



# County of Fairfax, Virginia

## ADDENDUM

Date: December 9, 2008

### ADDENDUM NO. 4

TO: ALL PROSPECTIVE OFFERORS  
REFERENCE: CNI09-101130-10  
FOR: Enterprise Resource Planning (ERP) System  
CLOSING DATE/TIME: December 12, 2008 @ 2:00 P.M.

The referenced request for proposal is amended as follows:

1. Refer to Attachment I for response to questions received via e-mail.
2. All other terms and conditions remain the same.

Lonnette Robinson, CPPB  
Purchasing Supervisor, Team 1

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT  
COMPETITIVE NEGOTIATION INVITATION:

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

A SIGNED COPY OF ADDENDUM MUST BE RETURNED PRIOR TO DUE DATE/TIME OR  
MUST ACCOMPANY PROPOSAL.

**Department of Purchasing & Supply Management**

12000 Government Center Parkway, Suite 427  
Fairfax, VA 22035-0013

**Website:** [www.fairfaxcounty.gov/dpsm](http://www.fairfaxcounty.gov/dpsm)

**Phone** 703-324-3201, **TTY:** 1-800-828-1140, **Fax:** 703-324-3228

Attachment I

- Q1. Attachment 8 (Business, Professional, and Occupational License) has a section marked *"For Office Use Only"*. Is that to be completed by the offeror or by Fairfax County? Additionally, Attachment 8 states at the bottom that this form OR a copy of the offeror's BPOL can be submitted. Does this form need to be submitted if a copy of the BPOL is included in the CNI response?
- A1. Fairfax County will complete the section marked 'For Office Use Only'. The form does not need to be submitted if a copy of the BPOL is included in the response.
- Q2. PAY 172 - System allows garnishments distributions to be split (list limitations or exceptions in comments column). Q: Is this referring to one employee having multiple garnishments?
- A2. In the County government, yes, an employee can have a number of garnishments at one time. In the Fairfax County Public Schools (FCPS), an employee may have multiple garnishments with different vendor and case numbers, and may also have multiple garnishments that have both the same vendor and the same case number.
- Q3. PAY 243 - Tracks carryover LWOP - LWOP that was in excess of paid hours/time in prior pay period that must be applied in subsequent pay periods. Q: Please provide additional details or a specific example.
- A3. For the FCPS, when prorating gross pay over 12 months for a contract/work year that is less than 12 months, the actual earnings in a month may be more or less than the paid "base earnings" in the month based on the number of work days in a year.

As an example:

- Contract Days: 190
- Contract Months: 10
- Annual Salary: \$19,000
- Annual Daily Pay: \$100 (Annual Salary/Contract Days)
- Monthly Base Earnings: \$1,900 (Annual Salary/Contract Months)

If a particular month has 22 work days and an employee was charged leave without pay (LWOP) for the all 22 days, the cost of the days is \$2,200 (# of work days times the Annual Daily Pay). So not only does the employee not receive the current months pay of \$1,900, they also have \$300 in "carryover LWOP" that should be carried over and assessed in a subsequent pay period.

- Q4. TE 6 - System must allow the entry and edit of time and attendance with an audit trail that includes user ID, date and time stamp, and reporting station. Q: What is the County's definition of a Reporting Station? Is this a centrally located kiosk?
- A4. In the County government, the definition is the workstation id of the PC that the entries were made from. The school system has approximately 350 reporting stations/locations – each with a unique identifier/number (such as 865A). Each reporting location/station is responsible for the accuracy of time and attendance (both negative reporting and positive reporting) for employee's assigned to their reporting station/location. In addition, each Time and Attendance processor assigned to a reporting station/location has a unique userid (i.e. Tina Spille would be "tcspille") that should be part of the audit trail for any and all time records reported by that userid.

