

A238: The compensation plans vary based position in addition to any bonus plans. There are approximately 20 base compensation plans that can have different permutations that will need to be setup and validated in Oracle Cloud.

Q239: Please explain how the work schedule applies for the employees. Is it common for all? Do we have rotational shifts/patterns/schedule?

A239: Refer to the answer provided in question 64 of addendum 2.

Q240: Please explain the performance cycle involved? Is it common across? Do we have same performance document across?

A240: The state system is used for school and department based licensed employees. Other performance cycles are performed yearly using paper forms.

Q241: Please explain how goals are assigned, is list of goals available or is it created on need basis?

A241: Goals are created on an as needed basis between the supervisor and employee.

Q242: Do we have competencies based on Job/Positions or is it common based on some other criteria that needs to be included for performance evaluation?

A242: This is not common at Local Education Agencies (LEAs).

Q243: What languages do you host apart from English?

A243: GCS plans to use Oracle Cloud using the English Language.

Q244: What is the date range for which historic data needs to be loaded for all modules

A244: Refer to the answer provided in question 237 of addendum 3.

Q245: What are the interfaces that need to be built for various modules of HCM that are not handled in Fusion?

A245: Refer to Appendix F of the RFP document.

Q246: What is the list of reports that need to be generated? Please share module wise count along with specific requirements listing if possible.

A246: Refer to the answers provided in questions 14 and 52 of addendum 2.

Q247: Please share the leave policies that explains the list of leaves involved, the validations involved and the eligibility for each leave type along with other terms like accrual, payouts etc.

A247: Refer to the Benefits and Employment Policy Manual found here:

<https://www.dpi.nc.gov/documents/district-humanresources/benefits-and-employment-policy-manual>.

Q248: Please explain if the approval flow for any transaction is common across or does it vary? This enables us to understand whether there should be a common rule for each transaction or multiple rules based on need.

A248: Workflows can vary between schools and departments but will follow the same basic logic.

Q249: What is meant by PD request?

A249: Professional Development Request.

Q250: What does L&I hours mean?

A250: This broadly refers to the budgeted position hours and workers compensation.

Q251: Could you share the details of the Shared leave functionality?

A251: For more details on Shared Leave, please refer to the form at:

[https://www.gcsnc.com/cms/lib/NC01910393/Centricity/Domain/5025/Authorization to Donate Voluntary Shared Leave.pdf](https://www.gcsnc.com/cms/lib/NC01910393/Centricity/Domain/5025/Authorization%20to%20Donate%20Voluntary%20Shared%20Leave.pdf)

Q252: What is meant by Certified employees? How are they different from regular employees? What is the count of Certified employees.

A252: Certified employees hold NC professional educator license(s) which are tracked in the NC Department of Public Instruction LICSL system. GCS has approximately 5,000 licensed employees.

Q253: How are the Government Payroll Reports, payroll taxes currently done?
ADP Smart Compliance - Are you using this product currently?

A253: GCS currently does payroll taxes using SUNPAC and is not currently using ADP Smart Compliance.

Q254: What does this mean - Acting appointments require time bound position set to expire in the future which system cannot handle.

A254: Additional compensation cannot be set for an open ended or time specific periods.

Q255: Does job descriptions differ across each school?

A255: Job descriptions can be unique to a school.

Q256: Please share the key considerations behind the need for 24X7 coverage including after 5:00 PM ET on weekdays and on weekends.

A256: The core hours of support would be from 7 am to 6 pm Eastern Standard Time (EST) on weekdays during the school year and 7 am to 7 pm EST Monday – Thursday during the summer break. 24X7 support only refers to a severity 1 issue needing to be addressed for on call support.

Q257: The SLAs suggest Response time of 1 hour and Resolve time of <6 hours for Priority 1, 2 and 3 issues along with 24X7 hours coverage. Do you expect to have a seated support to cover for these service levels and coverage(24X7)? If yes, please specify any critical area/function which needs 24X7 seated support.

A257: GCS expects on call support for severity 1 issues 24X7.

Q258: Appendix G provides SLRs for Enhancements like Critical Milestones, Project Estimations, Project Defects. Are these Service Levels only applicable to the Enhancements built during the Maintenance and Operations (M&O) phase?

A258: Yes

Q259: If answer to the above question is yes, how do you typically define Critical Milestones for enhancements built during the M&O phase?

A259: Mutual agreement.

Q260: There is a Service Level for Availability of Support Staff. Please elaborate on the requirement of this Service Level.

A260: Responsiveness outside of a submitted ticket.

Q261: Have you licensed from Oracle or other providers a cloud-based data warehouse such as OADW or FAW? If not, does the prospective bidder need to include the licensing of a proposed cloud-based data warehouse solution (whether Oracle or other solution) in our solution or will GCS directly license the recommended data warehouse solution from Oracle or other provider?

A261: GCS has not licensed a cloud-based data warehouse such as Oracle Autonomous Data Warehouse (OADW) or Fusion Analytics Warehouse (FAW). A bidder can include a cloud-based data warehouse solution as part of the optional supplemental software as part of Section 5.

Q262: Would Guilford County Schools be open to a bidder bidding on a portion of the work if they do not meet the minimum qualifications to complete all of the work?

A262: Prospective bidders can submit a bid for this RFP and GCS will evaluate the bid based off of the criteria in the 1.13: Evaluation and Selection.

Q263: What other school districts in North Carolina have gone live with Oracle Cloud and what other school districts used or are using the previous integrator for Oracle Cloud?

A263: GCS believes that Gaston County Schools is live on Oracle Cloud and is aware of work done by the Previous State-Approved Integrator at Charlotte-Mecklenburg Schools, Cumberland County Schools, and Cabarrus County Schools.

Q264: Is Guilford County Schools using any consultants internally that are not employees for on this project? If so, will you share their previous work experience, number of years of experience, firms/employers and roles?

A264: GCS plans to staff the project according to their needs whether they use internal or external resources.

Q265: Are you expecting Maverick Solutions to deliver training or just develop the hands-on content?

A265: GCS expect Maverick Solutions to deliver their Engage Learn and Engage Live platform customized to the needs of GCS.

Q266: Will you share the status of each conversion listed in section 2.9?

A266: Refer to the answer provided in question 27 of addendum 2

Q267: Will you share the list of deliverables proposed by the previous integrator and the status of each deliverable?

