

## Addendum 2

### RFP Vendor Questions

1. Did you engage a consultant to assist in the preparation of the RFP? If so, did they also assist with current and future state business process mapping? [EVMS has engaged the services of Moran Technology Consulting \(MTC\) since 2015 for the subsequent RFPs issued since then and MTC will also have a role in the FMS RFP and implementation. MTC has also trained select management staff in Business Process Redesign including business process mapping of current state and future state.](#)
2. Is there a preference for cloud or on premise deployment? [Preference is for cloud.](#)
3. How many employees does EVMS have? How many of them will submit expenses? [This information is in the FMS RFP \(pdf\) on page 6 of 41: 2071 total employees and 209 expected users.](#)
4. How many weeks each year does EVMS spend preparing the annual budget? [The process takes about 4 – 6 months.](#)
5. How many employees are involved in preparing budgets (including department managers, etc. for distributed budgeting)? [Approximately 85 – 200 employees are involved in the budget process from preparation, review and approval. 70 people are involved and responsible for submission and approval in the budget workflow.](#)
6. For all employees involved in budget preparation, what is the average percentage of work hours devoted to budget preparation during this period? [The answer depend upon the size of the department in FTEs, equipment, contracts, etc. and we cannot give a reasonable figure. EVMS allows 4 weeks for budget development.](#)
7. How many work hours are there per week in your organization? [40 hours work week](#)
8. What is the average cost per-hour of the employees involved in the budget preparation process? [The staff involved in budget preparation earn in the rage of \\$50 - \\$75 per hour.](#)
9. How many weeks per year does EVMS spend managing the budget? [Our fiscal year starts on July 1 and continues through June 30; our staff manage their budgets throughout the year.](#)
10. How many employees are devoted to managing the budget throughout the year? [4 FTEs](#)
11. For all employees involved in budget management, what is the average percentage of work hours devoted to budget management? [We decline to respond.](#)
12. What is the average cost per-hour of the employees involved in managing the budget? [The staff involved in the budget preparation earn in the rage of \\$50 - \\$75 per hour.](#)
13. How are you organizing the project team? Have you assigned a project manager? [We have a FMS Project team comprised of 15 managerial staff crossing all mission and functional areas, and including a project manager.](#)

14. Is budget approved for this ERP replacement? If so, can you share the amount? **Yes, we have a budget for this; No, we cannot share the amount**
15. Have you viewed any demos of solutions before the release of this RFP? **No**
16. Is there a desired go live date? What aspects drive your go live date? **Our goal is a Go Live date by July 1, 2022, we also have an expected time period to commence implementation starting sometime around July 2021. There are many factors that impact the Go Live date based upon the FMS chosen and the functional requirements that are critical and important to EVMS.**
17. Does your organization currently use O365 including Teams, Power BI and Outlook? **We are considering Office 365 in the future and we currently use Microsoft Power BI and Outlook. We use Zoom and BlueJeans for VTC.**
18. For your functional requirements, is there alternative submission options other than Decision Director – i.e. responses in Word or Excel? **We have used Advantiv for over 5 years for numerous RFPs and vendors have found the platform very user friendly. Advantiv also allows EVMS to compare, evaluate and rate responses by requirement/vendor; it's much faster than collating and interpreting open formats.**
19. Can you share the names of the other entities who have downloaded this RFP? **7 vendors have accessed and downloaded the EVMS RFP including Anthology, Workday, Oracle, Unit 4, Sparkrock, LNB Solutions and NetSuite.**
20. Please rate the categories of functionality within the RFP Finance section by level of importance - Must Have (High - solutions without these features will not be considered), Should Have (Medium - EVMS will consider alternate solutions/workarounds), Nice to Have (Low - Non-business critical items) **Our policy and also Advantiv's process and procedure is not to divulge the rating of each of the functional requirements listed in any RFP; that is something Advantiv uses in rating the overall responses for every vendor responding to the RFP. We do use a similar rating to the one you suggest in your email; 3 tiers: Critical, Important and Desired so we can evaluate the vendors' specific responses.**
21. Can you please provide information about your current Student System? **Anthology's CampusNexus SIS**
22. Can you please provide information about your current Patient Billing System? **We do have a Patient Billing System but it is separate and apart from EVMS. We do have a student accounts system in CampusNexus SIS. Our current financial systems are FASBE (GL, AP, AR and Budget Control) and Oracle Hyperion Budgeting.**
23. The anticipated contract term dates shows a begin date of July 1, 2021. Is this also the time frame of when you would expect a project kickoff for implementation to begin? **Hopefully if everything goes smoothly in our plan we would expect to begin the FMS Project kickoff sometime in July 2021 the start of our new fiscal year.**