Attachment I

- Q5. TE 17 - Time can be entered on non-assigned positions that are defined by user setup.  
Q: Please provide additional clarification on this requirement. What exactly is meant by "non-assigned position"? A specific example would be helpful.
- A5. In the FCPS, employees may perform duties that are not associated with an assigned position (a position in which they are formally hired). These duties are reported against "temporary hourly positions" that have "default pay rates. As an example, a teacher may work an additional assignment such as curriculum development outside of regular work hours and that are not part of their regular duties. They are paid by the hour, against a "temporary hourly position" that has an hourly rate of \$30 an hour. Time and Attendance Processors need to be able to report the additional work through the time entry program without this being a position assigned to the employee.
- Q6. TE 48 - System must have ability to provide flexible workflow for entry, review and approval of timesheets by the employee, timekeeper, or supervisor/designee. When a change is made, it must be re-routed through the workflow process and include an audit trail that includes user ID, date and time stamp and reporting station. Q: Same Question as TE 6 (i.e., what is the County's definition of a Reporting Station?)
- A6. The County government definition is the workstation id of the PC that the entries were made from.
- Q7. TE 70 - System allows the ability to update/adjust mass generated time records alphabetically within user defined periods within user defined groups. (LOOPS). Q: What is the County's definition of "LOOPS"?
- A7. In the FCPS, the system generates daily, regular time for a predefined period (weekly or biweekly) based on the employee's position, daily scheduled hours, work schedule and location. Time and Attendance processors can review each employee's generated time alphabetically within predefined groups (groups can be created based on positions e.g., custodians, bus drivers, food service workers) and accept generated time for his or her employees or makes changes to the generated time. This expedites the time entry for work locations that have as many as 600 employees assigned to them.
- Q8. CNI 6.2.5.6 Identify Database Software "*Development platform operating system*".  
Q: Does this refer to Oracle internal development or proposed Fairfax County development platform?
- A8. The proposed Fairfax County development platform. Please list the recommended proposed databases software and the correlating operating systems.



# County of Fairfax, Virginia

## ADDENDUM

Date: December 9, 2008

### ADDENDUM NO. 3

TO: ALL PROSPECTIVE OFFERORS  
REFERENCE: CNI09-101130-10  
FOR: Enterprise Resource Planning (ERP) System  
CLOSING DATE/TIME: December 12, 2008 @ 2:00 P.M.

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Purchasing Supervisor, Team 1

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Attachment I

- Q1. Will the County reconsider granting an extension? Due to the number of hard copies the County has asked for, and the extensive printing time required to meet that request, the subsequent production time required is a couple of days long, at a minimum. Additional questions are still being submitted, and with answers being available as late as December 9th (per A28 of Addendum 1), it leaves very little time for respondents to make the necessary changes based on the County's answers. Clearly these circumstances could hinder the ability of the Prime to submit a proposal that has been through all internal reviews to ensure the best offer to the County.
- A1. No.
- Q2. BEN 145 - The system should allow for notification to non-paying spouse of the benefits they are a dependent under the paying spouse. Q: Is this referring to a benefits statement for dependents?
- A2. No. The Fairfax County Public Schools (FCPS) offer reduced premium rates when both the husband and wife work for the Schools. Currently there is no way to link these two individuals for premium purposes. If one spouse leaves or drops coverage, FCPS needs a mechanism to notify the dependent spouse to pick up coverage as the subscriber.
- Q3. BEN 176 - Tracks and calculates unused 457 deferrals. Q: What is the County's definition of "unused 457 deferrals"?
- A3. The accumulated difference between each year's maximum possible deferral and the amount actually deferred. This is used to calculate the maximum additional amount that may be deferred during catch-up.
- Q4. BEN 180 - System proposes specials (e.g., refunds, pluses or minuses) based on actuals reporting. Q: Please provide additional information for this requirement. A specific example would be helpful.
- A4. When the system identifies that the year-to-date benefit deduction is too low or too high based on the amount that should have been deducted, the system should calculate adjustments (additional deductions or a refund) to future payrolls. Benefits staff should then be able to approve or modify these "specials" before they take effect. For instance, if a three pay-period retroactive premium change is needed because an employee added a new baby to their coverage several weeks after the birth, the system should calculate the additional retroactive premiums due over the next three payrolls. Human Resource staff may then decide to change this so it is spread this over the next five payrolls before approving the "special" deduction.
- Q5. BEN 181 - System automatically generates transactions based upon actual reporting. Q: Please explain this requirement in more detail.
- A5. Once the "specials" described in Q4 are approved, the system creates a transaction with a description of the amount, reason and approval history for the "special" deduction or refund that can be used for reporting and auditing purposes.