A267: The following is the list of deliverables and the status of each deliverable from the Previous State-Approved Integrator:

Category	Title	Status	Previous State-Approved Integrator's Deliverable Description
Development	D01 - Development Approach	Completed	The D01 Development Approach will describe in detail the tasks that will be performed to handle Guilford County Schools conversion, interface, reporting, and security requirements. The Deliverable will describe how these development items will be developed/configured, tested, and implemented in production.
Development	D02 - Data Conversion Templates	Completed	The Complete D02 Conversion Process Templates milestone represents the delivery of conversion spreadsheets and mapping of such spreadsheet to legacy data. For all conversion items, the project team will follow the standards defined by the D01 Development Approach deliverable.
Development	D03 - Conversion Load & Validation	Not Completed	Following the D02 Complete Conversion Process Templates milestone. The Previous State-Approved Integrator will coordinate sessions to load data into the system and request Guilford County Schools to review the load process.
Development	D04 - Development Integrations/Interfaces	Not Completed	The D04 Complete Interface/Integration Templates milestone represents the delivery and loading of data from legacy or 3rd party systems into the corresponding Oracle module. For all interface items, the project team will follow the standards defined by the D01 Development Approach deliverable.
Development	D05 - Development Reports	Not Completed	The D05 Complete Reports milestone represents the delivery of Golden Template, DPI reports, and Oracle reports. The project team will follow the standards defined by the D01 Development Approach deliverable. The Previous State-Approved Integrator will also provide report building training.
Functional	F01 - Initial Discovery Questions	Completed	The Previous State-Approved Integrator will provide a series of questionnaires for each module and any relevant options so that Guilford County Schools can document expectations, key business flows, data, and basic processes. The purpose of the questionnaire is for the Previous State-Approved Integrator d team to obtain basic information on module configuration and related Guilford County Schools business processes, data, and potential gaps.

Category	Title	Status	Previous State-Approved Integrator's Deliverable Description
Functional	F02 - Initial Prototype	Completed	An initial prototype Oracle Cloud site will be configured using Guilford County Schools requirements, and F01 Initial Discovery Questionnaire. This site will be used by the Previous State-Approved Integrator to complete F03 Gap Analysis & Orientation Training. This site will be used to demonstrate functions, features, and capabilities of the Oracle Cloud Applications.
Functional	F03 - Gap Analysis	Completed	The Initial Guilford County Schools requirements, the Previous State-Approved Integrator questionnaires, and Initial Prototype, will be used by the project team to conduct the F03 Gap Analysis work sessions. For each module, the requirements traceability matrix will be updated with any gaps between the requirements and delivered functionality and best practice configurations. Where "Gaps" exist, the Previous State-Approved Integrator will document the gap and how the gap will be addressed via software configuration, custom report or process change. During these gap analysis sessions, the Previous State-Approved Integrator leads will perform T01 Orientation Project Team Training specific to the session modules.
Functional	F04 - Conference Room Pilot	Completed	Conference Room Pilot will bring together all groups to review the Oracle Cloud Services application from end to end using the initial prototype environment. This is a high-level walk through of the application to ensure awareness of all groups and their understanding of the system.
Functional	F05 - Complete System Testing	Completed	The F05 Complete System Test milestone marks the completion of the system test cycle as defined by the P07 Test Plan Deliverable. During System Test the Project Team will convert limited data and test end-to-end business processes in the Oracle Cloud Services applications. Completion of the F05 Complete System Test milestone certifies that the system is ready for integration testing.
Functional	F06 - Module Configuration Documents	Not Completed	The F06 Module Configuration Document marks the completion of the Oracle Cloud Services applications configuration as agreed upon by Guilford County Schools and the Previous State-Approved Integrator prior to the start of the integration testing test cycle.

Category	Title	Status	Previous State-Approved Integrator's Deliverable Description
Functional	F07 - Complete System Integration Testing	Not Started	The F07 Complete Integration Test milestone marks the completion of the integration test cycle as defined by the P07 Test Plan Deliverable. During integration test the Project Team will convert data, test end-to-end business processes in the Oracle Cloud Services application, including interfaces, and reports/dashboards. Completion of the F07 Complete Integration Test milestone certifies that the system is ready for user acceptance testing and end user training.
Functional	F08 - Completed User Acceptance Test	Not Started	The F08 Complete User Acceptance Test milestone marks the completion of the User Acceptance Test cycle as defined by the P07 Test Plan deliverable. Completion of the F09 Complete User Acceptance Test milestone certifies that the system is ready for Go-Live.
Functional	F09 - Completed Post Implementation Support	Not Started	Following the P09 Production System Go Live, the Previous State-Approved Integrator Project Team will provide thirty (30) business days of production support to Guilford County Schools for each project phase.
Monthly Project Management	MPM1 November 2020 Project Management	Completed	Monthly Billed Project Management Fees
Monthly Project Management	MPM2 December 2020 Project Management	Completed	Monthly Billed Project Management Fees
Monthly Project Management	MPM3 January 2021 Project Management	Completed	Monthly Billed Project Management Fees
Monthly Project Management	MPM4 February 2021 Project Management	Completed	Monthly Billed Project Management Fees
Monthly Project Management	MPM5 March 2021 Project Management	Completed	Monthly Billed Project Management Fees

Category	Title	Status	Previous State-Approved Integrator's Deliverable Description
Monthly Project Management	MPM6 April 2021 Project Management	Completed	Monthly Billed Project Management Fees
Monthly Project Management	MPM7 May 2021 Project Management	Completed	Monthly Billed Project Management Fees
Monthly Project Management	MPM8 June 2021 Project Management	Completed	Monthly Billed Project Management Fees
Monthly Project Management	MPM9 July 2021 Project Management	Completed	Monthly Billed Project Management Fees
Monthly Project Management	MPM10 August 2021 Project Management	Completed	Monthly Billed Project Management Fees
Monthly Project Management	MPM11 September 2021 Project Management	Completed	Monthly Billed Project Management Fees
Monthly Project Management	MPM12 October 2021 Project Management	Completed	Monthly Billed Project Management Fees
Monthly Project Management	MPM13 November 2021 Project Management	Completed	Monthly Billed Project Management Fees
Monthly Project Management	MPM14 December 2021 Project Management	Completed	Monthly Billed Project Management Fees
Monthly Project Management	MPM15 January 2022 Project Management	Not Started	Monthly Billed Project Management Fees

Category	Title	Status	Previous State-Approved Integrator's Deliverable Description
Monthly Project Management	MPM16 February 2022 Project Management	Not Started	Monthly Billed Project Management Fees
Monthly Project Management	MPM17 March 2022 Project Management	Not Started	Monthly Billed Project Management Fees
Monthly Project Management	MPM18 April 2022 Project Management	Not Started	Monthly Billed Project Management Fees
Monthly Project Management	MPM19 May 2022 Project Management	Not Started	Monthly Billed Project Management Fees
Monthly Project Management	MPM20 June 2022 Project Management	Not Started	Monthly Billed Project Management Fees
Monthly Project Management	MPM21 July 2022 Project Management	Not Started	Monthly Billed Project Management Fees
Organizational Change Management	O01 - Stakeholder Assessment	Completed	The identification and qualification of key Guilford County Schools employees and external stakeholders, who may have an interest or connection with the project. This list will be used to schedule, draft, and distribute relevant messages and informational activities throughout the project. Stakeholders will be assessed in terms of their "interest" and "influence" regarding the Oracle Cloud Services ERP project. This qualification will help the Project Team focus and engage with those stakeholders deemed critical to project success.

