COMMUNITY COLLEGE
system of New Hampshire

BID # CHA23-01   **ADDENDUM NUMBER 02**
REQUEST FOR PROPOSALS FOR:
Budget and Planning Solution
10/14/2022

TO: ALL CONTRACT BIDDERS OF RECORD

This Addendum forms a part of the Contract Documents and modifies the Request for Proposals dated September 29, 2022, with amendments and answers to bidder questions noted below. This Addendum consists of a total of four (4) pages.

CLARIFICATION OF PREVIOUS ADDENDUM

Clarification #1

Language location: Addendum #01, "Bidder Questions"

Question:

QUESTION #2: How many users will need to access the Budget and Planning Solution?
ANSWER #2: 10 contributors & 10 view-only

Clarification:

- CCSNH is anticipating the need for 20 total licenses
- Three of the ten contributors will also need admin access
- More detailed breakdown of user roles:
    o 3 Admin/Contributor
    o 7 Contributor-only
    o 10 View-only

BIDDER QUESTIONS

QUESTION #1: What budget methodology does the system and its member colleges use?
ANSWER #1: Budgets are currently generated in Excel

QUESTION #2: Do each of the college's budgets use the same or similar processes, procedures, and level of detail? If there are differences, can these be provided with examples?
ANSWER #2: Yes, all colleges operate under the same procedures.

QUESTION #3: Can the University provide the names, titles, roles, and organizations (or just titles, roles, and organizations) that are part of the evaluation committee?
ANSWER #3: The evaluation committee members will consist of CCSNH's Controller, COO, CIO and College CFOs

QUESTION #4: **Can the System detail out the pain points and/or deficiencies they look to address as part of this project?**
ANSWER #4: The primary pain point is the use of Excel and its inherent limitations. With this new solution, CCSNH is hoping to:

- Make updating budgets easier
- Improve forecasting
- Improve timing and accuracy
- Generally modernize CCSNH's budget process

QUESTION #5: **Can the University describe any additional needs or capabilities that may be desired and/or addressed by a platform in potential future phases beyond the core scope described in this section?**
ANSWER #5: CCSNH would like the solution to have the ability integrate with other software like ADP and provide improved scenario analysis.

QUESTION #6: **Will demonstrations be scheduled immediately following the submission of the response given the timing of the submission and demo schedule?**
ANSWER #6: Yes

QUESTION #7: **What other tools and systems does the University currently own for BI, Integration, Cloud, Data Warehouses, etc. (Such as Tableau, Power BI, Informatica, MuleSoft, Salesforce, Google, AWS, etc.) that are currently licensed, used by the University, and might be available for the eventual project? For example, what technology/provider is the System's Datamart built on and how does data get there?**
ANSWER #7: Salesforce

QUESTION #8: **In the RFP the Payment terms are stated as follows: "100% due within 30 days after satisfactory completion of work invoiced by vendor, receipt of the invoice, approval, and acceptance by CCSNH." Please clarity/elaborate on the following:**

- **What is meant by completion of work?**
- **Does this indicate that payments will be made 30 days after completion of milestones and sign off provided by the College?**
- **Or, will payment terms be monthly invoices with payments to be made 30 days after each invoice is submitted?**

ANSWER #8: Payment will be made within 30 days of solution being fully implemented. Depending on the proposed timeline for implementation, milestones can be negotiated between CCSNH and the successful bidder at the time of contract execution. Payments will be made annually for subsequent years of the contract.

QUESTION #9: **Is there a standard chart of accounts for all 7 colleges?**
ANSWER #9: Yes

QUESTION #10: **Do all colleges use the same budgeting process? i.e. budget at the same level, use a standard chart of accounts, etc.**
ANSWER #10: Yes

QUESTION #11: **Are reporting requirements common between colleges?**
ANSWER #11: Yes

QUESTION #12: **Do you budget at the same level that you report Actuals?**
ANSWER #12: Yes

QUESTION #13: **At what time period detail is the budget created and managed? (Single Period Annual / Monthly)**
ANSWER #13: Present State = Annual. Future state = monthly or by semester/term

QUESTION #14: **How many reports are expected to be created in the new budgeting system?**
ANSWER #14: CCSNH would like the solution to have robust reporting capabilities with various standard reports and allow users to create reports on demand as needed.

QUESTION #15: **Do you budget by Position, Employee or both?**
ANSWER #15: Both

QUESTION #16: **Do all colleges budget Position and Employee using the same method?**
ANSWER #16: Yes

QUESTION #17: **Will the new budget system calculate the personnel costs (i.e. Healthcare costs, FICA, Retirement, etc.) or is this data entered manually or imported?**
ANSWER #17: Imported from ADP, ideally

QUESTION #18: **How many years of historical data are required? Are you looking to perform significant reporting on past data?**
ANSWER #18: 2-3 years. Some reporting

QUESTION #19: **Are there allocation calculations required?**
ANSWER #19: Yes

QUESTION #20: **Are business rules and calculations required to be performed in the new budget system? If they are required, how many business rules/calculations are required? Are the calculations common between the colleges?**
ANSWER #20: Yes, a few rules/calculations are required, and they are common between the colleges.

QUESTION #21: **Are the current state/desired future state calculations and processes relatively well documented?**
ANSWER #21: Yes

QUESTION #22: **Are there calculations by Union? If so, how many unions are involved and are the calculations by grade and/or step?**
ANSWER #22: No

QUESTION #23: **Does the new solution need to produce the Budget Book?**
ANSWER #23: Yes. CCSNH would also prefer space for narratives within the Budget Book.

QUESTION #24: **What criteria will be used for evaluating proposals?**
ANSWER #24: Solution features, flexibility, ease of use, cost, ease of implementation, reporting capabilities and quality of bidder proposal.

**Acknowledge receipt of this Addendum with the Proposal Form.
Failure to do so may disqualify the Bidder.**

NOTE: IN THE EVENT THAT YOUR BID HAS BEEN SENT TO THIS OFFICE PRIOR TO RECEIVING THIS ADDENDUM, RETURN THE ADDENDUM WITHIN THE SPECIFIED TIME WITH ANY CHANGES YOU MAY WISH TO MAKE AND MARK ON THE REMITTANCE ENVELOPE BID INVITATION NUMBER AND OPENING DATE. RETURNED ADDENDA WILL SUPERSEDE PREVIOUSLY SUBMITTED BID.

Bidder

By   Date
(This Document Must Be Signed)

Name
(Please Print or Type Name)