Attachment I

- Q6. BEN 193 - System adjusts Department / Division /Grants costs as required to include allocating employer cost across multiple departments. Q: Please explain this requirement in more detail. Is this referring to Distributed Costing?
- A6. Yes, this is referring to Distributed Costing. When an employee has multiple benefits-eligible positions, the employer benefit cost should be pro-rated between the positions.
- Q7. BEN 270 - Expected YTD and Actual YTD deductions Q: Is the purpose of this calculation to track arrearages?
- A7. Yes, and overpayments (see Q4 and Q5).
- Q8. BEN 279 - Non-employees (e.g., affiliates) Q: What types of affiliates does the County need to track? Will they be eligible for benefits coverage?
- A8. We have a number of other employers (i.e., the Fairfax County Credit Union, the Regional Park Authority and others) whose employees are allowed to be enrolled in the two of the County health plans. We handle the enrollment for these employees and bill the employers monthly for the total premium. We also have a small number of grandfathered former employees or survivors who are not part of the County retirement system who also have been allowed to individually pay for coverage. There are also some employees whose health and dental insurance is paid by the state due to a line-of-duty disability. We also have some re-employed annuitants who elect to keep some of their benefits through the retirement system and some as employees. The system must be able to show these individuals as having coverage but not take a deduction. (We currently have employee and non-employee records for these individuals). The same requirement exists for billing COBRA enrollees.
- Q9. BEN 316 - Plan revenues. Q: What types of plan revenue is the County anticipating?
- A9. These are primarily the premiums paid by the County and the employee and retirees but it can also include payments from the vendor (i.e. performance guarantee penalties, claims reimbursements or administrative cost reimbursement), payments from the state, affiliated employers or employees paying by personal check, payments from Medicare for the Rx subsidy, etc.
- Q10. PAY 31 - Observed (holiday schedule). Q: Please explain the difference between "observed" and "actual" holidays.
- A10. An observed holiday is a holiday that falls on a weekend. If the actual holiday falls on a Saturday, it is observed on the preceding Friday. If the actual holiday falls on a Sunday, it is observed on the following Monday.
- Q11. PAY 32 - Actual (holiday schedule). Q: See Above
- A11. An actual holiday is a holiday that actually falls on a Saturday or Sunday.
- Q12. PAY 33 - Partial (holiday schedule). Q: Please provide the County's definition of a "partial" holiday.
- A12. A partial holiday is also referred to as a half-day holiday.

Attachment I

- Q13. PAY 37 - System supports employee groups that are based on personnel, personal and position attribute. Q: Please provide additional details concerning this requirement. An example would be helpful.
- A13. Employee groups allow grouping a set of employees together based on common criteria, by grouping employees manually by employee number, or a combination of both. In addition, existing employee groups can be used as selection criteria to create groups within groups.

Some examples of what employee groups can be used for include:

- performing online inquiries;
- running standard reports;
- creating automatic time records;
- creating personnel actions;
- to determine employee benefit eligibility, coverage and/or contributions;
- General Ledger overrides; and
- benefit automation rules.

After groups based on criteria are defined, employees will automatically be added and deleted based on changes to the employee, or if based on employee number, by adding or deleting the employee number from the group.

- Q14. PAY 70 - Salary Basis Pay is assigned to job class. Q: Please provide an example if possible.
- A14. Employees within certain job classes receive the same base pay each pay period. Employees are paid 1/26<sup>th</sup> of their annual salary.
- Q15. PAY 76 - System provides for rules to be applied to ACH processes based on user-defined criteria. Note any exceptions or limitations in the comments column. Q: Please provide additional information concerning the types of rules that need to be applied.
- A15. Individual employee direct deposit (ACH) distributions records should allow criteria such as:
- the ability to define a priority number indicating the order in which to take multiple direct ACH's for an employee (in relation to any other direct deposit distributions for the employee);
  - whether or not an ACH should be prenoted;
  - defining the ACH as a flat amount, a percentage of net, or a percentage based on other criteria;
  - whether an ACH is the default for net pay; and
  - which "pay cycles" each ACH should be taken on.

Employees may have all monies going to one or more multiple ACH's or they may have some monies going to one or more multiple ACH's and the remainder paid by check.

There should also be an option to create a pay advice (with no ACH) by default for net zero checks