Category	Title	Status	Previous State-Approved Integrator's Deliverable Description
Organizational Change Management	O02-Organizational Change Management Project Plan	Completed	The purpose of this O02 Organizational Change Management Plan deliverable is to define the approach, resources and schedule for each major component within the Organizational Change Management (OCM) implementation track that will be used to manage organizational change to support Guilford County Schools. Major OCM components include leadership support, department readiness, and communications.
Organizational Change Management	O03 - Operations & Maintenance Plan	Not Started	The O03 Operations and Maintenance Plan deliverable defines the support structure, roles, methods, policies, and procedures for managing Guilford County Schools production environment post go-live. The deliverable defines Guilford County Schools approach to transitioning from an implementation project team to a post implementation support organization.
Project Management	P01 - Initial Project Startup	Completed	The P01 Initial Project Startup milestone marks the start of a Phase.
Project Management	P02 - SharePoint Site	Completed	The P02 SharePoint site will contain the central project repository for the collection of artifacts and project activity. This is a standardized site for each project phase.

Category	Title	Status	Previous State-Approved Integrator's Deliverable Description
Project Management	P03 - Project Management Plan	Completed	<p>The P03 Project Management Plan Deliverable will be a collaboratively created document representing the standard tasks and activities required of the Project Team to work effectively and efficiently to complete the project. The P03 Project Management Plan Deliverable contains the following project management processes.</p> <ol style="list-style-type: none"> 1. Scope management plan 2. Schedule management plan 3. Quality management plan 4. Communications management plan 5. Issues management plan 6. Scope management plan 7. Schedule management plan 8. Quality management plan 9. Communications management plan 10. Issues management plan

Category	Title	Status	Previous State-Approved Integrator's Deliverable Description
Project Management	P04 - Baseline Project Schedule	Completed	The Previous State-Approved Integrator will prepare a Microsoft Project Schedule (Work Plan) that will identify each specific deliverable and milestone in the Schedule of Deliverables as well as intermediate tasks and deliverables as necessary for effective project scheduling and control. This Project Schedule will consist of an Microsoft Project Plan, identifying each of the phases/tasks, milestones, and deliverables associated with each task, estimated duration of each phase/task, and the type and level of participation of the Previous State-Approved Integrator and Guilford County Schools staff necessary to achieve the plan objectives, along with the associated task dependencies. The project schedule will include specific responsibilities for both rye Previous State-Approved Integrator and Guilford County Schools staff. The project schedule will identify the critical path within each Phase.
Project Management	P05 - Project Kickoff	Completed	The Previous State-Approved Integrator will provide a kickoff slide deck for each project phase which will provide a summary of the overall project. Most items will be from the P03 Project Management Plan and P04 Project Schedule.

Category	Title	Status	Previous State-Approved Integrator's Deliverable Description
Project Management	P06 - Project Scope Acceptance	Completed	<p>P06 Project Scope Acceptance deliverable is an MS Word document that lists the application features and all development that will be included in the project phase. The P06 Project Scope Acceptance deliverable is completed following the F03 Gap Analysis deliverable. Following the completion of the deliverable, the project schedule is updated with detail tasks, dates and resources for the completion of the project phase.</p> <p>The P06 Project Scope Acceptance will list each of the Oracle Cloud Services applications and third-party functions / development objects, including conversions, interfaces, and reports/dashboards that will be implemented. The Deliverable will categorize the scope of work as follows:</p> <ol style="list-style-type: none"> 1. Application functions 2. Conversions 3. Reports/Dashboards 4. Extensions 5. Interfaces/Integrations <p>For each category, the P06 Project Scope Acceptance will list the specific requirements that will be implemented.</p>

Category	Title	Status	Previous State-Approved Integrator's Deliverable Description
Project Management	P07 - Test Plan	Completed	<p>The Previous State-Approved Integrator will prepare a Test Plan describing how Guilford County Schools will prepare for and execute the system, integration, and user acceptance tests. This plan provides a description of the testing approach, the tools and techniques to be used, and a preliminary schedule for the testing effort. The Test Plan will describe in detail, all the requisite steps to complete Guilford County Schools acceptance testing. The document will also identify the internal and external testing participants and testing environments to be utilized. The acceptance test will serve as Guilford County Schools basis for accepting the system and beginning full production operations. The P07 Test Plan Deliverable is an MS Word document that outlines a plan to complete the acceptance test for each Project Phase. The P07 Test Plan will include the following information for the system, integration, and user acceptance test cycles:</p> <ol style="list-style-type: none"> 1. Description of the test activity / phase 2. Test entrance criteria 3. Test environment 4. Testing methods and procedures 5. Testing script examples 6. Test scope 7. Test schedule (high-level) 8. Test participants 9. Test exit criteria

Category	Title	Status	Previous State-Approved Integrator's Deliverable Description
Project Management	P08 - Production Cutover Plan	Not Started	The P08 Production Cutover Plan Deliverable outlines the Previous State-Approved Integrator and Guilford County Schools activities to transition to the production systems for the Project Phase. The deliverable will identify all the dependencies for initiating the cutover to production, the production migration itself, and the post-implementation processes that must be executed to stabilize the production system. The Deliverable will include a step-by-step detailed cutover plan for migrating the data and metadata from the non-production environment into the production environment.
Project Management	P09 - Completed Production System Go Live	Not Started	Deliver a live production system with support structure in place. Implement production cut over activities and deploy the help desk and field support operational plans
Training	T01 - Complete Orientation Team Training	Completed	T01 Orientation Project Team Training is a conceptual overview of Oracle Cloud Services applications depicting its look and feel and high-level functionality of key business processes. System terminology and special features are also introduced. Team members will utilize this information to effectively participate in the Previous State-Approved Integrator's Gap sessions led by the Previous State-Approved Integrator functional team members.
Training	T02 - Training Plan (End User)	Not Completed	The T02 Training Plan deliverable defines the training strategy to be adopted for Guilford County Schools system implementation and presents an overview of the planned training courses and timeline for the end users, and Functional SMEs. System Administrator and Application Administrator training is performed via knowledge transfer. Administrators and Help Desk staff are welcome to attend end user training but there is no formal training specifically geared toward those roles.
Training	T03 - Design and Build Training Material	Not Started	The T03 Design & Build Training Materials milestone marks the completion the development of training materials.

Category	Title	Status	Previous State-Approved Integrator's Deliverable Description
Training	T04 - Deliver Train-the-Trainer Training	Not Started	The T04 Deliver Train-the-Trainer (TTT) Training milestone marks the completion of the Train-the-Trainer workshops attended by Guilford County Schools trainers. Course enrollment and evaluation procedures are also included. Train-the-Trainer workshops are conducted in accordance with the T02 Training Plan Deliverable.
Training	T05 - Deliver End-User-Training	Not Started	The T05 Deliver End User Training milestone marks the completion of the End User Training classes as planned for in the T02 Training Plan deliverable. Course enrollment and evaluation procedures are included.

Q268: If a resource has left the previous integrator, do you have any wording in your previous contract that would prevent us from using the resource?

A268: GCS is unaware of any restrictions in place.

Q269: Will you share the test cases that were used in your first phase of testing?

A269: The following are the test cases that GCS performed:

Module/Workstream	Test Case
Absence Management	Enrolling Salaried Employee to Accrual Plans.
Absence Management	Enrolling Hourly Employee to Accrual Plans.
Absence Management	Admin initializes balances for accrual plans for salaried employees
Absence Management	Admin initializes balances for accrual plans for hourly employee
Absence Management	Employee accrues leave balance for Accrual Plans that the Employee is enrolled in.
Absence Management	Running accruals for accrual plans for hourly employee
Absence Management	Validating the Accrual Eligibility for Absence Plans
Absence Management	Validating Absence accruals based on Term of Employment
Absence Management	Verify Rollover & Carryover balances
Absence Management	Manual enrollment into accrual plans
Absence Management	Admin applies leave on behalf of employee
Absence Management	Admin applies leave without pay for an employee
Absence Management	Admin Disburses Absence Balance
Absence Management	Admin Transfers Balance to different plan
Absence Management	Holiday Pay and Built-In
Absence Management	Validate Absence Balance as Employee
Absence Management	Employee views Absence Leave Types
Absence Management	Employee applies for a leave
Absence Management	Employee views Existing Absence
Absence Management	Employee Updates Absence Entry
Absence Management	Employee withdraws/cancels an absence entry
Absence Management	Manager approves Leave request of an employee
Absence Management	Manager Rejects Leave request
Absence Management	Manager reviews Leave Balance for an Employee
Absence Management	Initiate Leave Donation for an Employee
Absence Management	FMLA admin applies FMLA leave
Absence Management	FMLA admin applies leave for FMLA leave duration
Absence Management	Track long-term leave of absences at the employee level
Absence Management	Capture and use built in calendars at primary job level

Module/Workstream	Test Case
Absence Management	Define required fields on the leave management form
Accounts Payable	Open Payable Period
Accounts Payable	Non-PO Invoice Utilities
Accounts Payable	Email Scanned Invoice
Accounts Payable	View Invoices in WebCenter
Accounts Payable	Delete Scanned Invoices
Accounts Payable	Process Scanned Invoice
Accounts Payable	View Image Audit Report
Accounts Payable	Enter Credit Memo
Accounts Payable	Cancel Invoice
Accounts Payable	Cancel Invoice Line
Accounts Payable	Delete Invoice
Accounts Payable	Edit Invoice
Accounts Payable	Calculate Taxes on Invoice
Accounts Payable	Enter Invoice 3 Way Match
Accounts Payable	PO Invoice Self-Assessment
Accounts Payable	PO Invoice Edit Sales Tax Amount
Accounts Payable	Create Invoice from Spreadsheet
Accounts Payable	Change Payment Method on Invoice
Accounts Payable	Enter Recurring Invoice
Accounts Payable	Payables Image Invoice Tracking
Accounts Payable	Standard Invoice Self-Assessment Non-PO
Accounts Payable	Validate Invoices
Accounts Payable	Create PO Invoice for Asset
Accounts Payable	Invoice Discount
Accounts Payable	Invoice Shipping Cost
Accounts Payable	Import Invoice via Process Scheduler
Accounts Payable	Import Invoices in Payables
Accounts Payable	Inquire Payables Invoice
Accounts Payable	Inquire Expense Report Invoice
Accounts Payable	Enter Invoice 2 Way Match
Accounts Payable	Budget Shortage Invoice
Accounts Payable	SFO 1099
Accounts Payable	Correct Imported Invoices in Error
Accounts Payable	Validate Invoices via Process Scheduler
Accounts Payable	Standard PO Based Invoice for Encumbrance
Accounts Payable	Process Payment Request Check
Accounts Payable	Process Payment Request EFT
Accounts Payable	Process Payment Request EFT (negative test)
Accounts Payable	Pay in Full
Accounts Payable	Create Single Payment

Module/Workstream	Test Case
Accounts Payable	Reissue Payment
Accounts Payable	Initiate Stop Payment
Accounts Payable	Manage Payment Files
Accounts Payable	Void Cancel Payment
Accounts Payable	Void Payment No Action
Accounts Payable	Void Place Payments on Hold
Accounts Payable	Create Manual Positive Pay File
Accounts Payable	Search Payment
Accounts Payable	Process Payment Process Request Expense
Accounts Payable	Send Remittance Advice
Accounts Payable	Void All Payments in File
Accounts Payable	Aging Report
Accounts Payable	Check Print and Remittance Print Separately
Accounts Payable	Accounting Drill-down Query to Invoice/Payments
Accounts Payable	Inquire Payables Dashboard
Accounts Payable	Create Accounting Invoices and Payments Online and Process Scheduler
Accounts Payable	Run Create Asset Additions Process
Accounts Payable	1099 Processing
Accounts Payable	Run Payables Report Invoice Payment Reports and Analytics
Accounts Payable	Account Analysis Report
Accounts Payable	Payables Payment Register
Accounts Payable	Payables Unaccounted Transactions and Sweep Report
Accounts Payable	Payables to Ledger Reconciliation Report
Accounts Payable	Subledger Period Close Exception Report
Accounts Payable	General Ledger and Subledger Account Analysis Report
Accounts Payable	Close Payable Period
Accounts Payable	Close Reopen Payable Period
Accounts Receivables	Create Customer
Accounts Receivables	Create Customer Contact
Accounts Receivables	Manage Customer
Accounts Receivables	Deactivate Customer
Accounts Receivables	Reactivate Customer
Accounts Receivables	Create Invoice
Accounts Receivables	Create Credit Memo
Accounts Receivables	Print Customer Invoices
Accounts Receivables	Create Customer Statement
Accounts Receivables	Create Invoice with Attachments
Accounts Receivables	Invoice adjustments
Accounts Receivables	Recurring Invoices
Accounts Receivables	Oracle Billing History Report