Attachment I

- Q16. PAY 187 - System allows user defined pay rate defaulting hierarchy (i.e., position, employee, time record, pay code, etc.). Q: Please provide additional details concerning this requirement.
- A16. The ability to set up employee pay rates in several different places within the Payroll application. For example, if a pay rate is not entered on a time record, the application uses a specific path or defaulting hierarchy to look for the pay rate. For example, the hierarchy might be time record, pay code, alternate pay rates, employee position pay rate, default position pay rate, etc.
- Q17. PAY 199 - System supports key line. Q: Please explain "key line".
- A17. System provides for passing the appropriate data to enable the printing on mail pieces (such as checks and pay advices) of the USPS key line Address Change Service (ACS) participant code and keyline. The keyline is in conjunction with the USPS ACS to assist in managing address corrections.
- A18. PAY 224 - Support termination payments based upon effective dates (e.g. rule 1 prior to a certain year; rule 2 after a certain year, etc.). Q: Is this referring to different rules related to termination pay based on an employee's length of service?
- A18. Yes. For example,
- Employees hired after to July 1, 1998 have a cap:
    - For those employees, an employee with less than 10 year of eligible service may have a maximum annual leave payout of 240 hours.
    - For those employees, an employee with 10 year or more years of eligible service may have a maximum annual leave payout of 320 hours.
  - Employees hired prior to July 1, 1998 are not subject to the caps
- The leave payoff is generated based on the termination effective date. For example, if an employee is terminated in payroll 23, the leave payoff will be processed the following pay period (payroll 24).
- Q19. PAY 226 - System provides ability to reset user defined fields based on change in status (i.e., reset direct deposit). Q: Please provide additional details. What types of status change (i.e., full-time to part-time, or active to term). Also what types of data will need to be reset?
- A19. The ability to retain certain employee information upon termination. Examples include:
- when an employee is rehired, we would like the ability for certain information to be maintained when the action is processed, such as maintaining benefits information, tax withholding information, and direct deposit information.



Attachment I

- if an employee is termed and the status indicates that the employee is no longer eligible to receive pay, certain information could be “reset/deleted” so that if the employee is rehired in the future, new “elections/enrollments” must be made. Information/fields might be whether or not the employee participates in full or partial direct deposit, any direct deposit distributions, EIC indicators, etc.
- Q20. PAY 235 - System allows user defined rules for granting leave (i.e., senior manager or superintendent leave load). Note any limitations or exceptions in the comment column. Q: What is the County’s definition of “granting” leave? Is this referring to the accruals, or the approval of requested leave?
- A20. This refers to defining rules that provide for an employee to “accrue a lump sum amount of leave” once per year, each year. Most employees accrue leave each pay period based on factors such as the leave accrual date and the leave plan to which they are assigned. Senior managers do not accrue leave each pay period; they are granted the full amount of hours at the beginning of the leave year. The leave year for the County begins with pay period 2 of each year.
- Q21. GL 113 - Create fields based on fields in report (e.g., concatenated, etc.). Q: Can the County please clarify this requirement?
- A21. The report should create fields defined in the report definition, including calculated or concatenated (if any) fields.
- Q22. PRJ 80 - System provides the ability to generate reports from specific or ranges of one or more of the following categories with the ability to drill down to source documents. Q: The following categories appear to be missing from the matrix. Can you please provide the list of categories this question is referring to?
- A22. Project/Subproject number or name, Type (capital or operating), Organization units, User defined dates, Funding source, and any related project element.
- Q23. AP 102 - System allows check to be split on void-reissues. Q: Can you please explain this requirement?
- A23. Generally, this is for error correction and/or processing of levy/lien/garnishment payments. If an agency erroneously process payments to the wrong vendor and are merged with other payments in the check/ACH consolidation process, then the need is to be able to void/reissue to two different vendors. Additionally, when a levy/lien/garnishment amount is less than the full payment amount, the need is to be able to remit the split amounts to the original vendor and the holder.
- Q24. FA 9 - System supports use of tax identification numbers for certain assets and integration with tax system for update of these numbers. Q: Can you please provide more details concerning this requirement?
- A24. The County uses tax identification numbers from the tax assessment system to properly track and record land acquisitions and dispositions in the fixed asset system. The requirement is to have an open architecture fixed asset system to accept file uploads and multiple user defined fields.

Attachment I

- Q25. TRN 49 - Provides internal and external quality assurance and discrepancy tracking of individual organizational elements and media assets. Q: Could the county expand upon this requirement, in particular regarding quality assurance?
- A25. We want the proposed solution to provide a mechanism for ensuring that online content matches the learning objectives and vice versa. This requirement includes a score card for external training to monitor vendors and validate organizational needs are met.
- Q26. TRN 54 - Quality assurance should list contents for review, support QA plan for tracking/correcting problems, track compliance policies/standards, generate reports to identify problems, and link content to objectives and analysis during review, and other user-defined criteria (Specify any limits to criterion in comments column.). Q: Could the county expand upon this requirement, in particular regarding quality assurance?
- A26. The proposed solution should provide a mechanism for ensuring that problems and issues encountered during online content development are properly tracked and corrected prior to content release.
- Q27. TRN 55 - Customer project management ensures adherence to reporting standards/specifications and provides standard progress reports. Q: Could the county expand upon this requirement, in particular regarding quality assurance?
- A27. The proposed solution needs to provide a mechanism for project oversight, especially when content development is performed by an outside contractor.
- Q28. TRN 93 - Has the ability to perform the full range of workforce planning and performance management functions. Q: Could the county expand upon this requirement, in particular what they desire in the area of 'full range of workforce planning'?
- A28. Workforce planning items include salary information, history, tracking capability for workforce plan cycle documents, position descriptions, job classes and pay plans; as well as reporting capability for all pay and succession planning purposes. Please refer to sections related to position control, compensation and succession planning for additional information on workforce planning requirements. With regard to succession planning and the development process, we want the proposed solution to provide a mechanism for defining competencies, matching competencies and desired competency ratings to specific positions, assessing employee competency gaps for their current position, as well as any desired future position(s), and identifying developmental opportunities based on the assessment.
- Q29. TRN 94 - Performs and displays a gap analysis between the student's personal competencies and any job series' competencies. Q: Could the county explain 'job series'?
- A29. Positions with ladder promotions often depend on acquiring specific skills or taking specific classes. An example of a job series or job class series might be Business Analyst I, Business Analyst II, Business Analyst III and Business Analyst IV.