Module/Workstream	Test Case
Accounts Receivables	Manage an Invoice
Accounts Receivables	Manage Transactions
Accounts Receivables	Credit Transactions
Accounts Receivables	Verify Customer Balance
Accounts Receivables	Create Standard Receipt
Accounts Receivables	Create Miscellaneous Receipt
Accounts Receivables	Reverse Receipt
Accounts Receivables	Apply Receipt
Accounts Receivables	Create On-Account Receipt
Accounts Receivables	Create Receipt with Attachment
Accounts Receivables	Create Refund
Accounts Receivables	Write Off Customer Balance
Accounts Receivables	Review Customer Invoice in Payables
Accounts Receivables	Reactivate Receipt Write-Off
Accounts Receivables	Approval Receivables Adjustment Write Off & Refund
Accounts Receivables	Normal Customer Aging Report
Accounts Receivables	Customer Payments Create Accounting Draft and Final
Accounts Receivables	Customer Duplication
Accounts Receivables	Create Accounting and Post to GL
Accounts Receivables	Applied/Unapplied Cash Register Report
Accounts Receivables	Close Period for Accounts Receivable
Benefits	Employee View Benefits Enrollment
Benefits	Employee View Benefits Enrollment
Benefits	Employee Enroll in Benefits
Benefits	View Employee Enrollment Results
Benefits	Add and Process Life Event
Benefits	Process Daily Life Events
Benefits	Run Benefit Reports
Benefits	Setup Annual Periods
Benefits	Setup Rates
Budgetary Control	Create Budget in a Spreadsheet
Budgetary Control	Budget Adjustments in a Spreadsheet
Budgetary Control	Budget Transfers for a Single Budget Line
Budgetary Control	Budget Account Group Maintenance
Budgetary Control	Review Budget Entries
Budgetary Control	Review Budget Balances
Budgetary Control	Review Budget Transactions
Budgetary Control	Review Budget Control Analysis Report Basic
Budgetary Control	Review Available Budget Balance in Budget Account Group
Budgetary Control	Upload Budget using FBDI Spreadsheet

Module/Workstream	Test Case
Cash Management	Create a Bank
Cash Management	Create a Bank
Cash Management	Create Bank Branch
Cash Management	Create a Bank Account
Cash Management	Inactivate a Bank Account
Compensation	Start Workforce Compensation Cycle - Longevity
Compensation	Generate Longevity Amounts
Compensation	Transfer Compensation Data to HR for Longevity
Compensation	Start Workforce Compensation Cycle Differential Bonus Plan (EIT)
Compensation	Generate Differential Bonus Amounts
Compensation	Transfer Compensation Data to HR for Differential Bonus Plan (EIT)
Compensation	Start Workforce Compensation Cycle - Differential Bonus Plan (MCL)
Compensation	Generate Differential Bonus Amounts (MCL)
Compensation	Transfer Compensation Data to HR for Differential Bonus Plan (MCL)
Compensation	Refresh Workforce Compensation Cycle
Core HR	Setup Location
Core HR	Setup Department
Core HR	Setup Job
Core HR	Setup Position
Core HR	Update Position Information
Core HR	Update Pay Over Duration or TERM OF EMPLOYMENT Field
Core HR	Hire an employee
Core HR	Convert PT to FT
Core HR	Employment Change - Transfer
Core HR	Employment Change - Promotion
Core HR	Make a Grade Step Change
Core HR	Updated Assignment Status
Core HR	Update Person Information
Core HR	Assign Multiple Assignments
Core HR	Terminate an Employee
Core HR	Approve a Termination
Core HR	Rehire an Employee
Core HR	Review Licensure Information
Core HR	Add Area of Responsibility

Module/Workstream	Test Case
Core HR	Verify Representatives from ESS
Core HR	Setup a Grade
Core HR	Update Grade Information
Core HR	Run HR Batch Processes
Core HR	Enter LEA Service Dates Information
Core HR	Enter State Retirement Details
Core HR	Manage Seniority Dates
Core HR	Manually Change Seniority Date
Core HR	Execute Mass Updates Process
Core HR	Calculate Longevity Date
Core HR	Update Location
Core HR	Track teachers in the BT program
Core HR	Capture, track and report contract information
Core HR	View Action and Action Reason Codes for Employees
Core HR	Track visa and passport information at the person level
Core HR	Rehire Retiree
Core HR	Terminate a Rehire
Employee Self Service	Employee Adds Address
Employee Self Service	Employee Updates Address
Employee Self Service	Employee Adds a Phone Number
Employee Self Service	Employee Updates Phone Number
Employee Self Service	Employee Adds Home Email Address
Employee Self Service	Employee Updates Personal Email Address
Employee Self Service	Employee Adds Emergency Contact
Employee Self Service	Employee Views Employee Staff UID
Employee Self Service	Employee Views Seniority Date
Expenses	Overview Work Area
Expenses	Travel and Expense
Expenses	Request Authorization and Submit
Expenses	Approve Request Authorization
Expenses	Reject Request Authorization
Expenses	Edit Request Authorization
Expenses	Delete Request Authorization
Expenses	Duplicate Request Authorization
Expenses	Withdraw Request Authorization
Expenses	Close Request Authorization
Expenses	Manage Delegate
Expenses	Manage Bank Account
Expenses	Create Edit or Delete Expense Items
Expenses	Create and Submit Expense Report Mileage
Expenses	Create Expense Report with Authorization
Expenses	Delete Expense Report

Module/Workstream	Test Case
Expenses	Duplicate Expense Report
Expenses	Withdraw Expense Report
Expenses	Print Expense Report
Expenses	Approve Expense Report
Expenses	Reject Expense Report
Expenses	Manage Rejected Expense Report
Expenses	Audit Expense Report Approve
Expenses	Audit Expense Report Reject
Expenses	Process Expense Reimbursements and Cash Advances
Expenses	Request Additional Info from Employee
Expenses	Reassign Expense Report
Expenses	Adjust Reimbursable Amount on an Expense Item During Auditing
Fixed Assets	Advanced Search
Fixed Assets	Asset Manual Addition
Fixed Assets	Asset Transfer Basic
Fixed Assets	Adjust Asset Category
Fixed Assets	Adjust Asset Financials
Fixed Assets	Adjust an In-Service Date
Fixed Assets	Asset Retirement
Fixed Assets	Reinstate an Asset
Fixed Assets	Delete Asset
Fixed Assets	Descriptive Updates
Fixed Assets	Review Asset Additions
Fixed Assets	Edit Source Lines
Fixed Assets	Split Source Lines
Fixed Assets	Review AP Invoice for Asset
Fixed Assets	Asset Run Depreciation
Fixed Assets	Inquire Asset
Fixed Assets	Inquire Asset by Location
Fixed Assets	Inquire Asset by Category
Fixed Assets	Inquire Asset by Serial#
Fixed Assets	Inquire Asset by Tag#
Fixed Assets	Asset Reports
Fixed Assets	Manage All Books
Fixed Assets	Copy to GASB Book
Fixed Assets	Close Period
Fixed Assets	Reopen Period
Fixed Assets	Spreadsheet Add
Fixed Assets	Spreadsheet Retire
Fixed Assets	Spreadsheet Transfer
Fixed Assets	Spreadsheet Adjustment

Module/Workstream	Test Case
General Ledger	GL Open Single Period
General Ledger	Enter Manual Journal
General Ledger	Journal Reversal
General Ledger	Upload Spreadsheet Journal
General Ledger	Verify Cross Validation
General Ledger	Create Manual Journal from Auto Copy
General Ledger	Change Journal Entry Period
General Ledger	Query Review and/or Cancel Journal Batches
General Ledger	Create Account Group
General Ledger	Create Cross Validation Rule
General Ledger	Enter and Upload General Ledger Budgets
General Ledger	Post Single Journal Entry
General Ledger	Post Journal Batches and Perform Account Inquiry
General Ledger	Post Journal Batches from Sub Ledger
General Ledger	Standard Report Submission
General Ledger	Trial Balance Report
Inventory	Advanced Search
Inventory	Review Item Template
Inventory	Viewing Item Categories
Inventory	Create Inventory Item
Inventory	Associate Item Warehouse
Inventory	Browse Items
Inventory	Inquire on "On Hand Balances"
Inventory	Replenishment No Order
Inventory	Replenishment Restock
Inventory	Min Max Review
Inventory	Supply Chain Orchestration
Inventory	Requester Preferences
Inventory	Manual Replenishment
Inventory	Build Replenishment PO
Inventory	Replenishment Receiving
Inventory	Use Shopping List
Inventory	Create Pick Waive
Inventory	Adjust Inventory Damage
Inventory	Create Miscellaneous Inventory Issue
Inventory	Create Miscellaneous Inventory Receipt
Inventory	Create Movement Request
Inventory	Review Transactions
Inventory	Review Pending Transactions
Inventory	Review Movement Request
Inventory	Review Reports

Module/Workstream	Test Case
Inventory	Inventory Costing
Inventory	Review Replenishment Requisition
Inventory	Create Physical Inventory
Inventory	Create Sub inventory Transfer
Inventory	Manage Transfer Orders
Inventory	Set up Warehouses
Inventory	Create Items Upload FBDI
Inventory	Update Items Upload FBDI
Inventory	Set up Locators
Inventory	Configure Warehouse Item
Manager Self Service	Manager Views Employee Hierarchy
Manager Self Service	Manager Views Organizational Chart
Payroll	Setup Payroll Relationships
Payroll	Update W4 for an employee - Filing Status
Payroll	Update W4 for an employee - Exempt from FIT
Payroll	Setup Employee Payment Methods
Payroll	Process Involuntary Deduction
Payroll	Create View Employee Element Entries
Payroll	Employee Setup Direct Deposit
Payroll	Employee Adds Tax Withholding Information
Payroll	Create Object Group
Payroll	Calculate Payroll
Payroll	Run and Validate Payroll Reports
Payroll	Calculate Prepayments
Payroll	Archive Periodic Payroll Results
Payroll	Generate Check Payments
Payroll	Process EFT Payments
Payroll	Generate Pay Slips
Payroll	Employee Views and Print Pay slip
Payroll	Void a Check
Payroll	Retry a Payroll Process
Payroll	Rollback a Payroll Process
Payroll	Process Existing 10M Teacher to check the Salary - Traditional
Payroll	Process Newly Hired 10M Teachers (Hire date same as the School Start Date) to check the Salary - Traditional
Payroll	Process Late Hire 10M Teacher (Hired in second month) to check the Salary. - Traditional
Payroll	Process Payroll for teacher hired in June for Traditional School to check the Salary. 12M
Payroll	Process Payroll employee to check the Garnishment deduction

Module/Workstream	Test Case
Payroll	Process Payroll for Monthly employees to check the Installment Deduction
Payroll	Process Payroll for 12M Monthly employee to check State Retirement. Add all eligible earnings for test employee
Payroll	Process payroll for 12M Monthly Employee on Leave Without Pay
Payroll	Process payroll for 12M Monthly Employee returning from Leave Without Pay
Payroll	Process Payroll for 12M Monthly employee on Traditional Calendar who was previously working as 10M Monthly. Change happened on first of the month. Review 10M to 12M Change transaction
Payroll	Process Payroll for Non-Exempt employee working Overtime
Payroll	Process Payroll for employee with Paid Absences
Payroll	Process retro pay
Payroll	Make Balance Adjustment
Payroll	Establish costing at the position and person level.
Purchasing	Setup Requisition Preferences
Purchasing	Create a Blanket Purchase Agreement (BPA) for Goods
Purchasing	Approve BPA
Purchasing	Create Requisition Browsing Catalogs Categories that Reference a BPA
Purchasing	Create a Quantity Based Noncatalog Item Requisition
Purchasing	Requisition Line Type Goods for Inventory Item Replenishment (Maintenance-Facilities)
Purchasing	Query a Requisition
Purchasing	Duplicate a Requisition
Purchasing	Approve Requisition via Bell Notification
Purchasing	Approve Requisition via Worklist
Purchasing	Request for More Information
Purchasing	Reject Requisition
Purchasing	Withdraw and Edit Requisition
Purchasing	Cancel a Requisition
Purchasing	Create PO from Requisition Pool
Purchasing	Receive a Service or Goods from Self Service Receiving Page
Purchasing	PO Status
Purchasing	Create a Change Order of a PO from a Requisition by the Requester