Attachment I

- Q30. PA 154 - System tracks work performed by others. Q: Please clarify this requirement. Does the County want to track what jobs an employee is working during the pay period or which employees have multiple assignments? What specifically are you tracking in regards to work performed?
- A30. The ability to determine the percentage of time an employee works either in one job or multiple jobs that may have multiple assignments.
- Q31. PA 160 - System allows for mismatch between position and incumbent. Q: Please clarify what you mean by a mismatch? Is the County looking for something that will indicate when an employee does not have the appropriate requirements for a position?
- A31. The capability of hiring an employee in a position and overriding the position attributes to include but not limited to grade, step, work location, time and attendance/location code etc. The ability to allow the job information for the employee (incumbent) to be equal to or lower than the position information. For example, the job class of the position may be a Management Analyst III, but the employee's job class is a Management Analyst II.
- Q32. PA 276 - System accommodates performance evaluation "forms" that are linked to employee class. Q: Please clarify your definition of employee class and what you mean by linking a form to an employee class.
- A32. Teacher and Instructional Assistant evaluation forms are different than support (clerical, maintenance, food services and transportation) evaluation forms. Forms used for instructional employees are specific to this group or class where as support employees have their own specific form. The system needs the capability of linking the right form to the right group or class of employees.



# County of Fairfax, Virginia

## ADDENDUM

Date: December 4, 2008

### ADDENDUM NO. 2

TO: ALL PROSPECTIVE OFFERORS  
REFERENCE: CNI09-101130-10  
FOR: Enterprise Resource Planning (ERP) System  
CLOSING DATE/TIME: December 12, 2008 @ 2:00 P.M.

The referenced request for proposal is amended as follows:

1. So that questions can be responded to in a timely manner, questions should be sent to [DPSMTeam1@fairfaxcounty.gov](mailto:DPSMTeam1@fairfaxcounty.gov) and cc. to [lonnette.robinson@fairfaxcounty.gov](mailto:lonnette.robinson@fairfaxcounty.gov).
2. Refer to Attachments I for response to questions received via e-mail.
3. Paragraph 17 of Attachment 7 is deleted in its entirety.
4. All other terms and conditions remain the same.

for Lonnette Robinson, CPPB  
Purchasing Supervisor, Team 1

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(Signature)

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Attachment I

- Q1. On page 2 the number of FTEs is listed as 12,631 for the County & 22,309 for the schools. However, on page 11 the number of Self-Service Employees is listed as 17,500 for the County & 37,000 for the schools. Can you explain the difference in these numbers? Will you require 19,560 users than you have budgeted positions?
- A1. The numbers on page 2 represent the current number of full time employees in the County and the Schools, whereas the numbers on page 11 include all employees (i.e., full-time as well as hourly, seasonal, part-time, etc) that are the potential future users of employee self-service in the new system.
- Q2. Please confirm if the County is using PensionGold for its pension application.
- A2: Yes.
- Q3. CNI page 7-8, Section 6.2.9 Essay Responses Essay #2 states: *Describe how the proposed software solution operates over a distributed architecture. Describe how the proposed software solution can accommodate two or more organizations using the same software over a distributed environment.*

Please clarify the following:

- a. How is '*Distributed*' being defined? Physically on multiple hardware servers or logically within the application (e.g. Business Units, departmental security, etc.)?
  - b. When '*accommodating 2 or more organizations over a distributed environment*', what is a distributed environment being defined as? Additionally, when you reference 'same software', are you looking for how multiple organizations can perform their unique job duties (reports, security, workflows, etc.) with crossing paths or sharing vital personnel/financial data?
- A3a. Physically on multiple hardware servers.
- A3b1. Distributed environment is defined as two separate technology architectures (e.g., separate Active Directories, separate network domains, etc.).
- A3b2. Two organizations, with some separate business rules and separate employee records on the same or separate instance of software and the same or separate databases.
- Q4. Addendum No. 1, Q11's answer states: *However, the County is transitioning to Plateau's LMS effective February 2009.* Will the County be looking to replace Plateau? Will you use the ERP system for the Schools only, or for all Employees?
- A4. The County is currently in the process of replacing its LMS application; the Schools are not intending to replace their current LMS system. The CNI is being used as opportunity to evaluate additional solutions for the County and Schools or to assess how functionality can be incorporated into the SaaS LMS solutions currently in place.
- Q5. If the vendor determines that a requirement can only be fulfilled by proposing a third-party product, is it acceptable to propose that product if it is not on the vendor's GSA Schedule?
- A5. The County requires that the primary solution be on the GSA schedule and prefers that all third-party solutions also appear on the schedule; however, the County considers third-party solutions to be ancillary and will be evaluated as part of the entire proposal.

Attachment I

The County may be able to add ancillary products that do not appear on the GSA schedule to the ultimate contract as long as the products do not represent a substantial amount of the total cost.

- Q6. BEN 9 - Benefits administration must provide functional integration with at least the following system components: Position Control... Please provide an example of the type of integration you need between Benefits Administration and Position Control.
- A6. The budget impact for position budgeting/control takes into account benefit costs as well as establishing benefits eligibility at the position level. The position typically drives benefits eligibility (permanent positions are eligible for benefits whereas hourly positions are not) and automatic enrollment in mandatory benefits. In addition, the Budget Office would like to be able to project benefits costs based on types of position or funding sources.
- Q7. BEN 14 - Benefits administration must provide functional integration with at least the following system components: Time and Attendance... Please provide an example of the type of integration you need between Benefits Administration and Time and Attendance.
- A7. Some benefits accrue or do not accrue based upon hours worked or hours recorded for an activity or task. The Schools would also like the ability to create time records for employees who are moved from active to short term disability status, which in turn would create pay actions. Employees who do not meet minimum pay status requirements may be required to pay the employer's share of the premium or may become ineligible for benefits. .
- Q8. BEN 33 - Administrators can use system to bill for benefit plan services (e.g., additional coverage, etc.). Please provide some additional details concerning this requirement. What types of additional coverage might require billing?
- A8. COBRA or premium billings for employees on LOA/LWOP, retirees and others paying by personal check as well as premiums paid by the State for disabled employees/retirees and by affiliated employers whose employees are covered by County benefits.
- Q9. BEN 115 - Participant Status (e.g., DROP, PLOP, WAR, etc.). Please provide definitions for [DROP, PLOP, WAR, etc] and any other pertinent details.
- A9. All are employment status codes that denote employees who are in dual status (receiving retirement benefits while still working as an active employee):  
DROP = Deferred Retirement Option Plan;  
PLOP = Partial Lump Sum Option Plan; and  
WAR = Working After Retirement.  
These employees typically receive all benefits afforded to permanent positions, but may or may not continue to accrue retirement service credit.
- Q10. PUR 205 - Track or report on undeceived merchandise. We assume this requirement is supposed to state "unreceived" merchandise. Can you please confirm?
- A10. Correct. "undeceived" should be "unreceived".
- Q11. TECH 20 - System must have the ability to send syslog event to third-party applications (e.g. LogLogic, Quest, etc.)Can you please define "syslog"?
- A11. System log messages

Attachment I

Q12. BUSTECH 103 - System allows existing forms and online forms to be interfaced to the system. Can you please further define existing forms and online forms? What software, language, etc? How to be interfaced?

A12. Adobe forms, HTML forms, Microsoft Office forms



# County of Fairfax, Virginia

## ADDENDUM

Date: November 21, 2008

### ADDENDUM NO. 1

TO: ALL PROSPECTIVE OFFERORS  
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The referenced request for proposal is amended as follows:

1. In order for questions to be responded to in a timely manner, send all questions to DPSMTeam1@fairfaxcounty.gov and cc. to lonnette.robinson@fairfaxcounty.gov.
2. Refer to Attachment I for response to questions received via e-mail and the pre-proposal conference held on November 19, 2008.
3. All other terms and conditions remain the same.