Module/Workstream	Test Case
Purchasing	Create a Change Order from a PO
Purchasing	Cancel a PO
Purchasing	Update Blanket Purchase Agreement
Purchasing	Query Agreements
Purchasing	User/Approver Updates Vacation Rule
Purchasing	Search Purchase Orders as a Buyer
Purchasing	Requester Notification Purchase Order Created from Requisition
Purchasing	Reassign Requisition
Purchasing	Purchase Order Process
Purchasing	Create Receipt for Return
Purchasing	Create Receipt for Correction
Purchasing	Buyer reviews BPA for Spend Amount against Line Item
Purchasing	Create an Asset Requisition
Purchasing	Add an Ad-Hoc Approver to Requisition
Purchasing	Dispatch PO Order Reprint Purchase Order
Purchasing	Hold Purchase Order
Purchasing	Releasing Purchase Order Hold
Purchasing	Freeze Purchase Order
Purchasing	Unfreeze Purchase Order
Purchasing	Close Purchase Order
Purchasing	Reopen Purchase Order
Purchasing	Create a Retainage Purchase Order
Supplier	View the Supplier Work Area
Supplier	Enter Supplier Profile Information
Supplier	Enter Supplier Addresses
Supplier	Enter Supplier Sites.
Supplier	Enter Supplier Contacts
Supplier	Create Additional Supplier Addresses
Supplier	Create Additional Supplier Sites
Supplier	Create Additional Business Classification
Supplier	Create Additional Supplier Contacts
Supplier	Attempt to Create a Supplier with a Duplicate Supplier Name
Supplier	Attempt to Create a Supplier with a Duplicate Taxpayer ID
Supplier	Register an External Supplier
Supplier	Approve External Supplier Registration Request
Supplier	Reject External Supplier Registration Request
Supplier	Approval External Supplier as a Spend Authorized
Supplier	Register a Supplier as an Internal User
Supplier	Approve Internal Supplier Registration Request

Module/Workstream	Test Case
Supplier	Reject Internal Supplier Registration Request
Supplier	Promote Supplier to Spend Authorized
Supplier	Approve Internal Spend Authorization Request
Supplier	Reject Internal Spend Authorization Request
Supplier	Inactivate Supplier
Supplier	Reactivate Supplier
Supplier	Inquire on a Supplier Using Federal Tax ID
Supplier	Inquire on a Supplier Using the Supplier Name
Supplier	Update Supplier EFT Payment Method
Supplier	Manage Orders as an External Supplier
Supplier	Manage Agreements as an External Supplier
Supplier	View Receipts as an External Supplier
Supplier	View Returns as an External Supplier
Supplier	View Invoices as an External Supplier
Supplier	View Payments as an External Supplier
Supplier	Manage Profile as an External Supplier - Organization Details
Supplier	Manage Profile as an External Supplier - Tax Identifiers
Supplier	Manage Profile as an External Supplier - Addresses
Supplier	Manage Profile as an External Supplier - Contacts
Supplier	Manage Profile as an External Supplier - Payments
Supplier	Manage Profile as an External Supplier - Business Classifications
Supplier	External Supplier updates the business classifications for their Profile
Time and Labor	Employee Enters Time in the Previous State-Approved Integrator Timekeeper for Single Hourly Job
Time and Labor	Employee Enters Time in the Previous State-Approved Integrator Timekeeper for Multiple Hourly Jobs
Time and Labor	Employee checks in Time in the Previous State-Approved Integrator Timekeeper for an Exempt Job
Time and Labor	Employee Views Daily Time events in the Previous State-Approved Integrator Timekeeper
Time and Labor	Employee Views Historical time entries in Timekeeper
Time and Labor	Transfer Time to Cloud
Time and Labor	Verify timecards are submitted automatically
Time and Labor	Employee Reviews Current Period Timecard Hourly
Time and Labor	Employee reviews Current Period Timecard Salaried
Time and Labor	Employee Views Previous Weeks' Time
Time and Labor	Employee Approves Timecard
Time and Labor	Manager Approves Timecard

Module/Workstream	Test Case
Time and Labor	Employee performs Request Change transactions for changing time entry in timecard
Time and Labor	Employee performs Request Change transactions for changing position in timecard
Time and Labor	Manager Delegates Timecard Approval
Time and Labor	Admin enters time on behalf of an employee and verifies comp time calculations
Time and Labor	Administrator overrides the overtime profile for an employee
Time and Labor	Admin enters time on behalf of an employee and verifies overtime calculations
Time and Labor	Administrator enters overlapping time entries in timecard
Time and Labor	Manager Reassigns Timecard Approval
Time and Labor	Approve timecard as administrator
Time and Labor	Administrator views absences on timecards
Time and Labor	Generate Compliance Exceptions for missing punches in timecards
Time and Labor	Generate Compliance Exceptions for missing time entries in timecards
Time and Labor	Generate Compliance Exceptions for missing timecards
Time and Labor	Generate timecard approval reminders
Time and Labor	Manage exceptions and compliances
Time and Labor	Verify number of expected timecards for the week
Time and Labor	Transfer Time to Payroll
Time and Labor	Verify Time Hours in Time Calculations Card for Employee
Time and Labor	Administrator edits timecard
Time and Labor	Override Processing Profile

Q270: For the ordering document, you have listed that you have Taleo Talent Acquisition Cloud Service and Fusion Recruiting Cloud Service. How do you intend on using each service separately?

A270: Recruiting plans and the appropriate cloud service solution to utilize has not been determined.

Q271: The AP Check Customization and Remittance Advice Customization are listed as interfaces. Does Guilford County Schools plan to use the Accounts Payable Functionality in Oracle Cloud or how do you plan to use this interface?

A271: GCS plans to use the out of the box Accounts Payable Functionality. The Previous State-Approved Integrator had the AP Check Customization and Remittance Advice Customization listed as an interface while other integrator may categorize this an Extension or a Report.

Q272: Will you share open design decision by module?

A272: Refer to the answer provided in question 10 of addendum 2.

Q273: What Change Management efforts have been completed and how would you like a bidder to partner with Change Management efforts in the future?

A273: The following are the Change Management Deliverables completed and proposed by the Previous State-Approved Integrator:

Previous State-Approved Integrator's Deliverable	Status
O01 - Stakeholder Assessment	Completed
O02-Organizational Change Management Project Plan	Completed
O03 - Operations & Maintenance Plan	Not Started
T01 - Complete Orientation Team Training	Completed
T02 - Training Plan (End User)	Not Completed
T03 - Design and Build Training Material	Not Started
T04 - Deliver Train-the-Trainer Training	Not Started
T05 - Deliver End-User-Training	Not Started

GCS would like to work with the successful bidder in having a successful, achievable, and actionable change management plan, training plan, communication plan, readiness, and an operations & maintenance plan and anything other activity based on the integrator's methodology or experience.

Q274: Will Guilford County Schools require a bidder to use small business contractors on this project?

A274: Refer to section 1.3 General Information and section 1.10.3 Historically Underutilized Business in the RFP.

Q275: AESOP - How is Guilford County Schools employee demographic information integrated into AESOP? Is this information loaded directly from Applitrack? What type of integration is currently used (Flat Files or Web Service Calls)?

A275: Most substitutes are loaded from Applitrack to AESOP using delivered integration. Employees are loaded into AESOP via Flat Files.

Q276: LBAAS - Which vendor created/maintains this system? Is GUC agreeable to replacing this with Planning and Budgeting?

A276: LBAAS is currently maintained by Serenic. GCS plans to utilize as many out of the box Oracle Cloud licensed capabilities for Planning and Budgeting.

Q277: How is Personnel Activity Reporting (PARs) currently handled by Guilford County Schools?

A277: GCS utilizes a variety of different tools and mechanisms for reporting purposes.

Q278: 202 BUD Adjustments - Are updates completed locally and then transmitted to DPI for validation/processing? Or, are updates done directly within BUD?

A278: These are paper BUD adjustments that are completed locally and then submitted to the North Carolina Department of Public Instruction (NCDPI) for processing.

Q279: How is the chart imported from DPI? Is GCS planning to use this below link location <https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp?>

A279: GCS receives the information directly from the State and will use resources available to update the information. This can be done either manually or in mass.

Q280: With the desire to use Oracle Cloud Time and Labor, what key data types must be considered for use? For example, CNS personnel use TACS, is there something specific within TACS that will need to be taken into consideration when designing OTL for CNS? Likewise, what differentiates Synovia for use with BUS personnel?

A280: GCS plans to utilize as many out of the box Oracle Cloud capabilities as possible that adhere to the Fair Labor Standards Act (FLSA).

Q281: Speed - this where does the employee view their balances with regards to Vacation, Sick, etc.?

A281: Speed is used to enter time and labor for exempt employees and substitutes. In the current state, employees can view their leave balance on their paystub using a self-service portal.

Q282: Benefits Management à How is this information captured? Integration with Benefit Focus or does Solarix allow the employee to elect the annual/monthly deduction during Open Enrollment/30-day window?

A282: Employees use both Benefit Focus and Selerix to make elections during Open Enrollment and for any qualified life event. Benefit Focus is for medical elections. Selerix is for Flex Benefits elections.

Q283: Has District procured any solutions for ETL, Data Warehouse, Reporting, Forecasting and for supporting all the functionalities listed in Section 5.4.2 D-E?

A283: GCS desires to utilize as much out of the box functionality for Oracle Products which GCS has a license. Refer to Appendix B for more information.

Q284: Please share the following details w.r.t Reporting

- Number of Reports expected to be developed
- Dimension/Facts Table in current DW (if any)
- Legacy systems that need to be integrated with w.r.t structured/unstructured data

A284: Refer to the answer provided in question 52 of addendum 2 for estimated Number of Reports. GCS does not currently utilize a structured data warehouse.

Q285: We understand the issues around the inefficiencies around Invoice processing and payments handling. Would like to know if there are any strict guidelines or any SLAs to which GCS would like to adhere to w.r.t payments processing?

A285: GCS is unaware of any strict guidelines.

Q286: Need more clarification over this ""Have a comprehensive imaging system to reduce hard copy files of financial transactions such as payment supporting documentation".

Also, would like to know if Guilford has procured any solutions regarding the same and would like bidder to utilize it or open to new solutions suggested?

A286: GCS desires to go paperless where applicable while utilizing the functionality of Oracle Cloud.

Q287: For Integration across different Systems does GCS currently have any Integration Platform / Tool?

If yes, is GCS open to any new recommendations that the bidder would propose or should the bidder align to existing Platform / Tools?

A287: Refer to the answer provided in question 74 of addendum 2. A bidder can include optional supplemental software as part of Section 5.

Q288: In Section 5.4.3, Question B states "The list below includes security feature requirements for the implemented system..." yet does not appear to include any such list? Could Guilford County Schools please provide the list of security feature requirements?

A288: A bidder must adhere to the Statewide Information Security Policies found here: <https://it.nc.gov/resources/cybersecurity-risk-management/initiatives/information-security-policies>.

Q289: In the RFP you mentioned the golden template and reference to another smaller district that went live on Oracle Cloud. Will the new implementor have access to golden template

artifacts including the integrations to NC/DPI Systems that was approved by state for the other district to go live?"

A289: A bidder will have access to items in the "Public Domain," or any deliverable that GCS has paid for.

Q290: In section 2.3.1, you mentioned that the current timeclock systems utilized are TACS, Kronos, and Synovia. Are any of these solutions being used for physical time clock entry? If so, do you plan to keep one or more of these solutions in place to support the physical time clock entry process?

A290: All the above-mentioned timeclocks are used for physical time entry. GCS plans to use as much out of the box functionality of Oracle Cloud that meets its process needs. Currently, GCS plans to keep Synovia and will discuss options and details with the successful bidder.

Q291: In section 2.4.6, you mentioned that Solarix is currently the solution being used for elections and management of employee benefits. According to the RFP, you "may" keep this solution in place. Do you have a timeframe in which you plan to make this decision if Oracle Benefits is not an option?

A291: GCS has not established a timeframe for this and will discuss plans with the successful bidder.

Q292: All insurance coverages seem to be excessive from industry standards. Are there any particular insurance carriers accepted by GCS to carry this amount of coverage?

A292: No, refer to section 1.3 of the RFP for more information.

Q293: Is federal funding going to be used to support this contract?

A293: GCS plans to use various funding sources which may or may not include federal funds to support this contract.

Q294: GCS is also requesting a fairly high bid bond of \$5M. Bonds are typically less than 5% of the total contract. Is the school district expecting to execute a contract over \$50M or just adding cost to the bid out of some risks which have occurred in the past?

A294: Refer to the answer provided in question 75 of addendum 2.

Q295: Need to know what these particular NCSD needs are for this timesheet

A295: Refer to Appendix E in the RFP for timesheet requirements.

Q296: In reference to Timeclock solution: Section 1.3.4 pg. 13 - This could be a TBD in the future or will GCS provide these details for proper bid estimates?

A296: Refer to Appendix E in the RFP for timeclock requirements.

Q297: Proof of Concept POC: Selected Bidder(s) will be required, AT NO CHARGE to GCS, to perform a Proof of Concept (POC) to verify the performance of any additional proposed software products with the GCS or NCDPI platforms, networks, servers, and databases. A technical evaluation sub- committee to verify claimed functionality, scalability and infrastructure compatibility will review the POC.

A297: This text is contained in section 1.12.2 of the RFP.

Q298: The GCS has already decided on this software with the other vendor. It seems any proof of concept would already be completed prior to going for a full RFP. Should this bid be considered a Request for Information and then provide any cost for implementing the final solution after the POC trial?

A298: This is an RFP for Oracle Cloud System Implementation and Integration Services.