Steve L. Pierson, CPPB, VCO  
Contracts Division Manager

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT COMPETITIVE NEGOTIATION INVITATION:

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

A SIGNED COPY OF ADDENDUM MUST BE RETURNED PRIOR TO DUE DATE/TIME OR MUST ACCOMPANY PROPOSAL.

Department of Purchasing & Supply Management  
12000 Government Center Parkway, Suite 427  
Fairfax, VA 22035-0013

Website: [www.fairfaxcounty.gov/dpsm](http://www.fairfaxcounty.gov/dpsm)

Phone 703-324-3201, TTY: 1-800-828-1140, Fax: 703-324-3228



**Attachment I**

- Q1. How many W2s does the County anticipate issuing this year? The schools?  
A1. During CY 2008, the schools expect to issue between 38,000 and 39,000 W2s and the County expects to issue approximately 20,500 W2s.
- Q2. What is the combined County and schools "spend budget", i.e., the total procurement spend of goods and services procured in a year?  
A2. \$661.6 million in FY 2008.
- Q3. With the ongoing financial situation which has affected the County as it has everywhere else, could the County please address its commitment to current funding and support by the administration for this project?  
A3. Fairfax County Government and the Fairfax County Public School System are committed to this project. The project is supported by senior leaders within both organizations. Funding has been identified and committed for the project.
- Q4. Do you anticipate any reduction in the funds and resources appropriated for this project?  
A4. No
- Q5. Can management share any relevant thoughts on the funding for the implementation, given the current economic situation?  
A5. This project will be implemented in phases. The County has a funding plan based upon the multi-phased implementation strategy outlined in the CNI.
- Q6. Requirement Reference INV 74: What cafeteria point of sale system is in use today, or planned for use?  
A6. WinSNAP/WebSMARTT, which interfaces with Mylunchmoney.com for on-line prepayments, is in use today.
- Q7. Requirement Reference INV 76: In what capacity is the USDA-approved menu planning used today?  
A7: Nutrient Analysis is completed through Nutrikids. VBOSS is the system used for inventory management and ordering.
- Q8. Requirement Reference AP-102: Would the County please clarify the process on splitting checks for void-reissues?  
A8. Generally, this is for error correction and/or processing of levy/lien/garnishment payments. If an agency erroneously processes payments to the wrong vendor and are merged with other payments in the check/ACH consolidation process, then the need is to be able to void/reissue to two different vendors. Additionally, when a levy/lien/garnishment amount is less than the full payment amount, the need is to be able to remit the split amounts to the original vendor and the holder.

**Attachment I**

- Q9. Requirement Reference AP-118: Is the County producing 1098 out of its current financial system? Is it the intent to do the detailed tax collections in the ERP AR module?
- A9. No, the County is not currently preparing 1098 forms from the current financial system. The County is looking for software providers to provide the best approach for meeting this function.
- Q10. Requirement Reference AR-38: Can the County please clarify the process and intention of tracking the County-enforced liens at the invoice level?
- A10. The County enforced liens are currently tracked in a stand-alone database. There is no tie to the current financial system's receivable records. The County would like to flag the customer record and enforce the lien via offset with any payment activities to the same customer.
- Q11. What are the County and the Schools using for Learning Management today?
- A11. The Schools use MyPLT (TrueNorthLogic) and the County currently uses Pathlore. However, the County is transitioning to Plateau's LMS effective February 2009.
- Q12. Page 6 Section 6.2.5.6, "Proposed Database/Vendor": The price sheet has no cost for database. Please confirm the County will provide the database.
- A12. The County will provide the database. The software provider is expected to assist the County in sizing the database to accommodate the proposed solution.
- Q13. Page 11 Section 7.7: Is there any overlap of the count between the different categories, e.g., does a person counted in HR also use procurement, so that we don't double count? Will any of the employees in the categories in the chart only utilize manager self service? If so, how many? On the 11,500 employees doing time and attendance, are these individuals entering their own time? If there are any timekeepers entering time for a dept, or group please break out the number of timekeepers. Are the 17,500 County and 37,000 School self-service employee user count in addition to the other employees user count listed in "Current Number of Employees Using the System", or are these users of financial, purchasing, budget, etc. also included in the self service employee count?
- A13. The descriptions are for reference purposes only and are provided as guidelines. They are not intended to be comprehensive, nor limiting. It is anticipated that types of users will overlap. When preparing your cost proposal, please list all assumptions (i.e., assumes 11,500 employees entering time or assumes 30% of the 11,500 employees will be entered by timekeepers.) The County will look favorable upon proposals that submit costs based upon experience and clearly delineate price breaks, if any.
- Q14. How many employees need analytics, query, and reporting capabilities? Can the County identify the number of report developers they anticipate as well?
- A14. Please see answer A13.

**Attachment I**

- Q15. What month does the County intend to purchase the ERP software?  
A15. The County intends to sign a contract with an ERP software vendor in the first half of CY 2009.
- Q16. Please provide the weighting relative to the selection criteria for evaluation.  
A16. The County will not provide this information.
- Q17. TRN tab, Line 51, TRN 35 - Launches third-party content and provides test bed for testing prior to formal launch. What is meant by 'provides test bed for testing prior to formal launch'?
- A17. The proposed solution must have a means for validating the usability of online content prior to its release.
- Q18. TRN tab, Line 193, TRN 170 - System generates and prints notification of results letter (email or standard) with variable fields (e.g., confirmed, waiting list, full, etc.). What is meant by 'results letter'?
- A18. Correct requirement should read, "System generates and prints notification letter (email or standard) with variable fields (e.g., confirmed, waiting list, full, etc.)".
- Q19. FA 7: System supports cost allocations associated with fixed assets. Please explain what is meant by "cost allocations associated with fixed assets". Is the County allocating costs to the asset? Or is the County allocating charges to departments who may use an asset? Please provide an example.
- A19. The County is allocating acquisition costs to an asset for capital outlay (expenditure) reporting purposes. For example, two or more funds/departments/etc., may acquire a single fixed asset. The requirement is to track the multiple-source acquisition costs, while maintaining a single fixed asset record in the system (possibly through a parent/child capability).
- Q20. BUSTECH66: Users can drill around and drill down from report fields to source data and attached documents. Please clarify what they mean by attached documents. Are these documents outside the reporting system?
- A20. Yes. Any imaged document or file attachment that is attached to the transaction within the ERP solution.
- Q21. BUSTECH70: System allows for merged word processor reports to be edited and saved directly. Are the reports too be created in a program like MS Word? Is the expectation to be able to store and access the report from the reporting system?
- A21. Yes. The report is expected to be created in Microsoft Word that could be saved as a report for use by the ERP solution.
- Q22. BUSTECH74: System allows user to create and print reports on special forms. Please give an example of a special form. Are the users the end-users or are will they be administrators?
- A22. An example would be tax forms. Users are end-users.

**Attachment I**

- Q23. BUSTECH75: System must allow customized form creation with auto-fill to merge form with data. Please give an example of a specialized form and is this form outside the reporting system?
- A23. A mail merge document that would exist outside of ERP solution.
- Q24. BUSTECH82: System produces dashboard data. Please clarify by what is meant by produce dashboard data.
- A24. Executive reports with graphs and summary data with drill-down capability.
- Q25. CNI Page 9: In the table identifying vendor response options, response "CR – Custom Report Development". Please define what "cost extra" means.
- A25. The vendor response should include any additional cost or hours necessary to fulfill this requirement.
- Q26. CNI Page 9: In the table identifying vendor response options, response "CR – Custom Report Development". If a reporting tool is proposed that requires training for in-house staff to developed the reports, should the response include the cost of the reporting tool as well as any internal training costs?
- A26: The response should include any additional cost or hours necessary to fulfill this requirement.
- Q27. The proposal indicates that software demonstration scripts will be made available to each vendor 10 working days in advance of their scheduled demonstration week. Is there any chance of receiving the demonstration scripts three weeks in advance?
- A27. No. The dates provided are based on a pre-determined project schedule and cannot be adjusted. Each vendor will be provided with the software demonstration scripts 10 working days prior to their scheduled demonstration week.
- Q28. Is there any possibility of adjusting the schedule so that final answers submitted by the vendors are made available prior to three days before the proposal submission deadline?
- A28. We recommend submitting questions as early as possible in order to receive responses earlier. However, the County will accept questions up to five days prior to the proposal submission deadline (December 5<sup>th</sup> as December 7<sup>th</sup> is a Sunday) and will make those answers available three days in advance of the proposal deadline (December 9<sup>th</sup>), or sooner, if possible.
- Q29. Does the County have an interest in other areas of the ERP solution not specifically outlined in the proposal, such as permitting or toll-collecting?
- A29. Yes. The County recommends including any additional products in the Treatment of Issues section of the response. However, the County will be evaluating the vendor proposal based upon the scope of the project as identified in the CNI.
- Q30. If County offices should be closed for some reason on the date the proposals are due, what happens?
- A30. If County offices should be closed for unscheduled or administrative leave, the proposals will be due on the next business day, at the same time listed in the CNI.